

# CITY OF CARPINTERIA ADOPTED BUDGET 2019-20



Wade Nomura, Mayor  
Al Clark, Vice Mayor  
Gregg A. Carty, Councilmember  
Roy Lee, Councilmember  
Fred Shaw, Councilmember

Dave Durlinger, City Manager  
Licette Maldonado, Administrative  
Services Director

# **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

Cover: City of Carpinteria Beach

Cover Photo: Charles Birdwell

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# MEMORANDUM



**Date:** June 10, 2019

**To:** The Honorable Mayor, City Council and the Carpinteria Community

**From:** Dave Durlinger, City Manager

**Subject:** Fiscal Year 2019-20 Proposed Budget

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The 2019-20 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 2019-20 budget provides funding for all existing projects, programs and services that are provided and planned for by the City, including public safety services, planning and building services, public works and engineering services, parks & recreation services, and for implementation of the City's Capital Improvement Program. The budget also includes funding for the implementation of myriad federal and state mandated programs for addressing issues such as water quality, coastal resource protection and public access to the coast, homelessness, emergency preparedness, sea level rise, affordable housing, and other issues of regional and statewide concern. The 2019-20 fiscal year budget of just under \$22 million, includes significant appropriations from grant, reserves and fund balance for capital project and maintenance work. Funding of annual capital and maintenance work via one time or limited sources is not sustainable. Annual operating revenues are projected to be enhanced significantly by the passage in November 2018 of a local sales tax measure that became effective April 1, 2019, and is expected to help the City address deferred public facilities replacement and maintenance work among other services and project needs.

Overall, revenue is projected to increase by approximately 19.5% to \$19.5 million and expenses by nearly 29.3%, 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 \$11.2 million, a decline in appropriations of approximately 3.7% from the 2018-19 year-end estimate.

***All Funds expenses are projected to exceed revenues by approximately \$2.3 million due to spending from special Funds and grant funds for capital and major maintenance projects. General Fund revenues and expenditures (including Fund transfers) are projected to have an operational surplus of \$20,580.***

The 2019-20 budget reflects a continuation of recent revenue and expenditure trends that are based on modest improvement in the overall economy, strong growth in real estate valuation and hospitality, and uneven weak performance in retail sales. Following these trends affecting the City's major revenue sources, property tax and transient occupancy tax are projected to increase while sales tax is projected to see a slight decline.

During the Great Recession the City implemented various cost savings measures as a part of a Financial Recovery Plan and those measures (which included 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) continue to provide cost savings benefit to the City. In 2017, the City Council adopted a Five-Year Financial Plan, and has implemented important recommendations from the plan, including the establishment of a Pension Trust Fund and new revenue development.

## **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. These projects are paid for through a variety of sources including grants, State Local Streets and Road Taxes, including Highway Users and Road Maintenance and Rehabilitation Accounts, local Development Impact Fees, and Measure A revenue, the county-wide ½ cent sales tax for transportation projects and services. These funding sources require that the City contribute to project costs using discretionary revenue sources, e.g., General Fund. The recent passage of a local sales tax in Carpinteria provides additional, fully discretionary revenue for this purpose.

The City's General Fund property tax revenue (projected at \$4.0 million and representing 36.0% 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 of 2% is projected for the 2019-20 fiscal year.

The City's sales tax revenue, projected at \$1.9 million, reflects a slight decline due primarily to the City's limited retail sales tax base, which is led by gasoline and food and beverage sales, being projected flat. Over the past five years the lack of expansion and loss of key sales tax producers in the business-to-business sector has resulted in either flat or slightly declining annual revenue. The result, in real dollars, is a projection for the City General Fund to receive approximately \$108,000 less in annual sales tax revenue for the 2019-20 fiscal year than five years ago.

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 just under \$3.9 million. Excluding capital project expenses, personnel costs (including law enforcement) make up approximately 65.4% 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 \$ 5.6 million reflect an increase of approximately 13.7%. This includes pension, health insurance, salary adjustments as well as compensation estimates necessary to accommodate planned new positions.

**b. Projects and Programs:** The 2019-20 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 the budget. Detailed descriptions are included in the Capital Project appendix and various Department programs.

- **2019 Pavement Rehabilitation Project**
- **Bailard Avenue Street Improvements Project**
- **Linden Avenue and Dorrance Way Crossing Improvements Project**
- **Public Parking Management Plan Update**
- **Speed Zone Survey Update**
- **Sidewalk Inspection Survey Update**
- **Street Tree Management Plan Update**
- **Draft Regional Disaster Debris Management Plan**
- **Implementation of the Our Water, Our World Program**
- **Draft Waste Load Allocation Attainment Program for Franklin Creek Watershed**
- **Final design of Via Real Stormwater Project (tentative based on grant awards)**
- **Develop concept designs for new park land uses such as Bluffs III and a concept dog park**
- **General Plan/Coastal Land Use Plan Update (multi-year project)**
- **Zone Code Update (multi-year project)**
- **Downtown Design Overlay**
- **Cannabis Business License Program**
- **Vulnerable Building Assessment and Policy**
- **Bluffs III conservation easement and Endowment Agreement**
- **Initiation of work on Concha Park**
- **Skate Park construction design and funding**

This budget includes funding for pavement maintenance and capital projects approved as a part of the City's annual work planning and capital improvement program and that aim to reduce the backlog of deferred maintenance and to improve overall condition of infrastructure, including improvement, over time, of the City's pavement condition index.

## 2018-19 Accomplishments

Listed below are examples of significant accomplishments initiated/achieved in the 2018-19 fiscal year. A comprehensive list of recurring performance measures and related accomplishments is included as Section H of this budget document.

- **2019 Pavement Maintenance Project** - The project consisted of approximately 17,600 square feet of asphalt concrete replacements (also known as “dig outs”) and approximately 600,000 square feet of slurry seal in various streets citywide. Funding was provided by Measure A and Senate Bill 1 [Road Maintenance and Rehabilitation Account (RMRA)], respectively. The purpose of the project was to continue the pavement improvements to the overall pavement infrastructure.
- **Carpinteria Avenue Pedestrian Safety Improvements Project** - The project consisted of approximately 1,000 linear feet of concrete sidewalk, curbs and gutters, curb ramp upgrades, and extension of bike lanes along Carpinteria Avenue between Dump Road and 5885 Carpinteria Avenue (Tee Time Driving Range). Funding was provided by Measure A Cycle 3. The purpose of the project was to provide for a physical separation of pedestrian and vehicular traffic as well as facilitating drainage outside of the walk area.
- **General Plan/Coastal Land Use Plan Update:** Staff made significant progress to hold public workshops and meetings prior to submitting draft documents for the Coastal Commission’s review.
- **Personal Use and Commercial Cannabis Regulations:** The City’s Cannabis Zoning Code regulations became effective in May 2019.
- **Planning Projects:** The Planning Department has been consistently working on over 80 major projects. Completed projects are not keeping up with the number of new applications submitted.
- **Building Permits:** Over 300 building permits were issues including permits for the 31-residential unit Green Heron Spring development.
- **New Financial Software** - The City initiated implementation of a new financial software system, Incode 10, from Tyler Technologies. The financial system will help City meet its fiduciary responsibilities and goals to deliver services that meet community needs. Once completed, the Administration Services Department will process payroll in-house without the need for outside services, ensure more efficient revenue tracking and overall will improve the City’s fiscal transparency in financial reporting.
- **Coastal Trail Easement Acquisition at S & S Seeds** - The City completed the purchase of a trail easement acquisition that will allow for the development of a missing segment of the Carpinteria Coastal Vista Trail in the Bluffs II planning area. When complete, the trail will connect the Carpinteria Salt Marsh Nature Park to Rincon County Park. Only a few additional segments remain to be acquired.

- **Creek Park Rehabilitation** - On January 9, 2018, a fast-moving but deadly storm moved through the South Coast area with rainfall rates that caused significant debris flows from the recently charred watershed. The debris flows caused inundation at the Creek Park, destroying the landscaping and other park amenities. The project completely restored the park to its original condition.
- **Additional Beach Restoration and Management Due to the Thomas Fire** - The City assisted Santa Barbara County Flood Control with placement of beach sediment at Ash Avenue. The work included efforts to prevent brown muds and sediment that don't mimic natural conditions from persisting on the City Beach. This required coordination with County Flood Control as well as significant staff time.
- **Continued Work on Bluffs III Conservation Easement Negotiations** - The City is working with The Land Trust for Santa Barbara County staff in negotiating a Conservation Easement that is intended to protect the Bluffs III land as a natural area with coastal habitat and public access for passive recreation.
- **Initiation of work on Concha Park** - Concha Park is envisioned to be a 9,000 square foot public park in the Concha Loma neighborhood along Carpinteria Avenue that would serve the adjacent multifamily housing. The work so far has been to engage and meet with a Landscape Architect to begin developing a concept design.
- **Continuation of Work on Skate Park** - The City is working with the Carpinteria Skate Park Foundation to construct a skate park in Carpinteria. The work accomplished to date includes a complete plan set, excepting the lighting plan, and negotiations with a nearby property owner to build parking resources. The submittal of a development application is expected in June 2019.

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 Licette Maldonado, Ashley Chaparro, Brian Barrett, and Kevin Silk. Without their work, this budget document would not be possible.

Dave Durflinger  
City Manager





## **Community and Organizational Profile**

The City of Carpinteria is a California general law city providing local government services to a population of 13,680<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 16 (full time equivalent) part time and seasonal part time positions are filled by 92 employees. Tables and organizational charts further describing the staffing of the City follow this Introduction.

Type and levels of service are 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 growth in the City's permanent and seasonal populations. The City's streets, most built in the 1960's and 70's, are requiring much more costly maintenance than in the City's early years. Also, the City has added significant amounts of public open space and added or expanded several parks, including, more recently, the Carpinteria Creek Park and Tomol Interpretive Play Area. The City is currently planning for the acquisition and improvement of a dog park and Bluffs open space expansion for 2019-20. The City also maintains and operates a greater number and variety of recreational facilities and programs than earlier in its history. These recreational facilities include the

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<sup>1</sup> City/County Population Estimates, State Department of Finance, Demographic Research Unit, January 1, 2019

community pool, athletic fields, playground equipment, public parking and restrooms, beach and boathouse improvements, and a network of hiking and biking trails.

New program requirements also contribute to growing demand for services. Most new mandated federal and state programs are unfunded, requiring local agencies such as the City of Carpinteria to pay for related expenses. The Americans with Disabilities Act (ADA) and its implementation in California, mandate that cities maintain and update public facilities and infrastructure to comply with new and changing standards that help to ensure everyone can access public facilities and services. For example, the ADA requires ongoing annual expenses for curb, gutter, and sidewalk replacement and repairs. The federal Clean Water Act requires that States implement programs to ensure, among other things, that storm water runoff does not pollute creeks and ocean waters. California has responded by enacting laws that require that cities and counties implement projects and programs that, in many cases, exceed federal Clean Water standards. No guaranteed state or federal funding has been provided to Carpinteria to implement new storm water quality projects and programs.

The regulatory environment in coastal California has also changed significantly since 1965 with the establishment and refinement of the California Environmental Quality Act and the California Coastal Act. Ensuring public and private development and other activities comply with these important regulations can be costly and requires highly skilled professional staff at great cost.

These and other regulations affect the quality and quantity of land use and development review services provided by the City. Also, 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.

### Expenditures by Program

Program #	Program Name	Prior Year Actuals FY 2018		Current Budget FY 2019		Estimated Actual Budget FY 2019		Adopted Budget FY 2020	
111	Records Management	\$ 113,987	0.8%	\$ 114,430	0.5%	\$ 113,240	0.7%	\$ 166,978	0.8%
112	Elections	3,585	0.0%	20,254	0.1%	11,518	0.1%	32,726	0.1%
121	City Administration	395,149	2.8%	446,723	2.0%	379,603	2.2%	466,763	2.1%
122	Legal Services	737,911	5.2%	564,500	2.5%	616,500	3.7%	596,582	2.7%
123	Legislative & Policy	96,684	0.7%	110,841	0.5%	109,005	0.6%	146,979	0.7%
124	Commissions Boards and Committees	4,965	0.0%	6,000	0.0%	6,000	0.0%	12,293	0.1%
125	Law Enforcement	3,742,946	26.6%	3,869,520	17.5%	3,857,448	22.9%	4,239,320	19.4%
126	Emergency Preparedness	73,362	0.5%	85,006	0.4%	74,498	0.4%	96,129	0.4%
141	Financial Management Services	434,068	3.1%	477,518	2.2%	462,040	2.7%	537,779	2.5%
142	Management Information Services	197,853	1.4%	241,961	1.1%	220,326	1.3%	240,963	1.1%
143	Central Services	691,999	4.9%	3,580,337	16.2%	2,425,698	14.4%	2,722,923	12.5%
161	Staff Recruitment, Retention and Development	188,028	1.3%	199,003	0.9%	159,930	0.9%	190,729	0.9%
162	Risk Management	390,212	2.8%	442,867	2.0%	422,294	2.5%	404,793	1.9%
163	Communication and Community Promotions	181,528	1.3%	221,675	1.0%	263,659	1.6%	290,513	1.3%
301	Public Works Administration	538,200	3.8%	718,229	3.2%	516,445	3.1%	461,918	2.1%
302	Street Maintenance	1,340,654	9.5%	5,481,591	24.7%	2,119,394	12.6%	5,211,435	23.9%
303	Right of Way Maintenance	528,293	3.8%	460,439	2.1%	478,716	2.8%	608,374	2.8%
304	Transportation, Parking and Lighting	249,935	1.8%	341,611	1.5%	290,561	1.7%	362,662	1.8%
305	Capital Improvements	632,842	4.5%	460,905	2.1%	403,829	2.4%	311,180	1.4%
306	Solid Waste	202,844	1.4%	248,361	1.1%	185,463	1.1%	299,708	1.4%
307	Watershed Management	171,434	1.2%	277,220	1.3%	158,785	0.9%	319,632	1.5%
308	Engineering Permits	61,554	0.4%	65,246	0.3%	64,589	0.4%	72,606	0.3%
410	Community Development Administration	139,841	1.0%	153,317	0.7%	147,842	0.9%	175,849	0.8%
411	Advance Planning	427,861	3.0%	560,972	2.5%	553,249	3.3%	595,231	2.7%
412	Housing	26,111	0.2%	27,677	0.1%	27,398	0.2%	62,382	0.2%
413	Development Review and Building	386,640	2.7%	470,826	2.1%	466,709	2.8%	518,136	2.4%
414	Code Compliance	337,709	2.4%	361,060	1.6%	357,712	2.1%	382,284	1.8%
415	Animal Care and Control	90,874	0.6%	92,632	0.4%	90,823	0.5%	104,347	0.5%
442	Economic Vitality	82,787	0.6%	96,933	0.4%	90,947	0.5%	73,233	0.3%
691	Parks and Recreation Administration	35,988	0.3%	39,173	0.2%	38,802	0.2%	45,168	0.2%
692	Community Pool Services	505,502	3.6%	543,999	2.5%	548,320	3.2%	609,612	2.8%
693	Ocean Beach Services	365,606	2.6%	361,135	1.6%	365,029	2.2%	469,650	2.2%
694	Special Events	86,007	0.6%	86,634	0.4%	77,800	0.5%	57,946	0.3%
695	Parks & Facility Maintenance	499,121	3.5%	762,912	3.4%	606,852	3.6%	556,642	2.5%
696	Community Services Support	115,939	0.8%	170,564	0.8%	170,542	1.0%	386,004	1.7%
<b>Total Expenditures</b>		<b>\$14,078,019</b>	<b>100.0%</b>	<b>\$22,162,072</b>	<b>100.0%</b>	<b>\$16,881,566</b>	<b>100.0%</b>	<b>\$ 21,829,469</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 FY 2016-17, 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. The update resulted in the City Council's approval and adoption of the updated fee schedule in February 2017 (Resolution No. 5700).

### **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. Over the past several 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 Maintenance Fund	\$ 227,557
Right of Way Fund	60,291
Recreation Services Fund	320,895
Total	\$ 608,743

## 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 regional efforts to address homelessness by providing housing and supportive services to people experiencing homelessness in Carpinteria and other parts of the region. The City's work with the County of Santa Barbara and People's Self-Help Housing Corporation reflects its interest in creating and maintaining a greater amount of housing affordable to families working in important regional industries, agriculture and hospitality.

## 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 \$1,036,547, the following major reserve balances are estimated for 2019-20.

Financial and Economic Uncertainty Reserve:	\$4,444,928
General Reserve - Special Projects:	\$1,135,339
Capital Asset Replacement Reserve:	<u>\$ 508,850</u>
Total:	\$6,089,117

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 (\$19,615,138), 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 appropriate limit of proceeds of taxes that may be appropriated for fiscal year ended June 30, 2020 is \$20,457,913. The City remains in compliance with Article XIII of the California Constitution in the coming year. See Exhibit A of Resolution 5898 in the Appendix I section of the budget for more details and the 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. Property and Special Taxes require a two-thirds affirmative vote while General Taxes require a simple majority.

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. This is significant as several taxes and assessments established to address specific maintenance programs beginning in the 1980's are no longer adequate and require subsidy from the General Fund impacting other services. These taxes and assessments include a Park Maintenance Tax, a Right-of-Way Assessment District, a Street Lighting District, and a Parking and Business Improvement Area District.

<b>AUTHORIZED FULL TIME POSITIONS</b>					
<b>CITY ADMINISTRATION</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</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
	<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	0	0
Senior Financial Analyst	0	0	0	1	1
	<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
Chief 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
	<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
Assistant to the Public Works Director	1	1	1	1	1
Lead Maintenance Worker	1	1	1	1	1
Maintenance Technician	1	1	1	1	1
Maintenance Worker II	1	1	1	1	2
Maintenance Worker I	2	2	2	2	1
Engineering Technician	1	1	1	1	1
Environmental Coordinator	1	1	1	1	1
Civil Engineer	1	1	1	1	1
	<b>11</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
	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>GRAND TOTAL Full Time</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>



<b>HOURLY RATED PART-TIME/SEASONAL AUTHORIZED POSITIONS</b>					
<b>CITY ADMINISTRATION</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
City Council	5	5	5	5	5
Planning Commission	5	5	5	5	5
Architectural Review Board	5	5	5	5	5
Public Works Maintenance Worker I	1	1	1	1	1
HR Project Assistant	1	1	1	1	1
Community Promotions - GATV	3	3	2	2	2
Accounting Clerk	0	0	1	1	1
Crossing Guards	2	2	2	2	2
Parks Maintenance Worker	1	1	1	1	1
Beach Lifeguards	10	10	10	10	10
Ocean Recreation Worker	6	6	6	6	6
Junior Lifeguard Program	18	18	22	22	22
Pool Lifeguards	18	18	12	12	12
Aquatic Club Coaches	7	7	7	7	7
Pool Cashier	9	9	8	8	8
Community Gardens Coordinator	0	0	0	1	1
<b>Total</b>	<b>91</b>	<b>91</b>	<b>88</b>	<b>89</b>	<b>89</b>

### ***Five-Year Financial Plan***

Based on an understanding of current conditions that influence revenue and expenditures in the future, the City has prepared a Five Year Financial Plan (included in this budget document as Appendix II) that identifies the General Fund's ability over the next five years, on an "order of magnitude" basis, to continue current services, address long-term liabilities, and meet the needs and expectations identified through the Capital Improvement Program.

The Five-Year Financial Plan sets forth the challenges and opportunities ahead of the City in adopting a balanced budget and meeting needs next year and beyond. It is not a budget but rather a tool for City decision-making on financial matters.

### **General Fund Resource Gap**

The Five-Year Financial Plan shows that over the forecast period, 2017-22, and taking into consideration funding needs for needed major maintenance work and capital projects, the City requires approximately \$1.5 million in new annual revenue. In addition, more revenue is required for growing law enforcement and community service support program demands, raising the total new revenue need above \$2.1 million. In November of 2018, Carpinteria voters passed Measure X, a 1.25% local sales tax that is projected to generate approximately \$2.1 million annually. This new revenue, included as a part of a new and separate Measure X Fund in this budget, is expected to help address the funding gap identified in the Plan.

## **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 \$28 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 \$4.5 million of its on-going funding to the projects.

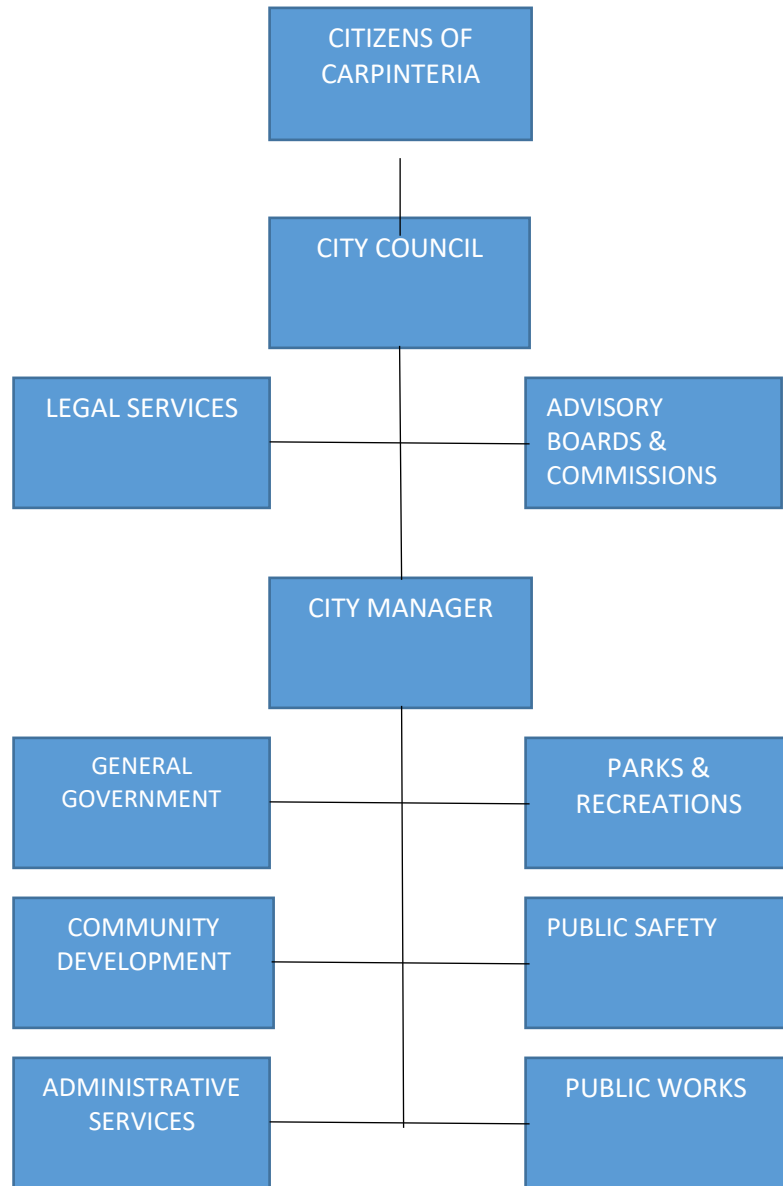
The City of Carpinteria Parks and Recreation Department maintains and operates over 100 acres of parkland and facilities such as the Carpinteria Veteran's Building, the Carpinteria Community Pool, Carpinteria City Hall and several miles of improved trail.

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 plastering 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.

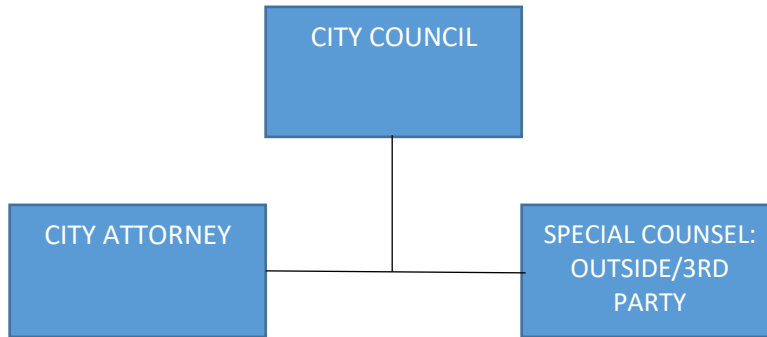
The Park Maintenance Fund assesses all residential property in the City to pay for park maintenance activities. The funding is static and has not increased since 1995. Due to increasing costs over time, this fund is not adequate to pay for the upkeep of the park system. Additional funds have been sourced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

In addition to infrastructure and facilities maintenance and replacement, other significant costs projected in the next five years include unfunded state and federally mandated programs, public safety expenses and a growing need for support of community services such as the Carpinteria Library. The City expects that compliance with ADA standards and growth in expenses required to comply with standards for operating the City's storm water management system will rise significantly.

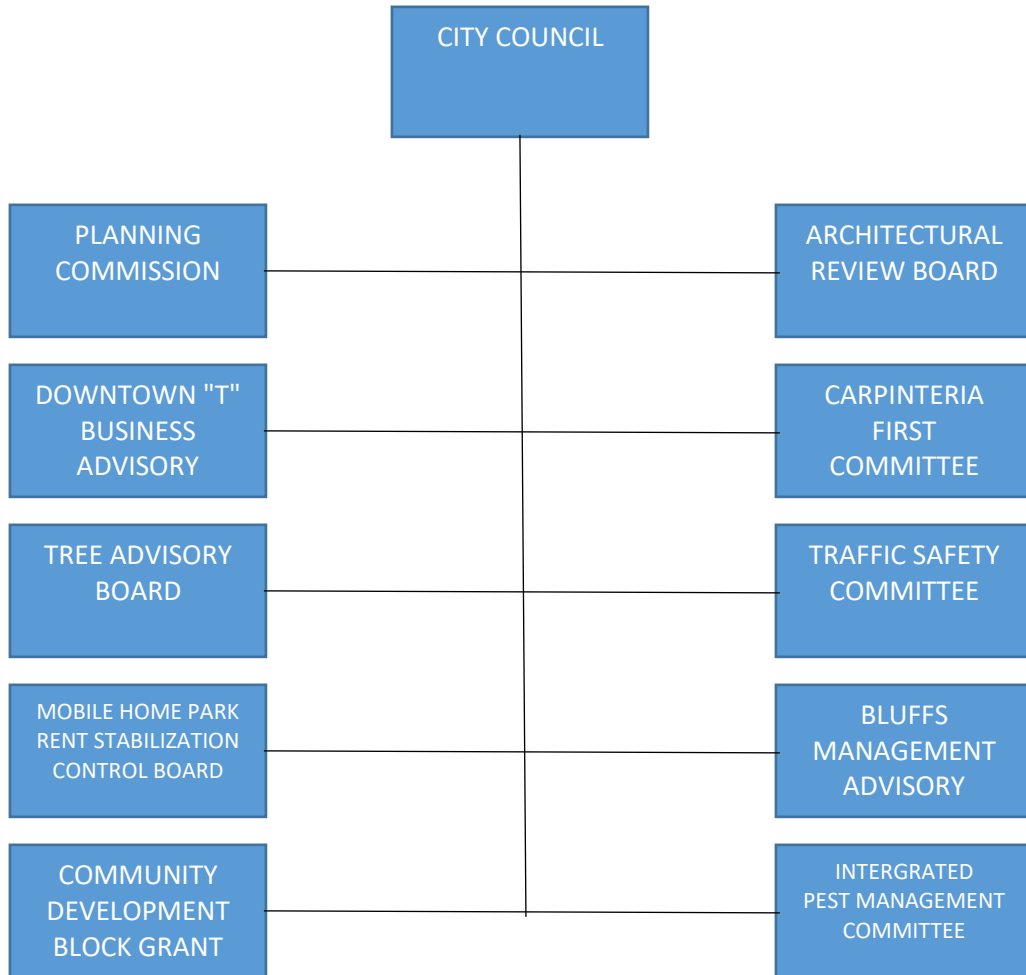
**CITY OF CARPINTERIA ORGANIZATIONAL CHART**



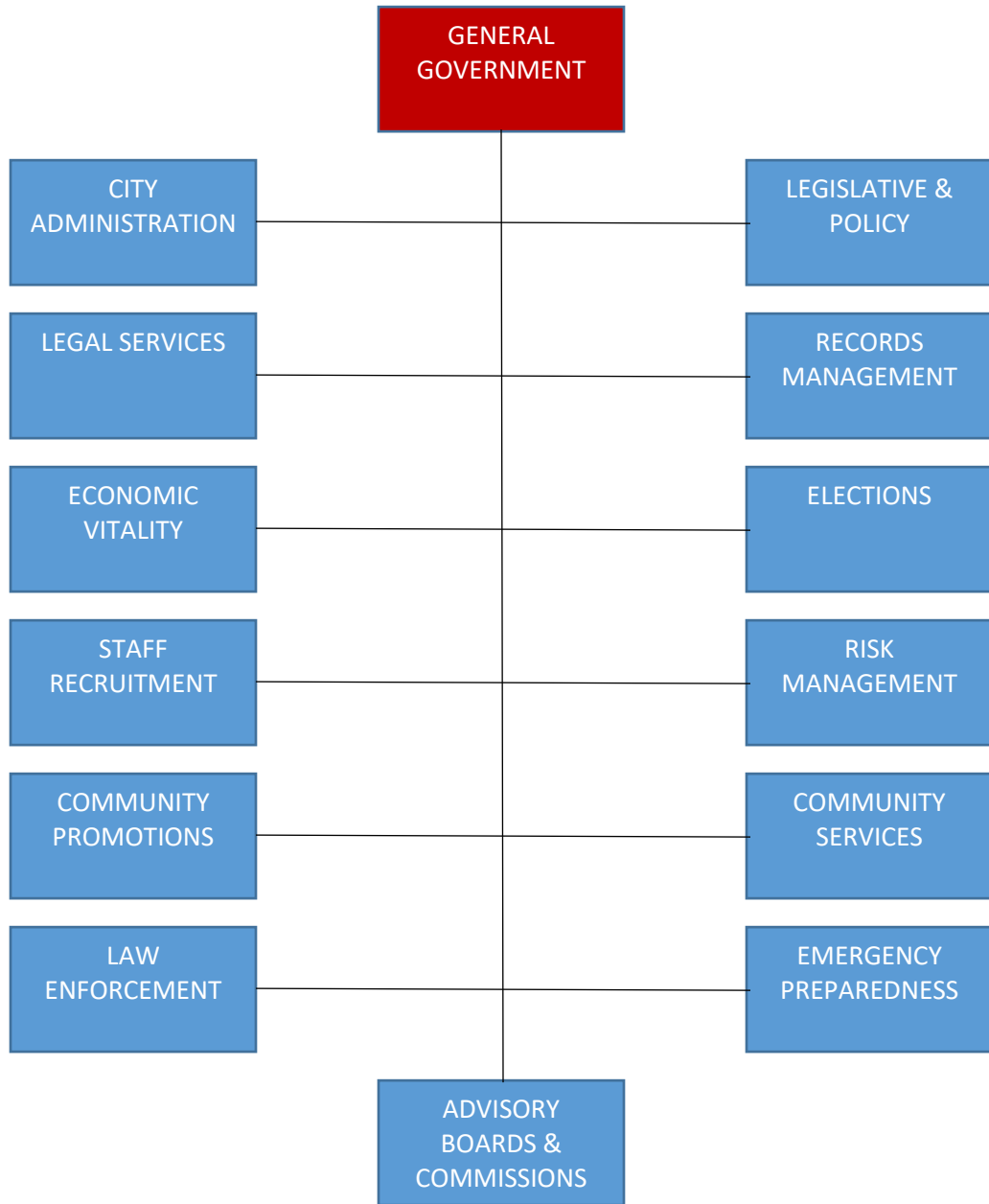
**CITY OF CARPINTERIA LEGAL SERVICES**



**CITY OF CARPINTERIA ADVISORY BOARDS & COMMISSIONS**

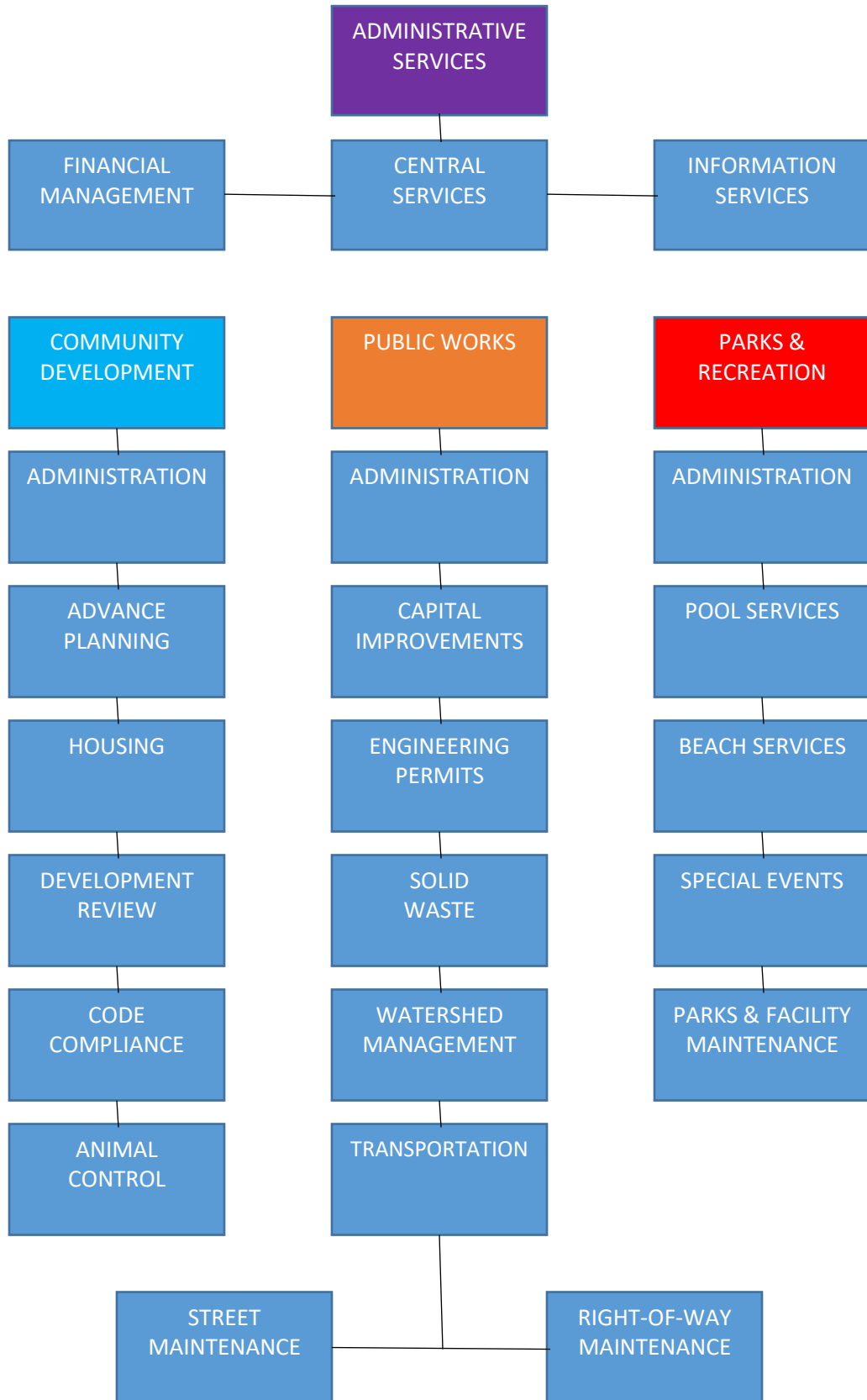


**CITY OF CARPINTERIA FUNCTIONAL ORGANIZATIONAL CHART**

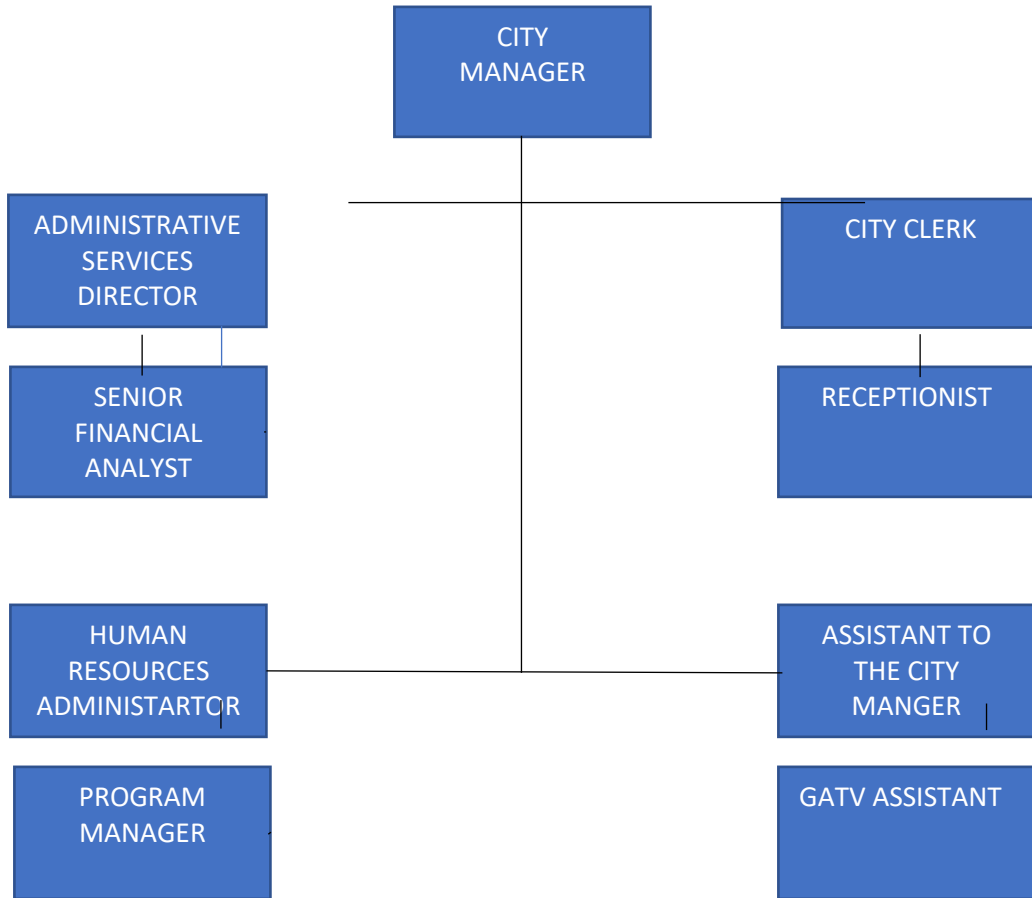




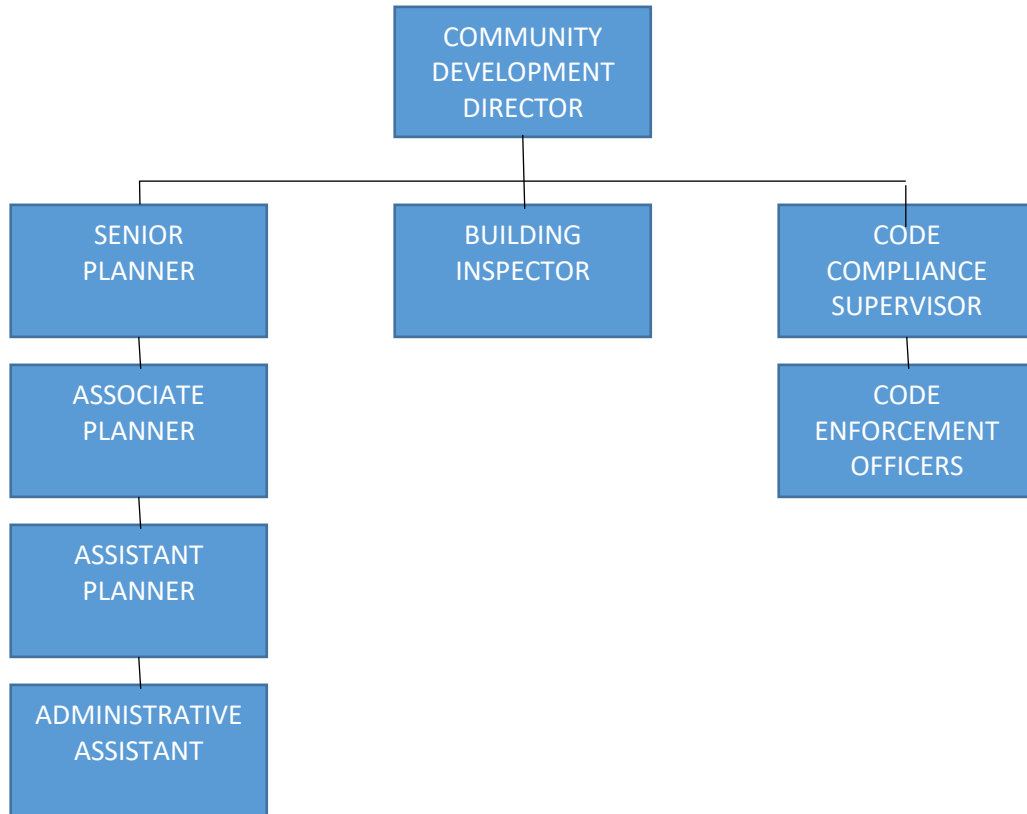
**CITY OF CARPINTERIA FUNCTIONAL ORGANIZATIONAL**



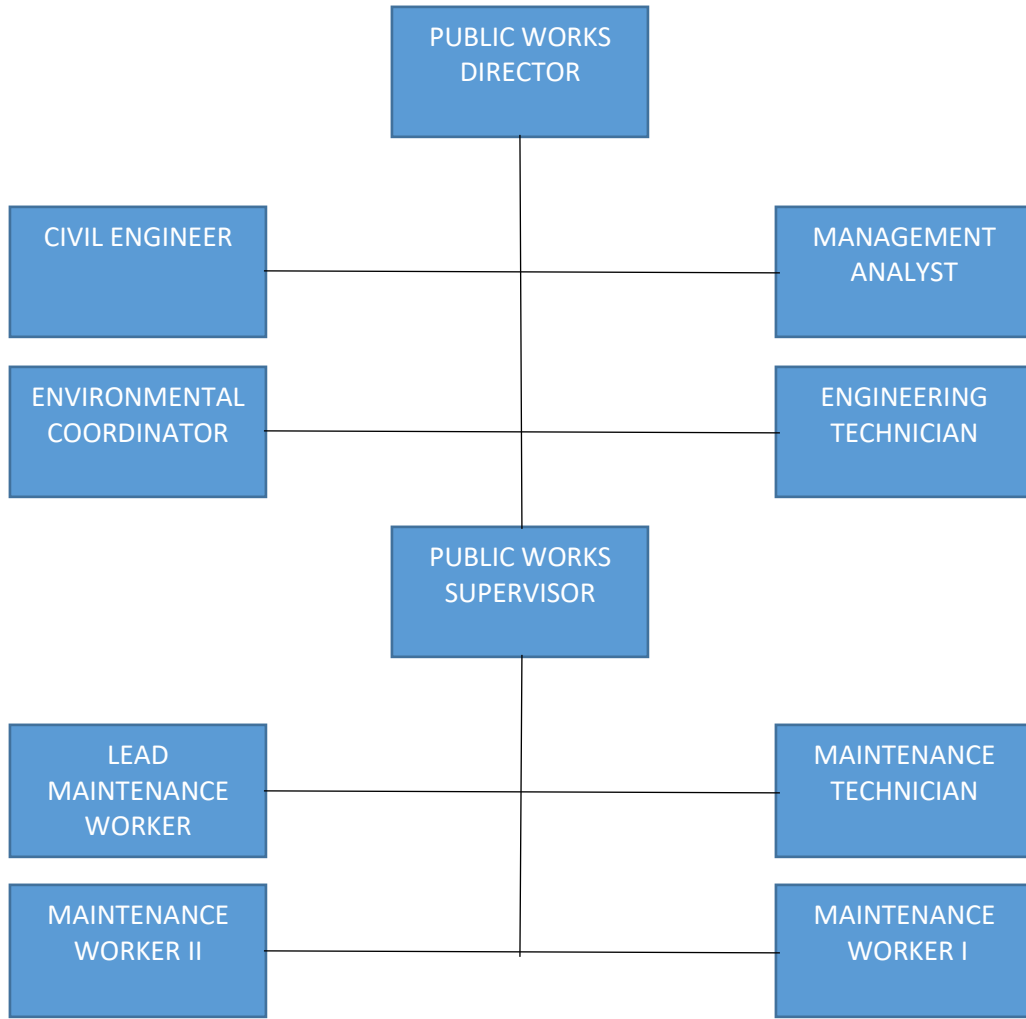
**GENERAL GOVERNMENT**



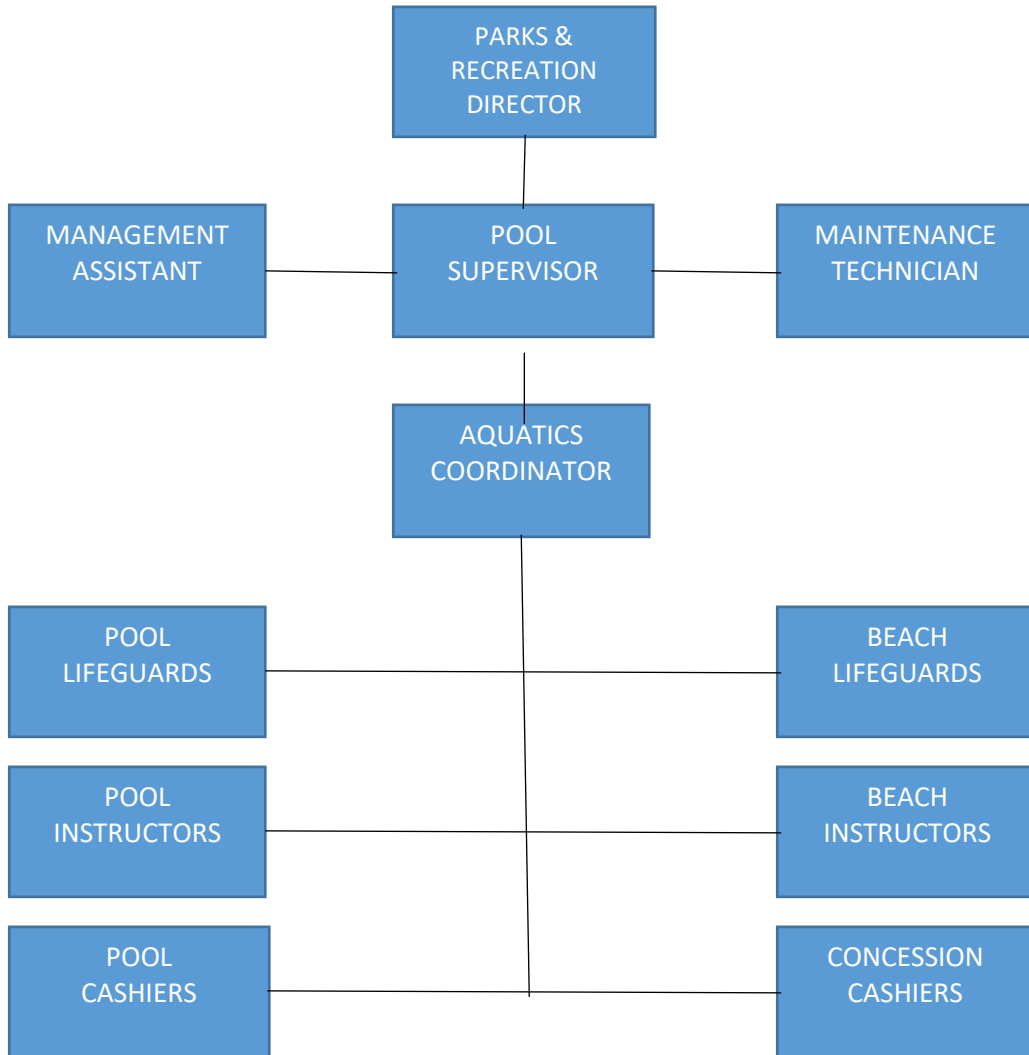
**CITY OF CARPINTERIA COMMUNITY DEVELOPMENT**



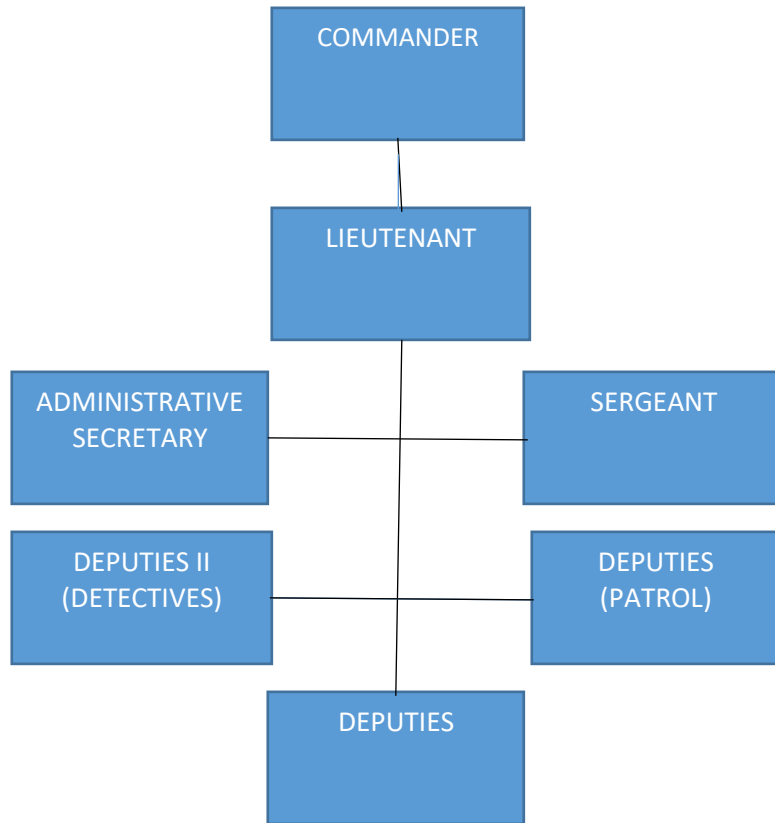
**CITY OF CARPINTERIA PUBLIC WORKS**



**CITY OF CARPINTERIA PARKS & RECREATION**



**CITY OF CAPRPINTERIA LAW ENFORCEMENT**





The City's budget is organized by program and by fund. This section of the budget summarizes all 18 City Funds including the General Fund, the new Measure X Fund, Measure A Fund, and Gas Tax Fund, to name a few. With the exception of the General and Measure X Funds, 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, 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 (FY) 2019-20 revenues of \$19,542,070 are about 19.5% greater than estimated current year actual revenues. Excluding the General Fund, All Funds revenues are greater than projected current year revenue by approximately 53.1% or \$2.9m. The most significant change in revenues, outside the General Fund, is the amount of Measure X revenues projected and which are associated with public safety, community relations, and capital projects. In addition, significant grant revenue is anticipated in association with the federally funded Carpinteria Avenue bridge replacement.

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 FY 2019-20 year.

#### **Funds with annual operating excesses. These funds have revenues in excess of expenses for the year:**

General Fund (before subsidies)	\$629,323
General Reserve – Special Project	9,800
Measure X Fund	215,000
Traffic Safety Fund	11,355

#### **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:**

Capital Asset Replacement	(\$39,000)
Revolving Fund	(48,891)
Road Maintenance Rehab Fund	(299,286)
Gas Tax Fund	(15,281)
Local Transportation Fund	(747)
Measure A Fund	(1,535,043)
Tidelands Trust Fund	(24,968)

Street Lighting Fund	(30,304)
Development Impact Fee Fund	(286,897)
PBIA Fund	(42,985)
AB 939 Fund	(54,562)
Measure D Fund	(166,170)

**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 Maintenance Fund	(\$227,557)
ROW Assessment Fund	(60,291)
Recreation Services Fund	(320,895)

### **All Fund Appropriations**

Total FY 2019-20 budgeted appropriations for all municipal funds are \$21,829,469, an increase of approximately 29.3% or \$4.9m from estimated FY 2018-19 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. In particular, significant spending is anticipated in association with the Carpinteria Avenue Bridge replacement project, which is funded almost entirely via federal grant funds. Some of the other more significant non-General Fund program appropriations include:

Street Maintenance	\$5,211,435
Right-of-Way Maintenance	608,374
Watershed Management	319,632
Transportation, Parking and Lighting	390,162

### All Funds Budget Summary by Fund

FUND	Audited Fund Balances June 30, 2018	Fiscal Year 2018/19 Estimated Actual Budget				Reserve Change	Estimated Fund Balances June 30, 2019
		Revenues	Expenditures	Transfers	Subsidies		
10 General Fund (AFB)	\$ 2,181,761	\$ 10,849,600	\$ 11,599,897	\$ 499,782	\$ (451,729)	\$ (639,360)	\$ 840,157
10 Capital Asset Replacement GF	542,850	5,000	-	-	-	-	547,850
10 General Reserve - Special Projects	1,115,739	9,800	-	-	-	-	1,125,539
10 General Reserve - Economic Uncertainties	3,981,378	-	-	-	-	639,360	4,620,738
10 General Fund (Nonspendable/Restricted)	1,142,021	-	-	-	-	-	1,142,021
10 Measure X Fund	-	400,000	-	-	-	-	400,000
11 Traffic Safety Fund	21,515	32,100	20,745	-	-	-	32,870
20 Revolving Fund	34,151	1,913,000	1,417,000	(39,000)	-	-	491,151
22 Road Maintenance Rehab Fund	81,486	217,800	-	-	-	-	299,286
23 Park Maintenance Fund	-	251,700	301,070	(72,847)	122,217	-	-
25 Gas Tax Fund	29,507	289,900	477,099	172,973	-	-	15,281
26 Local Transportation Fund	82,549	10,000	-	(670)	-	-	91,879
27 Measure A Fund	2,377,314	855,000	1,439,880	(200,640)	-	-	1,591,794
28 Tidelands Trust Fund	59,552	286,700	133,330	(154,800)	-	-	58,122
29 Street Lighting Fund	194,780	193,100	172,000	(46,143)	-	-	169,737
31 Development Impact Fee Fund	2,120,675	120,000	208,500	(21,900)	-	-	2,010,275
33 R-O-W Assessment District Fund	-	195,700	280,340	5,905	78,735	-	-
38 PBI Fund	63,953	15,800	11,200	(2,500)	-	-	66,053
39 AB 939 Fund	306,796	235,000	53,000	(128,960)	-	-	359,836
41 Measure D Fund	215,220	4,000	53,050	-	-	-	166,170
48 Recreation Services Fund	10,678	464,200	714,455	(11,200)	250,777	-	-
<b>Total All Funds</b>	<b>\$ 14,561,925</b>	<b>\$ 16,348,400</b>	<b>\$ 16,881,566</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,028,759</b>

FUND	Estimated Fund Balances June 30, 2019	Fiscal Year 2019/20 Adopted Budget				Reserve Change	Adopted Fund Balances June 30, 2020
		Revenues	Expenditures	Transfers	Subsidies		
10 General Fund	\$ 840,157	\$ 11,132,900	\$ 11,120,974	\$ 617,397	\$ (608,743)	\$ 175,810	\$ 1,036,547
10 Capital Asset Replacement GF	547,850	5,000	44,000	-	-	-	508,850
10 General Reserve - Special Projects	1,125,539	9,800	-	-	-	-	1,135,339
10 General Reserve - Economic Uncertainties	4,620,738	-	-	-	-	(175,810)	4,444,928
10 General Fund (Nonspendable/Restricted)	1,142,021	-	-	-	-	-	1,142,021
10 Measure X Fund	400,000	2,115,000	1,700,000	(200,000)	-	-	615,000
11 Traffic Safety Fund	32,870	32,100	20,745	-	-	-	44,225
20 Revolving Fund	491,151	3,082,270	3,104,421	(26,740)	-	-	442,260
22 Road Maintenance Rehab Fund	299,286	226,200	525,486	-	-	-	-
23 Park Maintenance Fund	-	220,500	466,583	18,526	227,557	-	-
25 Gas Tax Fund	15,281	357,700	530,350	157,369	-	-	-
26 Local Transportation Fund	91,879	10,000	10,000	(747)	-	-	91,132
27 Measure A Fund	1,591,794	895,000	2,206,530	(223,513)	-	-	56,751
28 Tidelands Trust Fund	58,122	286,700	139,220	(172,448)	-	-	33,154
29 Street Lighting Fund	169,737	193,100	172,000	(51,404)	-	-	139,433
31 Development Impact Fee Fund	2,010,275	120,000	382,500	(24,397)	-	-	1,723,378
33 R-O-W Assessment District Fund	-	195,700	323,360	67,369	60,291	-	-
38 PBI Fund	66,053	15,800	56,000	(2,785)	-	-	23,068
39 AB 939 Fund	359,836	239,600	150,500	(143,662)	-	-	305,274
41 Measure D Fund	166,170	2,000	168,170	-	-	-	-
48 Recreation Services Fund	-	402,700	708,630	(14,965)	320,895	-	-
<b>Total All Funds</b>	<b>\$ 14,028,759</b>	<b>\$ 19,542,070</b>	<b>\$ 21,829,469</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,741,360</b>

### All Funds FY 2018-19 Budget

All Funds	Prior Year Actual FY 2018		Current Budget FY 2019		Estimated Actual Budget FY 2019		Adopted Budget FY 2020	
<b>Revenues</b>								
Property Taxes	\$ 3,950,920	29.2%	\$ 4,024,200	21.9%	\$ 4,126,400	25.2%	\$ 4,203,900	21.5%
Sales Taxes	1,935,212	14.3%	1,843,000	10.0%	2,349,000	14.4%	4,046,000	20.7%
Franchise Taxes	708,594	5.2%	688,400	3.7%	700,900	4.3%	715,000	3.7%
Transient Occupancy Tax	2,462,092	18.2%	2,500,000	13.6%	2,500,000	15.3%	2,550,000	13.0%
Other Taxes	294,417	2.2%	289,300	1.6%	284,500	1.7%	290,300	1.5%
<b>Total Taxes</b>	<b>9,351,236</b>	<b>69.2%</b>	<b>9,344,900</b>	<b>50.9%</b>	<b>9,960,800</b>	<b>60.9%</b>	<b>11,805,200</b>	<b>60.4%</b>
Interest	57,916	0.4%	128,550	0.7%	139,450	0.9%	166,450	0.9%
Licenses & Permits	194,999	1.4%	187,700	1.0%	181,700	1.1%	181,700	0.9%
Charges for Services	1,258,979	9.3%	1,329,500	7.2%	1,349,750	8.3%	1,292,850	6.6%
Assessments	228,705	1.7%	239,700	1.3%	230,700	1.4%	230,700	1.2%
Fines & Forfeitures	172,473	1.3%	84,500	0.5%	68,000	0.4%	68,000	0.3%
Intergov Grants	2,167,497	16.0%	4,290,800	23.4%	2,899,300	17.7%	3,562,300	18.2%
Miscellaneous	86,450	0.6%	2,762,950	15.0%	1,518,700	9.3%	2,234,870	11.4%
<b>TOTAL REVENUE</b>	<b>\$ 13,518,254</b>	<b>100.0%</b>	<b>\$ 18,368,600</b>	<b>100.0%</b>	<b>\$ 16,348,400</b>	<b>100.0%</b>	<b>\$ 19,542,070</b>	<b>100.0%</b>
<b>Expenditures</b>								
Regular Wages	\$ 2,854,030	20.3%	\$ 2,744,450	12.4%	\$ 2,744,250	16.3%	\$ 3,124,600	14.3%
Part-time Wages	408,966	2.9%	574,652	2.6%	547,352	3.2%	495,200	2.3%
Overtime Wages	21,005	0.1%	15,700	0.1%	26,600	0.2%	19,400	0.1%
Other Wages	44,882	0.3%	61,515	0.3%	60,015	0.4%	64,890	0.3%
<b>Total Wages</b>	<b>3,328,883</b>	<b>23.6%</b>	<b>3,396,317</b>	<b>15.3%</b>	<b>3,378,217</b>	<b>20.0%</b>	<b>3,704,090</b>	<b>17.0%</b>
Health/Life/Dental Insurance	\$ 638,299	4.5%	\$ 749,415	3.4%	\$ 719,415	4.3%	\$ 902,840	4.1%
Retirement	636,672	4.5%	726,728	3.3%	726,728	4.3%	881,750	4.0%
Unemployment Insurance	6,100	0.0%	6,655	0.0%	6,630	0.0%	7,320	0.0%
MediTax	47,984	0.3%	48,010	0.2%	47,775	0.3%	52,465	0.2%
Other Benefits	7,718	0.1%	18,360	0.1%	16,870	0.1%	20,160	0.1%
<b>Total Benefits</b>	<b>1,336,773</b>	<b>9.5%</b>	<b>1,549,168</b>	<b>7.0%</b>	<b>1,517,418</b>	<b>9.0%</b>	<b>1,864,535</b>	<b>8.5%</b>
<b>TOTAL WAGES &amp; BENEFIT</b>	<b>\$ 4,665,656</b>	<b>33.1%</b>	<b>\$ 4,945,485</b>	<b>22.3%</b>	<b>\$ 4,895,635</b>	<b>29.0%</b>	<b>\$ 5,568,625</b>	<b>25.5%</b>
Contract Services	\$ 2,854,538	20.3%	\$ 3,242,037	14.6%	\$ 3,067,018	18.2%	\$ 2,826,176	12.9%
Sheriff Contract	3,549,060	25.2%	3,652,006	16.5%	3,642,006	21.6%	3,909,800	17.9%
Utilities	305,912	2.2%	318,650	1.4%	316,123	1.9%	326,823	1.5%
Other Operating Expenses	605,613	4.3%	1,048,725	4.7%	935,817	5.5%	1,221,675	5.6%
Non-Operating Expenses	524,331	3.7%	394,200	1.8%	374,100	2.2%	347,100	1.6%
Major Capital	1,511,701	10.7%	8,318,969	37.5%	3,422,500	20.3%	7,328,969	33.6%
Minor Capital	61,209	0.4%	242,000	1.1%	228,367	1.4%	300,301	1.4%
<b>Total Other Expenditures</b>	<b>9,412,364</b>	<b>66.9%</b>	<b>17,216,587</b>	<b>77.7%</b>	<b>11,985,931</b>	<b>71.0%</b>	<b>16,260,844</b>	<b>74.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,078,019</b>	<b>100.0%</b>	<b>\$ 22,162,072</b>	<b>100.0%</b>	<b>\$ 16,881,566</b>	<b>100.0%</b>	<b>\$ 21,829,469</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>\$ (559,765)</b>		<b>\$ (3,793,472)</b>		<b>\$ (533,166)</b>		<b>\$ (2,287,399)</b>	

### All Funds Expenditures by Function

All Funds	Prior Year Actual FY 2018		Current Budget FY 2019		Estimated Actual Budget FY 2019		Adopted Budget FY 2020	
Public Safety	\$3,686,219	26.2%	\$3,840,806	17.3%	\$3,821,056	22.6%	\$4,158,986	19.1%
Leisure, Cultural & Social Services	770,023	5.5%	756,008	3.4%	762,891	4.5%	1,101,329	5.0%
Community Development	337,234	2.4%	530,400	2.4%	519,100	3.1%	549,300	2.5%
Economic Development	6,236	0.0%	9,200	0.0%	11,200	0.1%	16,000	0.1%
Public Works	2,257,880	16.0%	6,479,403	29.2%	2,846,680	16.9%	6,048,306	27.7%
General Government	2,011,435	14.3%	5,242,841	23.7%	3,859,575	22.9%	3,991,893	18.3%
Transportation	343,337	2.4%	357,929	1.6%	165,429	1.0%	395,030	1.8%
Wages & Benefits	4,665,656	33.1%	4,945,485	22.3%	4,895,635	29.0%	5,568,625	25.5%
<b>Total Expenditures</b>	<b>\$14,078,019</b>	<b>100.0%</b>	<b>\$22,162,072</b>	<b>100.0%</b>	<b>\$16,881,566</b>	<b>100.0%</b>	<b>\$21,829,469</b>	<b>100.0%</b>

### All Funds Expenditures by Type

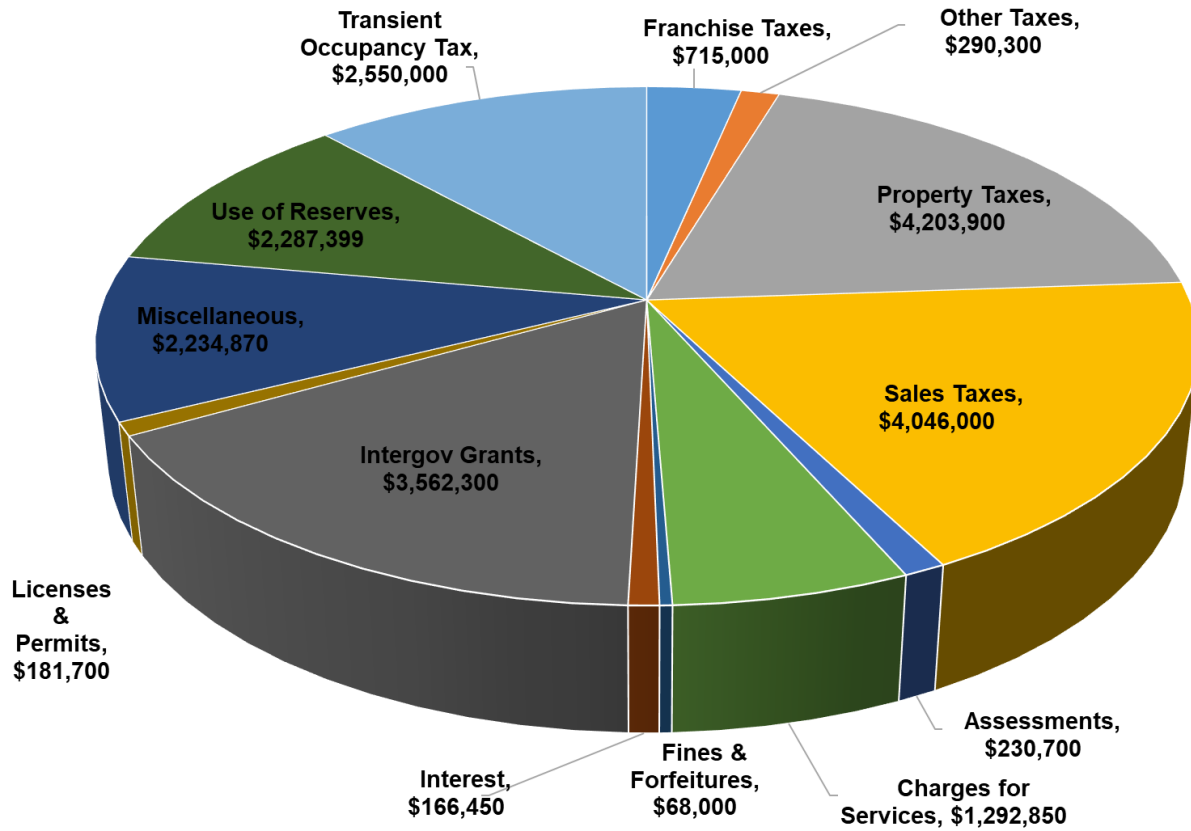
All Funds	Prior Year Actual FY 2018		Current Budget FY 2019		Estimated Actual Budget FY 2019		Adopted Budget FY 2020	
Contract Services	\$2,854,538	20.3%	\$3,242,037	14.6%	\$3,067,018	18.2%	\$2,826,176	14.2%
Sheriff Contract	3,549,060	25.2%	3,652,006	16.5%	3,642,006	21.6%	3,909,800	16.7%
Utilities	305,912	2.2%	318,650	1.4%	316,123	1.9%	326,823	1.5%
Other Operating Exp.	605,613	4.3%	1,048,725	4.7%	935,817	5.5%	1,221,675	5.6%
Non-Operating Exp.	524,331	3.7%	394,200	1.8%	374,100	2.2%	347,100	1.6%
Major Capital	1,511,701	10.7%	8,318,969	37.5%	3,422,500	20.3%	7,328,969	33.6%
Minor Capital	61,209	0.4%	242,000	1.1%	228,367	1.4%	300,301	1.4%
Wages & Benefits	4,665,656	33.1%	4,945,485	22.3%	4,895,635	29.0%	5,568,625	25.5%
<b>Total Expenditures</b>	<b>\$14,078,019</b>	<b>100.0%</b>	<b>\$22,162,072</b>	<b>100.0%</b>	<b>\$16,881,566</b>	<b>100.0%</b>	<b>\$21,829,469</b>	<b>100.0%</b>

### All Funds Expenditures by Program

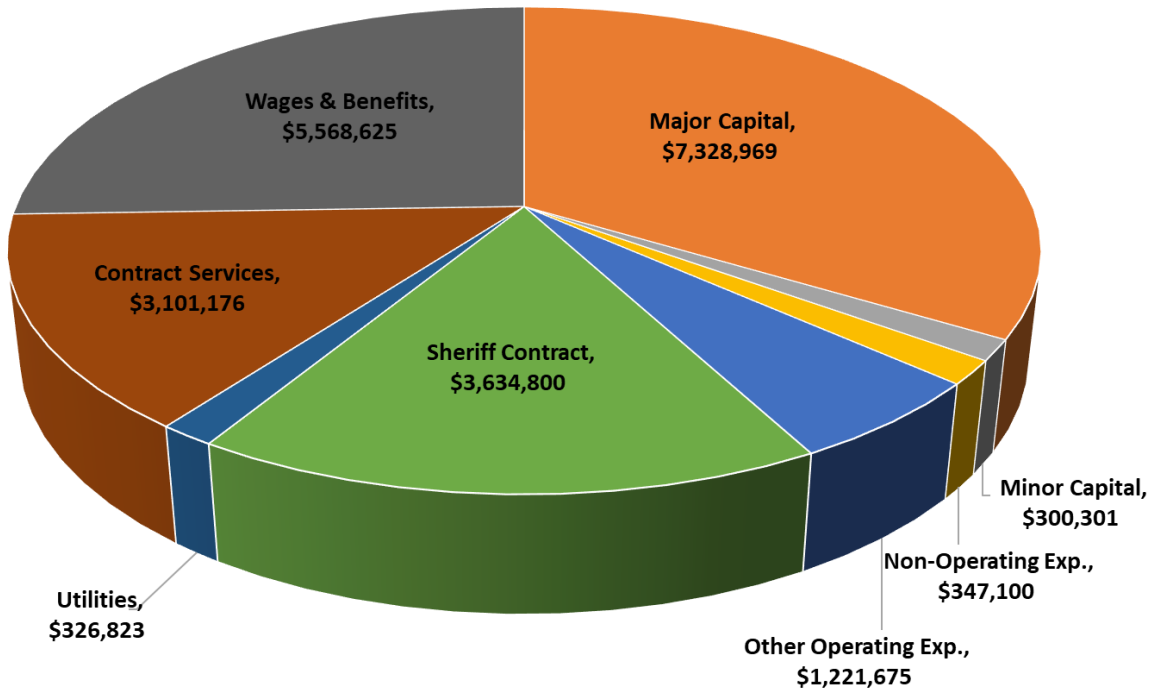
Program #	Program Name	Prior Year Actuals FY 2018		Current Budget FY 2019		Estimated Actual Budget FY 2019		Adopted Budget FY 2020	
111	Records Management	\$ 113,987	0.8%	\$ 114,430	0.5%	\$ 113,240	0.7%	\$ 166,978	0.8%
112	Elections	3,585	0.0%	20,254	0.1%	11,518	0.1%	32,726	0.1%
121	City Administration	395,149	2.8%	446,723	2.0%	379,603	2.2%	466,763	2.1%
122	Legal Services	737,911	5.2%	564,500	2.5%	616,500	3.7%	596,582	2.7%
123	Legislative & Policy	96,684	0.7%	110,841	0.5%	109,005	0.6%	146,979	0.7%
124	Commissions Boards and Committees	4,965	0.0%	6,000	0.0%	6,000	0.0%	12,293	0.1%
125	Law Enforcement	3,742,946	26.6%	3,869,520	17.5%	3,857,448	22.9%	4,239,320	19.4%
126	Emergency Preparedness	73,362	0.5%	85,006	0.4%	74,498	0.4%	96,129	0.4%
141	Financial Management Services	434,068	3.1%	477,518	2.2%	462,040	2.7%	537,779	2.5%
142	Management Information Services	197,853	1.4%	241,961	1.1%	220,326	1.3%	240,963	1.1%
143	Central Services	691,999	4.9%	3,580,337	16.2%	2,425,698	14.4%	2,722,923	12.5%
161	Staff Recruitment, Retention and Development	188,028	1.3%	199,003	0.9%	159,930	0.9%	190,729	0.9%
162	Risk Management	390,212	2.8%	442,867	2.0%	422,294	2.5%	404,793	1.9%
163	Communication and Community Promotions	181,528	1.3%	221,675	1.0%	263,659	1.6%	290,513	1.3%
301	Public Works Administration	538,200	3.8%	718,229	3.2%	516,445	3.1%	461,918	2.1%
302	Street Maintenance	1,340,654	9.5%	5,481,591	24.7%	2,119,394	12.6%	5,211,435	23.9%
303	Right of Way Maintenance	528,293	3.8%	460,439	2.1%	478,716	2.8%	608,374	2.8%
304	Transportation, Parking and Lighting	249,935	1.8%	341,611	1.5%	290,561	1.7%	362,662	1.8%
305	Capital Improvements	632,842	4.5%	460,905	2.1%	403,829	2.4%	311,180	1.4%
306	Solid Waste	202,844	1.4%	248,361	1.1%	185,463	1.1%	299,708	1.4%
307	Watershed Management	171,434	1.2%	277,220	1.3%	158,785	0.9%	319,632	1.5%
308	Engineering Permits	61,554	0.4%	65,246	0.3%	64,589	0.4%	72,606	0.3%
410	Community Development Administration	139,841	1.0%	153,317	0.7%	147,842	0.9%	175,849	0.8%
411	Advance Planning	427,861	3.0%	560,972	2.5%	553,249	3.3%	595,231	2.7%
412	Housing	26,111	0.2%	27,677	0.1%	27,398	0.2%	62,382	0.2%
413	Development Review and Building	386,640	2.7%	470,826	2.1%	466,709	2.8%	518,136	2.4%
414	Code Compliance	337,709	2.4%	361,060	1.6%	357,712	2.1%	382,284	1.8%
415	Animal Care and Control	90,874	0.6%	92,632	0.4%	90,823	0.5%	104,347	0.5%
442	Economic Vitality	82,787	0.6%	96,933	0.4%	90,947	0.5%	73,233	0.3%
691	Parks and Recreation Administration	35,988	0.3%	39,173	0.2%	38,802	0.2%	45,168	0.2%
692	Community Pool Services	505,502	3.6%	543,999	2.5%	548,320	3.2%	609,612	2.8%
693	Ocean Beach Services	365,606	2.6%	361,135	1.6%	365,029	2.2%	469,650	2.2%
694	Special Events	86,007	0.6%	86,634	0.4%	77,800	0.5%	57,946	0.3%
695	Parks & Facility Maintenance	499,121	3.5%	762,912	3.4%	606,852	3.6%	556,642	2.5%
696	Community Services Support	115,939	0.8%	170,564	0.8%	170,542	1.0%	386,004	1.7%
<b>Total Expenditures</b>		<b>\$14,078,019</b>	<b>100.0%</b>	<b>\$22,162,072</b>	<b>100.0%</b>	<b>\$16,881,566</b>	<b>100.0%</b>	<b>\$ 21,829,469</b>	<b>100.0%</b>



### All Funds Sources of Funds \$21,829,469



**All Funds  
Uses of Funds  
\$21,829,469**



The City's General and Measure X funds are the primary sources 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 and Measure X Fund revenues are unrestricted and may be used to finance any City project, program or service. The General and Measure X Funds provide, in part, revenues for programs that do not have a dedicated, primary revenue source, e.g., law enforcement. Also included in the General and Measure X Funds are appropriations supporting community service agencies that provide local health & human services and recreation programs.

General Fund revenues come primarily from property tax, the 1% local portion of state sales tax and the transient occupancy tax. Measure X revenues come from a 1.25% local sales tax. The largest General Fund expenses are for contract services, including law enforcement and legal counsel services, and employee personnel costs. The largest Measure X Fund expenses are for right-of-way maintenance including street paving and sidewalk replacement/repair.

### **GENERAL FUND**

***The 2019-20 Budget projects that the General Fund will have an operational surplus in the amount of \$20,580.***

#### **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 the General Fund will begin the 2019-20 fiscal year with an AFB of \$840,157. The chart below indicates the beginning AFB appropriations, expenditures, revenues and Transfers In & Out.

<b>2018-19 Budget Year:</b>		<b>2019-20 Budget Year:</b>	
\$ 2,181,761	AFB as of July 1, 2018	\$ 840,157	AFB as of July 1, 2019
(11,599,897)	Expenditures	(11,120,974)	Expenditures
(101,070)	Transfers <i>Out</i> of GF	(112,592)	Transfers <i>Out</i> of GF
600,852	Transfers <i>In</i> to GF	729,989	Transfers <i>In</i> to GF
(451,729)	Other Fund Subsidies	(608,743)	Other Fund Subsidies
(639,360)	Reserve Decrease	175,810	Reserve Increase
<u>10,849,600</u>	<u>Projected GF Revenues</u>	<u>11,132,900</u>	<u>Projected GF Revenues</u>
<b>\$ 840,157</b>	<b>AFB as of June 30, 2019</b>	<b>\$ 1,036,547</b>	<b>AFB as of June 30, 2020</b>

**General Fund Revenues**

Projected revenues (excluding Transfers In) for 2019-20 are \$11,132,900, an increase of \$283,300, or 2.6%, from the estimated final 2018-19 revenue.

**General Fund Expenditures**

Projected Expenditures (excluding Transfers) for 2019-20 are \$11,120,974, a decrease of \$478,923 (4.1%) over the estimated final 2018-19 expenditure amount.

**Revenue Transfers In and Out**

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. Money is also transferred from the General Fund into other Funds to pay for General Fund programs and services delivered by non-General Fund staff, i.e., "Transfers Out".

**The budget includes Transfers In from other Funds totaling \$729,989 and Transfers Out to other Funds totaling \$112,592. The net of the transfers being positive to the General Fund \$617,397.**

**Other Fund Subsidies**

In addition, the General Fund must make transfers as necessary to balance 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 a local parcel tax measure B97) has a fixed revenue stream. The expenditures out of that Fund, however, rise with inflation and other expense pressures. Because there are not sufficient monies in the Park Maintenance Fund to provide the necessary and desired service levels, either the General Fund must subsidize this Fund, or program(s) service levels reduced to lower costs.

***The 2019-20 General Fund subsidy to other Funds is budgeted in the amount of (\$608,743).***

## General Fund FY 2019-20 Budget

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.

General Fund	Prior Year Actual FY 2018		Current Budget FY 2019		Estimated Actual Budget FY 2019		Adopted Budget FY 2020	
<b>Revenue</b>								
Property Taxes	\$ 3,580,012	36.4%	\$ 3,836,600	29.6%	\$ 3,938,800	36.3%	\$ 4,016,300	36.0%
Sales Taxes	1,935,212	19.7%	1,843,000	14.2%	1,949,000	17.9%	1,946,000	17.5%
Franchise Taxes	708,595	7.2%	688,400	5.3%	700,900	6.5%	715,000	6.4%
Transient Occupancy Taxes	2,462,092	25.0%	2,500,000	19.3%	2,500,000	23.0%	2,550,000	22.9%
Other Taxes	140,991	1.4%	129,200	1.0%	129,200	1.2%	135,000	1.2%
<b>Total Taxes</b>	<b>8,826,902</b>	<b>89.7%</b>	<b>8,997,200</b>	<b>69.5%</b>	<b>9,217,900</b>	<b>84.8%</b>	<b>9,362,300</b>	<b>84.0%</b>
Interest	58,992	0.6%	105,650	0.8%	101,550	0.9%	111,550	1.0%
Licenses & Permits	142,644	1.4%	187,700	1.4%	181,700	1.7%	181,700	1.6%
Charges for Services	285,900	2.9%	385,400	3.0%	350,550	3.2%	350,550	3.1%
Fines & Forfeitures	137,552	1.4%	55,300	0.4%	34,300	0.3%	34,300	0.3%
Intergov Grants	331,381	3.4%	477,700	3.7%	479,700	4.4%	524,700	4.7%
Miscellaneous	56,665	0.6%	2,743,350	21.2%	498,700	4.6%	582,600	5.2%
<b>TOTAL REVENUE</b>	<b>\$ 9,840,036</b>	<b>100.0%</b>	<b>\$ 12,952,300</b>	<b>100.0%</b>	<b>\$ 10,864,400</b>	<b>100.0%</b>	<b>\$ 11,147,700</b>	<b>100.0%</b>
Regular Wages	\$ 2,370,475	23.9%	\$ 2,341,900	16.7%	\$ 2,341,900	20.2%	\$ 2,561,100	22.9%
Part-time Wages	30,630	0.3%	144,400	1.0%	121,300	1.0%	116,900	1.0%
Overtime Wages	7,931	0.1%	4,800	0.0%	13,000	0.1%	5,800	0.1%
Other Wages	42,770	0.4%	57,415	0.4%	55,915	0.5%	58,090	0.5%
<b>Total Wages</b>	<b>2,451,806</b>	<b>24.8%</b>	<b>2,548,515</b>	<b>18.2%</b>	<b>2,532,115</b>	<b>21.8%</b>	<b>2,741,890</b>	<b>24.6%</b>
Health/Life/Dental Insurance	504,109	5.1%	620,335	4.4%	590,335	5.1%	680,290	6.1%
Retirement	558,679	5.6%	648,578	4.6%	648,578	5.6%	771,250	6.9%
Unemployment Insurance	4,300	0.0%	4,970	0.0%	4,950	0.0%	5,370	0.0%
MediTax	35,390	0.4%	35,795	0.3%	35,620	0.3%	38,550	0.3%
Other Benefits	10,268	0.1%	12,610	0.1%	12,610	0.1%	13,310	0.1%
<b>Total Benefits</b>	<b>1,112,746</b>	<b>11.2%</b>	<b>1,322,288</b>	<b>9.4%</b>	<b>1,292,093</b>	<b>11.1%</b>	<b>1,508,770</b>	<b>13.5%</b>
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$ 3,564,552</b>	<b>36.0%</b>	<b>\$ 3,870,803</b>	<b>27.6%</b>	<b>\$ 3,824,208</b>	<b>33.0%</b>	<b>\$ 4,250,660</b>	<b>38.1%</b>
Contract Services	\$ 1,952,752	19.7%	\$ 2,372,858	16.9%	\$ 2,294,808	19.8%	\$ 1,807,346	16.2%
Sheriff Contract	3,533,422	35.7%	3,640,006	26.0%	3,630,006	31.3%	3,622,800	32.4%
Utilities	33,945	0.3%	34,350	0.2%	41,550	0.4%	43,800	0.4%
Other Operating Expenses	226,144	2.3%	683,125	4.9%	633,225	5.5%	574,225	5.1%
Non-Operating Expenses	345,831	3.5%	394,200	2.8%	374,100	3.2%	347,100	3.1%
Major Capital	207,281	2.1%	2,955,016	21.1%	753,000	6.5%	415,043	3.7%
Minor Capital	40,499	0.4%	59,000	0.4%	49,000	0.4%	104,000	0.9%
<b>Total Other Expenditures</b>	<b>6,339,874</b>	<b>64.0%</b>	<b>10,138,555</b>	<b>72.4%</b>	<b>7,775,689</b>	<b>67.0%</b>	<b>6,914,314</b>	<b>61.9%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,904,426</b>	<b>100.0%</b>	<b>\$ 14,009,358</b>	<b>100.0%</b>	<b>\$ 11,599,897</b>	<b>100.0%</b>	<b>\$ 11,164,974</b>	<b>100.0%</b>
<b>NET INCOME / (LOSS)</b>	<b>\$ (64,390)</b>		<b>\$ (1,057,058)</b>		<b>\$ (735,497)</b>		<b>\$ (17,274)</b>	
Transfers In	1,709,375		600,852		600,852		729,989	
Transfers (Out)	(284,007)		(101,070)		(101,070)		(112,592)	
Subsidies Received/(Provided)	(607,031)		(436,006)		(451,729)		(608,743)	
Operational Excess/(Deficit)	753,947		(993,282)		(687,444)		(8,620)	
<b>CHANGE IN AFB</b>	<b>753,947</b>		<b>(993,282)</b>		<b>(687,444)</b>		<b>(8,620)</b>	
Beginning Fund Balance	8,209,802		8,963,749		8,963,749		8,276,305	
<b>ENDING AFB</b>	<b>\$ 8,963,749</b>		<b>\$ 7,970,467</b>		<b>\$ 8,276,305</b>		<b>\$ 8,267,685</b>	
Non Spendable Reserve	\$ 556		\$ 556		\$ 556		\$ 556	
Cable television access	141,465		141,465		141,465		141,465	
Pension Stabilization	1,000,000		1,000,000		1,000,000		1,000,000	
<b>Total Restricted Reserves</b>	<b>1,142,021</b>		<b>1,142,021</b>		<b>1,142,021</b>		<b>1,142,021</b>	
Uncertainty Reserve	3,981,378		3,981,378		4,620,738		4,444,928	
General Reserve - Special Proj	1,115,739		1,125,539		1,125,539		1,135,339	
Capital Asset Replacement - GF	542,850		547,850		547,850		508,850	
<b>Total Committed Reserves</b>	<b>5,639,967</b>		<b>5,654,767</b>		<b>6,294,127</b>		<b>6,089,117</b>	
Unassigned Fund Balance (AFB)	2,181,761		1,173,679		840,157		1,036,547	
<b>Total Fund Balances</b>	<b>\$ 8,963,749</b>		<b>\$ 7,970,467</b>		<b>\$ 8,276,305</b>		<b>\$ 8,267,685</b>	

### General Fund Expenditures by Function

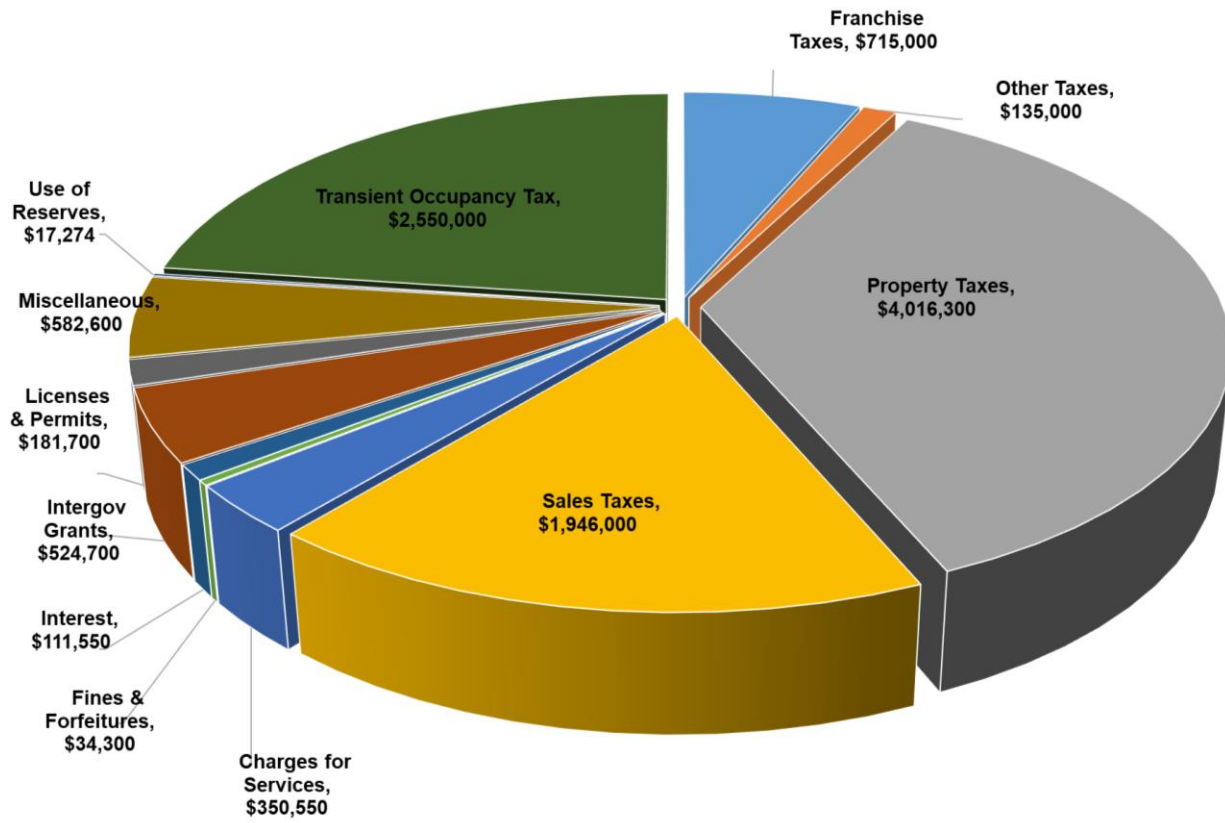
General Fund	Prior Year Actual FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
Public Safety	\$ 3,699,610	\$ 3,854,544	\$ 3,834,794	\$ 3,877,735
Leisure, Cultural & Social Services	401,316	435,828	437,328	417,856
Community Development	1,349,867	1,648,775	1,625,475	1,743,240
Public Works	1,256,897	1,603,900	1,400,950	950,930
General Government	3,196,736	6,466,311	4,301,350	4,175,213
<b>Total Expenditures</b>	<b>\$ 9,904,426</b>	<b>\$ 14,009,358</b>	<b>\$ 11,599,897</b>	<b>\$ 11,164,974</b>

### General Fund Expenditures by Type

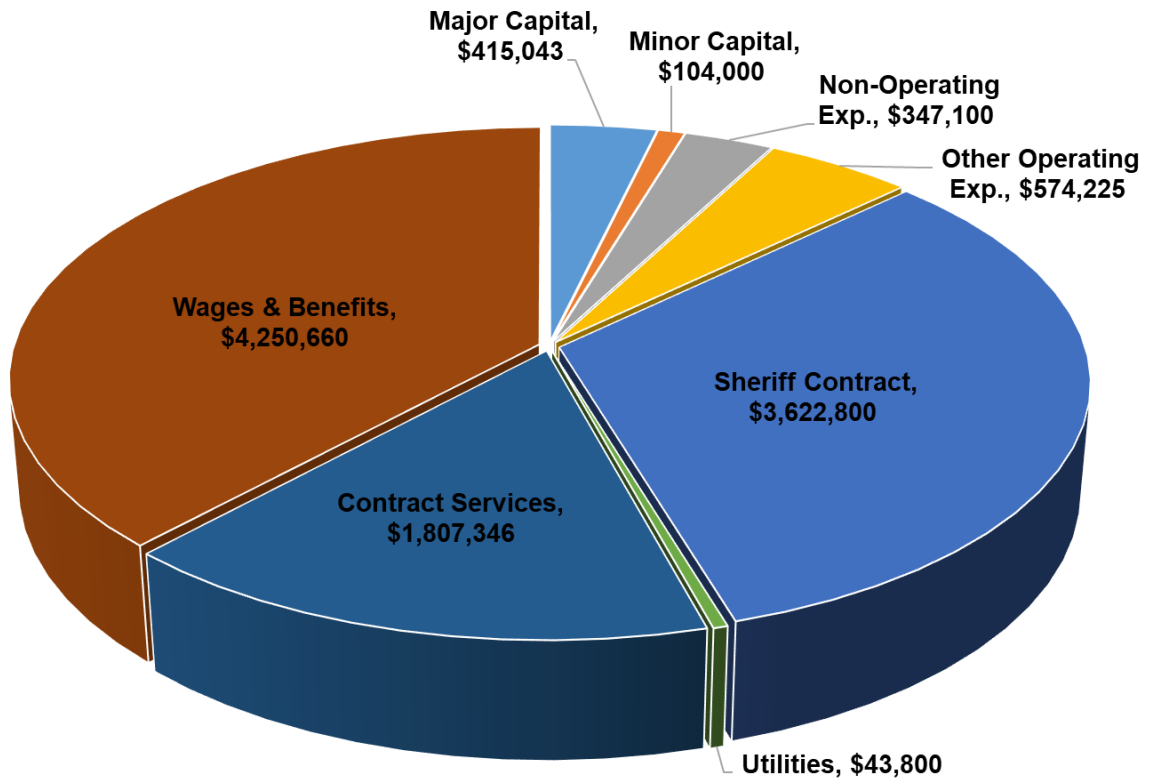
General Fund	Prior Year Actual FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
Wages & Benefits	\$ 3,564,552	\$ 3,870,803	\$ 3,824,208	\$ 4,250,660
Contract Services	1,952,752	2,372,858	2,294,808	1,807,346
Major Capital	207,281	2,955,016	753,000	415,043
Minor Capital	40,499	59,000	49,000	104,000
Non-Operating Exp.	345,831	394,200	374,100	347,100
Other Operating Exp.	226,144	683,125	633,225	574,225
Sheriff Contract	3,533,422	3,640,006	3,630,006	3,622,800
Utilities	33,945	34,350	41,550	43,800
<b>Total Expenditures</b>	<b>\$ 9,904,426</b>	<b>\$ 14,009,358</b>	<b>\$ 11,599,897</b>	<b>\$ 11,164,974</b>



### General Fund Sources of Funds \$11,164,974



### General Fund Uses of Funds \$11,164,974



**MEASURE X**

***The 2019-20 Budget projects that the Measure X Fund will have an operational surplus of \$200,000.***

In order to track revenues and expenditures from this recent voter approved sales tax accurately and transparently, in early 2019 the City Council established a separate Measure X Fund. This is the first year of the Measure X Fund. The Fund is subject to the full discretion of the City Council; however, as currently established, it funds only new or expanded programs, projects and services pursuant to identified priorities that were the basis for the November 2018 revenue measure.

**Available Fund Balance (AFB)**

Collection of the local sales tax began April 1, 2019. For this reason, there is not yet an audited Fund balance. The City has worked with its sales tax consultant to project the calendar 2019 second quarter revenue, i.e., April through June. No expenditures have been authorized from the Fund for 2018-19. The result is a Fund balance of approximately \$400,000 estimated for carryover from 2018-19.

**Measure X Revenues and Expenditures**

Total 2019-20 revenue is projected at \$2.1 million and expenditures at \$1,900,000. Ending AFB estimated at \$615,000 at June 30, 2020.

### Measure X Fund FY 2019-20 Budget

The Measure X Fund is used to account for revenue generated by the voter-approved increase to sales tax which came into effect April 1, 2019. Funds will be used towards public safety, community services, infrastructure, and other important.

Measure X Fund	Estimated Actual Budget		Adopted Budget FY 2020	
<b>Revenue</b>				
Sales Taxes	\$ 400,000	100.0%	\$ 2,100,000	99.3%
Interest	-	0.0%	15,000	0.7%
<b>TOTAL REVENUE</b>	<b>\$ 400,000</b>	<b>100.0%</b>	<b>\$ 2,115,000</b>	<b>100.0%</b>
Sheriff Contract	-	0.0%	325,000	19.1%
Other Operating Expenses	-	0.0%	250,000	14.7%
Major Capital	-	0.0%	1,125,000	66.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 1,700,000</b>	<b>100.0%</b>
NET INCOME / (LOSS)	\$ 400,000		\$ 415,000	
Transfers (Out)	-		(200,000)	
Operational Excess/(Deficit)	400,000		215,000	
Change in Fund Balance	400,000		215,000	
Beginning Fund Balance	-		400,000	
<b>TOTAL FUND BALANCE</b>	<b>\$ 400,000</b>		<b>\$ 615,000</b>	

### Measure X Fund Expenditures by Function

Measure X Fund	Actual Budget FY 2019	Adopted Budget FY 2020
Public Safety	\$ -	\$ 325,000
Leisure, Cultural & Social Services	-	250,000
Public Works	-	1,125,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>

### Measure X Fund Expenditures by Type

Measure X Fund	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
Major Capital	\$ -	\$ 1,125,000
Other Operating Exp.	-	250,000
Sheriff Contract	-	325,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 1,700,000</b>

# Legislative & Policy

## General Fund

### General Government

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#### I. Program Summary

The Mayor and City Councilmembers serve as the elected legislative body 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 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 and Continuum of Care, and the South Coast Task Force on Youth Safety. 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Other Operating Exp.</b>				
1051303 · Printing & Advertising 51	\$ -	\$ -	\$ -	\$ 3,300
1051305 · Dues & Subscriptions 51	925	8,000	8,000	8,000
1051306 · Meetings & Travel 51	2,742	5,500	4,500	5,500
1051308 · Supplies & Materials 51	615	500	600	750
1051310 · Public Relations 51	4,814	4,000	4,000	3,850
Other Operating Exp. Total	9,096	18,000	17,100	21,400
<b>Personnel</b>				
Personnel	87,588	92,841	91,905	125,599
Personnel Total	87,588	92,841	91,905	125,599
<b>Total Expenditures</b>	<b>\$ 96,684</b>	<b>\$ 110,841</b>	<b>\$ 109,005</b>	<b>\$ 146,999</b>

## 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. Contract costs for translation services are also included in this program.

# Legal Services

## General Fund

### General Government

#### 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1017223 · MHRS Ordinance	\$ -	\$ 12,000	\$ 15,000	\$ 20,000
1017227 · Third Party Attorney Services	35,659	25,000	25,000	15,000
1017228 · Litigation	30,970	50,000	50,000	50,000
1017229 · Legal Services	663,167	475,000	525,000	510,000
Contract Services Total	729,796	562,000	615,000	595,000
<b>Other Operating Exp.</b>				
1017309 · Misc Operating Expense 17	8,115	2,500	1,500	1,582
Other Operating Exp. Total	8,115	2,500	1,500	1,582
<b>Total Expenditures</b>	<b>\$ 737,911</b>	<b>\$ 564,500</b>	<b>\$ 616,500</b>	<b>\$ 596,582</b>

#### III. Personnel Allocations

All legal services are provided by contract.

#### IV. Expenditure Summary

##### Contract Services

The Legal Services Contract was last 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.

# Commissions, Boards and Committees

## General Fund General Government

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### 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. Activities of this program include:

#### **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, reviews and makes recommendations the City Council on the Capital Improvement Program and other plans for the improvement and beautification of the City.

#### **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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Other Operating Exp.</b>				
1051160 · Advisory Board Stipends	\$ 4,965	\$ 6,000	\$ 6,000	\$ 6,000
Other Operating Exp. Total	4,965	6,000	6,000	6,000
<b>Personnel</b>				
Personnel	-	-	-	6,293
Personnel Total	-	-	-	6,293
<b>Total Expenditures</b>	<b>\$ 4,965</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 12,293</b>

## III. Personnel Allocations

<b>Position:</b>	<b>Allocation:</b>
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)
	<b>Total 62.00</b>

## 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 Administration

## General Fund

### General Government

#### I. Program Summary

The 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1012220 · Contract Services 12	\$ 51,664	\$ 82,400	\$ 12,000	\$ 55,000
Contract Services Total	51,664	82,400	12,000	55,000
<b>Other Operating Exp.</b>				
1012305 · Dues & Subscriptions 12	1,347	1,600	8,000	8,000
1012306 · Meetings & Travel 12	1,769	2,000	2,500	2,500
1012308 · Supplies & Materials 12	1,568	1,600	1,600	1,600
Other Operating Exp. Total	4,683	5,200	12,100	12,100
<b>Personnel</b>				
Personnel	338,803	359,123	355,503	399,663
Personnel Total	338,803	359,123	355,503	399,663
<b>Total Expenditures</b>	<b>\$ 395,149</b>	<b>\$ 446,723</b>	<b>\$ 379,603</b>	<b>\$ 466,763</b>

**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
City Manager	0.90
Assistant to the City Manager	0.46
City Clerk	0.35
<b>Total</b>	<b>1.71</b>

**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 necessary for consultants services in support of a Work Program matter that will analyze alternatives to participation in the branch library system of 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.**

<b>Objectives</b>	<b>Performance Measures</b>
<p>◆ Prepare for City Council review and adoption of the City’s Annual Work Program with Strategic Initiatives and specific Department Work Program matters.</p>	<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 reports.</li> <li>3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the annual Department/City Work Program.</li> </ol>

Objectives	Performance Measures
<p>◆ Prepare and submit for City Council review and adoption the annual municipal budget and provide information sufficient for the City Council to be informed as to the City's financial condition.</p>	<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>
<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. Ensure effective use of social media to communicate with the community about City projects, programs and services.</p>
<p>◆ Manage contracts for law enforcement and legal services and franchise agreements.</p>	<p>Ensuring that: contracts are implemented within budget; services delivered through the contracts are meeting community and organizational needs; and, terms of the agreements are being complied with.</p>
<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>

Objectives	Performance Measures
<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, The Carpinteria Regional Coordination Committee on Homelessness 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>
<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>

# Communication and Community Promotions

## General and PBIA Funds

### General Government

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#### I. Program Summary

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 SBTV. The Assistant to the City Manager oversees these elements of the Communication and Community Promotions Program. Activities of this program include:

#### **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 Assistant to the Public Works Director 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. The 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 is currently not active. 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 125 active businesses in the District.

## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Assessments</b>				
3838385 · GEN'L BUSINESS ASSESSMENT	\$ 12,760	\$ 15,000	\$ 15,000	\$ 15,000
Assessments Total	12,760	15,000	15,000	15,000
<b>Interest</b>				
3838101 · INTEREST INCOME 38	743	600	800	800
3838102 · NET ADJUSTMENT FAIR VALUE 38	(568)		-	-
Interest Total	175	600	800	800
<b>Total Revenues</b>	<b>\$ 12,935</b>	<b>\$ 15,600</b>	<b>\$ 15,800</b>	<b>\$ 15,800</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1045220 · Contract Services 45	\$ 9,700	\$ 32,500	\$ 76,700	\$ 76,600
3845222 · Marketing/Project Carpinteria	6,054	9,000	11,000	15,800
3845228 · Downtown T Promotions	182	200	200	200
Contract Services Total	15,936	41,700	87,900	92,600
<b>Other Operating Exp.</b>				
1045303 · Printing & Advertising 45	9,153	11,000	11,000	12,000
1045305 · Dues & Subscriptions 45	101		-	-
1045306 · Meetings & Travel 45	205	500	500	1,000
1045308 · Supplies & Materials 45	162	3,150	600	3,550
Other Operating Exp. Total	9,621	14,650	12,100	16,550
<b>Personnel</b>				
Personnel	155,971	165,325	163,659	181,363
Personnel Total	155,971	165,325	163,659	181,363
<b>Total Expenditures</b>	<b>\$ 181,528</b>	<b>\$ 221,675</b>	<b>\$ 263,659</b>	<b>\$ 290,513</b>



**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant to the City Manager	0.10
Program Manager	0.40
GATV Production Coordinator	0.50
GATV Production Assistant	0.50
Public Works Director	0.05
Public Works Supervisor	0.05
Assistant to the Public Works Director	0.20
Environmental Coordinator	0.10
Engineering Technician	0.05
Maintenance Technician	0.02
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker I	0.05
Maintenance Worker II	0.05
<b>Total</b>	<b>2.07</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 Chair of the Editorial Board for the City Hall Newsletter; and assists in administration of the City agreement with public access TV service provider SBTV.

Assistant to the Public Works Director: 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.

### **Operating Expenses**

Communication and Community Promotion: Allocation for a comprehensive update of the City's web site in order to continue to provide all members of the public with access to City government and community information. 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.

Volunteer Services: The Meetings and Travel appropriation includes funds to cover the cost of volunteer recognition events and associated event expenses, such as awards. Allocations for supply and material expenses includes funds to cover costs associated with the operations of the General Volunteer Services program, and the City's HOST program.

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 2019-20 is estimated to be \$14,429 based on the 121 active businesses in the Downtown "T". A fund balance carried forward from previous years is reserved for special projects in the Downtown "T".

### **Contract Services**

Communication and Community Promotion: There is a Contract Services allocation for community communication and outreach services which includes the City's e-newsletter, social media, City website assistance, etc.

Business Promotion, Activities and Events, Special Projects and Downtown Revitalization: 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: 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. 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.
- ◆ Downtown sidewalk cleaning.

Parking Lot No. 2 & Cactus Lane Improvements: This appropriation is for the construction of Parking Lot No. 2 & Cactus Lane Improvements Project.

## **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, Social Media venues, the HOST program, and as needed through a Public Information Officer.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Coordinate and monitor release of public information on behalf of the City.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Maintain Video/Audio Equipment for Government Access Channel 21 (On-going).</li> </ul>	<ol style="list-style-type: none"> <li>1. Coordinate repair and maintenance of video/audio equipment as needed.</li> </ol>
<ul style="list-style-type: none"> <li>◆ SB TV Administration</li> </ul>	<ol style="list-style-type: none"> <li>1. Administer City agreement with public access TV service provider SB TV.</li> </ol>
<ul style="list-style-type: none"> <li>◆ 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).</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Provide coverage of City sponsored/ approved events.</li> </ul>	<ol style="list-style-type: none"> <li>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.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Use a variety of communication venues (e.g., social media, e-newsletter, etc.) to disseminate City information to residents and visitors.</li> </ul>	<ol style="list-style-type: none"> <li>1. 4 to 6 posts weekly on each platform</li> <li>2. Disseminate monthly e-newsletter</li> </ol>
<ul style="list-style-type: none"> <li>◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).</li> </ul>	<ol style="list-style-type: none"> <li>1. Oversee and participate in preparation and editing of three City Newsletters.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Comprehensive update of the City's website.</li> </ul>	<ol style="list-style-type: none"> <li>1. Oversee completion of the City's new website improvements.</li> </ol>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Participate and represent the City in various community events.</li> </ul>	<ol style="list-style-type: none"> <li>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee.</li> <li>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.</li> </ul>	<ol style="list-style-type: none"> <li>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.</li> <li>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.</li> <li>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.</li> <li>4. Provide copy of approved minutes to City Council and City Manager.</li> </ol>
<ul style="list-style-type: none"> <li>◆ 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.</li> </ul>	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Provide resources and support for the DTBAB.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Assist in preparing annual Assessment District No. 4 report for City Council.</li> </ul>	<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.**

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.</li> </ul>	<ol style="list-style-type: none"> <li>1. Work with department directors to increase volunteer opportunities.</li> <li>2. Work with the Neighbor to Neighbor Committee to increase community awareness and civic engagement.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.</li> </ul>	<ol style="list-style-type: none"> <li>1. Design and host a volunteer recognition event for all City volunteers.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Develop strategy for creating more consistent communications with City volunteers and implement communications plan.</li> </ul>	<ol style="list-style-type: none"> <li>1. Update Volunteer contact information. Create and distribute semi-annual communications to City volunteers.</li> <li>2. Add new volunteers to City newsletter distribution list.</li> </ol>

**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
<ul style="list-style-type: none"> <li>◆ Develop and implement standard operating procedures for the HOST program.</li> </ul>	<ol style="list-style-type: none"> <li>1. Facilitate HOST volunteer update training. Hold new HOST volunteer Day Captain orientation and training.</li> <li>2. Review and update HOST kiosk materials distribution policy and kiosk utilization policy.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.</li> </ul>	<ol style="list-style-type: none"> <li>1. Update HOST Kiosk panels as needed.</li> <li>2. Review and update information available for distribution in the 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
<ul style="list-style-type: none"> <li>◆ Develop a Neighbor to Neighbor (NTN) pilot program.</li> </ul>	<ol style="list-style-type: none"> <li>1. Continue working with the NTN Committee to create NTN program materials for outreach, instruction and education.</li> <li>2. Create and launch pilot event.</li> </ol>

# **Economic Vitality General Fund General Government**

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## **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 Assistant to the Public Works Director 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 representatives of local businesses and the Carpinteria Valley Chamber of Commerce through the City's Economic Vitality Committee and participation on the Chamber Board of Directors to discuss and work on cooperative projects and programs aimed at enhancing the business climate of Carpinteria.

## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1044220 · Contract Services 44	\$ 3,682	\$ 12,200	\$ 12,500	\$ 11,400
Contract Services Total	3,682	12,200	12,500	11,400
<b>Other Operating Exp.</b>				
1044302 · Marketing Materials	18,617	20,000	15,000	-
1044305 · Dues & Subscriptions 44	50	200	150	200
1044306 · Meetings & Travel 44	504	750	150	1,000
1044308 · Supplies & Materials 44	420	700	700	700
Other Operating Exp. Total	19,591	21,650	16,000	1,900
<b>Personnel</b>				
Personnel	59,514	63,083	62,447	59,933
Personnel Total	59,514	63,083	62,447	59,933
<b>Total Expenditures</b>	<b>\$ 82,787</b>	<b>\$ 96,933</b>	<b>\$ 90,947</b>	<b>\$ 73,233</b>



**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant to the City Manager	0.38
<b>Total</b>	0.38

**IV. Expenditure Summary**

**Personnel**

Personnel costs for this program consist of 38% of the Assistant to the City Manager's time.

**Operating Expenses**

**Meetings & Travel:** This allocation is for attendance at an economic vitality or ADA related conference and/or seminar (e.g., CALED annual conference, Main Street conference, etc.). It also includes expenses related to miscellaneous / lunch or breakfast meetings with business community representatives.

**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 have been eliminated pending the potential dissolution of the Carpinteria First Committee.

**Contract Services**

This allocation allows for the City to engage the services of consultants to assist in projects and services that support business attraction and retention in existing and/or emerging segments of the local economy. Examples include annual sponsorship of the regional UCSB Economic Forecast Project and update of the biennial local economic forecast.

**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.

Objectives	Performance Measures
◆ Fill commercial real estate vacancies in the City.	1. Initiate contact with owners/representatives of high profile commercial real estate vacancies to discuss ways in which the City can provide assistance. 2. Promotion (e.g., City on-line data base, etc.) of various commercial real estate vacancies in the City.
◆ Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.	1. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their topics within two business days. 2. Increase in City jobs growth.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Enhancement of City sales tax revenues.</li> </ul>	<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>
<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 City's Economic Vitality Committee meetings.</li> <li>2. Staff 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>
<ul style="list-style-type: none"> <li>◆ Consider changes to the Carpinteria First Committee which may include dissolution of the committee and merging with the Downtown "T" Business Advisory Board.</li> </ul>	<ol style="list-style-type: none"> <li>1. Discuss committee options with City Manager.</li> <li>2. Discuss options with Carpinteria First Committee members and Downtown "T" Business Advisory Board members.</li> <li>3. Bring committee options item to the City Council for review and approval.</li> </ol>

# Community Services Support

## General Fund

### General Government

#### I. Program Summary

The City of Carpinteria provides financial assistance, through contracts/ service agreements, 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1046212 · Boys & Girls Club Funding	\$ 18,459	\$ 18,459	\$ 18,459	\$ 18,800
1646212 · Boys & Girls Club Funding	-	-	-	1,200
1046213 · Girls Inc Funding	18,459	18,459	18,459	18,800
1646213 · Girls Inc Funding	-	-	-	1,200
1046215 · 211 Help Line	1,547	7,500	1,547	1,547
1646215 · Help of Carpinteria	-	-	-	4,470
2734222 · Help of Carpinteria	5,429	5,429	5,429	5,530
1046216 · HopeNet of Carpinteria	1,487	1,547	1,487	1,426
1046217 · SB County Branch Library	35,500	85,500	85,500	35,500
1646217 · SB County Branch Library	-	-	-	205,207
1046222 · CAC Senior Nutrition	10,000	10,000	10,000	10,000
1046223 · Catholic Charities	11,500	1,487	7,500	7,500
1046224 · South Coast Task Force on Youth	10,063	10,063	10,063	10,063
1046225 · Home For Good	2,500	11,000	11,000	-
1046226 · Carpinteria Children's Project	-	-	-	20,000
1046228 · Standing Together to End Sexual Assault	4,343	4,343	4,343	4,420
Contract Services Total	113,858	168,358	173,787	345,663
<b>Other Operating Exp.</b>				
1646217 · Community Services	-	-	-	37,923
Other Operating Exp. Total	-	-	-	37,923
<b>Personnel</b>				
Personnel	2,081	2,206	2,184	2,418
Personnel Total	2,081	2,206	2,184	2,418
<b>Total Expenditures</b>	<b>\$ 115,939</b>	<b>\$ 170,564</b>	<b>\$ 170,542</b>	<b>\$ 386,004</b>

#### III. Personnel Allocations

Position:

FTE Allocation:

Assistant to the City Manager

0.02

**Total**

0.02

**IV. Goals, 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 2019-2020 fiscal year.</p>	<p>Provide Community Service grant applications and Program Descriptions to the various providers approximately 90 days prior to the first City budget hearing.</p>
<p>◆ Timely submittal of 2019-20 contracts, MOU’s, and grant agreements to Community Service providers.</p>	<p>Forward applicable agreements to the City’s various community service providers within 60 days of the passage of the 2019-20 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>

# Records Management

## General Fund

### General Government

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#### I. Program Summary

The 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Charges for Services</b>				
1010181 · CITY CLERK CHARGES	\$ -	\$ 200	\$ 350	\$ 350
Charges for Services Total	-	200	350	350
<b>Revenues Total</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ 350</b>	<b>\$ 350</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1011221 · Contract Services 11	\$ 25,340	\$ 14,100	\$ 13,000	\$ 56,340
Contract Services Total	25,340	14,100	13,000	56,340
<b>Other Operating Exp.</b>				
1011303 · Printing & Advertising 11	8,818	12,000	15,400	12,000
1011305 · Dues & Subscriptions 11	290	450	150	330
1011306 · Meetings & Travel 11	25	3,300	1,200	3,500
1011308 · Supplies & Materials 11	899	1,250	1,000	2,130
Other Operating Exp. Total	10,032	17,000	17,750	17,960
<b>Personnel</b>				
Personnel	78,615	83,330	82,490	92,678
Personnel Total	78,615	83,330	82,490	92,678
<b>Expenditures Total</b>	<b>\$ 113,987</b>	<b>\$ 114,430</b>	<b>\$ 113,240</b>	<b>\$ 166,978</b>

## II. Personnel Allocations

**Position:**

City Clerk

**FTE Allocation:**

0.60

**Total**

0.60

## IV. Expenditure Summary

### Personnel

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

### Operating 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
<ul style="list-style-type: none"> <li>◆ Insure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.</li> </ul>	<ol style="list-style-type: none"> <li>1. Prepare 60 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>
<ul style="list-style-type: none"> <li>◆ Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.</li> </ul>	<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>
<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>	<ol style="list-style-type: none"> <li>1. Process minimum of 50 records (files) for destruction annually.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Insure compliance with requirements of the Fair Political Practices Commission.</li> </ul>	<ol style="list-style-type: none"> <li>1. Process approximately 67 Annual Statements of Economic Interest, Form 700, for Council, Boards, Commissions, Committees, and designated staff. Process minimum of 5 Campaign Statement filings.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Provide for the City's processing of Agreements.</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintain current agreements and process 40 new agreements annually.</li> </ol>

# Elections

## General Fund

### General Government

#### I. Program Summary

The 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1011211 · Elections Contract	\$ 232	\$ 16,700	\$ 8,000	\$ 25,000
Contract Services Total	232	16,700	8,000	25,000
<b>Personnel</b>				
Personnel	3,353	3,554	3,518	7,726
Personnel Total	3,353	3,554	3,518	7,726
<b>Expenditures Total</b>	<b>\$ 3,585</b>	<b>\$ 20,254</b>	<b>\$ 11,518</b>	<b>\$ 32,726</b>

#### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
City Clerk	0.05

#### IV. Expenditure Summary

##### Personnel

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



### Operating Expenses

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 Services

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. Goals, Objective and Performance Measures

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

Objectives	Performance Measures
<p>◆ Conduct a general municipal election on November 3, 2020.</p> <p>Performances measures 1 and 2 will be completed in fiscal year 2019-20. Performance measures 3 through 5 will be completed in fiscal year 2020-21.</p>	<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>
<p>◆ Provide for the timely assuming of office by all elected councilmembers.</p> <p>Performance measure 1-3 to be completed in fiscal year 2020-21.</p>	<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>

# Staff Recruitment, Retention and Development

## General Fund General Government

### I. Program Summary

The 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

### III. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1016228 · Employee Training	\$ 2,658	\$ 4,000	\$ 4,000	\$ 4,000
Contract Services Total	2,658	4,000	4,000	4,000
<b>Non-Operating Exp.</b>				
1072211 · Personnel Services	-	-	-	-
Non-Operating Exp. Total	-	-	-	-
<b>Other Operating Exp.</b>				
1016303 · Recruitment Advertising	44,068	32,500	3,000	6,000
1016305 · Dues & Subscriptions 16	-	175	175	180
1016306 · Meetings & Travel 16	15	1,000	1,000	2,500
1016308 · Supplies & Materials 16	883	2,000	1,500	1,500
1016309 · Misc Operating Expense	-	800	-	-
1016310 · Employee/Public Relations 16	3,815	12,300	5,000	13,600
1016312 · Flexible Benefits Admin	2,761	2,000	2,400	2,400
1016320 · Pre-placement Health Screen	5,308	8,000	8,000	8,000
Other Operating Exp. Total	56,850	58,775	21,075	34,180
<b>Personnel</b>				
Personnel	128,520	136,228	134,855	152,549
Personnel Total	128,520	136,228	134,855	152,549
<b>Expenditures Total</b>	<b>\$ 188,028</b>	<b>\$ 199,003</b>	<b>\$ 159,930</b>	<b>\$ 190,729</b>

### III. Personnel Allocations

Position:	FTE Allocation:
Human Resources Administrator	0.75
Human Resources Project Assistant	0.5
<b>Total</b>	<b>1.25</b>

### IV. Expenditure Summary

#### Personnel

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

#### Operating Expenses

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, safety 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.

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 Services**

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.

Objectives	Performance Measures
<p>◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.</p>	<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 of all open positions to be filled through open recruitment.</li> <li>3. Review all employment application received for advertised positions, 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 of all 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 60 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 offer letters to successful candidates within 10 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>
<p>◆ Coordinate and administer Employee Benefits Programs.</p>	<ol style="list-style-type: none"> <li>1. Coordinate, administer and enroll all 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 all full-time employees and Council members in the City's Flexible Spending Account Program, AFLAC and Transamerica Insurance.</li> </ol>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Review and update position descriptions for conformance with responsibilities and duties being performed.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Assist Supervisors in preparing annual employee performance evaluations.</li> </ul>	<ol style="list-style-type: none"> <li>1. Assist Supervisors in preparing formal annual employee performance reviews of all 33 full-time employees between May 1st and June 30, 2018, 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>
<ul style="list-style-type: none"> <li>◆ Maintain appropriate information and secure files documenting the employment records of each City employee.</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintain appropriate documentation in a confidential personnel file of 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>
<ul style="list-style-type: none"> <li>◆ 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.</li> </ul>	<ol style="list-style-type: none"> <li>1. Periodically review policies to ensure compliance with Federal and State laws.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Annual updates of Employee Handbook for distribution to employees.</li> </ul>	<ol style="list-style-type: none"> <li>1. Revise 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>
<ul style="list-style-type: none"> <li>◆ Encourage employee participation in training opportunities, including safety, technical and computer training, and supervisory/ leadership workshops sponsored by CJPIA, Lynda.com web-based training and other 3<sup>rd</sup> party training workshops and seminars.</li> </ul>	<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 of all new hires at three months, six months and one year.</li> <li>4. Monitor safety training and certification program for recreation personnel.</li> </ol>

Objectives	Performance Measures
<p>◆ Provide guidance and assistance to City Manager and Department Heads on human resources 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 human resources policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments.</li> <li>3. Attend training programs and workshops in human resources and health-related issues, benefit programs and legislative update seminars, including training workshops sponsored by CJPIA, Lynda.com web-based 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 all 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 2017-2020.</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, 2020. Start the negotiation of a new MOU by April 2020.</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 negotiations process and related personnel issues.</li> <li>3. Upon agreement, prepare documents and resolutions 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 part-time, hourly-rated and seasonal employees.</li> <li>2. Make changes as appropriate. Prepare resolutions for approval by the City Council.</li> </ol>
<p>◆ Develop reciprocity with other agencies concerning classification and compensation surveys.</p>	<ol style="list-style-type: none"> <li>1. Respond to approximately three 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>

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Coordinate Employee Service and Recognition Programs.</li> </ul>	<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 scheduled twice a year.</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>
<ul style="list-style-type: none"> <li>◆ Monitor Contract Services under Human Resources Department.</li> </ul>	<ol style="list-style-type: none"> <li>1. Inform employees on Reliance Insurance comprehensive Employee Assistance Program (EAP), which offers professional assistance to City employees and their immediate families. Also inform employees on voluntary vision, accident and critical illness insurance offered through AFLAC and Transamerica Insurance.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Evaluate and improve procedures for maintaining computerized personnel programs.</li> </ul>	<ol style="list-style-type: none"> <li>1. Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.</li> </ol>

# Risk Management

## General Fund

### General Government

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#### I. Program Summary

The 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. 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.

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.



## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Non-Operating Exp.</b>				
1015321 · SCJPIA Deposit Billing	\$ 244,537	\$ 287,500	\$ 291,900	\$ 258,000
1015323 · Insurance/Bond Premiums	101,294	106,700	82,200	89,100
Non-Operating Exp. Total	345,831	394,200	374,100	347,100
<b>Other Operating Exp.</b>				
1015306 · Meetings & Travel 15	-	1,500	1,500	1,500
1015308 · Supplies & Materials 15	72	200	200	200
Other Operating Exp. Total	72	1,700	1,700	1,700
<b>Personnel</b>				
Personnel	44,310	46,967	46,494	55,993
Personnel Total	44,310	46,967	46,494	55,993
<b>Expenditures Total</b>	<b>\$ 390,212</b>	<b>\$ 442,867</b>	<b>\$ 422,294</b>	<b>\$ 404,793</b>

## III. Personnel Allocations

Position:	FTE Allocation:
Risk Manager (Human Resources Administrator)	0.15
Program Manager	0.20
Assistant to the City Manager	0.015
<b>Total</b>	<b>0.37</b>

## IV. Expenditure Summary

### Personnel

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.

The Program Manager 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.

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.

**Operating 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. Goals, 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.

Objectives	Performance Measures
<p>◆ Follow proven practices of risk management in order to minimize the City's liability exposure.</p>	<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>
<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 all 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>

Objectives	Performance Measures
<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>
<p>◆ Conduct annual review of Department Emergency Procedures.</p>	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.</li> </ol>
<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 the 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>
<ul style="list-style-type: none"> <li>◆ 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.</li> </ul>	<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>

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# Law Enforcement

## General Fund

### General Government

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#### I. Program Summary

Police 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Sales Taxes</b>				
1010120 · SALES TAX SAFETY	\$ 81,171	\$ 63,000	\$ 80,000	\$ 80,000
Sales Taxes Total	81,171	63,000	80,000	80,000
<b>Charges for Services</b>				
1111136 · POLICE FEES & CHARGES 11	107	100	-	-
Charges for Services Total	107	100	-	-
<b>Fines &amp; Forfeitures</b>				
1111135 · CA VEHICLE CODE FINES	35,570	28,000	32,000	32,000
Fines & Forfeitures Total	35,570	28,000	32,000	32,000
<b>Interest</b>				
1111101 · INTEREST INCOME 11	225	100	100	100
1111102 · NET ADJUSTMENT FAIR VALUE 11	(191)	-	-	-
Interest Total	34	100	100	100
<b>Total Revenues</b>	<b>\$ 116,881</b>	<b>\$ 91,200</b>	<b>\$ 112,100</b>	<b>\$ 112,100</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1621214 · SB County Sheriff	\$ -	\$ -	\$ -	\$ 325,000
Contract Services Total	-	-	-	325,000
<b>Minor Capital</b>				
2070416 · CLEEP Grant Expense	-	12,000	12,000	22,151
Minor Capital Total	-	12,000	12,000	22,151
<b>Sheriff Contract</b>				
1021213 · SB County Mental Health	2,270	2,300	2,300	-
1021214 · SB County Sheriff	3,505,837	3,587,706	3,587,706	3,572,800
1021215 · Sheriff's Overtime	19,672	-	-	-
1021216 · Augmentation	5,643	50,000	40,000	50,000
1121214 · SB County Sheriff 11	15,639	12,000	12,000	12,000
Sheriff Contract Total	3,549,060	3,652,006	3,642,006	3,634,800
<b>Personnel</b>				
Personnel	193,885	205,514	203,442	257,369
Personnel Total	193,885	205,514	203,442	257,369
<b>Total Expenditures</b>	<b>\$ 3,742,946</b>	<b>\$ 3,869,520</b>	<b>\$ 3,857,448</b>	<b>\$ 4,239,320</b>

## III. Personnel Allocations

The basic level of service under the contract is for two Deputy Services Units that perform patrol duties. The DSU's are supported by a patrol supervisor as well as all related support services provided for under the agreement for law enforcement services.

## IV. Expenditure Summary

### Personnel

Program costs are primarily for direct personnel costs as determined by the agreement for law enforcement services between County and City. The City pays the applicable rate for

each Deputy Service Unit (DSU) plus charges related to dispatch, certain administrative functions, and any services requested in addition to patrol.

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, videotaping 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 agreement for law enforcement services with the County is effective through June 30, 2019 with a four year extension pending. Law enforcement services represents the largest General Fund expense at nearly \$4 million.

**V. Goals, 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
<p>◆ Through the Agreement for Law Enforcement Services, Sheriff's and City will annually review established Goals and Objectives for the delivery of law enforcement services in Carpinteria and determine implementation measures based on allocated resources.</p>	<p>Performance Measures will be established through agreement between Sheriff's Office and the City. As the contract has only recently been update, this process will occur during the fiscal year. In subsequent years, the agreed upon Measures will be agreed upon prior to the budget process.</p>
<p>◆ The Sheriff's Office will provide reports, including contents and frequency, as specified within the Agreement for Law Enforcement Services.</p>	<p>Compliance with terms of the Agreement for Law Enforcement Services concerning routine reporting.</p>

# Emergency Preparedness

## General Fund General Government

### I. Program Summary

The City of Carpinteria plans and administers preparedness and response programming for all types of disasters that may occur within the City and surrounding area. This includes conducting disaster preparedness and response trainings and exercises for City staff and residents; maintaining and updating emergency plans; serving on county-wide committees that facilitate the coordination of disaster planning and response efforts; and other activities that enhance the ability of the City and residents to prepare and respond to disasters and other emergencies.



*Community Emergency Response Team (CERT) training participant practicing fire suppression*

### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1024215 · Disaster Preparedness	\$ 582	\$ 1,850	\$ 50	\$ 2,200
Contract Services Total	582	1,850	50	2,200
<b>Other Operating Exp.</b>				
1024303 · Printing & Advertising 24	508	2,800	-	2,585
1024305 · Dues & Subscriptions 24	-	150	-	150
1024306 · Meetings & Travel 24	209	2,150	-	1,900
1024308 · Supplies & Materials 24	1,112	2,850	-	3,200
Other Operating Exp. Total	1,829	7,950	-	7,835
<b>Personnel</b>				
Personnel	70,951	75,206	74,448	86,094
Personnel Total	70,951	75,206	74,448	86,094
<b>Total Expenditures</b>	<b>\$ 73,362</b>	<b>\$ 85,006</b>	<b>\$ 74,498</b>	<b>\$ 96,129</b>



### III. Personnel Allocations

Position:	FTE Allocation:
City Manager	0.10
Program Manager	0.40
<b>Total</b>	0.50

### IV. Expenditure Summary

The Emergency Preparedness Program expenditures reflect costs associated with community preparedness and response education; trainings, exercises and drills; and enhancing disaster response capabilities at City Hall and the City's Emergency Operations Center. The City also seeks grants to support this program.

#### Personnel

The City Manager serves as the Director of Emergency Services with support from the Emergency Services Coordinator. Additionally, the HR/Risk Management Administrator assists with critical employee disaster preparedness and response trainings and drills. Key personnel from the Carpinteria-Summerland Fire Protection District and the Santa Barbara County Sheriff's Department provide support for programming as well.

#### Operating Expenses

Other operational costs associated with this program are primarily related to emergency planning; trainings and educational outreach that involve materials and supplies; meetings and travel; promotional expenses and membership dues.

#### Contract Services

The 2019-20 contract services budget includes funding for community disaster preparedness education materials; annual emergency preparedness trainings, exercises and drills; CERT trainings, field exercises and drills; education and promotion related to TsunamiReady and StormReady; and materials to enhance disaster response capabilities at City Hall and the City's Emergency Operations Center. Trainings, exercises and drills are conducted jointly with special districts (Carpinteria-Summerland Fire Protection District, Carpinteria Valley Water District and Carpinteria Sanitation District), the Sheriff's Department and the Santa Barbara County Office of Emergency Management.

## V. Goals, Objectives and Performance Measures

**Goal #1: Strengthen community emergency preparedness outreach and identify opportunities to foster relationships among individuals, communities and organizations to encourage trust and build consensus.**

Objectives	Performance Measures
◆ Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.	<ol style="list-style-type: none"> <li>1. Reach 500 Carpinteria residents and businesses with emergency preparedness information.</li> <li>2. Coordinate multi-agency community preparedness event.</li> </ol>
◆ Develop plan for working with the business community and residents in the tsunami inundation area to explain the Tsunami Ready program and to gather input on their preparedness needs.	<ol style="list-style-type: none"> <li>1. Outreach to businesses and residents in the tsunami inundation zone with vital tsunami preparedness information.</li> </ol>
◆ Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	<ol style="list-style-type: none"> <li>1. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy.</li> <li>2. Facilitate Carpinteria CERT and Teen CERT trainings.</li> </ol>

**Goal #2: Develop and implement a training program to ensure City staff are prepared to lead the community in the event of an emergency.**

Objectives	Performance Measures
◆ Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies.	<ol style="list-style-type: none"> <li>1. Facilitate quarterly City staff trainings on NIMS, SEMS and other critical disaster preparedness and response topics.</li> <li>2. Update Disaster Services Worker tools and resources for City staff.</li> <li>3. Increase emergency response capabilities at City Hall.</li> </ol>
◆ Design, implement and evaluate internal and city-wide disaster exercises with assistance from County OEM, Carpinteria-Summerland Fire Protection District, Santa Barbara County Sheriff's Department and Special Districts.	<ol style="list-style-type: none"> <li>1. Facilitate one multi-jurisdiction disaster exercise annually.</li> </ol>
◆ Offer continuing education for Elected Officials.	<ol style="list-style-type: none"> <li>1. Offer emergency training course for elected officials.</li> </ol>

**Goal #3: Enhance City's ability to respond to emergencies and reach residents and visitors with vital information on severe weather and other emergencies.**

Objectives	Performance Measures
<p>◆ Develop and update critical emergency response plans.</p>	<ol style="list-style-type: none"> <li>1. Update the City's Emergency Operations Plan to comply with new State requirements.</li> <li>2. Create a Continuity of Government Plan.</li> <li>3. Update the EOC Activation Handbook.</li> <li>4. Update the Employee Notification &amp; Reporting Plan.</li> <li>5. Create a Tsunami Response Plan.</li> <li>6. Work with Red Cross to update emergency shelter list.</li> <li>7. Meet with emergency shelter owners to develop working relationships prior to disaster requests.</li> </ol>
<p>◆ Design public education campaign to reach residents with emergency alert information and describe the benefits of being Storm Ready and Tsunami Ready.</p>	<ol style="list-style-type: none"> <li>1. Achieve Storm Ready and Tsunami Ready status.</li> </ol>
<p>◆ Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.</p>	<ol style="list-style-type: none"> <li>1. Meet with State Parks administrators annually to discuss emergency events including tsunami preparedness and response information for visitors.</li> </ol>
<p>◆ Develop relationship with local, regional, state and federal agencies to address critical hazardous materials, transportation and oil and gas related issues that may impact the community.</p>	<ol style="list-style-type: none"> <li>1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards.</li> <li>2. Initiate/Coordinate a meeting with railroad and Caltrans authorities to review emergency procedures involving State Highway and railway facilities.</li> </ol>

# Financial Management Services

## General Fund

### Administrative Services Department

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#### I. Program Summary

This 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 D, as well as Local Transportation funds, while 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 the timely payment of City employees, adhering to conditions of employment, reporting of earnings to retirement programs, and federal payroll tax reporting. Payroll works closely with Human Resources to ensure that employees are paid in a timely manner, 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 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 mandated compliance reporting to various county, state and federal governments, internal financial reports for staff, as well as 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.

## IV. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Fines &amp; Forfeitures</b>				
1010108 · PAID FINANCE CHARGES	10,307	10,000	1,000	1,000
Fines & Forfeitures Total	10,307	10,000	1,000	1,000
<b>Interest</b>				
1010101 · INTEREST INCOME 10	78,164	56,000	65,000	75,000
1010102 · NET ADJUSTMENT FAIR VALUE 10	(60,789)	-	-	-
1010106 · CASH HANDLING CHARGES	193	250	250	250
1010107 · DISCOUNTS TAKEN	13,899	11,600	14,000	14,000
1313101 · INTEREST INCOME 13	13,238	9,800	9,800	9,800
1313102 · NET ADJUSTMENT FAIR VALUE 13	(9,770)	-	-	-
1515101 · Interest Income 15	11,336	5,000	5,000	5,000
1515102 · NET ADJUSTMENT FAIR VALUE 15	(7,868)	-	-	-
1615101 · Interest Income	-	-	-	15,000
2121101 · INTEREST INCOME 21	32	-	-	-
Interest Total	38,435	82,650	94,050	119,050
<b>Licenses &amp; Permits</b>				
1010185 · BUSINESS LICENSE APPLICATION	36,841	30,000	15,000	15,000
Licenses & Permits Total	36,841	30,000	15,000	15,000
<b>Miscellaneous</b>				
1010165 · SB90 CLAIMS	5,425	2,600	2,600	2,600
Miscellaneous Total	5,425	2,600	2,600	2,600
<b>Total Revenues</b>	<b>\$ 91,009</b>	<b>\$ 125,250</b>	<b>\$ 512,650</b>	<b>\$ 2,237,650</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1014221 · Contracts Services 14	\$ 382	\$ 400	\$ 400	\$ 450
1014227 · Payroll Processing Fees	12,025	20,000	15,000	2,400
1014228 · Accounting Services	776	500	10,800	5,500
1014229 · Annual Audit	13,435	45,000	45,000	45,000
1014321 · Credit Card Fees	9,323	8,000	8,000	8,000
1072230 · Special Projects Audit JE	37,778	-	-	-
2514228 · Gas Tax Audit/Street Report	1,993	2,000	2,000	2,000
Contract Services Total	75,712	75,900	81,200	63,350
<b>Other Operating Exp.</b>				
1014305 · Dues & Subscriptions 14	345	700	700	700
1014306 · Meetings & Travel 14	1,139	7,100	5,600	7,500
1014308 · Supplies & Materials 14	2,802	3,000	3,000	3,600
1014309 · Misc Operating Expense 14	23	16,000	100	100
66000 · Payroll Expenses	438	-	400	-
Other Operating Exp. Total	4,747	26,800	9,800	11,900
<b>Personnel</b>				
Personnel	353,610	374,818	371,040	462,529
Personnel Total	353,610	374,818	371,040	462,529
<b>Total Expenditures</b>	<b>\$ 434,068</b>	<b>\$ 477,518</b>	<b>\$ 462,040</b>	<b>\$ 537,779</b>

### III. Personnel Allocations

Position:	FTE Allocation:
Administrative Services Director	0.70
Senior Financial Analyst	0.95
Accounting Clerk	0.50
Temporary Accounting Clerk	0.50
Total	<u>2.65</u>

### IV. Expenditure Summary

#### Personnel

This program is allocated the costs for 70% of the Administrative Services Director and 95% of the Senior Financial Analyst 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 these meetings.

**Contract Services**

Contract Services include the costs of conducting the annual audit, payroll and credit card processing charges, preparation of the annual Street Report required by the State Controller’s Office, preparation of the Governmental Accounting Standards Board (GASB) 75 actuarial valuation and GASB 68 fee letter, and other reporting costs.

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

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.**

Objectives	Performance Measures
<b>ACCOUNTING</b>	
<p>◆ Provide for the complete, accurate and timely recording of accounting transactions.</p>	<ol style="list-style-type: none"> <li>1. Implementation of new financial software- Incode 10 to process payroll in-house, ensure more efficient revenue tracking and improve fiscal transparency.</li> <li>2. Process, review, sign and file Accounts Payable checks.</li> <li>3. Process IRS Forms 1099 on time for eligible vendors.</li> <li>4. Process petty cash transactions.</li> <li>5. Process monthly fund interest allocation calculations.</li> <li>6. Process semi-annual cash bond interest allocation.</li> </ol>
<p>◆ Safeguard City assets.</p>	<ol style="list-style-type: none"> <li>1. Maintain fixed assets accounting system.</li> <li>2. Complete monthly bank reconciliations.</li> </ol>
<p>◆ Provide for the City's cash flow needs.</p>	<ol style="list-style-type: none"> <li>1. Process bank wire transfers.</li> <li>2. Process cash receipt transactions.</li> <li>3. Prepare 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 and fees.</li> <li>8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council.</li> </ol>

<b>AUDITING</b>	
<p>◆ Obtain unqualified audit opinions on all audits.</p>	<ol style="list-style-type: none"> <li>1. Complete annual financial audit.</li> <li>2. Complete Measure A and D audits.</li> <li>3. Complete Transportation Development Act (TDA) audit.</li> <li>4. Receive the Government Finance Officers Association's award for Excellence in Financial Reporting.</li> </ol>
<b>PAYROLL</b>	
<p>◆ Provide for the timely payment of employees.</p>	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 31 full time and approximately 50 part-time employees.</li> <li>2. Provide personnel cost information to assist in development of the budget.</li> </ol>
<p>◆ Provide for the timely payment of taxing authorities.</p>	<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>
<p>◆ Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding.</p>	<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>
<p>◆ Provide financial administration for retirement programs</p>	<ol style="list-style-type: none"> <li>1. Process 26 bi-weekly payments for the California Public Employees' Retirement System (CalPERS), International City/County Management Association and Voya Financial 457b Deferred Compensation Plan.</li> <li>2. Reconcile quarterly retirement program statements.</li> </ol>
<b>BUDGETING</b>	
<p>◆ Provide a plan to ensure the short and long term financing of City programs.</p>	<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>



<b>FINANCIAL REPORTING</b>	
<p>◆ Comply with all County, State, and Federal financial reporting mandates.</p>	<p><b>Annual Reports:</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 the State Controller's Annual Report of Financial Transactions.</li> <li>6. 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>7. Complete IRS Form 5500 for compliance with IRS Code.</li> </ol> <p><b>Quarterly Reports:</b></p> <ol style="list-style-type: none"> <li>1. Investment reports to Council and the California Debt Advisory Commission.</li> </ol>
<p>◆ Provide informational reports per local ordinances.</p>	<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>
<b>GENERAL ADMINISTRATION</b>	
<p>◆ Administer the Department in an efficient and cost effective manner.</p>	<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 Senior Financial Analyst and Accounting Clerk.</li> </ol>
<p>◆ Keep informed on finance issues.</p>	<ol style="list-style-type: none"> <li>1. Attend several monthly CSMFO chapter meetings.</li> <li>2. Attend annual CSMFO conference.</li> </ol>

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# Central Services

## General and General Facilities Improvement Funds

### Administrative Services Department

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#### I. Program Summary

This 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 voicemail 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, and new exterior/ interior paint. Additionally, improvements to the building that help expand 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.

**II. Budget Summary**

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Intergov Grants</b>				
3131314 · CITY HALL IMPROVEMENTS	\$ 100,650	\$ 15,000	\$ 15,000	\$ 15,000
Intergov Grants Total	100,650	15,000	15,000	15,000
<b>Miscellaneous</b>				
1010216 · SALE OF PROPERTY 10	-	5,600	5,600	-
2020169 · REIMBURSEMENT - INSURANCE CLAIM	-	-	1,000,000	1,636,270
Miscellaneous Total	-	5,600	1,005,600	1,636,270
<b>Revenues Total</b>	<b>\$ 100,650</b>	<b>\$ 20,600</b>	<b>\$ 1,020,600</b>	<b>\$ 1,651,270</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1013221 · Miscellaneous Contracts 13	\$ 11,698	\$ 10,000	\$ 10,000	\$ 10,000
1013224 · Interior Maintenance	36,867	25,000	25,000	20,000
1013225 · Grounds Maintenance	14,581	12,000	12,000	12,000
Contract Services Total	63,146	47,000	47,000	42,000
<b>Debt Service</b>				
7880512 · COP Principal Retirement	170,000	-	-	-
7880513 · COP Interest Expense	8,500	-	-	-
Debt Service Total	178,500	-	-	-
<b>Major Capital</b>				
1079609 · City Hall Remodel 2017	31,307	2,745,016	628,000	270,043
2079609 · City Hall Remodel 2017	-	-	1,000,000	1,636,270
3179614 · City Hall Improvements	100,650	68,800	-	-
Major Capital Total	131,957	2,813,816	1,628,000	1,906,313
<b>Minor Capital</b>				
1070411 · Vehicle Purchase	19,798	19,000	19,000	26,000
1070414 · Office Furniture	3,802	5,000	5,000	35,000
1070616 · Storage Improvements	-	-	-	18,000
Minor Capital Total	23,600	24,000	24,000	79,000
<b>Other Operating Exp.</b>				
1013223 · Moving Expenses	-	268,000	300,000	150,000
1013301 · Telephone 13	24,150	31,000	31,000	31,000
1013302 · Postage 13	9,078	12,000	10,000	10,000
1013307 · Vehicle Oper & Maintenance 13	4,663	5,000	5,000	5,000
1013308 · Supplies & Materials 13	33,643	32,000	28,000	28,000
1013309 · Misc Operating Expenses 13	(1)	-	-	-
1013311 · Rents & Leases	-	112,500	112,500	172,500
Other Operating Exp. Total	71,533	460,500	486,500	396,500
<b>Utilities</b>				
1013312 · Utility - Water 13	4,326	6,000	6,500	6,900
1013313 · Utility - Electric 13	25,037	22,000	28,500	30,000
1013314 · Utility - Natural Gas 13	2,857	4,500	4,900	5,200
1013317 · Utility - Sewer 13	1,725	1,850	1,650	1,700
Utilities Total	33,945	34,350	41,550	43,800
<b>Personnel</b>				
Personnel	189,317	200,671	198,648	255,310
Personnel Total	189,317	200,671	198,648	255,310
<b>Expenditures Total</b>	<b>\$ 691,999</b>	<b>\$ 3,580,337</b>	<b>\$ 2,425,698</b>	<b>\$ 2,722,923</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Receptionist	1.00
Maintenance Technician	0.40
Assistant to PW Director	0.10
Senior Financial Analyst	0.05
Public Works Supervisor	0.05
Environmental Coordinator	0.05
Human Resources/Risk Manager	0.10
Engineering Technician	0.05
Part Time Parks and Facilities Maintenance Worker	0.15
Part Time Parks and Facilities Maintenance Worker	0.15
Maintenance Worker II	0.05
Maintenance Worker I	0.10
Maintenance Worker I	0.05
Maintenance Worker II	0.10
Parks and Facilities Maintenance Worker	0.15
<b>Total</b>	2.55

### IV. Expenditure Summary

#### Personnel

This program is allocated the costs for 100% of the receptionist position and portions of other staff appointments based on their involvement with city building maintenance or assistance with other goals of the central services program.

#### 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.

## V. Goals, Objectives and Performance Measures

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

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Provide a responsive and open environment at City Hall.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall.</li> </ul>	<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>

# Management Information Services

## General Fund

### Administrative Services Department

#### I. Program Summary

This 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 and Security

Securing files for restoration, storage and saving. 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1018220 · System Administration	62,341	75,000	72,000	71,000
1018221 · Contracts	-	-	-	5,000
1018222 · Equipment Maintenance	24,766	23,300	23,300	23,300
1018224 · Software Maintenance	35,577	43,000	35,000	42,500
Contract Services Total	122,684	141,300	130,300	141,800
<b>Minor Capital</b>				
1070417 · Computer Hardware	13,186	35,000	25,000	25,000
Minor Capital Total	13,186	35,000	25,000	25,000
<b>Other Operating Exp.</b>				
1018308 · Supplies & Materials 18	2,490	2,600	2,600	500
Other Operating Exp. Total	2,490	2,600	2,600	500
<b>Personnel</b>				
Personnel	59,493	63,061	62,426	73,663
Personnel Total	59,493	63,061	62,426	73,663
<b>Expenditures Total</b>	<b>\$ 197,853</b>	<b>\$ 241,961</b>	<b>\$ 220,326</b>	<b>\$ 240,963</b>

**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Administrative Services Director	0.30
Assistant to the City Manager	0.03
<b>Total</b>	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 and contract for an IT City-wide needs assessment.

**Minor Capital/Equipment**

Capital Outlay includes costs to upgrade workstations according to annual replacement plan, prioritizing purchases based on age of equipment.

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

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

<b>Objective</b>	<b>Performance Measures</b>
<p>◆ Provide technological hardware and software productivity resources.</p>	<ol style="list-style-type: none"> <li>1. Procure a contract for the performance of a City-wide Information Technology (IT) needs assessment.</li> <li>2. Upon determination of required services, proceed with a Request for Proposal for an updated IT Services contract.</li> <li>3. Upgrade workstations.</li> <li>4. Increase memory and speed.</li> </ol>
<p>◆ Ensure system reliability and data security.</p>	<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>

Objective	Performance Measures
◆ Maximize the ease of use of system programs.	<ol style="list-style-type: none"> <li>1. Facilitate cross training, and train staff users on the new financial software.</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>



# Community Development Administration

## General Fund

### Community Development Department

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#### I. Program Summary

Community Development Administration is responsible for planning, organizing and directing the work in the different program divisions of the Community Development Department. Activities of this program include:

- ◆ 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 (General Plan Update Committee, Design Review Ad Hoc Committee, 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.

## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1041222 · Records Conversion Project	-	5,000	1,000	5,000
Contract Services Total	-	5,000	1,000	5,000
<b>Other Operating Exp.</b>				
1041305 · Dues & Subscriptions 41	250	500	500	500
1041306 · Meetings & Travel 41	1,553	1,500	1,500	1,500
Other Operating Exp. Total	1,803	2,000	2,000	2,000
<b>Personnel</b>				
Personnel	138,038	146,317	144,842	168,849
Personnel Total	138,038	146,317	144,842	168,849
<b>Expenditures Total</b>	<b>\$ 139,841</b>	<b>\$ 153,317</b>	<b>\$ 147,842</b>	<b>\$ 175,849</b>

## III. Personnel Allocations

Position:	FTE Allocation:
Director of Community Development	0.20
Senior Planner	0.10
Associate Planner	0.10
Assistant Planner	0.15
Administrative Assistant	0.60
<b>Total</b>	<b>1.15</b>

## 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.

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

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.**

**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
◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit annual progress report for the Housing Element by April 2020 and for the General Plan by May 2020.
◆ Use our new GIS technology to depict land use information in graphic reports.	Prepare semi-annual cumulative projects list and map to post on City website in July 2019 and January 2020.

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# Advance Planning

## General Fund

### Community Development Department

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#### I. Program Summary

Community Development's Advanced Planning program consists of long-range planning activities for the City. The General Plan/Coastal Land Use 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 a draft of the updated Zoning Code, continue with the multi-year General/Coastal Land Use Plan Update, and new work efforts associated with the Development Review Process Update and necessary updates to the Zone Code associated with the newer state housing laws.

#### Other Advance Planning Activities

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**

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Intergov Grants</b>				
1010203 · CA COASTAL COMMISSION GRANT	\$ 80,393	\$ 200,000	\$ 200,000	\$ 250,000
Intergov Grants Total	80,393	200,000	200,000	250,000
<b>Revenues Total</b>	<b>\$ 80,393</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 250,000</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1041220 · Contract Services	\$ -	\$ 29,400	\$ 15,000	\$ 154,400
1041221 · Miscellaneous Contracts 41	4,442	11,000	20,000	280,000
1041224 · Drafting/Mapping	6,600	7,000	5,000	5,000
1041225 · Misc. Planning Contracts	1,530	1,500	2,500	4,000
1072216 · Zone Code Update	290,465	380,000	380,000	-
Contract Services Total	303,036	428,900	422,500	443,400
<b>Other Operating Exp.</b>				
1041308 · Supplies & Materials 41	980	800	800	800
Other Operating Exp. Total	980	800	800	800
<b>Personnel</b>				
Personnel	123,844	131,272	129,949	151,031
Personnel Total	123,844	131,272	129,949	151,031
<b>Expenditures Total</b>	<b>\$ 427,861</b>	<b>\$ 560,972</b>	<b>\$ 553,249</b>	<b>\$ 595,231</b>

**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Community Development Director	0.30
Senior Planner	0.20
Associate Planner	0.10
Assistant Planner	0.20
Administrative Assistant	0.10
<b>Total</b>	<b>0.90</b>

**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., Zone Code Update, General Plan/Coastal Land Use Plan Update, Development Review Process Update, and necessary updates to the Zone Code associated with the newer state housing laws. 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 2019 - 20 fiscal year. This year’s budget includes costs anticipated for releasing a draft comprehensive update to Title 14 (Zoning) of the Carpinteria Municipal Code, continued work associated with the General Plan/Coastal Land Use Plan Update, the Development Review Process Update and updates to the Zone Code Updates associated with new state housing laws. A contract planner will be brought on to assist with these work efforts and with the Short-term Vacation Rental licensing and licensing of approved cannabis related activities within the City.

### Contract Costs

The contract services budget includes costs associated with the Zoning Code Update, the General/Coastal Land Use Plan Update, the Development Review Process Update and updates to the Zone Code Updates associated with state housing laws.

### V. Goals, 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.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Complete and circulate draft of the update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Land Use Plan.</li> </ul>	<ol style="list-style-type: none"> <li>1. Circulate draft for public review in summer 2019.</li> <li>2. Hold public work sessions to obtain input.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.</li> </ul>	<ol style="list-style-type: none"> <li>1. Hold monthly General Plan/Coastal Land Use Plan Update meetings.</li> <li>2. Hold public work sessions to obtain input.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Maintain up to date regulations that respond to community needs and expectations.</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete updates to Municipal Code regulations regarding the Development Review Process.</li> <li>2. Complete updates to Zone Code regulations associated with new state housing laws.</li> </ol>

# Housing

## Affordable Housing Trust Fund

### Community Development Department

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#### I. Program Summary

Community Development's Housing Program consists of long-range planning efforts that implement Housing Element policies and programs. We also develop new programs as needed to serve the affordable housing needs of Carpinterians. Staff coordinates with the County of Santa Barbara Housing and Community Development Department through participation in the HOME program and the Community Development Block Grant (CDBG) program that support local affordable housing and community service programs with no impact to the General Fund. Program staff also work with local non-profit housing developers to ensure that affordable units are available in Carpinteria and help the City plan for its fair share of housing according to the Regional Housing Needs Assessment (RHNA) process.

One of the main goals of the Housing Program is to maintain and expand the City's stock of affordable housing. Implementation of the program involves seeking assistance from and working with local non-profit groups to rehabilitate existing structures and support construction of new residences to increase affordable housing opportunities. In addition, staff performs contract administration work and coordinates with City of Santa Barbara housing staff to provide planning services as a part of the implementation of the City's inclusionary affordable housing program. Through these two efforts, both affordable for sale residences as well as affordable rental units are produced. Costs associated with implementation of the inclusionary housing program are supported by development application fees, mitigation fees and contributions from the City's Affordable Housing Trust Fund.

The Workforce Homebuyer Down Payment Loan Program is conducted in partnership with the Housing Trust Fund of Santa Barbara County and uses funds previously deposited into the City's Affordable Housing Trust Fund to assist lower and above moderate income earners with down payments. To date, 10 local families have secured loans since program inception. Additional outreach and education efforts continue to ensure those who are interested and eligible are aware of the program. The repayment of the down payment assistance loan is deferred for 30 years, at which time the City will gain its proportionate share of the home's equity. The repaid loan amount, with equity, will be redeposited into the City's fund to support the program in an ongoing manner.

The Community Development Department's Housing Program includes the following activities:

- ◆ Plan for and coordinate the development of affordable housing units pursuant to targeted income categories and other requirements of the Housing Element.
- ◆ Participate in the Santa Barbara County HOME Consortium and the CDBG Urban County.
- ◆ Coordinate with the City of Santa Barbara housing staff in implementing the contract for provision of affordable housing services.
- ◆ Provide staff support to the Joint Cities-County Housing Task Group.

- ◆ Coordinate with SBCAG, the US Census Bureau and State Department of Finance on the collection and maintenance of housing and population statistics.
- ◆ Continued implementation of the homebuyer down payment loan program in partnership with the Housing Trust Fund of Santa Barbara County.
- ◆ Implement the programs outlined in the 2015-2023 Housing Element.

## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
3141220 · Contract Services	\$ -	\$ -	\$ -	\$ 27,500
Contract Services Total	-	-	-	27,500
<b>Personnel</b>				
Personnel	26,111	27,677	27,398	34,882
Personnel Total	26,111	27,677	27,398	34,882
<b>Expenditures Total</b>	<b>\$ 26,111</b>	<b>\$ 27,677</b>	<b>\$ 27,398</b>	<b>\$ 62,382</b>

## III. Personnel Allocations

Position:	FTE Allocation:
Community Development Director	0.10
Associate Planner	0.10
<b>Total</b>	<b>0.20</b>

## IV. Expenditure Summary

### Personnel

Implementation of the housing program is primarily the responsibility of the Community Development Director with assistance from the Associate Planner and the City of Santa Barbara contract housing planner. The Associate Planner is also involved in administering the Inclusionary Affordable Housing Program and the Community Development Block Grant Program. In this fiscal year, the City will also continue to use the services of the Housing Trust Fund staff in implementing the down payment loan program.

### Operational Expenses

Staff is projecting operational costs based on prior budget year expenditures with one additional Program, Home for Good SBC, run through the Northern Santa Barbara County United Way. The Department will continue with the contract agreement with the City of Santa Barbara to implement our Inclusionary Housing Program. There will also be costs associated with the Housing Trust Fund’s work to implement the Workforce Housing Down Payment Loan Program. These administrative costs will be paid from the City’s Affordable Housing Trust Fund. One other aspect of the expenses for housing is the City’s support of



the City of Santa Barbara's Rental Housing Mediation Task Force (RHMTF) which provides mediation services to landlords and tenants in Carpinteria. Expenses to cover the City's contribution to the RHMTF for fiscal year 2019 – 20 will be paid from the Socio-Economic Monitoring Program (SEMP) fund.

### **Contract Services**

Contract costs are anticipated for this fiscal year related to implementation of the contract agreements with the City of Santa Barbara Housing Program staff as mentioned above and the Housing Trust Fund agreement (approximately \$12,000 remains of the maximum of \$40,000 over a period from 2012 through 2020). And, as mentioned above, the City's annual contribution of \$15, 575 to the City of Santa Barbara in support of the Rental Housing Mediation Task Force will continue to be paid out of the SEMP fund as will the \$11,800 to support the Home for Good SBC Program.

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

**The goal of the Housing Program is to provide safe and affordable housing of various types for all economic sectors of the community.**

Objectives	Performance Measures
◆ Use City housing funds and staff efforts to leverage the greatest benefit possible for local residents.	Continue communication with organizations that are committed to constructing affordable housing for low income households.
◆ Coordinate with the County on the Community Development Block Grant Program and the creation of other programs to fund affordable housing.	Attend HOME Consortium and CDBG meetings and facilitate use of funds for affordable housing projects.
◆ Implement the Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.	Assist lower and above-moderate income households in purchasing a residence.

# Development Review & Building

## General Fund

### Community Development Department

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#### I. Program Summary

The 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. Activities of this program include:

#### **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 Land Use 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. Assistance with the Development Review permit processes are provided through contract planners.

#### **Building**

The City's Chief Building Inspector/Plans Examiner provides plan check services and performs inspections for new buildings, alterations and additions to existing buildings. The Chief Building Inspector/Plans Examiner 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 Chief Building Inspector/Plans Examiner. 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Charges for Services</b>				
1010180 · PLANNING CHARGES	\$ 152,875	\$ 125,200	\$ 125,200	\$ 125,200
1010187 · BUILDING SPECIAL SERVICE	7,445	-	-	-
1010188 · BLDG PLAN CHECK CHARGE	45,494	105,000	105,000	105,000
1010189 · SHORT-TERM RENTAL LICENSE	16,380	5,000	20,000	20,000
Charges for Services Total	222,194	235,200	250,200	250,200
<b>Licenses &amp; Permits</b>				
1010173 · BUILDING/CONSTR PERMITS	135,090	135,000	140,000	140,000
1010178 · SIGN PERMITS	785	700	700	700
Licenses & Permits Total	135,875	135,700	140,700	140,700
<b>Revenues Total</b>	<b>\$ 358,070</b>	<b>\$ 370,900</b>	<b>\$ 390,900</b>	<b>\$ 390,900</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1042221 · Miscellaneous Contracts 42	\$ -	\$ 60,000	\$ 60,000	\$ 60,000
Contract Services Total	-	60,000	60,000	60,000
<b>Other Operating Exp.</b>				
1042303 · Printing & Advertising 42	95	100	100	100
1042305 · Dues & Subscriptions 42	-	100	100	150
1042306 · Meetings & Travel 42	112	200	200	750
1042308 · Supplies & Materials 42	1,117	2,000	2,000	4,000
Other Operating Exp. Total	1,324	2,400	2,400	5,000
<b>Personnel</b>				
Personnel	385,316	408,426	404,309	453,136
Personnel Total	385,316	408,426	404,309	453,136
<b>Expenditures Total</b>	<b>\$ 386,640</b>	<b>\$ 470,826</b>	<b>\$ 466,709</b>	<b>\$ 518,136</b>

## III. Personnel Allocations

**Position:**

**FTE Allocation:**

Community Development Director

0.20

Senior Planner

0.70

Associate Planner

0.80

Administrative Assistant

0.20

Assistant Planner

0.40

Chief Building Inspector/Plans Examiner

0.80

**Total** 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 Land Use Plan policies, providing for efficiency in permit processing.

##### **Operational Expenses**

Training seminars for the Chief Building Inspector/Plans Examiner are ongoing and are required to maintain existing certifications for building plan check and inspection services.

##### **Contract Services**

This year's budget includes costs for continued work associated with Short-term Vacation Rental licensing, and the new task of licensing of approved cannabis related activities within the City. A new contract planner will be brought on to assist with these work efforts and with the Zone Code Update, the General Plan/Coastal Land Use Plan updates, the Development Review Process Update, and the updates to the Zone Code required by new state housing laws.

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 MRS Environmental Inc. are used to assist the Department in its review of the decommissioning operations 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.

Budgeted expenditures reflect the anticipated cost to the City for the Development Review contract planners described above, and to provide some building plan check and inspection services through a consultant. The building plan check and inspection services costs are passed through in full to project applicants.

#### **V. Goals, 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
<ul style="list-style-type: none"> <li>◆ Implement an efficient and informative development review process.</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide accurate and timely noticing for all Planning Commission and ARB items.</li> <li>2. Issue an application complete or incomplete letter to all project applications for Planning Commission review within 28 days of submittal.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Maintain prompt building plan check review process.</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete first review of all small addition or alteration projects within 14 days of submittal.</li> <li>2. Complete first review of all complex projects within 30 days of submittal.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Maintain prompt building inspection response time.</li> </ul>	<ol style="list-style-type: none"> <li>1. Respond to all inspection requests within 24 hours.</li> </ol>

# **Code Compliance**

## **General Fund**

### **Community Development Department**

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

The 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, and 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 priorities of our program. Compliance efforts address parking regulations, 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 work 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 guards are employees 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 7:00 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**

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Charges for Services</b>				
1010191 · RENTAL HOUSING INSPECTION FEE	\$ 15,120	\$ -	\$ -	\$ -
Charges for Services Total	15,120			
<b>Fines &amp; Forfeitures</b>				
1010131 · COURT FINES & PENALTIES	1,646	1,300	1,300	1,300
1010132 · PARKING FINES & PENALTIES	19,706	20,000	20,000	20,000
Fines & Forfeitures Total	21,352	21,300	21,300	21,300
<b>Revenues Total</b>	<b>\$ 36,472</b>	<b>\$ 21,300</b>	<b>\$ 21,300</b>	<b>\$ 21,300</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1022214 · Hearing Officer	\$ 2,400	\$ 5,000	\$ 5,000	\$ 5,000
Contract Services Total	2,400	5,000	5,000	5,000
<b>Other Operating Exp.</b>				
1022303 · Printing & Advertising	147	200	-	300
1022305 · Dues & Subscriptions 22	755	500	900	900
1022306 · Meetings & Travel 22	-	800	800	2,500
1022308 · Supplies & Materials 22	2,267	2,500	2,500	2,500
Other Operating Exp. Total	3,170	4,000	4,200	6,200
<b>Personnel</b>				
Personnel	332,140	352,060	348,512	371,084
Personnel Total	332,140	352,060	348,512	371,084
<b>Expenditures Total</b>	<b>\$ 337,709</b>	<b>\$ 361,060</b>	<b>\$ 357,712</b>	<b>\$ 382,284</b>

**III. Personnel Allocations**

Position:	FTE Allocation:
Community Development Director	0.20
Code Compliance Supervisor	0.90
Code Compliance Officer I	0.60
Code Compliance Officer II	0.70
Chief Building Inspector/Plans Examiner	0.20
Crossing Guards	1.00
Administrative Assistant	0.10
Assistant Planner	0.15
School Crossing Guard	0.5
School Crossing Guard	0.5
<b>Total</b>	<b>4.85</b>

#### IV. Expenditure Summary

##### Personnel

The Code Compliance unit is 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. Goals, 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.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.</li> </ul>	Complete initial site investigations of all complaints received within three days of notification.
<ul style="list-style-type: none"> <li>◆ Work with Law Enforcement, field staff and volunteers to abate graffiti throughout the City.</li> </ul>	Monitor the graffiti hotline and patrol the City to ensure that all reported and/or noted incidents of graffiti on private property are removed within 10 days.
<ul style="list-style-type: none"> <li>◆ Abate abandoned or inoperable vehicles on private property.</li> </ul>	Abate all reported and/or noted abandoned or inoperable vehicles throughout the City within 10 days.



# Animal Care and Control

## General Fund

### Community Development Department

#### I. Program Summary

Animal 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 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Licenses &amp; Permits</b>				
1010135 · DOG LICENSES	\$ 15,513	\$ 15,000	\$ 15,000	\$ 15,000
Licenses & Permits Total	15,513	15,000	15,000	15,000
<b>Revenues Total</b>	<b>\$ 15,513</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1047213 · Animal Sheltering	\$ 22,976	\$ 20,000	\$ 20,000	\$ 20,000
Contract Services Total	22,976	20,000	20,000	20,000
<b>Other Operating Exp.</b>				
1047303 · Printing & Advertising 47	393	500	1,000	1,200
1047306 · Meetings & Travel 47	537	1,000	200	200
1047308 · Supplies & Materials	616	800	-	500
Other Operating Exp. Total	1,546	2,300	1,200	1,900
<b>Personnel</b>				
Personnel	66,352	70,332	69,623	82,447
Personnel Total	66,352	70,332	69,623	82,447
<b>Expenditures Total</b>	<b>\$ 90,874</b>	<b>\$ 92,632</b>	<b>\$ 90,823</b>	<b>\$ 104,347</b>

### III. Personnel Allocations

Position:	FTE Allocation:
Code Compliance Supervisor	0.10
Code Compliance Officer	0.40
Code Compliance Officer II	0.30
<b>Total</b>	0.80

### IV. Expenditure Summary

#### Personnel

No changes in staffing levels are adopted for this fiscal year. The Department has filled the Code Compliance Supervisor position and the Code Compliance Officer I position. 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. Goals, 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 reinforce the mandatory Spay/Neuter Ordinance provisions.

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 300 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 Beaches.	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.

<b>Objectives</b>	<b>Performance Measures</b>
◆ Implement the Mandatory Spay/Neuter - Ordinance to address issues of pet overpopulation and limited animal care resources.	Continue outreach efforts to the public, animal welfare organizations and local veterinarians. Conduct one neighborhood outreach event.

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# **Public Works Administration**

## **Gas Tax, General, and Measure A Funds**

### **Public Works Department**

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

The Public Works Administration Program oversees the following divisions and respective programs within the Public Works Department:

##### **Engineering Division**

- ◆ Public Works Administration
- ◆ Transportation, Parking and Lighting
- ◆ Capital Improvements
- ◆ Solid Waste
- ◆ Watershed Management

##### **Street Maintenance Division**

- ◆ Street Maintenance
- ◆ Right-of-Way Maintenance

The Public Works Administration Program is responsible for the planning, organizing, and directing of all services in the Public Works Department.

The Public Works Department is augmented with contracts for professional (consulting) services, solid waste hauling, street sweeping, and street and right-of-way maintenance.

## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Charges for Services</b>				
1010186 · PUBLIC WORKS CHARGES	\$ 11,745	\$ 150,000	\$ 100,000	\$ 100,000
Charges for Services Total	11,745	150,000	100,000	100,000
<b>Revenues Total</b>	<b>\$ 11,745</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1030221 · Contract Services 30	\$ 145,221	\$ 267,650	\$ 200,000	\$ -
2536226 · Engineering Retainer	71,743	40,000	35,000	-
2734223 · Civil Engineering Retainer	76,754	70,000	55,000	100,000
2734224 · Traffic Engineering Retainer	80,181	152,500	50,000	162,500
Contract Services Total	373,898	530,150	340,000	262,500
<b>Other Operating Exp.</b>				
1030305 · Dues & Subscriptions 30	491	3,500	2,000	3,500
1030306 · Meetings & Travel 30	5,281	15,000	7,500	15,000
1030308 · Supplies & Materials 30	5,622	5,000	5,000	5,000
2730301 · Asset Management Systems	-	2,500	1,500	1,500
Other Operating Exp. Total	11,394	26,000	16,000	25,000
<b>Personnel</b>				
Personnel	152,908	162,079	160,445	174,418
Personnel Total	152,908	162,079	160,445	174,418
<b>Expenditures Total</b>	<b>\$ 538,200</b>	<b>\$ 718,229</b>	<b>\$ 516,445</b>	<b>\$ 461,918</b>

## III. Personnel Allocations

Position:	FTE Allocation:
Public Works Director	0.10
Civil Engineer	0.30
Assistant to the Public Works Director	0.20
Public Works Supervisor	0.20
Environmental Coordinator	0.20
Engineering Technician	0.15
Maintenance Technician	0.10
<b>Total</b>	<b>1.25</b>

## IV. Expenditure Summary

### Personnel

There are 11.6 full-time equivalent (FTE) employees in the Public Works Department. The personnel allocation for the Public Works Administration Program remains unchanged from the previous fiscal year.

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

This budget is sufficient to accommodate personnel that is anticipated in a new Sustainability and Environment Division which would subsequently be considered by the City Council.

### Contract Services

Professional (Consulting) Services: The Public Works Administration Program administers professional (consulting) services to augment Public Works Department staff in the delivery of capital projects, engineering plan checks, and specialty studies. Professional services are private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms. The procurement of professional services is made by a qualifications-based selection process in accordance with California Government Code Sections 4525 through 4529.5 and the federal Brooks Act for federal-aid projects.

Maintenance Contracts: The Public Works Administration Program administers maintenance contracts to augment Public Works Department staff in solid waste hauling, street sweeping, and street and right-of-way maintenance.

Engineering Permits Service: The Public Works Administration Program administers the Engineering Permits Service. Under this service, engineering permits are issued for grading, right-of-way encroachments, dumpsters, and oversize loads; and special event permits are issued for events held in the public right-of-way including temporary parking. The budget summary for the Engineering Permits Service is shown below.

### V. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Personnel</b>				
Personnel	\$ 61,554	\$ 65,246	\$ 64,589	\$ 72,606
Personnel Total	61,554	65,246	64,589	72,606
<b>Expenditures Total</b>	<b>\$ 61,554</b>	<b>\$ 65,246</b>	<b>\$ 64,589</b>	<b>\$ 72,606</b>

### VI. Personnel Allocations

The personnel allocations for Engineering Permits Service are listed below. Personnel costs are tracked and charged to each engineering permit. The personnel allocation for the Engineering Permits remains unchanged from the previous fiscal year.

<b>Position:</b>	<b>FTE Allocation:</b>
Engineering Technician	0.20
Public Works Director	0.10
Civil Engineer	0.10
Assistant to the Public Works Director	0.05
Environmental Coordinator	0.05
Public Works Supervisor	0.01
<b>Total</b>	<b>0.51</b>

### VII. Objectives and Performance Measures

**Improve operational efficiency by continuing to update administrative procedures, policy documents and programs; deliver essential services; and increase sustainable practices.**

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>
◆ Create new Sustainability and Environment Division.	Submit ordinance amendment to City Council for adoption.
◆ Update Street Tree Management Plan.	Submit plan to Tree Advisory Board for adoption.
◆ Increase public awareness of Public Works Department programs and operations.	<ol style="list-style-type: none"> <li>1. Contribute Department articles to the City newsletter on quarterly basis.</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 and City's social media site.</li> </ol>

<p>◆ Improve response time and customer service approach to complaints and service requests.</p>	<ol style="list-style-type: none"> <li>1. Utilize computer-based service request and work order tracking system.</li> <li>2. Monitor and track service requests with a 5-day maximum time between the request and the response.</li> </ol>
<p>◆ Optimize Department operations.</p>	<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. Turn-around plan checks consistent with the Permit Streamlining Act.</li> <li>4. Coordinate with Administrative Services Department to monitor Department budget on a regular basis.</li> <li>5. Conduct Annual Public Works Staff Retreat to strengthen staff and develop future goals and performance measures.</li> </ol>
<p>◆ Communicate Public Works Department accomplishments and future work plan to the City Manager and City Council.</p>	<ol style="list-style-type: none"> <li>1. Provide staff reports at City Council meetings on all Department action items.</li> <li>2. Director to meet with City Manager weekly to discuss workload and upcoming matters.</li> <li>3. Provide quarterly workplan status reports to the City Manager and City Council.</li> <li>4. Provide year-end report to the City Council on Department accomplishments and success toward meeting the City Council goals established in their annual strategic planning workshop.</li> </ol>



# Transportation, Parking and Lighting

## Development Impact Fee, Local Transportation, Measure A, Parking and Business Improvement Area, R-O-W Assessment District, and Street Lighting Funds

### Public Works Department

#### I. Program Summary

The Transportation, Parking and Lighting Program provides for the following services:

- ◆ Transit service contracts with Santa Barbara Metropolitan Transit District (SBMTD), Easy Lift Transportation, and Help of Carpinteria
- ◆ Public parking lot maintenance
- ◆ Train station platform maintenance
- ◆ Street light and traffic signal maintenance

Public parking lots include Parking Lot #1, Parking Lot #2, and Parking Lot #3 which comprise Parking and Business Improvement Area Assessment District No. 4.

The majority of the public street lights are owned, operated, and maintained by Southern California Edison (SCE). Decorative street lights are owned, operated, and maintained by the City, while SCE provides the power. The decorative street lights are located citywide including on portions of Linden Avenue, Carpinteria Avenue, City Hall, Parking Lot #3, parks, and bike paths. All public street lights and traffic signals comprise Street Lighting District No. 1.

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Property Taxes</b>				
2929293 · PROPERTY TAX SUPPLEMENT	\$ 9,051	\$ 500	\$ 500	\$ 500
2929295 · PROPERTY TAX SECURED	343,996	178,500	178,500	178,500
2929296 · PROPERTY TAX UNSECURED	17,862	8,600	8,600	8,600
Property Taxes Total	370,909	187,600	187,600	187,600
<b>Fines &amp; Forfeitures</b>				
2929294 · INTEREST/PENALTIES	4,247	500	1,000	1,000
Fines & Forfeitures Total	4,247	500	1,000	1,000
<b>Interest</b>				
2626101 · INTEREST INCOME 26	865	600	1,000	1,000
2626102 · NET ADJUSTMENT FAIR VALUE 26	(718)	-	-	-
2929101 · INTEREST INCOME 29	7,762	4,000	4,000	4,000
2929102 · NET ADJUSTMENT FAIR VALUE 29	(1,804)	-	-	-
Interest Total	6,104	4,600	5,000	5,000
<b>Intergov Grants</b>				
2626265 · BKWY, ART3; SEC 99234	12,720	11,200	9,000	9,000
2929297 · HOMEOWNERS EXEMPTION 29	1,787	500	500	500
3131321 · PARKING LOT DIF	-	5,000	5,000	5,000
Intergov Grants Total	14,507	16,700	14,500	14,500
<b>Revenues Total</b>	<b>\$ 395,767</b>	<b>\$ 209,400</b>	<b>\$ 208,100</b>	<b>\$ 208,100</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
2734222 · Help of Carpinteria 27	\$ 5,429	\$ 5,429	\$ 5,429	\$ 17,530
2770412 · SR2S Education Program	5,000	5,000	5,000	5,000
2923210 · Traffic Signals	15,923	-	-	-
2923220 · Contract Services 23	3,117	60,000	67,000	67,000
2923225 · Public Right of Way Lighting	10,498	-	-	-
3323220 · Parking Lot Landscape	4,024	-	-	-
Contract Services Total	43,992	70,429	77,429	89,530
<b>Major Capital</b>				
2679611 · Bikeway Improvements	-	10,000	-	10,000
3179618 · Parking Lot DIF	-	5,000	5,000	-
3879613 · Parking Lot Maint. Impvts	-	40,000	-	40,000
Major Capital Total	-	55,000	5,000	50,000
<b>Other Operating Exp.</b>				
2923308 · Supplies & Materials 23	2,448	5,000	5,000	5,000
Other Operating Exp. Total	2,448	5,000	5,000	5,000
<b>Utilities</b>				
2923313 · Utility - Electric 23	105,209	107,000	100,000	100,000
Utilities Total	105,209	107,000	100,000	100,000
<b>Personnel</b>				
Personnel	98,287	104,182	103,132	118,132
Personnel Total	98,287	104,182	103,132	118,132
<b>Expenditures Total</b>	<b>\$ 249,935</b>	<b>\$ 341,611</b>	<b>\$ 290,561</b>	<b>\$ 362,662</b>

### III. Personnel Allocations

Position:	FTE Allocation:
Engineering Technician	0.20
Public Works Director	0.15
Public Works Supervisor	0.10
Environmental Coordinator	0.05
Assistant to the Public Works Director	0.05
Maintenance Worker I	0.05
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker II	0.05
Parks Director	0.05
Maintenance Technician	0.04
Temporary Parks Maintenance Worker	0.02
Parks Maintenance Worker	0.01
<b>Total</b>	<b>0.87</b>

## IV. Expenditure Summary

### Personnel

The personnel allocation for the Transportation, Parking and Lighting Program remains unchanged from the previous fiscal year.

### Contract Services

Transit Services: SBMTD Electric Shuttle is an electric shuttle service that will continue to be provided from the previous fiscal year. The service is subsidized by SBMTD. The subsidy allows a reduced fare for residents and visitors to use the electric shuttle. Easy Lift Transportation is a paratransit service that will continue to be provided from the previous fiscal year. It is funded by Measure A. Help of Carpinteria is a door-to-door transportation service that will continue to be provided from the previous fiscal year for non-driving residents. It is funded by Measure A.

Public Parking Lot Maintenance: The Parking and Business Improvement Area Assessment District No. 4 provides for the funding of the operation and maintenance for Parking Lot #1, Parking Lot #2, and Parking Lot #3.

Street Light and Traffic Signal Maintenance: Street Lighting District No. 1 provides for the funding of the operation and maintenance for all the street lights and traffic signals.

## V. Goals, Objectives and Performance Measures

**Continue to improve transit service, better manage the on- and off-street parking inventory, and improve public parking lot lighting.**

OBJECTIVES	PERFORMANCE MEASURES
◆ Provide cost effective management of signalized intersections.	<ol style="list-style-type: none"> <li>1. Review new battery backup system performance.</li> <li>2. 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>
◆ Parking Lot Lighting Energy Analysis.	<ol style="list-style-type: none"> <li>1. Prepare analysis of existing parking lot lighting and identify the need for upgrades/additions.</li> <li>2. Prepare Environmental Review Document.</li> <li>3. Construction Documents – Prepare Plans, Specifications and Estimates.</li> </ol>

◆ Update Parking Management Plan.	<ol style="list-style-type: none"><li>1. Inventory of parking and parking restrictions in the Downtown and Beach areas.</li><li>2. Study opportunities for increasing public parking such as expansion of City parking lots.</li><li>3. Study feasibility of on-street outdoor seating decks.</li><li>4. Produce the Parking Management Plan that includes near and long-term solutions.</li></ol>
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# Solid Waste

## AB 939 and Revolving Funds

### Public Works Department

#### I. Program Summary

The Solid Waste Program provides for solid waste collection including handling, disposal, and recycling operations; and street sweeping. The City contracts with E.J. Harrison and Sons, Inc. to provide the solid waste collection. The program also provides for the collection of antifreeze, batteries, oil, and paint (ABOP); and the annual household hazardous waste and household goods including electronic waste (E-Waste).

The Solid Waste Program is funded by Assembly Bill (AB) 939 fees which are collected by E. J. Harrison and Sons, Inc. and remitted to the City as part of the contract. The cost of the program is also offset with the Oil Payment Program Funds from the California Department of Resource, Recovery and Recycling (CalRecycle).

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
2734222 · Help of Carpinteria 27	\$ 5,429	\$ 5,429	\$ 5,429	\$ 17,530
2770412 · SR2S Education Program	5,000	5,000	5,000	5,000
2923210 · Traffic Signals	15,923	-	-	-
2923220 · Contract Services 23	3,117	60,000	67,000	67,000
2923225 · Public Right of Way Lighting	10,498	-	-	-
3323220 · Parking Lot Landscape	4,024	-	-	-
Contract Services Total	43,992	70,429	77,429	89,530
<b>Major Capital</b>				
2679611 · Bikeway Improvements	-	10,000	-	10,000
3179618 · Parking Lot DIF	-	5,000	5,000	-
3879613 · Parking Lot Maint. Impvts	-	40,000	-	40,000
Major Capital Total	-	55,000	5,000	50,000
<b>Other Operating Exp.</b>				
2923308 · Supplies & Materials 23	2,448	5,000	5,000	5,000
Other Operating Exp. Total	2,448	5,000	5,000	5,000
<b>Utilities</b>				
2923313 · Utility - Electric 23	105,209	107,000	100,000	100,000
Utilities Total	105,209	107,000	100,000	100,000
<b>Personnel</b>				
Personnel	98,287	104,182	103,132	118,132
Personnel Total	98,287	104,182	103,132	118,132
<b>Expenditures Total</b>	<b>\$ 249,935</b>	<b>\$ 341,611</b>	<b>\$ 290,561</b>	<b>\$ 362,662</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Part-Time Maintenance Worker	0.70
Environmental Coordinator	0.25
Public Works Director	0.15
Engineering Technician	0.15
Public Works Supervisor	0.10
Assistant to the Public Works Director	0.05
Maintenance Worker I	0.05
Maintenance Worker I	0.05
Maintenance Worker II	0.05
Maintenance Worker II	0.05
Maintenance Technician	0.05
Temporary Parks Maintenance Worker	0.02
Parks Maintenance Worker	0.01
<b>Total</b>	<b>1.68</b>

### IV. Expenditure Summary

#### Personnel

The personnel allocation for the Solid Waste Program remains unchanged from the previous fiscal year.

#### Contract Services

ABOP Collection: State funding from the CalRecycle Oil Payment Program is used to administer the ABOP collection service including the operation of the self-service used oil facility at City Hall, and public education. Remaining ABOP expenses are funded by AB 939 fees.

Annual Household Hazardous Waste Collection: The City's solid waste contractor does not provide for the collection of household hazardous waste. The City independently procures a contractor with a Hazardous Substance Removal Certification as licensed by the Contractors State License Board for the collection of the household hazardous waste. The Annual Household Hazardous Waste Collection event is held at the Public Works Yard. The event is funded by AB 939 fees.

Annual Household Goods Collection: The Annual Household Goods Collection event is conducted concurrently and at the same location as the Annual Household Hazardous Waste Collection event. The City's solid waste contractor provides for the collection of various non-hazardous household goods including E-Waste and bulky items. The event is funded by AB 939 fees.

## V. Goals, Objectives and Performance Measures

Explore feasibility of increasing service days for the household hazardous waste and goods collection events, respectively; improve diversion and recycling ratios; and continue to participate in regional efforts to coordinate education and outreach efforts.

OBJECTIVES	PERFORMANCE MEASURES
<ul style="list-style-type: none"> <li>◆ Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), and E-waste.</li> </ul>	<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 via the Coastal View Newspaper and the City's social media pages.</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>
<ul style="list-style-type: none"> <li>◆ Relocate the Used Oil Recycling Center.</li> </ul>	<ol style="list-style-type: none"> <li>1. Reorganize ABOP storage and electronic waste storage, and relocate Used Oil Recycling Center to west side of City Hall, adjacent to the Public Works building.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Work with waste haulers and other departments to enforce the 65% diversion requirement for construction and demolition projects.</li> </ul>	<ol style="list-style-type: none"> <li>1. Use building and dumpster permits to better track roll-off diversion rates from individual projects.</li> <li>2. Require all applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Prepare and submit Progress Reports of City's Recycling Program to State Agencies.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Work with waste haulers, local jurisdictions, and other local organizations to comply with State Organics requirements.</li> </ul>	<ol style="list-style-type: none"> <li>1. Work with waste haulers to increase enrollment in the food waste diversion program.</li> <li>2. Continue participating with Santa Barbara County Food Rescue to divert usable food to organizations for distribution.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Renew Marborg Roll-Off Franchise Agreement.</li> </ul>	<ol style="list-style-type: none"> <li>1. Submit to City Council for approval.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Execute Street Sweeping Services Contract.</li> </ul>	<ol style="list-style-type: none"> <li>1. Submit to City Council for approval.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Regional Disaster Debris Management Plan.</li> </ul>	<ol style="list-style-type: none"> <li>1. Collaborate with other local jurisdictions and the selected consultant to draft a Regional Disaster Debris Management Plan.</li> <li>2. Submit to City Council for adoption.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Multi-Jurisdictional Coordination.</li> </ul>	<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>

# Watershed Management

## Development Impact Fee, Gas Tax, General, and Measure A Funds

### Public Works Department

#### I. Program Summary

The Watershed Management Program provides for the public outreach and education of storm water quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of storm water quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination; and the overall stewardship of local watersheds by regulating storm water runoff into creeks and salt marsh. The program was created in response to a need to comply with the National Pollution Discharge Elimination System (NPDES) Phase II Small Municipal Storm Sewer System (MS4) Permit.

The program involves the following services or activities:

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

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Intergov Grants</b>				
3131311 · STORM DRAINS	\$ 54,710	\$ 60,000	\$ 60,000	\$ 60,000
Intergov Grants Total	54,710	60,000	60,000	60,000
<b>Revenues Total</b>	<b>\$ 54,710</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
1072217 · WM Program Implementation	\$ 19,444	\$ 30,000	\$ 20,000	\$ 75,000
2531223 · Drainage Maintenance	5,000	5,000	7,920	20,000
2531224 · Street Drainage Improvements	-	5,000	439	-
2531227 · Street Sweeping	39,823	40,000	40,000	-
Contract Services Total	64,267	80,000	68,359	95,000
<b>Major Capital</b>				
2779618 · Storm Water Projects	-	40,000	35,000	40,000
2779622 · Storm Drain Signs	-	750	-	-
3179611 · Storm Drains 31	54,710	100,000	-	120,000
Major Capital Total	54,710	140,750	35,000	160,000
<b>Other Operating Exp.</b>				
1037201 · Supplies & Materials 37	1,540	2,500	2,000	2,500
Other Operating Exp. Total	1,540	2,500	2,000	2,500
<b>Personnel</b>				
Personnel	50,916	53,970	53,426	62,132
Personnel Total	50,916	53,970	53,426	62,132
<b>Expenditures Total</b>	<b>\$ 171,434</b>	<b>\$ 277,220</b>	<b>\$ 158,785</b>	<b>\$ 319,632</b>



### III. Personnel Allocations

Position:	FTE Allocation:
Environmental Coordinator	0.25
Public Works Director	0.05
Engineering Technician	0.05
Public Works Supervisor	0.05
Assistant to the Public Works Director	0.05
<b>Total</b>	0.45

### IV. Expenditure Summary

#### Personnel

The personnel allocation for the Watershed Management Program remains unchanged from the previous fiscal year.

#### Contract Services

Water Quality Monitoring: Water quality monitoring in partnership with the cities of Goleta, Buellton, and Solvang and the County of Santa Barbara continues. All monitoring is done in accordance with the Phase II MS4 Permit 303(d) Monitoring Plan that has been approved by the Central Coast Regional Water Quality Control Board. The report is completed following analysis of all storm samples and submitted to the State Water Resources Control Board (SWRCB) via the SMARTS reporting system. The final report is anticipated by the end of June 2019.

Trash Implementation Plan: A Trash Implementation Plan was submitted to the SWRCB at the end of November 2018. That plan is under review by the SWRCB. Currently, it is unknown when to expect feedback. The implementation plan covers a 10-year period that will start upon incorporation of the Trash Amendment into the amended Phase II MS4 Permit, which is expected to be adopted sometime in 2020.

Storm Drain Asset Inventory: The City's GIS consultant is currently conducting an inventory of the storm drain system. Once completed, this will be incorporated into the existing GIS. The tentative date for completion of the inventory is fall 2019.

NPDES Phase II Small MS4 Permit: The NPDES Phase II Small MS4 Permit was last updated and adopted in 2013. It is currently in the sixth year of the proposed 5-year permit cycle. A draft amended Permit was released and is under review. The City is a member of the California Stormwater Quality Association (CASQA), and a staff representative sits on a review committee for the draft amended Permit. It is expected for the amended Permit to be adopted in 2020.

On April 7, 2015, the SWRCB adopted an Amendment to the Water Quality Control Plan for Ocean Waters of California (Ocean Plan) to Control Trash and Part 1 Trash Provision of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries (ISWEBE Plan). Together, they are collectively referred to as 'the Trash Amendments'. A draft 10-year plan for compliance was submitted in December 2018.

## V. Goals, Objectives and Performance Measures

**Protect local watershed, restore critical ecosystems, and implement storm water quality solutions that integrate the urban area with the natural environments.**

OBJECTIVES	PERFORMANCE MEASURES
<ul style="list-style-type: none"> <li>◆ Continue implementation of the NPDES Phase II MS4 Permit requirements (effective July 1, 2013).</li> </ul>	<ol style="list-style-type: none"> <li>1. Public Education.</li> <li>2. Public Outreach.</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. Phase II MS4 Trash Amendment Implementation</li> <li>10. Program Effectiveness Assessment (annually).</li> <li>11. Total Maximum Daily Load Compliance.</li> <li>12. Annual Reporting Program.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Regional Coordination.</li> <li>◆ Performance Measures.</li> </ul>	<ol style="list-style-type: none"> <li>1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM) and Integrated Regional Water Management (IRWM) meetings.</li> <li>2. Continue to work with the County of Santa Barbara and other local agencies to implement a water quality monitoring program, that includes 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>
<ul style="list-style-type: none"> <li>◆ Implementation of the Phase II MS4 Trash Amendment.</li> </ul>	<ol style="list-style-type: none"> <li>1. Prepare for implementation of the draft plan pending comments from Regional Water Quality Control Board.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Storm Drain Maintenance.</li> </ul>	<ol style="list-style-type: none"> <li>1. Cleaning of trash, debris, sediment, and hydrocarbon capture systems bi-annually.</li> <li>2. Upgrade/repair damaged storm drain units.</li> <li>3. Repair/replace 'Drains to Ocean' labels in Spanish and English on storm drains prior to wet season.</li> <li>4. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).</li> </ol>
<ul style="list-style-type: none"> <li>◆ Floodplain Management.</li> </ul>	<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. Enroll in FEMA Community Rating System (CRS) to reduce flood insurance premiums for properties in the special flood hazard areas.</li> </ol>

# Street Maintenance

## Capital Improvement, Gas Tax, Measure A, and Measure D Funds

### Public Works Department

#### I. Program Summary

The Street Maintenance Program provides for the maintenance of all City streets. There are approximately 30 centerline miles of streets which also represents approximately 5.5 million square feet of pavement. Maintenance of City streets includes:

- ◆ Pavement Maintenance
- ◆ Traffic Signing and Striping Maintenance
- ◆ Bikeway (Bike Paths, Bike Lanes, and Bike Routes) Maintenance

Repairs of pavement potholes and traffic signing and striping are able to be performed by Street Maintenance Division staff. Maintenance contracts augment Street Maintenance Division staff for larger work involving pavement replacement, traffic signals, and street lights.

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Other Taxes</b>				
2222225 · NEW CONSTRUCTION TAX	\$ -	\$ 300	\$ 300	\$ 300
Other Taxes Total	-	300	300	300
<b>Interest</b>				
2222101 · INTEREST INCOME 22	510	100	700	700
2222102 · NET ADJUSTMENT FAIR VALUE 22	(724)	-	-	-
2525101 · INTEREST INCOME 25	1,011	1,200	1,800	1,800
2525102 · NET ADJUSTMENT FAIR VALUE 25	(496)	-	-	-
2727101 · INTEREST INCOME 27	23,115	15,000	25,000	25,000
2727102 · NET ADJUSTMENT FAIR VALUE 27	(20,618)	-	-	-
4141101 · INTEREST INCOME 41	3,738	1,000	4,000	2,000
4141102 · NET ADJUSTMENT FAIR VALUE 41	(1,914)	-	-	-
Interest Total	4,622	17,300	31,500	29,500
<b>Intergov Grants</b>				
2020202 · FHWA HBR GRANT	276,635	1,542,000	100,000	1,350,000
2020214 · GRANT - STATE	-	194,000	194,000	5,000
2020275 · PUBLIC WORKS GRANTS	73,012	619,000	619,000	91,000
2222224 · RMRA REVENUE	81,700	217,300	216,800	225,200
2525254 · SECTION 2103 FUNDS	54,297	48,600	50,300	118,100
2525255 · SECTION 2106 FUNDS	44,039	44,100	43,800	43,800
2525256 · SECTION 2107 FUNDS	98,472	100,700	99,400	99,400
2525257 · SECTION 2107.5 FUNDS	3,000	3,000	3,000	3,000
2525258 · SECTION 2105 FUNDS	75,664	76,700	76,100	76,100
2727271 · MEASURE A REVENUES	910,479	778,300	830,000	760,000
2727275 · PUBLIC WORKS GRANTS	-	-	-	110,000
3131317 · FHWA HBR 31	54,363	25,000	25,000	25,000
Intergov Grants Total	1,671,662	3,648,700	2,257,400	2,906,600
<b>Licenses &amp; Permits</b>				
1010174 · ENGINEERING/STREET PERMITS	4,500	5,000	7,500	7,500
1010175 · OVER-SIZE LOAD PERMITS	2,269	2,000	3,500	3,500
Licenses & Permits Total	6,769	7,000	11,000	11,000
<b>Miscellaneous</b>				
2525259 · SB 1 LOAN REPAYMENT	15,851	15,500	15,500	15,500
Miscellaneous Total	15,851	15,500	15,500	15,500
<b>Revenues Total</b>	<b>\$ 1,698,904</b>	<b>\$ 3,688,800</b>	<b>\$ 2,315,700</b>	<b>\$ 2,962,900</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1079614 · Street Improvements	\$ -	\$ 250,000	\$ 250,000	\$ -
2531220 · Street Maintenance 31	2,028	10,000	10,000	-
2531221 · Miscellaneous Contracts 31	-	16,000	16,000	-
2531225 · Thermoplast/Striping	23,495	10,000	4,008	60,000
2772221 · Pavement Management System 27	17,525	15,000	12,634	-
Contract Services Total	43,048	301,000	292,642	60,000
<b>Major Capital</b>				
1079616 · Capital Purchase- Major	-	105,000	75,000	45,000
1679619 · Street Maintenance	-	-	-	1,125,000
2079275 · Public Work Grants	73,012	619,044	300,000	91,000
2079614 · FHWA HBR 20	276,635	1,542,000	100,000	1,350,000
2279611 · RMRA Expense	-	299,186	-	525,486
2579616 · Curb Gutter and Sidewalk Improv	20,000	-	-	-
2779612 · Pavement Rehabilitation	89,218	500,000	500,000	425,000
2779613 · Bikepath Maintenance 27	-	5,000	-	-
2779619 · Safe Routes to School 79	-	200,000	-	200,000
2779623 · Ped Facilities Improvements 27	138,557	416,673	417,950	203,000
2779624 · Carpinteria Avenue Bridge Repla	-	750,000	-	500,000
3179616 · FHWA HBR 31	54,363	197,000	15,000	175,000
4179612 · Ninth Street Ped. Bridge	(1,296)	-	-	-
4179619 · Street Maintenance 79	166	172,000	40,000	168,170
4179621 · Ash Avenue	426,245	-	13,050	-
Major Capital Total	1,076,899	4,805,903	1,461,000	4,807,656
<b>Minor Capital</b>				
2570418 · Miscellaneous Equipment 25	-	2,000	1,000	22,150
2770413 · Pedestrian Bridge Maintenance	18,775	20,000	-	-
2770414 · Capital Maintenance	3,299	85,000	118,150	-
2770415 · Public Works Vehicles 27	-	40,000	29,629	147,000
2770416 · Sign Replacement	2,348	5,000	4,588	5,000
4179613 · Bikepath Maintenance	-	5,000	-	-
Minor Capital Total	24,422	157,000	153,367	174,150
<b>Other Operating Exp.</b>				
2531301 · Telephone 31	(8)	-	92	3,000
2531304 · Radio Maintenance/Repair 31	-	2,000	-	500
2531305 · Dues & Subscriptions 31	150	500	240	1,000
2531307 · Vehicle Oper & Maintenance 31	16,242	25,000	25,000	40,000
2531308 · Supplies & Materials 31	25,878	25,000	25,000	30,000
2531311 · Rents & Leases 31	1,013	3,000	1,500	3,000
Other Operating Exp. Total	43,275	55,500	51,832	77,500
<b>Personnel</b>				
Personnel	153,011	162,188	160,553	92,129
Personnel Total	153,011	162,188	160,553	92,129
<b>Expenditures Total</b>	<b>\$ 1,340,654</b>	<b>\$ 5,481,591</b>	<b>\$ 2,119,394</b>	<b>\$ 5,211,435</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Public Works Director	0.05
Engineering Technician	0.03
Public Works Supervisor	0.17
Assistant to the Public Works Director	0.05
Maintenance Worker I	0.30
Maintenance Worker I	0.30
Maintenance Worker II	0.30
Maintenance Worker II	0.30
Maintenance Technician	0.07
Maintenance Worker (Part-Time)	0.30
<b>Total</b>	<b>1.89</b>

### IV. Expenditure Summary

#### Personnel

The personnel allocation for the Street Maintenance Program remains unchanged from the previous fiscal year.

#### Contract Services

Maintenance Contracts: Maintenance contracts are procured for larger work involving pavement replacement, traffic signals, and street lights.

Pavement Management System (PMS): Update to the PMS was completed in August 2018 and is valid for three years. The next update is scheduled for 2021. No expenditure to update the current PMS is anticipated for this fiscal year.

#### Minor Capital

The following equipment served its design life and require replacement:

- ◆ Dump Truck
- ◆ Front-end Loader/Backhoe
- ◆ Concrete Core Driller
- ◆ Flood lights and storage container

## V. Goals, Objectives and Performance Measures

**Maintain City streets in good condition including monitoring the condition of the pavement and traffic signing and striping, and making repairs as quickly and efficiently as possible.**

OBJECTIVES	PERFORMANCE MEASURES
<ul style="list-style-type: none"> <li>◆ Continue to provide cost effective on-going maintenance of street markings and legends throughout the City.</li> </ul>	<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>
<ul style="list-style-type: none"> <li>◆ Continue to maintain condition and safety of streets.</li> </ul>	<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>

# Right-of-Way Maintenance

## Measure A and R-O-W Assessment District Funds

### Public Works Department

#### I. Program Summary

The Right-of-Way Maintenance Program provides for the maintenance of all City rights-of-way. Maintenance of City rights-of-way includes:

- ◆ Maintenance of curbs, gutters, sidewalks, street landscaping, benches, trash receptacles, and bicycle racks
- ◆ Tree trimming, removal of hazardous or dead trees, and planting of new trees
- ◆ Installation and maintenance of street planters and medians
- ◆ Graffiti removal

Repairs of sidewalks and tree trimming are able to be performed by Street Maintenance Division staff. Maintenance contracts augment Street Maintenance Division staff for larger work that involves removing and replacing curbs, gutters, curb ramps, and trees.

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Assessments</b>				
3333335 · ROW #3 - CURRENT YEAR	\$ 195,268	\$ 204,000	\$ 195,000	\$ 195,000
Assessments Total	195,268	204,000	195,000	195,000
<b>Fines &amp; Forfeitures</b>				
3333334 · ROW PENALTIES	311	700	700	700
Fines & Forfeitures Total	311	700	700	700
<b>Miscellaneous</b>				
3333164 · MISCELLANEOUS 33	2,951	-	-	-
Miscellaneous Total	2,951	-	-	-
<b>Revenues Total</b>	<b>\$ 198,530</b>	<b>\$ 204,700</b>	<b>\$ 195,700</b>	<b>\$ 195,700</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
2732220 · Public Tree Maintenance 27	\$ 139,825	\$ 155,000	\$ 150,000	\$ 155,000
3332220 · Public Tree Maintenance	24,797	-	-	-
3332221 · Miscellaneous Contracts 32	51,099	20,000	40,000	52,000
3332222 · Equip/Vehicle Maintenance 32	-	3,750	-	-
3332223 · Chemical Treatment	11,705	6,000	10,000	10,000
3332224 · Graffiti Removal	894	1,500	500	1,000
3332225 · ROW Maintenance 32	36,735	-	-	-
3361222 · Miscellaneous Equipment	670	1,000	1,780	-
Contract Services Total	265,726	187,250	202,280	218,000
<b>Major Capital</b>				
2779611 · Misc. Concrete Repairs 27	40,891	55,000	55,000	135,000
Major Capital Total	40,891	55,000	55,000	135,000
<b>Other Operating Exp.</b>				
3332307 · Vehicle Oper & Maintenance 32	9,302	-	-	-
3332308 · Supplies & Materials 32	23,367	20,000	25,000	33,000
Other Operating Exp. Total	32,669	20,000	25,000	33,000
<b>Utilities</b>				
3332312 · Utility - Water 32	22,060	22,500	21,500	22,500
3332313 · Utility - Electric 32	6,027	5,000	5,800	6,000
3361317 · Utility - Sewer	1,540	1,750	1,900	2,000
Utilities Total	29,627	29,250	29,200	30,500
<b>Personnel</b>				
Personnel	159,379	168,939	167,236	191,874
Personnel Total	159,379	168,939	167,236	191,874
<b>Expenditures Total</b>	<b>\$ 528,293</b>	<b>\$ 460,439</b>	<b>\$ 478,716</b>	<b>\$ 608,374</b>

### III. Personnel Allocations

Position:	FTE Allocation:
Public Works Director	0.05
Engineering Technician	0.02
Public Works Supervisor	0.17
Assistant to the Public Works Director	0.05
Maintenance Worker I	0.44
Maintenance Worker I	0.32
Maintenance Worker II	0.32
Maintenance Worker II	0.29
Maintenance Technician	0.07
<b>Total</b>	<b>1.73</b>



#### IV. Expenditure Summary

##### Personnel

The personnel allocation for the Right-of-Way Maintenance Program remains unchanged from the previous fiscal year.

##### Other Operating Expense

The following equipment served its design life and require replacement:

- ◆ Tree Trimmer
- ◆ Wood Chipper
- ◆ Grass Mower

##### Contract Services

Maintenance Contracts: Maintenance contracts are procured for larger work that involves removing and replacing curbs, gutters, curb ramps, and trees.

Street Tree Management Plan: The Street Tree Management Plan was completed in January 2010. It is an inventory of street trees and provides recommendations to address issues related to the health of the street trees. Special Condition Streets identify specific street trees causing hazardous conditions or not on the approved list of the Street Tree Management Plan. Removal and replacement of the street trees in the Special Condition Streets are anticipated for fall 2019.

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

**Maintain curbs, gutters, sidewalks, street landscaping, benches, trash receptacles, and bicycle racks in good condition; and continue to implement the Street Tree Management Plan.**

OBJECTIVES	PERFORMANCE MEASURES
◆ Provide safe sidewalks that are free of uplifted sections and potential trip hazards.	1. Complete contract work devoted to concrete repair and replacement funded by Measure A.
◆ Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees.	1. Remove 100% of dead and/or diseased trees located in the City's right-of-way. 2. Plant new trees per Tree Advisory Board recommendations and Street Tree Management Plan. 3. Inspect and trim 871 trees per year. 871 is one third of the 2,613 trees in the right-of-way.
◆ Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.	1. Replace trash receptacles with rain lids.
◆ Update sidewalk inspection survey	1. Continue to determine potential hazards and alleviate hazards within three working days. 2. Monitor and track hazards for future annual comparison. 3. Update priority list of concrete repairs Citywide. 4. Conduct annual repairs based on a prioritized list of locations requiring maintenance.

# Capital Improvements

## Capital Improvement, Development Impact Fee, Gas Tax, General, Local Transportation, Measure A, Parking and Business Improvement Area, Revolving, and Road Maintenance Rehabilitation Funds Public Works Department

### I. Program Summary

The Capital Improvements Program consists of capital projects greater than \$10,000 in value and generally financed with specific funds intended only for capital improvements. Capital projects are listed in the Capital Improvement Program (CIP) and substantiated or prioritized in conformance with the General Plan and Local Coastal Plan, master plans, and/or special studies. The CIP includes capital projects for Alternative Transportation, General Facilities, Highway Interchanges and Bridges, Parking Facilities, Parks and Recreation Facilities, Storm Drain Facilities, Streets and Thoroughfares, and Traffic Control Facilities.

Capital projects are often long-term, and expenditures occur over multiple years. In many cases, capital projects may have had prior design work completed or may even have had partial construction completed prior to the current fiscal year. In other cases, capital projects may be completed in future years.

Project management and contract and grant administration of capital projects are able to be performed by Engineering Division staff. Professional (consulting) services contracts augment Engineering Division staff in the design and construction project management of capital projects.

### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
1072218 · Emergency Procurement	\$ 262,614	\$ 150,000	\$ 150,000	\$ -
Contract Services Total	262,614	150,000	150,000	-
<b>Major Capital</b>				
1079615 · Linden Casitas Interchange	175,974	105,000	50,000	100,000
Major Capital Total	175,974	105,000	50,000	100,000
<b>Personnel</b>				
Personnel	194,254	205,905	203,829	211,180
Personnel Total	194,254	205,905	203,829	211,180
<b>Expenditures Total</b>	<b>\$ 632,842</b>	<b>\$ 460,905</b>	<b>\$ 403,829</b>	<b>\$ 311,180</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Public Works Director	0.30
Civil Engineer	0.60
Environmental Coordinator	0.05
Engineering Technician	0.10
Public Works Supervisor	0.10
Assistant to the Public Works Director	0.15
Maintenance Worker I	0.01
Maintenance Worker I	0.01
Maintenance Worker II	0.01
Maintenance Worker II	0.01
Maintenance Technician	0.05
Parks Maintenance Worker	0.03
Part-Time Parks Maintenance Worker	0.03
Temporary Parks Maintenance Worker	0.03
<b>Total</b>	<b>1.48</b>

### IV. Expenditure Summary

#### Personnel

The personnel allocation for the Capital Improvements Program remains unchanged from the previous fiscal year. The budget provides for the staff time to administer the Capital Improvements Program.

#### Major Capital

The proposed capital projects for Fiscal Year 2019-2020 are:

<b>Project Name</b>	<b>Estimated Cost</b>
Pavement Rehabilitation Project	\$1,708,310
Carpinteria Avenue Bridge Replacement Project (Design)	\$2,752,400
Parking Lot #2 and Cactus Lane Improvements Project	\$1,344,000
Bailard Avenue Street Improvements Project	\$156,000
Linden Avenue and Dorrance Way Crossing Improvements Project	\$35,910
East Via Real Storm Drain Project	\$1,157,000

The following special studies are carried over from the previous fiscal year and proposed for Fiscal Year 2019-2020:

- Alternative Transportation Plan

- Speed Zone Survey
- Ogan Road Study
- Downtown “T” Parking Study Phase II
- Seventh Street Traffic Study
- Via Real/Santa Monica Road Intersection Study
- Public Parking Management Plan
- Sixth Street Parking Layout

There are obligated funds for these specific projects and studies, such as Measure X, SB1 funds, Measure A, etc. These major capital totals can be found within the fund detail section of the budget.

Due to the Thomas Fire including the debris incident and staff turnovers within the Public Works Department all in 2018, none of the aforementioned special studies were worked on.

## V. Goals, Objectives and Performance Measures

**Deliver capital projects approved by the City Council, utilize all state or federal funds prior to lapsing, manage each capital project to avoid cost overruns whenever possible, and design capital assets to reduce lifecycle costs of operation to the extent possible.**

OBJECTIVES	PERFORMANCE MEASURES
◆ Adopt ordinance for City construction standard plans and specifications.	1. Strengthen City’s design immunity. 2. Submit ordinance to City Council for adoption.
◆ Pursue Measure A, Active Transportation Program, and other transportation funding opportunities.	1. Prepare Street Master Plan for grant applications. 2. Hold project support workshops with community involvement. 3. Fulfill the Circulation Element of the General Plan, Capital Improvement Program, and Regional Transportation Plan.
◆ Increase Pavement Condition Index.	1. Submit street selection to City Council for approval. 2. Construct, at a minimum, one pavement improvements project.
◆ Connect bikeways and pedestrian facilities.	1. Construct, at a minimum, one infill project that closes the gap on alternative transportation pathways.
◆ Continue coordination with Santa Barbara County Association of Governments (SBCAG).	1. Participate in county-wide analysis of potential regulations for shared mobility devices. 2. Coordination with Caltrans projects.
◆ Improve coordination with Carpinteria Valley Water District and Carpinteria Sanitary District.	1. Hold quarterly coordination meetings. 2. Pre-design planning to avoid utility conflicts.

# Parks and Recreation Administration

## General, Tidelands, Recreation, Parks and Revolving Funds

### Parks and Recreation Department

#### I. Program Summary

The 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.

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Other Operating Exp.</b>				
1069303 · Printing & Advertising 69	\$ -	\$ 400	\$ 400	\$ 400
1069305 · Dues & Subscriptions 69	170	200	200	200
1069306 · Meetings & Travel 69	-	500	500	500
1069308 · Supplies & Materials 69	1,031	1,200	1,200	1,200
Other Operating Exp. Total	1,201	2,300	2,300	2,300
<b>Personnel</b>				
Personnel	34,787	36,873	36,502	42,868
Personnel Total	34,787	36,873	36,502	42,868
<b>Expenditures Total</b>	<b>\$ 35,988</b>	<b>\$ 39,173</b>	<b>\$ 38,802</b>	<b>\$ 45,168</b>

#### III. Personnel Allocations

**Position:**

Director of Parks and Recreation

Management Assistant

**FTE Allocation:**

0.13

0.20

**Total**

0.33

#### VI. Expenditure Summary

##### Personnel

The Parks Department Administration budget reflects administrative support for work on the following projects in 2019-2020:

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 100% drawings. The project schedule indicates that this design phase should

be completed by December 2019. Funding for this work is coming from grants obtained from the California Transportation Commission and the California Coastal Conservancy.

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 2018-19, continued effort to refine possible concepts will be prepared.



*An inn at the site would have Amtrak service*

Memorial Park Improvements: With the completion of the new Play structure, one additional improvement is a connecting trail along the west side of the park. This trail will have a length of about 350 feet and provide a safe walkway to connect residential areas to Aliso School and the downtown.

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 will make application for discretionary permits for a skate park at City Hall. The construction will follow pending identification of funds.

Play Structure Replacement: The children's play structures at Monte Vista Park and at Heath Ranch Park are in need of replacement due to age and lack of replacement parts availability. New structures will improve accessibility and offer more contemporary play features.

No changes are budgeted.

### **Operating Expenses**

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.

Objectives	Performance Measures
◆ 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. Continue to provide assistance as needed for the Carpinteria Rincon Trail.</li> <li>2. Develop concept designs for new park land uses such as Bluffs 3 and a concept dog park.</li> <li>3. Develop Linden Beach lifeguard tower and plaza design.</li> </ol>
◆ Obtain Permits for Skate Park.	<ol style="list-style-type: none"> <li>1. Work with the Carpinteria Skate Park Foundation to obtain permits for the Project.</li> </ol>
◆ Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.	<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 2020 to improve skills and professionalism.</li> </ol>
◆ Maintain and improve Park and Beach Safety.	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
◆ Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.	<ol style="list-style-type: none"> <li>1. Complete 100% of all employee evaluations on time as defined by the Human Resources Department.</li> </ol>

# Community Pool Services

## General and Recreation Funds Parks and Recreation Department

### I. Program Summary

The 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 2019-2020 fiscal year:

#### **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 competitions.



#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

### Recreational Swim

The Community Pool is made available for general admission to anyone for recreation swimming on a routine basis.

### 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

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Other Operating Exp.</b>				
1069303 · Printing & Advertising 69	\$ -	\$ 400	\$ 400	\$ 400
1069305 · Dues & Subscriptions 69	170	200	200	200
1069306 · Meetings & Travel 69	-	500	500	500
1069308 · Supplies & Materials 69	1,031	1,200	1,200	1,200
Other Operating Exp. Total	1,201	2,300	2,300	2,300
<b>Personnel</b>				
Personnel	34,787	36,873	36,502	42,868
Personnel Total	34,787	36,873	36,502	42,868
<b>Expenditures Total</b>	<b>\$ 35,988</b>	<b>\$ 39,173</b>	<b>\$ 38,802</b>	<b>\$ 45,168</b>
4848408 · FAMILY/CORPORATE PASS 48	9,628	9,000	12,300	12,300
4848410 · ADULT DAY PASS SALES	8,424	10,000	9,000	9,000
4848411 · SENIOR DAY PASS SALES	2,124	2,000	2,000	2,000
4848412 · SEASON PASS SALES	17,185	15,000	17,000	17,000
4848413 · SWIM TEAM TUITIONS	55,348	50,000	55,000	55,000
4848414 · ENDURANCE/MASTERS	3,271	3,000	3,000	3,000
4848415 · SPECIAL PROGRAM REVENUES	5,362	-	1,000	1,000
4848416 · GROUP FEE	567	500	900	900
4848417 · CONCESSIONS-TAXABLE	5,455	7,500	9,000	9,000
4848418 · LOCKER RENTALS	2,108	1,800	2,000	2,000
4848422 · CHILD DAY PASS SALES	2,812	3,000	3,000	3,000
4848424 · TENNIS TUITIONS	648	500	600	600
4848425 · CONCESSION, NON-TAXABLE	6,788	2,500	2,500	2,500
4848426 · POOL SPECIAL EVENTS REVENUE	23,323	20,000	25,000	25,000
Charges for Services Total	295,242	260,000	292,400	283,700
<b>Miscellaneous</b>				
4848166 · DONATIONS 48	-	100	-	-
4868300 · Special Programs	-	4,000	4,000	-
Miscellaneous Total	-	4,100	4,000	-
<b>Revenues Total</b>	<b>\$ 295,242</b>	<b>\$ 264,100</b>	<b>\$ 296,400</b>	<b>\$ 283,700</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Expenditures</b>				
<b>Contract Services</b>				
4866220 · Grounds Maintenance 66	\$ 2,461	\$ 3,000	\$ 3,000	\$ 3,000
4866221 · Miscellaneous Contracts 66	-	-	2,500	2,500
4866223 · Equipment Maintenance 66	1,247	4,000	4,500	4,000
Contract Services Total	3,708	7,000	10,000	9,500
<b>Minor Capital</b>				
4870611 · Pool Covers	-	14,000	14,000	-
Minor Capital Total	-	14,000	14,000	-
<b>Other Operating Exp.</b>				
4866301 · Telephone 66	4,182	3,800	3,000	3,200
4866302 · Cash (Over)/Short	48	100	100	-
4866303 · Printing & Advertising 66	-	-	500	500
4866306 · Meetings & Travel 66	19	250	250	750
4866308 · Supplies & Materials 66	21,626	20,000	18,000	20,000
4866338 · Chemicals	26,476	26,900	28,000	25,000
4866350 · Supplies for Resale	5,315	5,500	6,000	6,000
4867306 · Meetings & Travel 67	-	-	-	-
4867308 · Supplies & Materials 67	17,051	18,000	20,000	20,000
4868308 · Supplies & Materials 68	7,028	6,000	7,000	20,000
Other Operating Exp. Total	81,746	80,550	82,850	95,450
<b>Utilities</b>				
4866312 · Utility - Water 66	12,975	12,500	16,000	16,800
4866313 · Utility - Electric 66	17,808	17,000	18,200	19,100
4866314 · Utility - Natural Gas 66	18,129	20,000	16,400	17,300
4866317 · Utility - Sewer 66	8,061	8,100	9,900	10,400
Utilities Total	56,974	57,600	60,500	63,600
<b>Personnel</b>				
Personnel	363,074	384,849	380,970	441,062
Personnel Total	363,074	384,849	380,970	441,062
<b>Expenditures Total</b>	<b>\$ 505,502</b>	<b>\$ 543,999</b>	<b>\$ 548,320</b>	<b>\$ 609,612</b>

**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Director, Parks and Recreation	0.08
Management Assistant	0.30
Aquatic Program Coordinator	0.50
Pool Superintendent	0.75
Maintenance Technician	0.10
Parks Maintenance Technician	0.10
Part Time Maintenance Worker	0.20
Aquatics Club	1.00
Cashiers	1.00
Junior Lifeguards	1.00
Pool Lifeguards	1.00
<b>Total</b>	6.03

**IV. Expense Summary**

**Personnel**

**Operating Expenses**

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



## 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>
◆ Recondition Pool Deck.	<ol style="list-style-type: none"> <li>1. Select appropriate coating.</li> <li>2. Arrange for application.</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>
◆ Ensure facility safety and staff professionalism.	Conduct at least six staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.
◆ Host a fundraiser at the Carpinteria Community Pool to raise funds.	Develop and plan a fundraiser through media, newspaper ads, and City newsletters.
◆ 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 high importance.	<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>
◆ Install new flooring in multipurpose room.	Select flooring material and arrange for installation.

# Ocean Beach Services

## General, Tidelands, and Recreation Funds

### Parks and Recreation Department

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#### I. Program Summary

There are approximately three miles of Pacific Ocean coastline in the City of Carpinteria. Located between Ash Avenue and Linden Avenue, the Carpinteria City Beach is a world famous destination and a recreational treasure for local residents and tourists. 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 cleanliness and the quality of City beach services are an important economic driver to the City. The City's Ocean Beach Services program helps to protect public health and promote the beach as a desirable recreational destination.



#### Ocean Lifeguard Service

Ocean beach 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. The City's Lifeguard Training Program is certified to be compliant with the standards of the United States Lifeguard Association.

#### 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 2016.



#### 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.

#### 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.

## Sailing

This class provides instruction in the basics of sailing. Students gain experience on a catamaran. Carpinteria's ocean breezes and normally gentle 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.

## 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.

## 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.



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



**II. Budget Summary**

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Assessments</b>				
2323282 · BERM ASSESSMENT 23	\$ 20,677	\$ 20,700	\$ 20,700	\$ 20,700
Assessments Total	20,677	20,700	20,700	20,700
<b>Charges for Services</b>				
2828285 · RENTS & LEASES 28	259,946	285,000	285,000	285,000
4848281 · JR LIFEGUARD FEES	62,974	80,000	63,000	65,000
4848283 · BEACH CONCESSION REVENUE	33,718	30,000	33,000	33,000
4848284 · OCEAN RECREATION CLASS TUITION	1,408	2,000	2,000	2,000
4848287 · KAYAK REVENUE	10,258	12,000	12,000	12,000
Charges for Services Total	368,303	409,000	395,000	397,000
<b>Interest</b>				
2828101 · INTEREST INCOME 28	730	1,500	1,500	1,500
2828102 · NET ADJUSTMENT FAIR VALUE 28	(529)	-	-	-
Interest Total	201	1,500	1,500	1,500
<b>Miscellaneous</b>				
2828164 · MISCELLANEOUS INCOME 28	988	-	200	200
Miscellaneous Total	988	-	200	200
<b>Revenues Total</b>	<b>\$ 390,169</b>	<b>\$ 431,200</b>	<b>\$ 417,400</b>	<b>\$ 419,400</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
2362221 · Beach Dune Maintenance	\$ 18,798	\$ 20,700	\$ 20,000	\$ 21,000
2861225 · Marsh Park Maintenance	23,848	20,000	20,000	20,000
2862229 · Architectural Services	-	10,000	5,000	10,000
Contract Services Total	42,646	50,700	45,000	51,000
<b>Other Operating Exp.</b>				
2862228 · Employee Training 62	594	-	-	-
2862301 · Telephone 62	2,948	2,000	3,000	3,000
2862303 · Printing & Advertising	-	-	-	500
2862305 · Dues & Subscriptions 62	11,700	600	12,110	12,500
2862308 · Supplies & Materials 62	31,824	9,000	8,000	8,000
2864301 · Telephone 64	138	-	-	-
2864302 · Purchases for Inventory	(3,477)	-	-	-
4862301 · Telephone 62	157	-	-	-
4862308 · Supplies & Materials 62	39	-	-	-
4862312 · Kayak Program Misc Expense	479	-	-	500
4864302 · Purchases for Inventory 28	(3,153)	5,000	8,000	8,000
4864308 · Supplies & Materials 64	7,248	3,000	1,000	2,500
Other Operating Exp. Total	48,498	19,600	32,110	35,000
<b>Utilities</b>				
2862315 · Utility - Sewer 62	1,593	1,600	1,600	1,600
Utilities Total	1,593	1,600	1,600	1,600
<b>Personnel</b>				
Personnel	272,869	289,235	286,319	382,050
Personnel Total	272,869	289,235	286,319	382,050
<b>Expenditures Total</b>	<b>\$ 365,606</b>	<b>\$ 361,135</b>	<b>\$ 365,029</b>	<b>\$ 469,650</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Director, Parks and Recreation	0.53
Management Assistant	0.30
Pool Superintendent	0.25
Aquatics Program Coordinator	0.25
Ocean Recreation Coordinator	1.00
Parks and Facility Maintenance Worker	0.40
Parks Maintenance Worker	0.40
Part Time Parks Maintenance Worker	0.40
Lifeguards	1.00
<b>Total</b>	<b>4.53</b>

### IV. Expense Summary

#### Personnel

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

#### Operating Expenses

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.



## 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 visitor ship for residents and tourists.</li> </ul>	<ol style="list-style-type: none"> <li>1. Daily litter pick-up from June 10<sup>th</sup> to September 3<sup>rd</sup> 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>
<ul style="list-style-type: none"> <li>◆ Build and remove the Winter Protection Berm.</li> </ul>	<ol style="list-style-type: none"> <li>1. Build the berm prior to December 2019.</li> <li>2. Monitor and, if needed, maintain the berm until spring of 2020.</li> <li>3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2020.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Develop Concept plan for the end of Linden Avenue as well as a replacement Lifeguard Tower for future consideration.</li> </ul>	<p>Develop Concept Plan to be considered in 2019-20.</p>

# Special Events

## General and Recreation Funds

### Parks and Recreation Department

#### I. Program Summary

The 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.

#### California Junior Lifeguard Regional Championships

Each summer the California Surf Lifesaving Association holds a lifeguard competition for all eligible Junior Lifeguard Programs. This year, Carpinteria is honored to be selected as the site for the regionals. The event is scheduled for July 26 and 27, 2019.

#### Adult Coed Softball League

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

#### II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Charges for Services</b>				
4848168 · TRIATHLON REVENUE	\$ 52,982	\$ 51,000	\$ 54,800	\$ -
4848182 · SOFTBALL REVENUE	5,820	3,500	3,500	3,500
4848188 · PARK SPECIAL EVENTS REVENUE	5,771	3,500	3,500	3,500
Charges for Services Total	64,573	58,000	61,800	7,000
<b>Revenues Total</b>	<b>\$ 64,573</b>	<b>\$ 58,000</b>	<b>\$ 61,800</b>	<b>\$ 7,000</b>
<b>Expenditures</b>				
<b>Other Operating Exp.</b>				
4863300 · Triathlon Expense	\$ 46,859	\$ 45,000	\$ 37,000	\$ -
4863302 · Softball League Expenses	1,292	1,500	1,500	1,500
4863308 · Special Events Expenses	6,598	7,000	6,500	6,500
Other Operating Exp. Total	54,749	53,500	45,000	8,000
<b>Personnel</b>				
Personnel	31,259	33,134	32,800	49,946
Personnel Total	31,259	33,134	32,800	49,946
<b>Expenditures Total</b>	<b>\$ 86,007</b>	<b>\$ 86,634</b>	<b>\$ 77,800</b>	<b>\$ 57,946</b>

**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Director, Parks and Recreation	0.02
Management Assistant	0.10
Maintenance Worker	0.10
Aquatics Coordinator	0.25
Parks and Facility Maintenance Worker	0.05
<b>Total</b>	0.52

**IV. Expense Summary**

**Operating Expenses**

This category reflects anticipated expenses to conduct the aforementioned special events. This expense is offset by anticipated participant fee revenues.

**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.	Attract 150 adults to play Generate funds to offset fields operations and maintenance.
◆ Analyze event for cost effectiveness.	Evaluate each special event for improvements and improve the profit margin on the event.
◆ Seek new and cost effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.

# Parks and Facility Improvement and Maintenance

## General, Parks Maintenance, DIF, and Revolving Funds

### Parks and Recreation Department

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#### 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
Tomol Interpretive Play Area and Palm to Linden Trail	0.50 acres
Seaside Park	0.30 acres
Historical Markers	0.25 acres
Carpinteria Community Garden Park	0.67 acres



*Community Garden 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.

## II. Budget Summary

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual FY 2019	Adopted Budget FY 2020
<b>Revenues</b>				
<b>Other Taxes</b>				
2323335 · PARK MAINTENANCE TAX 23	\$ 153,426	\$ 159,800	\$ 155,000	\$ 155,000
Other Taxes Total	153,426	159,800	155,000	155,000
<b>Charges for Services</b>				
2323102 · PARK RENTAL 23	17,191	18,000	18,000	18,000
Charges for Services Total	17,191	18,000	18,000	18,000
<b>Intergov Grants</b>				
2323231 · BLUFFS ENDOWMENT	11	57,700	57,700	26,500
3131310 · DIF TRANSFER OUT OFFSET	-	15,000	15,000	15,000
Intergov Grants Total	11	72,700	72,700	41,500
<b>Miscellaneous</b>				
2323166 · DONATIONS 23	100	-	300	300
Miscellaneous Total	100	-	300	300
<b>Revenues Total</b>	<b>\$ 170,728</b>	<b>\$ 250,500</b>	<b>\$ 246,000</b>	<b>\$ 214,800</b>
<b>Expenditures</b>				
<b>Contract Services</b>				
2361221 · Miscellaneous Contracts	\$ 86,823	\$ 50,000	\$ 60,000	\$ 65,000
2361222 · Equip/Vehicle Maintenance	99	1,000	500	500
2361225 · Park Maintenance 61	80,424	55,000	70,000	70,000
2361321 · Public Tree Maintenance 23	-	8,000	8,000	-
4865220 · Grounds Maintenance 65	6,231	5,000	4,500	4,500
4865221 · Miscellaneous Contracts 65	63	3,500	3,500	3,500
4865224 · Custodial Services	11,224	10,000	5,000	9,000
Contract Services Total	184,864	132,500	151,500	152,500
<b>Major Capital</b>				
2079625 · Land Acquisition 20	-	155,000	-	-
2779614 · Community Farm Privacy Fence	-	-	-	110,000
3179613 · Memorial Park Trail	-	-	-	40,000
3179621 · Park Improvements Expense	31,270	23,500	23,500	20,000
3179625 · Land Acquisition 31	-	165,000	165,000	-
Major Capital Total	31,270	343,500	188,500	170,000
<b>Other Operating Exp.</b>				
2361306 · Bluffs Park Expense	36,491	26,500	18,000	20,000
2361307 · Vehicle Oper/Maintenance 23	1,042	1,450	3,500	2,000
2361308 · Supplies & Materials 61	-	2,000	400	-
4863303 · Community Garden Expense	2,507	6,000	6,000	10,000
4865309 · Misc Operating Expenses 65	30,311	20,000	15,000	15,000
Other Operating Exp. Total	70,351	55,950	42,900	47,000
<b>Utilities</b>				
2361312 · Utility - Water 61	69,871	70,200	62,000	65,000
2361313 · Utility - Electric 61	5,858	6,200	5,500	6,000
2361317 · Utility - Sewer 61	2,835	2,900	4,023	4,023
4865312 · Utility - Water 65	-	2,100	2,300	2,400
4865313 · Utility - Electricity 65	-	4,000	4,500	4,700
4865314 · Utility - Natural Gas 65	-	50	950	1,000
4865317 · Utility - Sewer 65	-	3,400	4,000	4,200
Utilities Total	78,564	88,850	83,273	87,323
<b>Personnel</b>				
Personnel	134,071	142,112	140,679	99,819
Personnel Total	134,071	142,112	140,679	99,819
<b>Expenditures Total</b>	<b>\$ 499,121</b>	<b>\$ 762,912</b>	<b>\$ 606,852</b>	<b>\$ 556,642</b>

**III. Personnel Allocations**

<b>Position:</b>	<b>FTE Allocation:</b>
Director, Parks and Recreation	0.20
Assistant to Public Works Director	0.05
Management Assistant	0.10
Maintenance Worker I	0.12
Maintenance Worker II	0.15
Maintenance Worker II	0.15
Maintenance Worker I	0.05
Parks and Facilities Maintenance Worker	0.25
Maintenance Technician	0.10
General Maintenance worker	0.25
Part time worker	0.25
Community Garden Manager	1.0
<b>Total</b>	<b>2.67</b>

**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, a community Garden Manager and an Administrative Assistant.

**Operating Expenses**

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 park clean up and routine lawn mowing. Funds have been included the parks miscellaneous contracts account to implement Integrated Pest Management tactics.

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.

**Major Capital**

This category includes the costs of new or replacement facilities and equipment needed or considered desirable for the Carpinteria Community.

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 April 2019. Construction will begin In FY 2019/ 2020.



*Memorial Park*

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 2019.

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 2018-19, the Adopted design may be submitted for discretionary approval by the City’s Planning Department.

**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
◆ Install privacy wall at Community Farm Site.	1. Solicit Neighborhood input on project. 2. Seek permits as needed. 3. Issue construction contract.
◆ Install trail in Memorial Park.	1. Prepare bid specification. 2. Solicit Bids. 3. Award bids and complete restoration.
◆ Maintain Athletic field surfaces for high quality and safe play.	1. Procure and distribute 140 cubic yards of organic amendment to select athletic fields to improve turf conditions.

Objectives	Performance Measures
<ul style="list-style-type: none"> <li>◆ Continue to promote and facilitate work on the Carpinteria Rincon Trail.</li> </ul>	<ol style="list-style-type: none"> <li>1. Continue work with a design/engineering firm, Caltrans and SBCAG to complete the trail.</li> <li>2. Seek Land Acquisition from Caltrans needed for the trail's completion.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Complete Heath Ranch and Monte Vista Park play structure replacement.</li> </ul>	<ol style="list-style-type: none"> <li>1. Seek Necessary Permits.</li> <li>2. Replace Play Structure.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Seek new maintenance contract to serve City Parks.</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop Request for Proposals.</li> <li>2. Review and select maintenance contractor.</li> <li>3. Seek City Council approval.</li> </ol>



## 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>GENERAL FUND</b>				
1010101 · INTEREST INCOME 10	78,164	56,000	65,000	75,000
1010102 · NET ADJUSTMENT FAIR VALUE 10	(60,789)	-	-	-
1010103 · TRUST & AGENCY INTEREST	6,085	17,000	6,000	6,000
1010104 · CAPITAL IMPROV. INTEREST	1,614	6,000	1,500	1,500
1010106 · CASH HANDLING CHARGES	193	250	250	250
1010107 · DISCOUNTS TAKEN	13,899	11,600	14,000	14,000
1010108 · PAID FINANCE CHARGES	10,307	10,000	1,000	1,000
1010111 · SECURED, CURRENT YEAR	3,353,693	3,654,800	3,725,800	3,800,300
1010112 · UNSECURED, CURRENT YEAR	100,955	130,600	101,000	103,000
1010113 · PRIOR YEAR, SEC/UNSEC	49,513	6,300	45,000	46,000
1010114 · PROPERTY TAX PENALTIES	11,511	6,700	12,000	12,000
1010115 · SUPPLEMENTAL ROLL	64,340	38,200	55,000	55,000
1010120 · SALES TAX SAFETY	81,171	63,000	80,000	80,000
1010121 · SALES TAX	1,854,041	1,780,000	1,869,000	1,866,000
1010122 · BUSINESS LICENSE TAX	54,326	49,200	49,200	55,000
1010123 · TRANSIENT OCCUPANCY TAX	2,462,092	2,500,000	2,500,000	2,550,000
1010126 · PROPERTY TRANSFER TAX	86,665	80,000	80,000	80,000
1010131 · COURT FINES & PENALTIES	1,646	1,300	1,300	1,300
1010132 · PARKING FINES & PENALTIES	19,706	20,000	20,000	20,000
1010133 · LOCAL FINES & PENALTIES	100,687	24,000	12,000	12,000
1010135 · DOG LICENSES	15,513	15,000	15,000	15,000
1010142 · DMV IN-LIEU	13,155	12,000	14,000	14,000
1010146 · HOMEOWNERS EXEMPTION 10	10,046	10,700	10,700	10,700
1010151 · COX CABLE FRANCHISE TAX	230,913	224,400	247,000	252,000
1010152 · SO CAL GAS FRANCHISE TAX	26,378	36,000	29,900	30,500
1010153 · HARRISON FRANCHISE TAX	347,825	282,500	310,000	316,200
1010154 · SCE FRANCHISE TAX	103,479	145,500	114,000	116,300
1010164 · MISCELLANEOUS INCOME 10	61,136	7,400	78,000	7,500
1010165 · SB90 CLAIMS	5,425	2,600	2,600	2,600
1010168 · REIMBURSEMENT - STATE	222,362	255,000	255,000	250,000
1010169 · REIMBURSEMENT - INSURANCE CLAIM	-	2,727,750	412,500	572,500
1010173 · BUILDING/CONSTR PERMITS	135,090	135,000	140,000	140,000

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
1010174 · ENGINEERING/STREET PERMITS	4,500	5,000	7,500	7,500
1010175 · OVER-SIZE LOAD PERMITS	2,269	2,000	3,500	3,500
1010178 · SIGN PERMITS	785	700	700	700
1010180 · PLANNING CHARGES	152,875	125,200	125,200	125,200
1010181 · CITY CLERK CHARGES	-	200	350	350
1010185 · BUSINESS LICENSE A PPLICATION	36,841	30,000	15,000	15,000
1010186 · PUBLIC WORKS CHARGES	11,745	150,000	100,000	100,000
1010187 · BUILDING SPECIAL SERVICE	7,445	-	-	-
1010188 · BLDG PLAN CHECK CHARGE	45,494	105,000	105,000	105,000
1010189 · SHORT-TERM RENTAL LICENSE	16,380	5,000	20,000	20,000
1010191 · RENTAL HOUSING INSPECTION FEE	15,120			
1010203 · CA COASTAL COMMISSION GRANT	80,393	200,000	200,000	250,000
1010216 · SALE OF PROPERTY 10	-	5,600	5,600	-
<b>GENERAL FUND TOTAL</b>	<b>9,834,988</b>	<b>12,937,500</b>	<b>10,849,600</b>	<b>11,132,900</b>
<b>GENERAL RESERVE FUND</b>				
1313101 · INTEREST INCOME 13	13,238	9,800	9,800	9,800
1313102 · NET ADJUSTMENT FAIR VALUE 13	(9,770)	-	-	-
<b>GENERAL RESERVE FUND TOTAL</b>	<b>3,467</b>	<b>9,800</b>	<b>9,800</b>	<b>9,800</b>
<b>CAPITAL ASSET REPLACEMENT/ RESERVE FUND</b>				
1515101 · Interest Income 15	11,336	5,000	5,000	5,000
1515102 · NET ADJUSTMENT FAIR VALUE 15	(7,868)	-	-	-
<b>REPLACEMENT/ RESERVE FUND TOTAL</b>	<b>3,469</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>CITY CLERK</b>				
1011162 · Regular Salary 11	137,193	148,500	148,500	175,300
1011164 · Part-time Wages 11	-	5,000	5,000	21,500
1011165 · Overtime Pay 11	-	-	50	-
1011167 · Special Pay 11	2,447	3,000	3,000	3,100
1011168 · Interpreter Pay 11		1,950	1,950	1,950
1011184 · Unemployment Insurance 11	-	300	300	350
1011186 · Meditax 11	2,105	2,100	2,100	2,500
1011191 · Insurance Premiums 11	1,392	1,500	1,500	1,650
1011192 · Paid PERS-Employee	7,918	12,860	12,860	14,500
1011193 · Paid PERS-Employer 11	15,974	11,980	11,980	14,200
1011194 · Wellness 11	18,043	30,000	30,000	30,600
1011195 · Pension Trust 11	-	2,800	2,800	3,000
1011211 · Elections Contract	232	16,700	8,000	25,000
1011221 · Contract Services 11	25,340	14,100	13,000	56,340
1011303 · Printing & Advertising 11	8,818	12,000	15,400	12,000
1011305 · Dues & Subscriptions 11	290	450	150	330
1011306 · Meetings & Travel 11	25	3,300	1,200	3,500
1011308 · Supplies & Materials 11	899	1,250	1,000	2,130
<b>CITY CLERK TOTAL</b>	<b>220,676</b>	<b>267,790</b>	<b>258,790</b>	<b>367,950</b>
<b>CITY MANAGER</b>				
1012162 · Regular Salary 12	274,811	264,500	264,500	280,600
1012167 · Special Pay 12	5,489	14,800	14,800	15,600
1012184 · Unemployment Insurance 12	-	530	530	560
1012185 · Deferred Compensation	9,266	10,000	10,000	10,700
1012186 · Meditax 12	3,992	3,800	3,800	4,100
1012191 · Insurance Premiums 12	2,490	2,400	2,400	2,520
1012192 · Paid PERS-Employee-12	12,251	22,700	22,700	26,300
1012193 · Paid PERS-Employer 12	33,247	21,350	21,350	25,900
1012194 · Wellness 12	40,454	46,800	46,800	51,500
1012195 · Pension Trust 12	-	5,100	5,100	5,400
1012196 · Replacement Benefit Contribut		3,000	3,000	3,000
1012220 · Contract Services 12	51,664	82,400	12,000	55,000
1012305 · Dues & Subscriptions 12	1,347	1,600	8,000	8,000
1012306 · Meetings & Travel 12	1,769	2,000	2,500	2,500
1012308 · Supplies & Materials 12	1,568	1,600	1,600	1,600
<b>CITY MANAGER TOTAL</b>	<b>438,345</b>	<b>482,580</b>	<b>419,080</b>	<b>493,280</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>CENTRAL SERVICES</b>				
1013162 · Regular Salary 13	70,269	65,900	65,900	67,400
1013165 · Overtime Pay 13	6,805	1,800	9,000	2,000
1013167 · Special Pay 13	-	500	500	500
1013184 · Unemployment Insurance 13	-	130	130	140
1013186 · Meditax 13	1,109	950	950	980
1013191 · Insurance Premiums 13	429	450	450	450
1013192 · Paid PERS-Employee13	4,478	6,150	6,150	6,800
1013193 · Paid PERS-Employer 13	6,990	5,350	5,350	6,300
1013194 · Wellness 13	20,063	24,650	24,650	27,300
1013195 · Pension Trust 13	-	1,250	1,250	1,300
1013197 · Indiv Equip Reimbursement 13	341	350	350	350
1013198 · Uniform Rental 13	610	800	800	800
1013221 · Miscellaneous Contracts 13	11,698	10,000	10,000	10,000
1013223 · Moving Expenses	-	268,000	300,000	150,000
1013224 · Interior Maintenance	36,867	25,000	25,000	20,000
1013225 · Grounds Maintenance	14,581	12,000	12,000	12,000
1013301 · Telephone 13	24,150	31,000	31,000	31,000
1013302 · Postage 13	9,078	12,000	10,000	10,000
1013307 · Vehicle Oper & Maintenance 13	4,663	5,000	5,000	5,000
1013308 · Supplies & Materials 13	33,643	32,000	28,000	28,000
1013309 · Misc Operating Expenses 13	(1)	-	-	-
1013311 · Rents & Leases	-	112,500	112,500	172,500
1013312 · Utility - Water 13	4,326	6,000	6,500	6,900
1013313 · Utility - Electric 13	25,037	22,000	28,500	30,000
1013314 · Utility - Natural Gas 13	2,857	4,500	4,900	5,200
1013317 · Utility - Sewer 13	1,725	1,850	1,650	1,700
<b>CENTRAL SERVICES TOTAL</b>	<b>279,719</b>	<b>650,130</b>	<b>690,530</b>	<b>596,620</b>
<b>FINANCE</b>				
1014162 · Regular Salary 14	258,409	236,000	236,000	302,200
1014164 · Part-time Wages 14	-	46,000	46,000	30,500
1014165 · Overtime Pay 14	149	-	150	-
1014167 · Special Pay 14	5,266	5,400	5,400	5,700
1014184 · Unemployment Insurance 14	-	560	560	670
1014186 · Meditax 14	4,256	4,000	4,000	4,800
1014191 · Insurance Premiums 14	2,299	1,635	1,635	2,300
1014192 · Paid PERS-Employee14	17,222	22,000	22,000	27,200
1014193 · Paid PERS-Employer 14	26,532	19,050	19,050	27,900
1014194 · Wellness 14	89,052	99,200	99,200	120,000
1014195 · Pension Trust 14	-	4,500	4,500	5,800

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
1014221 · Contracts Services 14	382	400	400	450
1014227 · Payroll Processing Fees	12,025	20,000	15,000	2,400
1014228 · Accounting Services	776	500	10,800	5,500
1014229 · Annual Audit	13,435	45,000	45,000	45,000
1014305 · Dues & Subscriptions 14	345	700	700	700
1014306 · Meetings & Travel 14	1,139	7,100	5,600	7,500
1014308 · Supplies & Materials 14	2,802	3,000	3,000	3,600
1014309 · Misc Operating Expense 14	23	16,000	100	100
1014321 · Credit Card Fees	9,323	8,000	8,000	8,000
<b>FINANCE TOTAL</b>	<b>443,434</b>	<b>539,045</b>	<b>527,095</b>	<b>600,320</b>
<b>RISK MANAGEMENT</b>				
1015306 · Meetings & Travel 15	-	1,500	1,500	1,500
1015308 · Supplies & Materials 15	72	200	200	200
1015321 · SCJPIA Deposit Billing	244,537	287,500	291,900	258,000
1015323 · Insurance/Bond Premiums	101,294	106,700	82,200	89,100
<b>RISK MANAGEMENT TOTAL</b>	<b>345,903</b>	<b>395,900</b>	<b>375,800</b>	<b>348,800</b>
<b>HUMAN RESOURCES</b>				
1016162 · Regular Salary 16	115,063	110,500	110,500	121,600
1016164 · Part-time Wages 16	-	26,000	26,000	22,600
1016165 · Overtime Pay 16	29	-	-	-
1016167 · Special Pay 16	2,604	2,700	2,700	2,900
1016184 · Unemployment Insurance 16	-	270	270	290
1016186 · Meditax 16	1,677	2,000	2,000	2,100
1016191 · Insurance Premiums 16	2,001	650	650	670
1016192 · Paid PERS-Employee16	7,973	10,300	10,300	12,200
1016193 · Paid PERS-Employer 16	12,448	8,900	8,900	11,300
1016194 · Wellness 16	5,055	10,200	10,200	10,800
1016195 · Pension Trust 16	-	2,100	2,100	2,400
1016196 · Health Insurance Surcharges	1,997	2,000	2,000	2,000
1016228 · Employee Training	2,658	4,000	4,000	4,000
1016303 · Recruitment Advertising	44,068	32,500	3,000	6,000
1016305 · Dues & Subscriptions 16	-	175	175	180
1016306 · Meetings & Travel 16	15	1,000	1,000	2,500
1016308 · Supplies & Materials 16	883	2,000	1,500	1,500
1016309 · Misc Operating Expense	-	800	-	-
1016310 · Employee/Public Relations 16	3,815	12,300	5,000	13,600
1016312 · Flexible Benefits Admin	2,761	2,000	2,400	2,400
1016320 · Pre-placement Health Screen	5,308	8,000	8,000	8,000
<b>HUMAN RESOURCES TOTAL</b>	<b>208,355</b>	<b>238,395</b>	<b>200,695</b>	<b>227,040</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>LEGAL SERVICES</b>				
1017223 · MHRS Ordinance	-	12,000	15,000	20,000
1017227 · Third Party Attorney Services	35,659	25,000	25,000	15,000
1017228 · Litigation	30,970	50,000	50,000	50,000
1017229 · Legal Services	663,167	475,000	525,000	510,000
1017309 · Misc Operating Expense 17	8,115	2,500	1,500	1,500
<b>LEGAL SERVICES TOTAL</b>	<b>737,911</b>	<b>564,500</b>	<b>616,500</b>	<b>596,500</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>				
1018220 · System Administration	62,341	75,000	72,000	71,000
1018221 · Contracts (NEW Account)	-	-	-	5,000
1018222 · Equipment Maintenance	24,766	23,300	23,300	23,300
1018224 · Software Maintenance	35,577	43,000	35,000	42,500
1018308 · Supplies & Materials 18	2,490	2,600	2,600	500
<b>MANAGEMENT INFORMATION SYSTEMS TOTAL</b>	<b>125,174</b>	<b>143,900</b>	<b>132,900</b>	<b>142,300</b>
<b>LAW ENFORCEMENT</b>				
1021193 · Safety Plan - PERS	163,777	204,738	204,738	244,900
1021196 · Replacement Benefit Contr 1021	-	-	200	200
1021213 · SB County Mental Health	2,270	2,300	2,300	-
1021214 · SB County Sheriff	3,505,837	3,587,706	3,587,706	3,572,800
1021215 · Sheriff's Overtime	19,672	-	-	-
1021216 · Augmentation	5,643	50,000	40,000	50,000
<b>LAW ENFORCEMENT TOTAL</b>	<b>3,697,198</b>	<b>3,844,744</b>	<b>3,834,944</b>	<b>3,867,900</b>
<b>CODE COMPLIANCE</b>				
1022162 · Regular Salary 22	192,148	201,100	201,100	210,100
1022164 · Part-time Wages 22	344	12,800	-	-
1022165 · Overtime Pay 22	-	-	100	100
1022167 · Special Pay 22	1,982	1,965	1,965	2,060
1022169 · Uniform Allowance	51	1,460	1,460	1,460
1022184 · Unemployment Insurance 22	-	430	430	420
1022186 · Meditax 22	2,778	3,100	3,100	3,050
1022191 · Insurance Premiums 22	1,408	1,750	1,750	1,850
1022192 · Paid PERS-Employee22	10,261	17,500	17,500	19,800
1022193 · Paid PERS Employer 22	21,597	16,300	16,300	19,400
1022194 · Wellness 22	43,029	52,000	52,000	60,000
1022195 · Pension Trust 22	-	3,800	3,800	4,050
1022214 · Hearing Officer	2,400	5,000	5,000	5,000
1022303 · Printing & Advertising	147	200	-	300
1022305 · Dues & Subscriptions 22	755	500	900	900
1022306 · Meetings & Travel 22	-	800	800	2,500
1022308 · Supplies & Materials 22	2,267	2,500	2,500	2,500
<b>CODE COMPLIANCE TOTAL</b>	<b>279,169</b>	<b>321,205</b>	<b>308,705</b>	<b>333,490</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>EMERGENCY PREPAREDNESS</b>				
1024215 · Disaster Preparedness	582	1,850	50	2,200
1024303 · Printing & Advertising 24	508	2,800	-	2,585
1024305 · Dues & Subscriptions 24	-	150	-	150
1024306 · Meetings & Travel 24	209	2,150	-	1,900
1024308 · Supplies & Materials 24	1,112	2,850	-	3,200
<b>EMERGENCY PREPAREDNESS TOTAL</b>	<b>2,411</b>	<b>9,800</b>	<b>50</b>	<b>10,035</b>
<b>PUBLIC WORKS ADMINISTRATION</b>				
1030162 · Regular Salary 30	472,390	472,000	472,000	509,800
1030165 · Overtime Pay 30	131	-	500	500
1030167 · Special Pay 30	7,943	9,600	9,600	10,080
1030168 · Interpreter Pay 30	2,025	1,950	450	-
1030184 · Unemployment Insurance 30	-	950	950	1,000
1030186 · Meditax 30	6,805	6,850	6,850	7,400
1030191 · Insurance Premiums 30	3,662	3,400	3,400	3,550
1030192 · Paid PERS-Employee30	15,322	38,300	38,300	45,500
1030193 · Paid PERS Employer 30	61,513	38,100	38,100	47,100
1030194 · Wellness 30	67,207	90,000	60,000	70,000
1030195 · Pension Trust 30	-	9,100	9,100	9,800
1030221 · Contract Services 30	145,221	267,650	200,000	-
1030305 · Dues & Subscriptions 30	491	3,500	2,000	3,500
1030306 · Meetings & Travel 30	5,281	15,000	7,500	15,000
1030308 · Supplies & Materials 30	5,622	5,000	5,000	5,000
<b>PUBLIC WORKS ADMINISTRATION TOTAL</b>	<b>793,612</b>	<b>961,400</b>	<b>853,750</b>	<b>728,230</b>
<b>SOLID WASTE</b>				
1037201 · Supplies & Materials 37	1,540	2,500	2,000	2,500
<b>PLANNING</b>				
1041162 · Regular Salary 41	362,213	397,200	397,200	426,000
1041165 · Overtime Pay 41	818	-	200	200
1041167 · Special Pay 41	5,509	6,100	6,100	6,450
1041168 · Interpreter Pay 41	2,175	1,950	1,950	1,950
1041184 · Unemployment Insurance 41	-	800	800	850
1041186 · Meditax 41	5,245	5,750	5,750	6,200
1041191 · Insurance Premiums 41	4,867	2,400	2,400	2,550
1041192 · Paid PERS-Employee41	25,142	37,000	37,000	42,700
1041193 · Paid PERS Employer 41	39,064	32,100	32,100	39,400
1041194 · Wellness 41	63,307	81,000	81,000	90,100
1041195 · Pension Trust 41	-	7,650	7,650	7,650
1041220 · Contract Services	-	29,400	15,000	154,400

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
1041221 · Miscellaneous Contracts 41	4,442	11,000	20,000	280,000
1041222 · Records Conversion Project	-	5,000	1,000	5,000
1041224 · Drafting/Mapping	6,600	7,000	5,000	5,000
1041225 · Misc. Planning Contracts	1,530	1,500	2,500	4,000
1041305 · Dues & Subscriptions 41	250	500	500	500
1041306 · Meetings & Travel 41	1,553	1,500	1,500	1,500
1041308 · Supplies & Materials 41	980	800	800	800
<b>PLANNING TOTAL</b>	<b>523,694</b>	<b>628,650</b>	<b>618,450</b>	<b>1,075,250</b>
<b>BUILDING</b>				
1042162 · Regular Salary 42	168,206	159,600	159,600	165,600
1042165 · Overtime Pay 42	-	2,000	2,500	2,500
1042167 · Special Pay 42	2,112	2,100	2,100	2,200
1042184 · Unemployment Insurance 42	-	320	320	350
1042186 · Meditax 42	2,355	2,300	2,300	2,400
1042191 · Insurance Premiums 42	1,815	1,300	1,300	1,350
1042192 · Paid PERS-Employee42	6,254	13,200	13,200	15,000
1042193 · Paid PERS Employer 42	21,988	12,900	12,900	15,300
1042194 · Wellness 42	27,963	37,400	37,400	39,700
1042195 · Pension Trust 42	-	3,100	3,100	3,200
1042221 · Miscellaneous Contracts 42	-	60,000	60,000	60,000
1042303 · Printing & Advertising 42	95	100	100	100
1042305 · Dues & Subscriptions 42	-	100	100	150
1042306 · Meetings & Travel 42	112	200	200	750
1042308 · Supplies & Materials 42	1,117	2,000	2,000	4,000
<b>BUILDING TOTAL</b>	<b>232,018</b>	<b>296,620</b>	<b>297,120</b>	<b>312,600</b>
<b>ECONOMIC VITALITY</b>				
1044162 · Regular Salary 44	102,010	100,000	100,000	102,200
1044167 · Special Pay 44	2,413	2,450	2,450	2,550
1044184 · Unemployment Insurance 44	-	200	200	250
1044186 · Meditax 44	1,516	1,450	1,450	1,500
1044191 · Insurance Premiums 44	1,096	750	750	750
1044192 · Paid PERS-Employee44	7,227	9,350	9,350	10,200
1044193 · Paid PERS Employer 44	11,284	8,100	8,100	9,400
1044194 · Wellness 44	18,219	19,700	19,700	21,700
1044195 · Pension Trust 44	-	1,950	1,950	2,000
1044220 · Contract Services 44	3,682	12,200	12,500	11,400
1044302 · Marketing Materials	18,617	20,000	15,000	-
1044305 · Dues & Subscriptions 44	50	200	150	200
1044306 · Meetings & Travel 44	504	750	150	1,000
1044308 · Supplies & Materials 44	420	700	700	700
<b>ECONOMIC VITALITY TOTAL</b>	<b>167,039</b>	<b>177,800</b>	<b>172,450</b>	<b>163,850</b>



	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>COMMUNITY PROMOTIONS</b>				
1045164 · Part-time Wages 45	10,134	36,000	23,700	23,700
1045184 · Unemployment Insurance 45	-	70	50	50
1045186 · Meditax 45	147	525	350	350
1045220 · Contract Services 45	9,700	32,500	76,700	76,600
1045303 · Printing & Advertising 45	9,153	11,000	11,000	12,000
1045305 · Dues & Subscriptions 45	101		-	-
1045306 · Meetings & Travel 45	205	500	500	1,000
1045308 · Supplies & Materials 45	162	3,150	600	3,550
<b>COMMUNITY PROMOTIONS TOTAL</b>	<b>29,603</b>	<b>83,745</b>	<b>112,900</b>	<b>117,250</b>
<b>COMMUNITY SERVICES GRANTS</b>				
<b>GRANTS</b>				
1046212 · Boys & Girls Club Funding	18,459	18,459	18,459	18,800
1046213 · Girls Inc Funding	18,459	18,459	18,459	18,800
1046216 · HopeNet of Carpinteria	1,487	1,547	1,487	1,426
1046223 · Catholic Charities	11,500	1,487	7,500	7,500
1046228 · Rape Crisis Center	4,343	4,343	4,343	4,420
1046226 · Carpinteria Children's Project (NEW Account)	-	-	-	20,000
<b>SERVICE AGREEMENTS/ CONTRACTS</b>				
1046222 · CAC Senior Nutrition	10,000	10,000	10,000	10,000
1046215 · 211 Help Line	1,547	7,500	1,547	1,547
1046224 · South Coast Task Force on Youth	10,063	10,063	10,063	10,063
1046217 · SB County Branch Library	35,500	85,500	85,500	35,500
1046225 · Home For Good	2,500	11,000	11,000	-
<b>COMMUNITY SERVICES GRANTS TOTAL</b>	<b>113,858</b>	<b>168,358</b>	<b>168,358</b>	<b>128,056</b>
<b>ANIMAL CONTROL</b>				
1047213 · Animal Sheltering	22,976	20,000	20,000	20,000
1047303 · Printing & Advertising 47	393	500	1,000	1,200
1047306 · Meetings & Travel 47	537	1,000	200	200
1047308 · Supplies & Materials	616	800	-	500
<b>ANIMAL CONTROL TOTAL</b>	<b>24,521</b>	<b>22,300</b>	<b>21,200</b>	<b>21,900</b>
<b>CITY COUNCIL</b>				
1051160 · Advisory Board Stipends	4,965	6,000	6,000	6,000
1051164 · Part-time Wages 51	20,150	18,600	18,600	18,600
1051184 · Unemployment Insurance 51	-	40	40	40
1051186 · Meditax 51	266	270	270	270
1051191 · Insurance Premiums 51	2,796	1,800	1,800	1,850
1051194 · Wellness 51	57,435	73,800	73,800	99,100

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
1051303 · Printing & Advertising 51	-	-	-	3,300
1051305 · Dues & Subscriptions 51	925	8,000	8,000	8,000
1051306 · Meetings & Travel 51	2,742	5,500	4,500	5,500
1051308 · Supplies & Materials 51	615	500	600	750
1051310 · Public Relations 51	4,814	4,000	4,000	3,850
<b>CITY COUNCIL TOTAL</b>	<b>94,707</b>	<b>118,510</b>	<b>117,610</b>	<b>147,260</b>
<b>PARKS &amp; RECREATION</b>				
1069162 · Regular Salary 69	217,764	186,600	186,600	200,300
1069164 · Part-time Wages 69	1	-	2,000	-
1069165 · Overtime Pay 69	-	1,000	500	500
1069167 · Special Pay 69	2,805	2,950	2,950	3,050
1069184 · Unemployment Insurance 69	-	370	370	400
1069186 · Meditax 69	3,139	2,700	2,700	2,900
1069191 · Insurance Premiums 69	1,821	1,250	1,250	1,300
1069192 · Paid PERS-Employee69	13,476	17,400	17,400	20,100
1069193 · Paid PERS Employer 69	21,042	15,000	15,000	18,400
1069194 · Wellness 69	26,209	34,300	34,300	36,700
1069195 · Pension Trust 69	-	3,600	3,600	3,850
1069303 · Printing & Advertising 69	-	400	400	400
1069305 · Dues & Subscriptions 69	170	200	200	200
1069306 · Meetings & Travel 69	-	500	500	500
1069308 · Supplies & Materials 69	1,031	1,200	1,200	1,200
<b>PARKS &amp; RECREATION TOTAL</b>	<b>287,458</b>	<b>267,470</b>	<b>268,970</b>	<b>289,800</b>
<b>NEW EQUIPMENT</b>				
1070411 · Vehicle Purchase	19,798	19,000	19,000	26,000
1070414 · Office Furniture	3,802	5,000	5,000	35,000
1070417 · Computer Hardware	13,186	35,000	25,000	25,000
1070616 · Storage Improvements	-	-	-	18,000
<b>NEW EQUIPMENT TOTAL</b>	<b>36,787</b>	<b>59,000</b>	<b>49,000</b>	<b>104,000</b>
<b>SPECIAL PROJECTS</b>				
1072216 · Zone Code Update	290,465	380,000	380,000	-
1072217 · WM Program Implementation	19,444	30,000	20,000	75,000
1072218 · Emergency Procurement	262,614	150,000	150,000	-
1072230 · Special Projects Audit JE	37,778	-	-	-
<b>SPECIAL PROJECTS TOTAL</b>	<b>610,301</b>	<b>560,000</b>	<b>550,000</b>	<b>75,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>CAPITAL IMPROVEMENT</b>				
1079609 · City Hall Remodel 2017	31,307	2,745,016	628,000	270,043
1079614 · Street Improvements	-	250,000	250,000	-
1079615 · Linden Casitas Interchange	175,974	105,000	50,000	100,000
1079616 · Capital Purchase- Major	-	105,000	75,000	45,000
<b>CAPITAL IMPROVEMENT TOTAL</b>	<b>207,281</b>	<b>3,205,016</b>	<b>1,003,000</b>	<b>415,043</b>
<b>GENERAL FUND TOTAL</b>	<b>9,900,713</b>	<b>14,009,358</b>	<b>11,599,897</b>	<b>11,164,974</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS IN</b>				
<b>GENERAL FUND</b>				
1010169 · FROM MEASURE X				60,639
1010219 · FROM REPLACEMENT 10	7,806	-	-	-
1010239 · FROM PARK MAINTENANCE 10	73,089	60,405	60,405	67,291
1010259 · FROM GAS TAX 10	23,875	16,837	16,837	18,756
1010269 · FROM LOCAL TRANSPORTATION 10	350	620	620	691
1010279 · FROM MEASURE A 10	93,860	168,460	168,460	187,664
1010289 · FROM TIDELANDS 10	117,408	132,900	132,900	148,051
1010299 · FROM STREET LIGHTING 10	1,220,941	37,700	37,700	41,998
1010319 · FROM TRUST & AGENCY 10	15,265	21,900	21,900	24,397
1010339 · FROM ROW 10	20,245	24,560	24,560	27,360
1010389 · FROM PBIA 10	1,397	2,500	2,500	2,785
1010399 · FROM AB939 10	79,622	84,770	84,770	94,434
1010489 · FROM RECREATION SERVICES 10	50,320	50,200	50,200	55,923
1010789 · FROM DEBT 78	5,197			
1091239 · Subsidies (Provided) 23	(260,335)			
1091339 · Subsidies (Provided) 33	(136,716)			
1091489 · Subsidies (Provided) 48	(209,980)			
<b>GENERAL FUND TOTAL</b>	<b>1,102,344</b>	<b>600,852</b>	<b>600,852</b>	<b>729,989</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>GENERAL FUND</b>				
1090239 · To Park Maintenance 10	15,372	7,530	7,530	8,388
1090259 · To Gas Tax 10	130,512	69,500	69,500	77,423
1090279 · To Measure A 10	115,704			
1090339 · To ROW 10	22,381	24,040	24,040	26,781
<b>GENERAL FUND TOTAL</b>	<b>283,969</b>	<b>101,070</b>	<b>101,070</b>	<b>112,592</b>

## Traffic Safety Fund

The Traffic Safety 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>TRAFFIC SAFETY FUND</b>				
1111101 · INTEREST INCOME 11	225	100	100	100
1111102 · NET ADJUSTMENT FAIR VALUE 11	(191)	-	-	-
1111135 · CA VEHICLE CODE FINES	35,570	28,000	32,000	32,000
1111136 · POLICE FEES & CHARGES 11	107	100	-	-
<b>TRAFFIC SAFETY FUND TOTAL</b>	<b>35,710</b>	<b>28,200</b>	<b>32,100</b>	<b>32,100</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>TRAFFIC FUND</b>				
1121214 · SB County Sheriff 11	15,639	12,000	12,000	12,000
1122164 · Part-time Wages 22 (Fund 11)	6,684	12,800	8,600	8,600
1122184 · Unemployment Insurance 22 (11)	-	25	20	20
1122186 · Meditax 22 (Fund 11)	97	185	125	125
<b>TRAFFIC FUND TOTAL</b>	<b>22,420</b>	<b>25,010</b>	<b>20,745</b>	<b>20,745</b>

### Measure X Fund

The Measure X Fund is used to account for revenue generated by the voter-approved increase to sales tax which came into effect April 1, 2019. Funds will be used towards public safety, community services, infrastructure, and other important services.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>MEASURE X FUND</b>				
1615101 · Interest Income	-	-	-	15,000
1615121 · SALES TAX	-	-	400,000	2,100,000
<b>MEASURE X FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>2,115,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>MEASURE X FUND</b>				
1621214 · SB County Sheriff	-	-	-	325,000
1646217 · SB County Branch Library	-	-	-	250,000
1679619 · Street Maintenance	-	-	-	1,125,000
<b>MEASURE X FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,700,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>MEASURE X FUND</b>				
1690109 · To General 16	-	-	-	60,639
1690239 · To Park Maintenance 16	-	-	-	99,677
1690259 · To Gas Tax 16	-	-	-	13,094
1690339 · To ROW 16	-	-	-	12,372
1690489 · To Rec Services 16	-	-	-	14,218
<b>MEASURE X FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

### 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>REVOLVING FUND</b>				
2020169 · REIMBURSEMENT - INSURANCE CLAIM	-	-	1,000,000	1,636,270
2020202 · FHWA HBR GRANT	276,635	1,542,000	100,000	1,350,000
2020214 · GRANT - STATE	-	194,000	194,000	5,000
2020275 · PUBLIC WORKS GRANTS	73,012	619,000	619,000	91,000
<b>REVOLVING FUND TOTAL</b>	<b>349,647</b>	<b>2,355,000</b>	<b>1,913,000</b>	<b>3,082,270</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>REVOLVING FUND</b>				
2037302 · Beverage Container Expense	-	5,000	5,000	5,000
2070416 · CLEEP Grant Expense	-	12,000	12,000	22,151
2079275 · Public Work Grants	73,012	619,044	300,000	91,000
2079609 · City Hall Remodel 2017	-	-	1,000,000	1,636,270
2079614 · FHWA HBR 20	276,635	1,542,000	100,000	1,350,000
2079625 · Land Acquisition 20	-	155,000	-	-
<b>REVOLVING FUND TOTAL</b>	<b>349,647</b>	<b>2,333,044</b>	<b>1,417,000</b>	<b>3,104,421</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>REVOLVING FUND</b>				
2090489 · To Rec Services 20	24,000	39,000	39,000	26,740

## Road Maintenance Rehab Fund

The Road Maintenance Fund is used to account for road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, and complete street components, including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm water capture projects in conjunction with any other allowable project. Funds made available by the program may also be used to satisfy a match requirement in order to obtain State or Federal funds for projects authorized by this subdivision.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>ROAD MAINTENANCE REHAB FUND</b>				
2222101 · INTEREST INCOME 22	510	100	700	700
2222102 · NET ADJUSTMENT FAIR VALUE 22	(724)	-	-	-
2222224 · RMRA REVENUE	81,700	217,300	216,800	225,200
2222225 · NEW CONSTRUCTION TAX	-	300	300	300
<b>ROAD MAINTENANCE REHAB FUND TOTAL</b>	<b>81,486</b>	<b>217,700</b>	<b>217,800</b>	<b>226,200</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>ROAD MAINTENANCE REHAB FUND</b>				
2279611 · RMRA Expense	-	299,186	-	525,486
<b>ROAD MAINTENANCE REHAB FUND TOTAL</b>	<b>-</b>	<b>299,186</b>	<b>-</b>	<b>525,486</b>



## Park Maintenance Fund

The Park Maintenance Fund is used to account for the receipt of special tax to be levied. The revenue 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. Expenditures from this fund are for parks maintenance needs including equipment replacement, water, grounds keeping and other enhancements.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>PARK MAINTENANCE FUND</b>				
2323102 · PARK RENTAL 23	17,191	18,000	18,000	18,000
2323166 · DONATIONS 23	100	-	300	300
2323231 · BLUFFS ENDOWMENT	11	57,700	57,700	26,500
2323282 · BERM ASSESSMENT 23	20,677	20,700	20,700	20,700
2323335 · PARK MAINTENANCE TAX 23	153,426	159,800	155,000	155,000
<b>PARK MAINTENANCE FUND TOTAL</b>	<b>191,405</b>	<b>256,200</b>	<b>251,700</b>	<b>220,500</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>PARK MAINTENANCE FUND</b>				
2361162 · Regular Salary 61	58,064	-	-	128,200
2361164 · Part-time Wages 61	-	47,952	47,952	-
2369167 · Special Pay 61	-	-	-	2,600
2361184 · Unemployment Insurance 61	-	95	95	260
2361186 · Meditax 61	841	700	700	1,900
2361191 · Insurance Premiums 61	770	-	-	1,400
2361192 · Paid PERS-Employee 61	1,693	-	-	10,200
2361193 · Paid PERS-employer 61	2,809	-	-	11,800
2361194 · Wellness 61	20,470	-	-	54,500
2361197 · Indiv Equip Reimbursement 61	-	700	250	700
2361198 · Uniform Rental 61	498	730	150	1,500
2361221 · Miscellaneous Contracts	86,823	50,000	60,000	65,000
2361222 · Equip/Vehicle Maintenance	99	1,000	500	500
2361225 · Park Maintenance 61	80,424	55,000	70,000	70,000
2361306 · Bluffs Park Expense	36,491	26,500	18,000	20,000
2361307 · Vehicle Oper/Maintenance 23	1,042	1,450	3,500	2,000
2361308 · Supplies & Materials 61	-	2,000	400	-
2361312 · Utility - Water 61	69,871	70,200	62,000	65,000
2361313 · Utility - Electric 61	5,858	6,200	5,500	6,000

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>PARK MAINTENANCE FUND</b>				
2361317 · Utility - Sewer 61	2,835	2,900	4,023	4,023
2361321 · Public Tree Maintenance 23	-	8,000	8,000	-
2362221 · Beach Dune Maintenance	18,798	20,700	20,000	21,000
<b>PARK MAINTENANCE FUND TOTAL</b>	<b>387,387</b>	<b>294,127</b>	<b>301,070</b>	<b>466,583</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS IN</b>				
<b>PARK MAINTENANCE FUND</b>				
2323109 · FROM GENERAL 23	275,707	7,530	7,530	8,388
2323169 · FROM MEASURE X				99,677
2323289 · FROM TIDELANDS 23	30,000	21,900	21,900	24,397
2323299 · FROM STREET LIGHTING 23	1,025	268	268	299
<b>PARK MAINTENANCE TOTAL</b>	<b>306,732</b>	<b>29,698</b>	<b>29,698</b>	<b>132,761</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>PARK MAINTENANCE FUND</b>				
2390109 · To General 23	73,089	60,405	60,405	67,291
2390259 · To Gas Tax 23	16,918	20,200	20,200	22,503
2390339 · To ROW 23	20,743	21,940	21,940	24,441
<b>PARK MAINTENANCE FUND TOTAL</b>	<b>110,750</b>	<b>102,545</b>	<b>102,545</b>	<b>114,235</b>

## Gas Tax Fund

The Gas Tax 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. 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>GAS TAX FUND</b>				
2525101 · INTEREST INCOME 25	1,011	1,200	1,800	1,800
2525102 · NET ADJUSTMENT FAIR VALUE 25	(496)	-	-	-
2525254 · SECTION 2103 FUNDS	54,297	48,600	50,300	118,100
2525255 · SECTION 2106 FUNDS	44,039	44,100	43,800	43,800
2525256 · SECTION 2107 FUNDS	98,472	100,700	99,400	99,400
2525257 · SECTION 2107.5 FUNDS	3,000	3,000	3,000	3,000
2525258 · SECTION 2105 FUNDS	75,664	76,700	76,100	76,100
2525259 · SB 1 LOAN REPAYMENT	15,851	15,500	15,500	15,500
<b>GAS TAX FUND TOTAL</b>	<b>291,838</b>	<b>289,800</b>	<b>289,900</b>	<b>357,700</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>GAS TAX FUND</b>				
2514228 · Gas Tax Audit/Street Report	1,993	2,000	2,000	2,000
2531162 · Regular Salary 31	215,169	195,000	195,000	207,800
2531165 · Overtime Pay 31	5,384	1,800	4,500	4,500
2531167 · Special Pay 31	2,112	3,100	3,100	3,200
2531184 · Unemployment Insurance 31	-	400	400	450
2531186 · Meditax 31	3,198	3,000	3,000	3,100
2531191 · Insurance Premiums 31	3,108	1,600	1,600	1,750
2531192 · Paid PERS-Employee31	14,524	19,100	19,100	20,800
2531193 · Paid PERS-Employer 31	22,662	16,600	16,600	19,100
2531194 · Wellness 31	64,700	60,000	60,000	81,800
2531195 · Pension Trust 31	-	3,900	3,900	4,000
2531197 · Indiv Equip Reimbursement 31	507	700	700	700
2531198 · Uniform Rental 31	1,086	1,460	1,000	1,500
2531220 · Street Maintenance 31	2,028	10,000	10,000	-
2531221 · Miscellaneous Contracts 31	-	16,000	16,000	-
2531223 · Drainage Maintenance	5,000	5,000	7,920	20,000
2531224 · Street Drainage Improvements	-	5,000	439	-

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
2531225 · Thermoplast/Striping	23,495	10,000	4,008	60,000
2531227 · Street Sweeping	39,823	40,000	40,000	-
2531301 · Telephone 31	(8)	-	92	3,000
2531304 · Radio Maintenance/Repair 31	-	2,000	-	500
2531305 · Dues & Subscriptions 31	150	500	240	1,000
2531307 · Vehicle Oper & Maintenance 31	16,242	25,000	25,000	40,000
2531308 · Supplies & Materials 31	25,878	25,000	25,000	30,000
2531311 · Rents & Leases 31	1,013	3,000	1,500	3,000
2536226 · Engineering Retainer	71,743	40,000	35,000	-
2570418 · Miscellaneous Equipment 25	-	2,000	1,000	22,150
2579616 · Curb Gutter and Sidewalk Improv	20,000	-	-	-
<b>GAS TAX FUND TOTAL</b>	<b>539,808</b>	<b>492,160</b>	<b>477,099</b>	<b>530,350</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS IN</b>				
<b>GAS TAX FUND</b>				
2525109 · FROM GENERAL 25	130,512	69,500	69,500	77,423
2525169 · FROM MEASURE X				13,094
2525239 · FROM PARK MAINTENANCE 25	16,918	20,200	20,200	22,503
2525269 · FROM LOCAL TRANSPORTATION 25	16	50	50	56
2525279 · FROM MEASURE A 25	14,722	25,630	25,630	28,552
2525299 · FROM STREET LIGHTING 25	17,940	8,175	8,175	9,107
2525339 · FROM ROW 25	77,697	96,500	96,500	59,082
2525399 · FROM AB939 25	31,284	23,040	23,040	25,667
<b>GAS TAX TOTAL</b>	<b>289,089</b>	<b>243,095</b>	<b>243,095</b>	<b>235,484</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>GAS TAX FUND</b>				
2590109 · To General 25	23,875	16,837	16,837	18,756
2590339 · To ROW 25	49,689	53,285	53,285	59,359
<b>GAS TAX FUND TOTAL</b>	<b>73,564</b>	<b>70,122</b>	<b>70,122</b>	<b>78,115</b>

### Local Transportation Fund

The Local Transportation 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>LOCAL TRANSPORTATION FUND</b>				
2626101 · INTEREST INCOME 26	865	600	1,000	1,000
2626102 · NET ADJUSTMENT FAIR VALUE 26	(718)	-	-	-
2626265 · BKWY, ART3; SEC 99234	12,720	11,200	9,000	9,000
<b>LOCAL TRANSPORTATION FUND TOTAL</b>	<b>12,867</b>	<b>11,800</b>	<b>10,000</b>	<b>10,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>LOCAL TRANSPORTATION FUND</b>				
2679611 · Bikeway Improvements	-	10,000	-	10,000
<b>LOCAL TRANSPORTATION FUND TOTAL</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>LOCAL TRANSPORTATION FUND</b>				
2690109 · To General 26	350	620	620	691
2690259 · To Gas Tax 26	16	50	50	56
<b>LOCAL TRANSPORTATION FUND TOTAL</b>	<b>366</b>	<b>670</b>	<b>670</b>	<b>747</b>

## Measure A Fund

The Measure A 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>MEASURE A FUND</b>				
2727101 · INTEREST INCOME 27	23,115	15,000	25,000	25,000
2727102 · NET ADJUSTMENT FAIR VALUE 27	(20,618)	-	-	-
2727271 · MEASURE A REVENUES	910,479	778,300	830,000	760,000
2727275 · PUBLIC WORKS GRANTS	-	-	-	110,000
<b>MEASURE A FUND TOTAL</b>	<b>912,976</b>	<b>793,300</b>	<b>855,000</b>	<b>895,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>MEASURE A FUND</b>				
2730301 · Asset Management Systems	-	2,500	1,500	1,500
2732220 · Public Tree Maintenance 27	139,825	155,000	150,000	155,000
2734222 · Help of Carpinteria 27	5,429	5,429	5,429	17,530
2734223 · Civil Engineering Retainer	76,754	70,000	55,000	100,000
2734224 · Traffic Engineering Retainer	80,181	152,500	50,000	162,500
2770412 · SR2S Education Program	5,000	5,000	5,000	5,000
2770413 · Pedestrian Bridge Maintenance	18,775	20,000	-	-
2770414 · Capital Maintenance	3,299	85,000	118,150	-
2770415 · Public Works Vehicles 27	-	40,000	29,629	147,000
2770416 · Sign Replacement	2,348	5,000	4,588	5,000
2772221 · Pavement Management System 27	17,525	15,000	12,634	-
2779611 · Misc. Concrete Repairs 27	40,891	55,000	55,000	135,000
2779612 · Pavement Rehabilitation	89,218	500,000	500,000	425,000
2779613 · Bikepath Maintenance 27	-	5,000	-	-
2779614 · Community Farm Privacy Fence	-	-	-	110,000
2779618 · Storm Water Projects	-	40,000	35,000	40,000
2779619 · Safe Routes to School 79	-	200,000	-	200,000
2779622 · Storm Drain Signs	-	750	-	-
2779623 · Ped Facilities Improvements 27	138,557	416,673	417,950	203,000
2779624 · Carpinteria Avenue Bridge Repla	-	750,000	-	500,000
<b>MEASURE A FUND TOTAL</b>	<b>617,801</b>	<b>2,522,852</b>	<b>1,439,880</b>	<b>2,206,530</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS IN</b>				
<b>MEASURE A FUND</b>				
2727109 · FROM GENERAL 27	115,704	-	-	-

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>MEASURE A FUND</b>				
2790109 · To General 27	93,860	168,460	168,460	187,664
2790259 · To Gas Tax 27	14,722	25,630	25,630	28,552
2790339 · To ROW 27	7,460	6,550	6,550	7,297
<b>MEASURE A FUND TOTAL</b>	<b>116,042</b>	<b>200,640</b>	<b>200,640</b>	<b>223,513</b>

## Tidelands Trust Fund

The Tidelands Trust 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>TIDELANDS TRUST FUND</b>				
2828101 · INTEREST INCOME 28	730	1,500	1,500	1,500
2828102 · NET ADJUSTMENT FAIR VALUE 28	(529)	-	-	-
2828164 · MISCELLANEOUS INCOME 28	988	-	200	200
2828285 · RENTS & LEASES 28	259,946	285,000	285,000	285,000
<b>TIDELANDS FUND TOTAL</b>	<b>261,134</b>	<b>286,500</b>	<b>286,700</b>	<b>286,700</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>TIDELANDS FUND</b>				
2861225 · Marsh Park Maintenance	23,848	20,000	20,000	20,000
2862164 · Part-time Wages 62	118,517	80,000	80,000	80,000
2862165 · Overtime Pay 62	2,278	2,300	2,300	2,300
2862184 · Unemployment Insurance 62	-	160	160	160
2862186 · Meditax 62	1,678	1,160	1,160	1,160
2862228 · Employee Training 62	594	-	-	-
2862229 · Architectural Services	-	10,000	5,000	10,000
2862301 · Telephone 62	2,948	2,000	3,000	3,000
2862303 · Printing & Advertising	-	-	-	500
2862305 · Dues & Subscriptions 62	11,700	600	12,110	12,500
2862308 · Supplies & Materials 62	31,824	9,000	8,000	8,000
2862315 · Utility - Sewer 62	1,593	1,600	1,600	1,600
2864301 · Telephone 64	138	-	-	-
2864302 · Purchases for Inventory	(3,477)	-	-	-
<b>TIDELANDS FUND TOTAL</b>	<b>191,642</b>	<b>126,820</b>	<b>133,330</b>	<b>139,220</b>



	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>TIDELANDS FUND</b>				
2890109 · To General 28	117,408	132,900	132,900	148,051
2890239 · To Park Maintenance 28	30,000	21,900	21,900	24,397
<b>TIDELANDS FUND TOTAL</b>	<b>147,408</b>	<b>154,800</b>	<b>154,800</b>	<b>172,448</b>

## Street Lighting Fund

The Street Lighting Fund is used to account for the Street Lighting District #1 that 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>STREET LIGHTING FUND</b>				
2929101 · INTEREST INCOME 29	7,762	4,000	4,000	4,000
2929102 · NET ADJUSTMENT FAIR VALUE 29	(1,804)	-	-	-
2929293 · PROPERTY TAX SUPPLEMENT	9,051	500	500	500
2929294 · INTEREST/PENALTIES	4,247	500	1,000	1,000
2929295 · PROPERTY TAX SECURED	343,996	178,500	178,500	178,500
2929296 · PROPERTY TAX UNSECURED	17,862	8,600	8,600	8,600
2929297 · HOMEOWNERS EXEMPTION 29	1,787	500	500	500
<b>STREET LIGHTING FUND TOTAL</b>	<b>382,900</b>	<b>192,600</b>	<b>193,100</b>	<b>193,100</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>STREET LIGHTING FUND</b>				
2923210 · Traffic Signals	15,923	-	-	-
2923220 · Contract Services 23	3,117	60,000	67,000	67,000
2923225 · Public Right of Way Lighting	10,498	-	-	-
2923308 · Supplies & Materials 23	2,448	5,000	5,000	5,000
2923313 · Utility - Electric 23	105,209	107,000	100,000	100,000
<b>STREET LIGHTING FUND TOTAL</b>	<b>137,195</b>	<b>172,000</b>	<b>172,000</b>	<b>172,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>STREET LIGHTING FUND</b>				
2990109 · To General 29	1,220,941	37,700	37,700	41,998
2990239 · To Park Maintenance 29	1,025	268	268	299
2990259 · To Gas Tax 29	17,940	8,175	8,175	9,107
<b>STREET LIGHTING FUND TOTAL</b>	<b>1,239,906</b>	<b>46,143</b>	<b>46,143</b>	<b>51,404</b>

## Development Impact Fee Fund

The Development Impact Fee Fund is used to account for designated developer fees (such as traffic mitigation fees, bridge fees, etc.), collection by the City as part of the approval and/or processing of developments. Funds collected under this program may be used only for the purpose collected.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>DEVELOPMENT IMPACT FEE FUND</b>				
3131310 · DIF TRANSFER OUT OFFSET	-	15,000	15,000	15,000
3131311 · STORM DRAINS	54,710	60,000	60,000	60,000
3131314 · CITY HALL IMPROVEMENTS	100,650	15,000	15,000	15,000
3131317 · FHWA HBR 31	54,363	25,000	25,000	25,000
3131321 · PARKING LOT DIF	-	5,000	5,000	5,000
<b>DEVELOPMENT IMPACT FEE FUND TOTAL</b>	<b>209,723</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>DEVELOPMENT IMPACT FEE FUND</b>				
3141220 · Contract Services	-	-	-	27,500
3179611 · Storm Drains 31	54,710	100,000	-	120,000
3179613 · Memorial Park Trail	-	-	-	40,000
3179614 · City Hall Improvements	100,650	68,800	-	-
3179616 · FHWA HBR 31	54,363	197,000	15,000	175,000
3179618 · Parking Lot DIF	-	5,000	5,000	-
3179621 · Park Improvements Expense	31,270	23,500	23,500	20,000
3179625 · Land Acquisition 31	-	165,000	165,000	-
<b>DEVELOPMENT IMPACT FEE FUND TOTAL</b>	<b>240,994</b>	<b>559,300</b>	<b>208,500</b>	<b>382,500</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>DEVELOPMENT IMPACT FEE FUND</b>				
3190109 · To General 31	15,265	21,900	21,900	24,397

## R-O-W Assessment District Fund

The R-O-W Assessment District Fund is used to account 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 curves, gutters, sidewalks and other right-of-way improvements plus operation and maintenance of the City's street tree program.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>R-O-W ASSESSMENT DISTRICT FUND</b>				
3333164 · MISCELLANEOUS 33	2,951	-	-	-
3333334 · ROW PENALTIES	311	700	700	700
3333335 · ROW #3 - CURRENT YEAR	195,268	204,000	195,000	195,000
<b>R-O-W ASSESSMENT FUND TOTAL</b>	<b>198,530</b>	<b>204,700</b>	<b>195,700</b>	<b>195,700</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>R-O-W ASSESSMENT DISTRICT FUND</b>				
3323220 · Parking Lot Landscape	4,024	-	-	-
3332162 · Regular Salary 32	115,377	97,750	97,750	111,300
3332164 · Part-time Wages 32	-	17,600	17,600	17,600
3332165 · Overtime Pay 32	511	2,800	2,800	2,800
3332167 · Special Pay	-	1,000	1,000	1,000
3332184 · Unemployment Insurance 32	-	250	250	260
3332186 · Meditax 32	1,702	1,750	1,750	1,900
3332191 · Insurance Premiums 32	1,654	1,150	1,150	1,200
3332192 · Paid PERS-Employee32	3,915	8,600	8,600	10,100
3332193 · Paid PERS Employer 32	13,802	8,400	8,400	10,200
3332194 · Wellness 32	25,894	30,400	30,400	35,900
3332195 · Pension Trust 32	-	2,000	2,000	2,150
3332197 · Indiv Equip Reimbursement 32	306	700	700	700
3332198 · Uniform Rental 32	1,152	1,460	1,460	1,750
3332220 · Public Tree Maintenance	24,797	-	-	-
3332221 · Miscellaneous Contracts 32	51,099	20,000	40,000	52,000
3332222 · Equip/Vehicle Maintenance 32	-	3,750	-	-
3332223 · Chemical Treatment	11,705	6,000	10,000	10,000
3332224 · Graffiti Removal	894	1,500	500	1,000
3332225 · ROW Maintenance 32	36,735	-	-	-
3332307 · Vehicle Oper & Maintenance 32	9,302	-	-	-
3332308 · Supplies & Materials 32	23,367	20,000	25,000	33,000
3332312 · Utility - Water 32	22,060	22,500	21,500	22,500
3332313 · Utility - Electric 32	6,027	5,000	5,800	6,000
3361222 · Miscellaneous Equipment	670	1,000	1,780	-
3361317 · Utility - Sewer	1,540	1,750	1,900	2,000
<b>R-O-W ASSESSMENT DISTRICT FUND TOTAL</b>	<b>356,533</b>	<b>255,360</b>	<b>280,340</b>	<b>323,360</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS IN</b>				
<b>R-O-W ASSESSMENT DISTRICT FUND</b>				
3333109 · FROM GENERAL 33	159,097	24,040	24,040	26,781
3333169 · FROM MEASURE X				12,372
3333239 · FROM PARK MAINTENANCE 33	20,743	21,940	21,940	24,441
3333259 · FROM GAS TAX 33	49,689	53,285	53,285	59,359
3333279 · FROM MEASURE A 33	7,460	6,550	6,550	7,297
3333399 · FROM AB939 33	18,956	21,150	21,150	23,561
<b>R-O-W ASSESSMENT DISTRICT TOTAL</b>	<b>255,945</b>	<b>126,965</b>	<b>126,965</b>	<b>153,811</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>R-O-W ASSESSMENT DISTRICT FUND</b>				
3390109 · To General 33	20,245	24,560	24,560	27,360
3390259 · To Gas Tax 33	77,697	96,500	96,500	59,082
<b>R-O-W ASSESSMENT DISTRICT FUND TOTAL</b>	<b>97,942</b>	<b>121,060</b>	<b>121,060</b>	<b>86,442</b>

## Parking and Business Improvement Area Fund

The Parking and Business Improvement Area Fund is used to account 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>PARKING AND BUSINESS IMPROVEMENT AREA FUND</b>				
3838101 · INTEREST INCOME 38	743	600	800	800
3838102 · NET ADJUSTMENT FAIR VALUE 38	(568)		-	-
3838385 · GENL BUSINESS ASSESSMENT	12,760	15,000	15,000	15,000
<b>PARKING AND BUSINESS IMPROVEMENT AREA FUND TOTAL</b>	<b>12,935</b>	<b>15,600</b>	<b>15,800</b>	<b>15,800</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>PARKING &amp; BUSINESS IMPROVEMENT AREA FUND</b>				
3845222 · Marketing/Project Carpinteria	6,054	9,000	11,000	15,800
3845228 · Downtown Promotions	182	200	200	200
3879613 · Parking Lot Maint. Impvts	-	40,000	-	40,000
<b>PARKING &amp; BUSINESS IMPROVEMENT AREA FUND TOTAL</b>	<b>6,236</b>	<b>49,200</b>	<b>11,200</b>	<b>56,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>PARKING &amp; BUSINESS IMPROVEMENT AREA FUND</b>				
3890109 · To General 38	1,397	2,500	2,500	2,785

## AB 939 Fund

The AB 939 Fund is used 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>AB 939 FUND</b>				
3939101 · INTEREST INCOME	2,903	2,800	3,000	3,000
3939102 · NET ADJUSTMENT FAIR VALUE 39	(2,257)	-	-	-
3939155 · AB 939 REVENUE	264,504	199,000	232,000	236,600
<b>TOTAL AB 939 FUND</b>	<b>265,149</b>	<b>201,800</b>	<b>235,000</b>	<b>239,600</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>AB 939 FUND</b>				
3937221 · Solid Waste	11,118	16,500	12,000	29,500
3937223 · HHW Collection 37	18,140	26,000	26,000	26,000
3937224 · ABOP Collection	6,815	4,100	4,000	5,000
3937302 · Environmental Services	1,761	3,000	1,000	85,000
3937308 · Supplies & Materials 37	42,925	65,000	10,000	5,000
3937309 · Misc Operating Expenses 37	610	-	-	-
<b>AB 939 FUND TOTAL</b>	<b>81,368</b>	<b>114,600</b>	<b>53,000</b>	<b>150,500</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>AB 939 FUND</b>				
3990109 · To General 39	79,622	84,770	84,770	94,434
3990259 · To Gas Tax 39	31,284	23,040	23,040	25,667
3990339 · To ROW 39	18,956	21,150	21,150	23,561
<b>AB 939 FUND TOTAL</b>	<b>129,862</b>	<b>128,960</b>	<b>128,960</b>	<b>143,662</b>

## Measure D Fund

The Measure D Fund is used to account 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>MEASURE D FUND</b>				
4141101 · INTEREST INCOME 41	3,738	1,000	4,000	2,000
4141102 · NET ADJUSTMENT FAIR VALUE 41	(1,914)	-	-	-
<b>MEASURE D FUND TOTAL</b>	<b>1,824</b>	<b>1,000</b>	<b>4,000</b>	<b>2,000</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>MEASURE D FUND</b>				
4179612 · Ninth Street Ped. Bridge	(1,296)	-	-	-
4179613 · Bikepath Maintenance	-	5,000	-	-
4179619 · Street Maintenance 79	166	172,000	40,000	168,170
4179621 · Ash Avenue	426,245	-	13,050	-
<b>MEASURE D FUND TOTAL</b>	<b>425,114</b>	<b>177,000</b>	<b>53,050</b>	<b>168,170</b>



## Recreation Services Fund

The Recreation Services Fund is used to account for 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.

	Prior Year Actuals 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>REVENUES</b>				
<b>RECREATION SERVICES FUND</b>				
4848164 · MISCELLANEOUS INCOME	-	100	9,300	100
4848166 · DONATIONS 48	-	100	-	-
4848168 · TRIATHLON REVENUE	52,982	51,000	54,800	-
4848180 · SENIOR PROGRAM REVENUE	4,040	2,500	3,500	3,500
4848182 · SOFTBALL REVENUE	5,820	3,500	3,500	3,500
4848183 · COMMUNITY GARDEN	11,035	10,000	10,000	10,000
4848187 · JAZZERCISE 48	8,790	9,500	9,000	9,500
4848188 · PARK SPECIAL EVENTS REVENUE	5,771	3,500	3,500	3,500
4848281 · JR LIFEGUARD FEES	62,974	80,000	63,000	65,000
4848283 · BEACH CONCESSION REVENUE	33,718	30,000	33,000	33,000
4848284 · OCEAN RECREATION CLASS TUITION	1,408	2,000	2,000	2,000
4848287 · KAYAK REVENUE	10,258	12,000	12,000	12,000
4848352 · VETS HALL RENTALS	51,362	40,000	45,000	45,000
4848401 · LEARN TO SWIM TUITIONS	30,541	30,000	30,000	30,000
4848405 · SAFETY CLASS TUITIONS	600	600	800	800
4848406 · PUNCH CARD SALES	43,080	40,000	40,000	40,000
4848407 · AEROBICS PROGRAM	2,752	2,500	2,500	2,500
4848408 · FAMILY/CORPORATE PASS 48	9,628	9,000	12,300	12,300
4848410 · ADULT DAY PASS SALES	8,424	10,000	9,000	9,000
4848411 · SENIOR DAY PASS SALES	2,124	2,000	2,000	2,000
4848412 · SEASON PASS SALES	17,185	15,000	17,000	17,000
4848413 · SWIM TEAM TUITIONS	55,348	50,000	55,000	55,000
4848414 · ENDURANCE/MASTERS	3,271	3,000	3,000	3,000
4848415 · SPECIAL PROGRAM REVENUES	5,362	-	1,000	1,000
4848416 · GROUP FEE	567	500	900	900
4848417 · CONCESSIONS-TAXABLE	5,455	7,500	9,000	9,000
4848418 · LOCKER RENTALS	2,108	1,800	2,000	2,000
4848422 · CHILD DAY PASS SALES	2,812	3,000	3,000	3,000
4848424 · TENNIS TUITIONS	648	500	600	600
4848425 · CONCESSION, NON-TAXABLE	6,788	2,500	2,500	2,500
4848426 · POOL SPECIAL EVENTS REVENUE	23,323	20,000	25,000	25,000
<b>RECREATION SERVICES FUND TOTAL</b>	<b>468,173</b>	<b>442,100</b>	<b>464,200</b>	<b>402,700</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
<b>RECREATION SERVICES FUND</b>				
4862301 · Telephone 62	157	-	-	-
4862308 · Supplies & Materials 62	39	-	-	-
4862312 · Kayak Program Misc Expense	479	-	-	500
4863300 · Triathlon Expense	46,859	45,000	37,000	-
4863302 · Softball League Expenses	1,292	1,500	1,500	1,500
4863164 · Part-time Wages 63	-	23,100	23,100	23,100
4863184 · Unemployment Insurance 63	-	45	45	50
4863186 · Meditax 63	-	340	340	350
4863303 · Community Garden Expense	2,507	6,000	6,000	10,000
4863308 · Special Events Expenses	6,598	7,000	6,500	6,500
4864164 · Part-time Wages 64	-	16,000	16,000	16,000
4864184 · Unemployment Insurance 64	-	30	30	30
4864186 · Meditax 64	-	230	230	230
4864302 · Purchases for Inventory 28	(3,153)	5,000	8,000	8,000
4864308 · Supplies & Materials 64	7,248	3,000	1,000	2,500
4865164 · Part-time Wages 65	16,545	17,800	17,800	18,000
4865184 · Unemployment Insurance 65	-	35	35	50
4865186 · Meditax 65	240	250	250	300
4865220 · Grounds Maintenance 65	6,231	5,000	4,500	4,500
4865221 · Miscellaneous Contracts 65	63	3,500	3,500	3,500
4865224 · Custodial Services	11,224	10,000	5,000	9,000
4865309 · Misc Operating Expenses 65	30,311	20,000	15,000	15,000
4865312 · Utility - Water 65		2,100	2,300	2,400
4865313 · Utility - Electricity 65		4,000	4,500	4,700
4865314 · Utility - Natural Gas 65		50	950	1,000
4865317 · Utility - Sewer 65		3,400	4,000	4,200
4866162 · Regular Salary 66	-	105,800	105,800	116,000
4866164 · Part-time Wages 66	212,668	130,000	130,000	130,000
4866165 · Overtime Pay 66	1,514	4,000	4,000	4,000
4866184 · Unemployment Insurance 66	-	475	475	500
4866186 · Meditax 66	3,060	3,400	3,400	3,600
4866191 · Insurance Premiums 66	-	930	930	1,400
4866192 · Paid PERS-Employee 66	-	8,800	8,800	9,200
4866193 · Paid PERS Employer 66	-	8,700	8,700	10,700
4866194 · Wellness 66	10,375	35,000	35,000	44,600
4866195 · Pension Trust 66	-	2,050	2,050	2,250
4866220 · Grounds Maintenance 66	2,461	3,000	3,000	3,000
4866221 · Miscellaneous Contracts 66	-	-	2,500	2,500
4866223 · Equipment Maintenance 66	1,247	4,000	4,500	4,000

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>EXPENDITURES</b>				
4866301 · Telephone 66	4,182	3,800	3,000	3,200
4866302 · Cash (Over)/Short	48	100	100	-
4866303 · Printing & Advertising 66	-	-	500	500
4866306 · Meetings & Travel 66	19	250	250	750
4866308 · Supplies & Materials 66	21,626	20,000	18,000	20,000
4866312 · Utility - Water 66	12,975	12,500	16,000	16,800
4866313 · Utility - Electric 66	17,808	17,000	18,200	19,100
4866314 · Utility - Natural Gas 66	18,129	20,000	16,400	17,300
4866317 · Utility - Sewer 66	8,061	8,100	9,900	10,400
4866338 · Chemicals	26,476	26,900	28,000	25,000
4866350 · Supplies for Resale	5,315	5,500	6,000	6,000
4867164 · Part-time Wages 67	23,922	55,000	55,000	55,000
4867165 · Overtime Pay 67	566	-	-	-
4867184 · Unemployment Insurance 67	-	110	110	110
4867186 · Meditax 67	355	800	800	800
4867306 · Meetings & Travel 67	-	-	-	-
4867308 · Supplies & Materials 67	17,051	18,000	20,000	20,000
4868162 · Regular Salary 68	94,915	-	-	-
4868164 · Part-time Wages 68	-	30,000	30,000	30,000
4868165 · Overtime Pay 68	2,821	-	-	-
4868184 · Unemployment Insurance 68	-	60	60	60
4868186 · Meditax 68	1,424	400	400	450
4868191 · Insurance Premiums 68	676	-	-	-
4868192 · Paid PERS-Employee68	4,234	-	-	-
4868193 · Paid -PERS Employer 68	10,055	-	-	-
4868194 · Wellness 68	6,543	-	-	-
4868300 · Special Programs	-	4,000	4,000	-
4868308 · Supplies & Materials 68	7,028	6,000	7,000	20,000
4870611 · Pool Covers	-	14,000	14,000	-
<b>RECREATION SERVICES FUND TOTAL</b>	<b>642,193</b>	<b>722,055</b>	<b>714,455</b>	<b>708,630</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS IN</b>				
<b>RECREATION SERVICES FUND</b>				
4848109 · FROM GENERAL 48	209,980		-	-
4848169 · FROM MEASURE X				14,218
4848209 · FROM REVOLVING 48	24,000	39,000	39,000	26,740
<b>RECREATION SERVICES TOTAL</b>	<b>233,980</b>	<b>39,000</b>	<b>39,000</b>	<b>40,958</b>

	Prior Year Actuals FY 2018	Current Budget FY 2019	Estimated Actual Budget FY 2019	Adopted Budget FY 2020
<b>TRANSFERS OUT</b>				
<b>RECREATION SERVICES FUND</b>				
4890109 · To General 48	50,320	50,200	50,200	55,923
<b>RECREATION SERVICES TOTAL</b>	<b>50,320</b>	<b>50,200</b>	<b>50,200</b>	<b>55,923</b>

## **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 City does not have any proprietary funds.

### **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 it 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
- ◆ Commercial paper
- ◆ Local Agency Investment Fund (State Pool)
- ◆ Repurchase agreements
- ◆ Passbook savings accounts
- ◆ Reverse-repurchase agreements
- ◆ Bankers' acceptances

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.



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## GLOSSARY OF TERMS

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**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 yearend.

**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.

## LIST OF ACRONYMS

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 manmade 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 estimate. 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 Barbara 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

## City Administration General Government

Objectives	Performance Measures	Results/Status
<p>◆ Prepare for City Council review and adoption of the City's Annual Work Program with Strategic Initiatives and specific Department Work Program matters.</p>	<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 reports.</li> <li>3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the annual Department/City Work Program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete.</li> <li>2. Complete.</li> <li>3. Incomplete.</li> </ol>
<p>◆ 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.</p>	<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>	<p>Complete (1-3). The work to implement the Five-Year Financial Plan culminated with the City Council's actions to establish a Pension Trust Fund and voter approval of a 1.25% local sales tax.</p>
<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>	<ol style="list-style-type: none"> <li>1. Incomplete.</li> <li>2. Completed.</li> </ol>
<p>◆ Monitor external and internal factors affecting the 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>Completed. External factors are monitored by City staff including but not limited to, regular meetings with a sales tax consultant, participation in the UCSB Economic Forecast, gathering and analysis of local economic information as a part of the preparation of the Carpinteria Valley Economic Profile.</p>
<p>◆ Public Outreach.</p>	<p>Speaking to at least two community groups annually about City activities, programs and issues or topics related to local government.</p>	<p>Completed. This year's speaking engagements included general topics at the Lions and Rotary Clubs, as well as presentations to multiple groups on the City Sales Tax measure.</p>

Objectives	Performance Measures	Results/Status
<p>◆ Manage contracts for law enforcement, legal services and franchise agreements.</p>	<p>Ensuring that: contracts are implemented within budget; services delivered through the contracts are meeting community and organizational needs; and terms of the agreements are being complied with.</p>	<p>Completed. An updated Agreement for law enforcement services was successfully adopted and implemented and is scheduled for extension in June 2019. An updated agreement for support of public access television was initiated and staff supported a Work Program matter to explore alternatives to the branch library system in Carpinteria.</p>
<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>Completed. The City Manager is an integral part of the customer service team. On more than 10 occasions during the fiscal year, the City Manager met with employees and/or Department Heads on customer service matters.</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 South coast 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, The Carpinteria Regional Coordination Committee on Homelessness 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>	<p>The City Manager attends monthly meetings of Carpinteria Valley Managers and South Coast Executives, quarterly meetings of the County Managers &amp; Administrators, and represents the City on the Chamber of Commerce Board of Directors. City Council Committee meetings included the Utilities Committee regarding the Carpinteria Advanced Purification Project (CAPP) that aims to establish a new more reliable potable water source for the Carpinteria Valley.</p>

Objectives	Performance Measures	Results/Status
<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>	<ol style="list-style-type: none"> <li>1. Regularly scheduled update was initiated.</li> <li>2. City Manager attended quarterly meetings.</li> <li>3. Completed and ongoing program under Public Works. Also, Flood Map updating progressed.</li> <li>4. City Council member Clark represents the City on the SBCAG Board and Southcoast Committee. The Community Development and Public Works Directors represent the City on the TPAC and TTAC, respectively.</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>Facilitated City Council consideration and taking positions on a number of state legislative matters. Also, staff facilitated City commenting on County cannabis regulations.</p>
<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>	<p>Initiated/incomplete. Several N2N committee meetings were held and an outreach plan design agreed upon for implementation of a pilot program in the coming fiscal year. The City annually undertakes a variety of work that supports residential neighborhood property values and quality of life.</p>

## Community Promotions and Communication

### General Government

Objectives	Performance Measures	Results/Status
<ul style="list-style-type: none"> <li>◆ Coordinate and monitor release of public information on behalf of the City.</li> </ul>	<ol style="list-style-type: none"> <li>1. Serve as Public Information Officer.</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>	On-going.
<ul style="list-style-type: none"> <li>◆ Maintain Video/Audio Equipment for Government Access Channel 21. (On-going)</li> </ul>	Coordinate repair and maintenance of video/audio equipment as needed.	GATV repair of the Compix character generator (CPU hardware changed-out).
<ul style="list-style-type: none"> <li>◆ SB TV Administration.</li> </ul>	Administer City agreement with public access TV service provider SB TV.	Staff is working with consultant on an updated agreement with SBTV.
<ul style="list-style-type: none"> <li>◆ 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).</li> </ul>	<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>	<ol style="list-style-type: none"> <li>1. City Council, Planning Commission, Water District, Fire District, and School District meetings were coordinated by the Assistant to the City Manager and GATV Production Coordinator with the GATV Production Assistant to be broadcast and recorded throughout the year.</li> <li>2. Oversight of rebroadcasting of various meetings was conducted throughout the year.</li> <li>3. Broadcast Special City Council / Planning Commission ARB meeting, General Plan update committee meetings, and CUSD Budget meetings.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Review DVD's, videotapes, and scroll information/ announcements that are submitted to the City for consideration for broadcasting.</li> </ul>	<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>	<ol style="list-style-type: none"> <li>1. Reviewed various programs as submitted including annual Chamber Banquet, Chamber award related interviews, Russell Cup history, Avocado Festival, City parades, etc.</li> <li>2. Communicated replay times as needed (tracking of specific time frames not completed).</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ Provide coverage of City sponsored/approved events.</p>	<p>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>Various programs were broadcast throughout the year, including:</p> <ul style="list-style-type: none"> <li>• Chamber Community Awards Banquet</li> <li>• Jr. Carpinterian candidates / Business Award interviews</li> <li>• Russell Cup History</li> <li>• Hospice Light-Up-A-Life event</li> <li>• Avocado Festival</li> <li>• Shop Carpinteria promotional piece</li> <li>• Independence Day Parade / Rods &amp; Roses Car Show</li> <li>• Staff coordinated with Special Districts, as needed, regarding use/scheduling of GATV channel 21</li> </ul>
<p>◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).</p>	<p>Oversee and participate in preparation and editing of three City Newsletters.</p>	<p>The following City newsletters were completed and included as an insert in the Coastal View News:</p> <ul style="list-style-type: none"> <li>• Summer 2018</li> <li>• Fall 2018</li> <li>• Spring 2019</li> </ul>
<p>◆ Comprehensive update of City's web site.</p>	<ol style="list-style-type: none"> <li>1. Outline proposed improvements/prepare RFP (e.g., updated platform, any needed ADA related updates, inclusion of social media links, compatibility with smart phones and tablets, etc.).</li> <li>2. Solicit proposal(s) regarding web-site redesign.</li> <li>3. Complete contract for services with web site firm.</li> <li>4. Complete web site improvements.</li> </ol>	<p>On-going (1-4): A consultant has been hired and work is underway on a comprehensive redesign of the City's website.</p>
<p>◆ Participate and represent the City in various community events.</p>	<ol style="list-style-type: none"> <li>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee.</li> <li>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</li> </ol>	<p>Served on steering committee for annual Community Award Banquet and supported Chamber-sponsored community events.</p> <p>As Staff Representative to Downtown-T Business Advisory Board (DTBAB), actively participated in planning of sponsored events in the Downtown "T", including 2 parades, and Safe Trick or Treating in the Downtown "T".</p>

Objectives	Performance Measures	Results/Status
<p>◆ Provide staff support for Council-appointed Downtown-T Business Advisory Board (DTBAB).</p>	<ol style="list-style-type: none"> <li>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.</li> <li>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.</li> <li>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.</li> <li>4. Provide copy of approved minutes to City Council and City Manager.</li> </ol>	<p>Worked with Board Chairman to prepare and post agendas for bimonthly meetings, distributed approved minutes to the City Council and City Manager. Attended bimonthly Board meetings and support activities of the DTBAB.</p>
<p>◆ 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.</p>	<p>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.</p>	<p>On-going.</p>
<p>◆ Provide resources and support for the DTBAB.</p>	<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 in planning and organizing DTBAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Safe Halloween Trick or Treating, Holiday Spirit Parade.</li> </ol>	<p>Attended bimonthly meetings to plan short term and long term projects and support Board members in coordinating events and activities in the Downtown "T".</p> <p>HOST Program volunteered to assist the Board in distributing information to merchants in the Downtown "T" regarding upcoming events.</p> <p>Staff attended bimonthly meetings and assisted Board in responding to questions and concerns of Downtown "T" merchants regarding parking issues" and planning of events in the Downtown, the banner system coordinating colors of the Carpinteria Flag was updated for display in the "T".</p>
<p>◆ Assist in determining annual revenue and preparing annual Assessment District 4 budget.</p>	<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>	<ol style="list-style-type: none"> <li>1. Worked with Finance Supervisor to monitor revenue from Business Assessment fees.</li> <li>2. Conferred with Board Chairman to prepare and monitor annual budget.</li> </ol>



Objectives	Performance Measures	Status/Results
<p>◆ Assist in preparing annual District 4 report for City Council.</p>	<ol style="list-style-type: none"> <li>1. Meet with DTBAB Board 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>	<p>Provided Board with information to assist them in making recommendation to the City Council regarding assessments for District #4 which are included in the Board's annual report.</p> <p>Assisted Board Chairman in preparing annual report for presentation to City Council.</p>
<b>Volunteer Services</b>		
<p>◆ Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.</p>	<ol style="list-style-type: none"> <li>1. Work with department directors to increase volunteer opportunities.</li> <li>2. Work with Neighbor to Neighbor (NTN) Committee to increase community awareness and engagement.</li> </ol>	<ol style="list-style-type: none"> <li>1. New positions and position descriptions were created in both Parks and Recreation and Development departments for volunteers. As new opportunities arise, position descriptions are created.</li> <li>2. The NTN committee established goals to increase community awareness and engage more people through civic involvement. The committee is working on identifying a neighborhood to launch a pilot NTN event by the fall 2019.</li> </ol>
<p>◆ Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.</p>	<p>Design and host a volunteer recognition event for all City volunteers.</p>	<p>A volunteer recognition event was held in relationship with the HOST Program. Years of service is recognized every five years.</p>
<p>◆ Develop strategy for creating more consistent communications with City volunteers and implement communications plan.</p>	<p>Create and distribute quarterly communication to all City volunteers.</p>	<p>All volunteers were added to the City Advance monthly e-newsletter distribution to provide them with details about City happenings. An update letter specific to each program goes out to HOSTs and CERTs twice per year.</p>

Objectives	Performance Measures	Results/Status
<p>◆ Develop and implement standard operating procedures for the HOST program.</p>	<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>	<ol style="list-style-type: none"> <li>1. The City's HOST manual and resource guide is updated annually. A kick-off meeting is held with all HOST volunteers prior to "Opening Day" for safety and position training to clearly outline program purpose, expectations and procedures. All new HOST volunteers received training through a mandatory orientation course. Day Captains are provided job descriptions and on the job training at the kiosk. Meetings are scheduled twice during the season for updates and additional training.</li> <li>2. All materials that are distributed through the Visitor Center Kiosk have been standardized and an inventory/tracking system is in use to account for items in stock and those items of high/low demand. Additionally, a materials distribution policy has been updated and is reviewed at the beginning of the HOST Season.</li> </ol>
<p>◆ Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.</p>	<p>Design and install new window panels at the HOST Kiosk.</p>	<p>All new window panels were installed on the kiosk prior to the 2017 HOST Season. The HOST Steering Committee reviews the window panels before the season begins, looking for outdated information and any damage to the kiosk. The kiosk is cleaned and repairs completed each year before "Opening Day".</p>
<p>◆ Develop a Neighbor to Neighbor (NTN) pilot program.</p>	<ol style="list-style-type: none"> <li>1. Create NTN program materials for outreach, instruction and education.</li> <li>2. Create neighborhood maps.</li> <li>3. Develop pilot event.</li> </ol>	<ol style="list-style-type: none"> <li>1. A NTN Committee was formed with Carpinteria Summerland Fire Protection District, SBC Sheriff, City staff, and community organizations and churches to create a pilot program. The Committee is working on a pilot event to kick off the NTN Program.</li> <li>2. The Committee, using maps identifying neighborhoods, is working on a location to launch a pilot event.</li> <li>3. A pilot event is in the planning stages.</li> </ol>

## Economic Vitality General Government

Objectives	Performance Measures	Results/Status
<p>◆ Fill commercial real estate vacancies in the City.</p>	<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. Promotion (e.g., City online data base, etc.) of various commercial real estate vacancies in the City.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff met with representatives of various properties throughout the year including 700 Linden Avenue, the former Sunburst Printers site on Carpinteria Avenue, and 686 Linden Avenue (former Sly's location) regarding various topics.</li> <li>2. Staff promotes existing vacancies through its on-line commercial property database. As of Q1 of 2019, Carpinteria's office vacancy rate was the lowest rate on the south coast at 1.8% (Goleta 5.5% and Santa Barbara 7.3%).</li> </ol>
<p>◆ Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.</p>	<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 topics within two business days.</li> <li>2. Increase in City jobs growth.</li> </ol>	<ol style="list-style-type: none"> <li>1. This is an on-going activity. In FY 2018-19, staff responded to various business-related inquiries including building permit issuance, coordination with outside agencies, business licenses, etc.</li> <li>2. In March 2019 the Carpinteria unemployment rate was estimated at 4%, up from 3% in April of 2018.</li> </ol>
<p>◆ Enhancement of City sales tax revenues.</p>	<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>	<ol style="list-style-type: none"> <li>1. Staff monitored top sales tax producers via data provided by the City's sales tax auditor, HdL.</li> <li>2. Staff met quarterly with HdL representatives to review and discuss a wide variety of City sales tax information.</li> </ol>
<p>◆ Represent City on applicable economic development related committees and attend applicable business functions.</p>	<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>	<ol style="list-style-type: none"> <li>1. Staff participated in committee meetings held throughout the fiscal year.</li> <li>2. Staff attended several Chamber of Commerce functions including: State of the Community event, 2019 Annual Chamber Banquet, Chamber mixers, and ribbon cutting events. Staff also is scheduled to attend the 2019 UCSB South Santa Barbara County Economic Summit.</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ Conduct business visitations/ tours to establish rapport with local companies and discuss any business related concerns or issues. Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.</p>	<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, Assistant 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>	<ol style="list-style-type: none"> <li>1. Recent business visit included a tour and meeting with management of LinkedIn (4/30). Additionally, intends to participate in upcoming visits to retail / business establishments as part of the Carpinteria Chamber's business Boardwalk program.</li> <li>2. City's on-line commercial real estate inventory was updated periodically and available to real estate professionals, developers, building owners, and businesses. Updates include adding new inventory and removing leased / sold properties. The inventory was also emailed to commercial real estate related professionals.</li> </ol>
<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>	<ol style="list-style-type: none"> <li>1. Completed/ ongoing.</li> <li>2. Completed/ posted monthly meeting agendas.</li> <li>3. Completed for each monthly First Friday event throughout the year.</li> <li>4. Completed/ongoing.</li> <li>5. Completed. Various advertising venues were used throughout the year to promote events/ Carpinteria including the Coastal View News, Carpinteria Magazine, Carpinteria Valley Chamber of Commerce Destination Guide &amp; Business Directory, radio, City scroll and Government Access Television (GATV).</li> <li>6. Ongoing.</li> </ol>

## Community Services Support

### General Government

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Objectives	Performance Measures	Results/Status
<p>◆ Timely submittal of Community Service grant applications and Program Descriptions to providers for the 2018-19 fiscal year.</p>	<p>Provide Community Service grant applications and Program Descriptions to the various providers approximately 90 days prior to the first City budget hearing.</p>	<p>Applications sent to Community Service providers on March 27, 2018 (76 days prior to the budget hearing).</p>
<p>◆ Timely submittal of 2018-19 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 2018-19 City budget.</p>	<p>Agreements sent to Community Service recipients on July 26, 2018, (45 days from passage of the 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>	<p>Completed 2018-19 agreements transmitted to providers.</p>

## Records Management

### General Government

Objectives	Performance Measures	Results/Status
<p>◆ Ensure that the City conducts their business in an open manner in compliance with the California Brown Act.</p>	<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>	<ol style="list-style-type: none"> <li>1. Prepared, published, posted and/or mailed 43 notices.</li> <li>2. Completed.</li> <li>3. Completed.</li> </ol>
<p>◆ Provide for the complete and timely publishing of City Council meeting agenda packets.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed 22 packets with 233 associated items.</li> <li>2. Completed for 3 special meetings.</li> </ol>
<p>◆ Maintain the City records in an organized and accessible manner. Insure timely compliance with all Public Records Act Requests.</p>	<ol style="list-style-type: none"> <li>1. Process packets for distribution.</li> <li>2. Attend and transcribe 24 sets of minutes and 4-6 special meetings.</li> <li>3. Respond to 10 Public Records Act Requests.</li> </ol>	<ol style="list-style-type: none"> <li>1. Packets for all public meetings were prepared and timely distributed pursuant to policy.</li> <li>2. Minutes for each regular and special City Council meeting were timely completed and approved.</li> <li>3. Responded to 17 PRA requests.</li> </ol>
<p>◆ Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.</p>	<p>Process for destruction 75 records (files) annually.</p>	<p>122 files destroyed.</p>
<p>◆ Ensure compliance with requirements of the Fair Political Practices Commission.</p>	<p>Process Statements of Economic Interest Form 700 for Council, Boards/Commissions and staff.</p>	<p>Processed a total of 49 Statements of Economic Interest (Form 700) and a total of 38 Campaign Statement filings.</p>
<p>◆ Provide for the City's processing of Agreements.</p>	<p>Retain 125 various types of agreements and process 8 new agreements annually.</p>	<p>Processed 68 new agreements this year (31 City Council approved &amp; 37 City Manager approved).</p>

## Elections General Government

Objectives	Performance Measures	Results/Status
<p>◆ Conduct a general municipal election on November 6, 2018.</p>	<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 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>	<ol style="list-style-type: none"> <li>1. All required resolutions were approved and adopted on June 1.</li> <li>2. Candidate Election Guide and nomination packets were completed and made available during the candidate nomination period.</li> <li>3. Elections coordination with the County of Santa Barbra was completed.</li> <li>4. Completed.</li> <li>5. Completed.</li> </ol>
<p>◆ Provide for the timely assuming of office by all elected councilmembers.</p>	<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>	<ol style="list-style-type: none"> <li>1. Canvas of Election completed December 5.</li> <li>2. Completed.</li> <li>3. Completed.</li> </ol>

## Staff Recruitment, Retention and Development General Government

Objectives	Performance Measures	Results/Status
<p>◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.</p>	<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 of all open positions to be filled through open recruitment.</li> <li>3. Review all employment application 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 of all 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 60 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 offer letters to successful candidate within 10 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>	<p>The HR/Risk Manager, together with the Management Assistant of Parks and Recreation, were involved in the selection process of applicants for seasonal part-time employees in the Recreation Department which included reviewing employment applications, scheduling oral board interviews, checking references, scheduling health screens, criminal background check and employee orientation.</p> <p>18 individuals have been hired to join 38 returning employees for positions in the beach and community pool recreation programs.</p> <p>The HR/Risk Manager recruited three full time (Senior Financial Analyst, Engineering Technician and Public Works Director) and three part time temporary positions (Accounting Clerk, Human Resources Assistant and Office Assistant to the City Clerk).</p>
<p>◆ Coordinate and administer Employee Benefits Programs.</p>	<ol style="list-style-type: none"> <li>1. Coordinate, administer and enroll all eligible employees in employee benefit programs for full-time employees and 5 Council members when eligible for health, dental, vision, life insurance, wellness program, disability plans, retirement, and fitness program.</li> <li>2. Coordinate and monitor annual sign up of all full-time employees and Council members in the City's Flexible Spending Account Program, AFLAC, and Transamerica Insurance.</li> </ol>	<p>Eligible employees were informed of the employee benefit program appropriate to their position. One-on-one employee meetings were conducted with employees. Also, Transamerica and AFLAC representatives conducted one-on-one employee meetings.</p> <p>Worked with the City's insurance broker to improve benefits and ensure premium insurance rates on dental, life, vision, short-term and long-term insurance are competitive.</p> <p>Annual employee one-on-one meetings were conducted in November.</p>



Objectives	Performance Measures	Results/Status
<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>	<ol style="list-style-type: none"> <li>1. The City operates on a very limited staff. Staffing needs are reviewed and analyzed on an on-going basis.</li> <li>2. All City Job Descriptions has been created and revised. The Department heads will have to review their department job descriptions in June and July.</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 of 33 full-time employees between May 1<sup>st</sup> and June 30, 2019, 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>The City uses a Software Program (Performance Pro) to conduct annual performance reviews on thirty-three full time employees. Promotion and salary increases are based on performance evaluation.</p> <p>All regular part-time employees have been included in Performance Pro. Managers and Supervisors can use Performance Pro to evaluate their employees.</p> <p>Seasonal part-time employees were evaluated at the end of the summer season.</p> <p>A series of performance evaluation training were conducted for all employees. Additionally, a separate performance evaluation training for managers and supervisors were conducted by the HR/Risk Manager.</p>
<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>	<p>Periodically review policies to ensure compliance with Federal and State laws.</p>	<p>On-going. Human resources policies are reviewed periodically to ensure compliance with Federal and State laws.</p>
<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>	<ol style="list-style-type: none"> <li>1. Human resources policies are reviewed periodically to ensure compliance with Federal and State laws.</li> <li>2. The employee handbook was revised. Employee distribution and training were conducted on November 7, 2018.</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ Encourage employee participation in training opportunities, including safety, technical and computer training classes and workshops sponsored by CJPIA, Lynda.com web-based 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 of 33 full-time employees consistent with the training goals established for each classification.</li> <li>2. Schedule employees to attend training classes and safety training programs.</li> <li>3. Monitor on-the-job training of all 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>To date, the HR/Risk Manager coordinated, and facilitated approximately 15 various safety, supervisory, leadership, and management training for employees.</p> <p>Additionally, some of the management staff attended the CJPIA Risk Management Conference in September 2018.</p>
<p>◆ Provide guidance and assistance to City Manager and Department Heads on Personnel-related issues and establish and maintain procedures for dealing with human resources 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 human resources 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 human resources and health-related issues, benefit programs and legislative up-date seminars, including training workshops sponsored by CJPIA, Lynda.com web-based training and other 3<sup>rd</sup> party training workshops/seminars.</li> </ol>	<p>All employees are encouraged to take advantage of the training opportunities available to them. In addition to the workshops sponsored by CJPIA, various web-based Lynda.com training and Lunch and Learn training classes were conducted.</p> <p>The HR/Risk Manager attended a Labor Law update in January 2019.</p>
<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 all 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, effective fiscal years 2017 – 2020.</li> </ol>	<p>HR/Risk Manager, investigated and took action on one employee relations issue.</p>

Objectives	Performance Measures	Results/Status
<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 renewal of current contract which expires June 30, 2020.</p> <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 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 negotiations process and related personnel issues. Upon agreement prepare documents and resolutions for Council approval following negotiations.</li> <li>3. Review the non-negotiable documents for Management and Miscellaneous employees and for part-time, hourly rated and seasonal employees. Make changes as appropriate. Prepare resolution for approval by the City Council.</li> </ol>	<p>1, 2, and 3 have been completed. Memorandum of Understanding was signed, ratified and approved by Council in December 2017.</p>
<p>◆ Develop reciprocity with other agencies concerning classification and compensation surveys.</p>	<ol style="list-style-type: none"> <li>1. Respond to approximately three 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>	<p>Human Resources responded to a number of surveys from other agencies on various personnel issues.</p>
<p>◆ Coordinate Employee Service and Recognition Programs.</p>	<ol style="list-style-type: none"> <li>1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five and thirty years of service for City staff members. Presentations to be scheduled twice a year.</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>	<ol style="list-style-type: none"> <li>1. Employee service awards were presented in July 2018.</li> <li>2. Wreath for Memorial Day services were ordered. Floral arrangements were sent throughout as appropriate.</li> </ol>
<p>◆ Monitor Contract Services under Human Resources Department.</p>	<p>Inform employees on Lincoln Life Insurance comprehensive Employee Assistance Program (EAP), which offers professional assistance to City employees and their immediate families. Also inform employees on voluntary vision, accident and critical illness insurance offered through AFLAC and Transamerica Insurance.</p>	<p>On-going. HR/Risk Manager worked with the City's insurance broker to ensure that insurance premiums for dental, short-term and long-term disability insurance as well as voluntary vision and life premiums are kept at the same rates and savings are made by a decreased premium.</p>
<p>◆ Evaluate and improve procedures for maintaining computerized personnel programs.</p>	<p>Strive to enhance computer programs to input and reconcile data for personnel record-keeping.</p>	<p>Renewed and administered Lynda.com web-based training and scheduled an employee training.</p>

## Risk Management General Government

Objectives	Performance Measures	Results/Status
<p>◆ Follow proven practices of risk management in order to minimize the City's liability exposure.</p>	<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>	<ol style="list-style-type: none"> <li>1. Five new claims were submitted to Carl Warren &amp; Company. Eleven claims were closed as of the April 30, 2019 report.</li> <li>2. The safety committee conducts quarterly safety inspections.</li> <li>3. Staff works closely with CJPIA staff to ensure awareness and implementation of organizational risk management best practices. No audit/inspections were conducted over the past fiscal year.</li> <li>4. Driving records were monitored for those individuals required to drive City vehicles in accordance with the DMV pull notice program.</li> </ol>
<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 claims 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>	<ol style="list-style-type: none"> <li>1. Three workers' compensation claims were reported to CJPIA.</li> <li>2. Completed/On-going.</li> <li>3. Completed/On-going.</li> <li>4. Completed/On-going.</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 and other OSHA required training.</li> <li>3. Schedule at least 6-10 CJPIA safety training classes annually.</li> </ol>	<ol style="list-style-type: none"> <li>1. The City continues to schedule extensive training for employees, including workshops and training through the California Joint Powers Insurance Agency (CJPIA).</li> <li>2. The Public Works maintenance staff received monthly safety training throughout the fiscal year.</li> <li>3. Other training conducted for all employees: Workplace Harassment and Discrimination, Substance Abuse in the Workplace Training for all employees. Additional safety training is scheduled with CJPIA and other 3<sup>rd</sup> party training companies before the end of the fiscal year.</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>	<ol style="list-style-type: none"> <li>1. Management staff attended the annual CJPIA Risk Management Conference in October 2018.</li> <li>2. On-going.</li> <li>3. On-going.</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ Conduct annual review of Department Emergency Procedures.</p>	<p>Coordinate annual Department Emergency Procedure meetings to instruct employees on actions to be taken at the time of an emergency.</p>	<p>Annual Emergency Procedure meetings are held by each Department Head with their employees. Additionally, the HR/Risk Manager ensures that monthly safety topics are included in departmental meetings.</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. Facilitate annual training on fire prevention.</li> <li>2. Conduct annual fire extinguisher training for employees.</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>1, 2, and 3 are in progress. Currently working with the Program Manager to set up fire extinguisher training. Training will be provided before the end of 2019.</p>
<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 the CJPIA.</p>	<p>Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.</p>	<p>The City Clerk has all original City contracts for all departments.</p>
<p>◆ Work with Parks and Recreation and Public Works Departments to monitor the maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by the 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>	<ol style="list-style-type: none"> <li>1. Completed and on-going.</li> <li>2. On-going.</li> </ol>
<p>◆ Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.</p>	<ol style="list-style-type: none"> <li>1. Annually review with Public Works staff of 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 by 50%.</li> </ol>	<ol style="list-style-type: none"> <li>1. Annual street and sidewalk inspections and repairs are conducted via contract services. A computer database is maintained to track inspections and repairs.</li> <li>2. Database is established for tracking tree inspection and maintenance.</li> <li>3. Complete/ongoing.</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ 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. Coordinate review of planned and on-going ADA related projects</p>	<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>	<ol style="list-style-type: none"> <li>1. The Health and Safety Committee met as needed during FY 2018-19.</li> <li>2. Minutes of the Safety Committee meetings were recorded and safety issues, measures, training and incentive programs implemented as determined appropriate.</li> <li>3. On-going.</li> <li>4. The City's ADA Coordinator works with department heads to ensure compliance with applicable standards and documentation.</li> </ol>
<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 the annual program budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> </ol>

## Law Enforcement General Government

Objectives	Performance Measures	Results/Status
<p>◆ Through the Agreement for Law Enforcement Services Sheriff's and City will annually review established Goals and Objectives for the delivery of law enforcement services in Carpinteria and determine implementation measures based on allocated resources.</p>	<p>Performance Measures will be established through agreement between Sheriff's Office and the City. As the contract has only recently been updated, this process will occur during the fiscal year. In subsequent years, the agreed upon Measures will be agreed upon prior to the budget process.</p>	<p>This measure has been implemented through agreement for job duties/work of a Community Resource Deputy (to start July 1, 2019), and peak period foot/bicycle patrol in the Downtown District.</p>
<p>◆ The Sheriff's Office will provide reports, including content and frequency, as specified within the Agreement for Law Enforcement Services.</p>	<p>Compliance with terms of the Agreement for Law Enforcement Services concerning routine reporting.</p>	<p>New reports are now being provided the meet the requirements of the Agreement and are being provided to Council and Public.</p>

## Emergency Preparedness General Government

Objectives	Performance Measures	Results/Status
<p>◆ Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.</p>	<ol style="list-style-type: none"> <li>1. Reach 500 Carpinteria residents with <i>Don't Panic! Prepare!</i> preparedness information, starter emergency supplies kits and survival guides.</li> <li>2. Coordinate multi-agency community preparedness event.</li> </ol>	<ol style="list-style-type: none"> <li>1. The last 700 <i>Don't Panic! Prepare!</i> preparedness information, starter emergency supplies kits and survival guides were distributed this past year. A Community Disaster Education (CDE) presentation has been created to enhance the community's knowledge of disaster preparedness.</li> <li>2. In collaboration with Santa Barbara County Office of Emergency Management, Santa Barbara County Sheriff, Carpinteria CERT, and many community volunteers, Storm Preparedness packets were distributed to more than 200 households in the evacuation hazard area of Carpinteria. Outreach efforts have continued through presentations to community groups, Head Start parents, and local businesses. The Carpinteria Child Safety Fair, held in the fall is an ongoing event held in collaboration with the City, local businesses, Carpinteria Summerland Fire Protection District, the State Park, and the Santa Barbara Sheriff's Office. This event draws over 300 children and families from the Carpinteria community.</li> </ol>
<p>◆ Develop plan for working with the business community and residents in the tsunami inundation area to explain the Tsunami Ready program and to gather input on their preparedness needs.</p>	<p>Reach 80% of businesses and residents in the tsunami inundation zone with vital tsunami preparedness information.</p>	<p>Not completed. The tsunami preparedness section of the City's webpage continues to be monitored to inform residents of the risks and how to be prepared. A tsunami awareness presentation was developed and is available to be delivered to community groups, upon request. The outreach to this population will continue in 2019-2020.</p>



Objectives	Performance Measures	Results/Status
<p>◆ Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.</p>	<ol style="list-style-type: none"> <li>1. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy.</li> <li>2. Host Carpinteria CERT and Teen CERT trainings.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Program Manager for Emergency Preparedness sits on the Santa Barbara County CERT Committee attending quarterly meetings. The Committee has adopted by-laws and encourages all SB County CERT graduates to participate in the organization and planning of the SBC CERT Program. The 2019 CERT Academy, opened to all CERT graduates, started in January 2019 and will conclude in December 2019.</li> <li>2. Three CERT basic training courses were held. Teens from Carpinteria High School completed the CERT course during their spring break. A group of employees from Procore completed the CERT course in February, becoming Carpinteria's first corporate CERT team. A total of forty CERTs were trained. A LISTOS class was held at Shepard Place Apartments training eight of their senior population in basic emergency preparedness.</li> </ol>
<p>◆ Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies.</p>	<ol style="list-style-type: none"> <li>1. Facilitate quarterly City staff trainings on NIMS, SEMS, and other critical disaster preparedness and response topics annually.</li> <li>2. Update Disaster Services Worker tools and resources for City staff.</li> <li>3. Increase emergency response capabilities at City Hall.</li> </ol>	<ol style="list-style-type: none"> <li>1. A debrief on the Thomas Fire and 1/9 Debris Flow was held for staff prior to the rainy season.</li> <li>2. An EOC call out/work schedule was developed and distributed to staff to be used during EOC activation.</li> <li>3. A new location for the City's EOC was identified in the City's temporary location.</li> </ol>
<p>◆ Design, implement and evaluate internal and city-wide disaster exercises with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.</p>	<p>Facilitate one multi-jurisdiction disaster exercise annually.</p>	<p>The City's EOC was activated to a Level 3, City Staff Situation Monitoring in February for a predicted heavy storm.</p>

Objectives	Performance Measures	Results/Status
<ul style="list-style-type: none"> <li>◆ Offer continuing education for Elected Officials.</li> </ul>	<p>Offer trainings for elected officials.</p>	<p>No trainings were offered.</p>
<ul style="list-style-type: none"> <li>◆ Develop and update critical emergency response plans.</li> </ul>	<ol style="list-style-type: none"> <li>1. Update the City's Emergency Operation Plan with new State requirements.</li> <li>2. Create a Continuity of Government Plan.</li> <li>3. Update EOC Activation Handbook.</li> <li>4. Update the Employee Notification &amp; Reporting Plan.</li> <li>5. Create a Tsunami Response Plan.</li> <li>6. Work with Red Cross to update emergency shelter list.</li> <li>7. Meet with emergency shelter owners to develop working relationships prior to disaster requests.</li> </ol>	<ol style="list-style-type: none"> <li>1. The City's Emergency Operation Plan was completed in 2015. An update is in process to include lessons learned from the Thomas Fire and 1/9 Debris Flow.</li> <li>2. Not completed.</li> <li>3. In process.</li> <li>4. In process.</li> <li>5. Not completed.</li> <li>6. Working with the Red Cross to identify shelters that are not in the newly identified evacuation areas.</li> <li>7. This process started during the Thomas Fire adding Procure as a staging area resource for both CSFD and a triage area for evacuated community members.</li> </ol>
<ul style="list-style-type: none"> <li>◆ Design public education campaign to reach residents with emergency alert information and describe the benefits of being Storm Ready and Tsunami Ready.</li> </ul>	<p>Achieve Storm Ready and Tsunami Ready status.</p>	<p>Not completed.</p>
<ul style="list-style-type: none"> <li>◆ Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.</li> </ul>	<p>Meet with State Parks administrators annually to discuss tsunami preparedness and response information for visitors.</p>	<p>Ongoing.</p>
<ul style="list-style-type: none"> <li>◆ Develop relationship with local, regional, state and federal agencies to address critical hazardous materials, transportation and oil and gas related issues that may impact the community.</li> </ul>	<ol style="list-style-type: none"> <li>1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards.</li> <li>2. Initiate/Coordinate a meeting with railroad and Caltrans authorities to review emergency procedures involving State Highway and railway facilities.</li> <li>3. Host Oil &amp; Gas Systems Safety Review Group meeting annually.</li> </ol>	<ol style="list-style-type: none"> <li>1. Not completed.</li> <li>2. Not completed.</li> <li>3. Canceled when Venoco shut down.</li> </ol>

## Administrative Services Administrative Services Department

Objectives	Performance Measures	Results/Status
<b>Accounting</b>		
<p>◆ Provide for the complete, accurate and timely recording of accounting transactions.</p>	<ol style="list-style-type: none"> <li>1. Process, review, sign and file A/P checks.</li> <li>2. Process IRS Forms 1099 on time for eligible vendors.</li> <li>3. Process petty cash transactions.</li> <li>4. Process quarterly fund interest allocation calculations.</li> <li>5. Process semi-annual cash bond interest allocation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Processed 2,000 Accounts Payable checks.</li> <li>2. Processed 45 IRS Forms 1099 Misc.</li> <li>3. Processed 40 petty cash transactions.</li> <li>4. Completed.</li> <li>5. Completed.</li> </ol>
<p>◆ Safeguard City assets.</p>	<ol style="list-style-type: none"> <li>1. Maintain fixed assets accounting system.</li> <li>2. Complete bank reconciliations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Accounted for capital purchases and equipment.</li> <li>2. Completed.</li> </ol>
<p>◆ Provide for the City's cash flow needs.</p>	<ol style="list-style-type: none"> <li>1. Process bank wire transfers.</li> <li>2. Process cash receipts transactions.</li> <li>3. Prepare bank deposits.</li> <li>4. Process monthly Community Development private projects accounting statements.</li> <li>5. Perform collections on 160 PBIAs 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>	<ol style="list-style-type: none"> <li>1. Processed bank wire transfers.</li> <li>2. Processed cash receipts transactions.</li> <li>3. Prepared bank deposits.</li> <li>4. Prepared statements for active projects.</li> <li>5. Received \$12,760.</li> <li>6. Completed.</li> <li>7. Collected for 2019 and mailed renewals for 2020.</li> <li>8. Prepared reports for Council.</li> </ol>

Objectives	Performance Measures	Results/Status
<b>Auditing</b>		
<p>◆ Obtain unqualified audit opinions on all audits.</p>	<ol style="list-style-type: none"> <li>1. Complete annual financial audit.</li> <li>2. Complete Measure D 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>	<ol style="list-style-type: none"> <li>1. Completed with unqualified opinion.</li> <li>2. Completed, no findings.</li> <li>3. Completed, no findings.</li> <li>4. Received.</li> </ol>

<b>Payroll</b>		
◆ Provide for the timely payment of employees.	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 33 full time and approximately 50 part-time employees.</li> <li>2. Provide personnel cost information to assist in development of the budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Provided.</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>	<ol style="list-style-type: none"> <li>1. Processed 26 biweekly payments of federal, state and state disability deposits.</li> <li>2. Processed quarterly tax withholding reports.</li> <li>3. Processed 120 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>	<ol style="list-style-type: none"> <li>1. Reviewed time cards with assistance from Human Resources.</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 Services 457 Plan.</li> <li>2. Reconcile quarterly retirement program statements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Processed.</li> <li>2. Reconciled.</li> </ol>

<b>Objectives</b>	<b>Performance Measures</b>	<b>Results/Status</b>
<b>Budgeting</b>		
◆ 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>	<ol style="list-style-type: none"> <li>1. Produced.</li> <li>2. Produced.</li> <li>3. Produced.</li> <li>4. Received.</li> <li>5. Produced.</li> </ol>

Objectives	Performance Measures	Results/Status
<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> </ol> <p><b><u>Quarterly Reports:</u></b></p> <ol style="list-style-type: none"> <li>10. Investment reports to Council and the California Debt Advisory Commission</li> </ol>	<p>Completed (Items 1-10).</p>

Objectives	Performance Measures	Results/Status
<p>◆ Provide informational reports per local ordinances.</p>	<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>	<ol style="list-style-type: none"> <li>1. Provided.</li> <li>2. Completed.</li> </ol>
<b>General Administration</b>		
<p>◆ Administer the Department in an efficient and cost effective manner.</p>	<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 Senior Financial Analyst and Accounting Clerk.</li> </ol>	<ol style="list-style-type: none"> <li>1. Attended.</li> <li>2. Attended.</li> <li>3. Attended.</li> <li>4. On-going.</li> </ol>
<p>◆ Keep informed on finance issues.</p>	<ol style="list-style-type: none"> <li>1. Attend monthly CSMFO chapter meetings.</li> <li>2. Attend annual CSMFO conference.</li> </ol>	<ol style="list-style-type: none"> <li>1. Attended.</li> <li>2. Attended and presented at annual CSMFO conference.</li> </ol>

## Central Services

### Administrative Services Department

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Objectives	Performance Measures	Results/Status
<p>◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings.</p>	<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>	<ol style="list-style-type: none"> <li>1. Total costs under budget.</li> <li>2. City Hall began major renovation, still an active, on-going project.</li> </ol>
<p>◆ Provide a responsive and open environment at City Hall.</p>	<p>Respond to 100% of approximately 2600 phone calls and walk-in visitors to City Hall annually.</p>	<p>Responded.</p>
<p>◆ Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall.</p>	<p>Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff.</p>	<p>City Hall began major renovation, still an active, on-going project.</p>

## Management Information Services

### Administrative Services Department

Objectives	Performance Measures	Results/Status
◆ 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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. On-going.</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>	<ol style="list-style-type: none"> <li>1. Performed.</li> <li>2. Provided.</li> <li>3. Developed and maintained.</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>	<ol style="list-style-type: none"> <li>1. In progress.</li> <li>2. In progress.</li> </ol>
◆ Manage network applications.	Modify changes as needed.	Completed.
◆ 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>	<ol style="list-style-type: none"> <li>1. Completed with assistance of various City Staff.</li> <li>2. Completed and continuously editing.</li> <li>3. Completed and continuously monitored.</li> </ol>



## Community Development

### Community Development Department

Objectives	Performance Measures	Results/Status
<b>Administration</b>		
◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit annual progress report for the Housing Element by April 2019 and the General Plan by May 2019.	The Housing Element Annual Report was submitted to the State in March 2019 and the General Plan Annual Progress Report was submitted in April 2019. Both documents were posted on the City's website.
◆ Use our new GIS technology to depict land use information in graphic reports.	Prepare semi-annual cumulative projects list and map to post on City website in July 2018 and January 2019.	The cumulative projects mapping effort was timely completed along with several other maps related to land use.
<b>Advanced Planning</b>		
◆ Complete comprehensive update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Plan.	<ol style="list-style-type: none"> <li>1. Circulate draft for public review in Summer 2018.</li> <li>2. Hold two public work sessions to obtain input.</li> </ol>	<p>Staff is performing a final review of the draft with the aid of a consultant.</p> <p>The new Short-term Rental regulations will also be inserted into the draft.</p> <p>A working draft is expected to be released in Fall 2019. This first round of public review will be an introduction to the new format and sections before presenting the draft to Coastal Commission staff. This performance measure will be carried forward into the 2019 – 2020 budget year with a request to secure additional funds to use our General Plan Update consultants to help with this work effort.</p>
◆ Continue with the multi-year Update to the General Plan/Coastal Plan.	<ol style="list-style-type: none"> <li>1. Hold monthly General Plan/Coastal Plan Update meetings.</li> <li>2. Hold public work sessions to obtain input.</li> </ol>	To date we have held eight public meetings and/or workshops at City hall and out in the community. We've also had presentation tables at the Avocado Festival and the Health Fair sponsored by the Children's Project at Main.
◆ Maintain up to date regulations that respond to community needs and expectations.	Complete updates to the Municipal Code regulations for various issues such as massage regulations.	The new cannabis regulations became effective May 9, 2019. Staff is now in the process of working on the Business License portion of the program.

Objectives	Performance Measures	Results/Status
<b>Development Review and Building</b>		
<p>◆ Implement an efficient and informative development review process.</p>	<ol style="list-style-type: none"> <li>1. Provide accurate and timely noticing for all Planning Commission and ARB items.</li> <li>2. Issue an application complete or incomplete letter to all project applications for Planning Commission review within 28 days of submittal.</li> </ol>	<p>All Planning Commission and ARB noticing was completed in a timely manner.</p> <p>Not all of the Planning Commission project review letters were issued within the 28-day of submittal timeframe due to a heavy staff workload. However, all were issued within the mandatory 30-day timeframe.</p>
<p>◆ Maintain prompt plan check review process.</p>	<ol style="list-style-type: none"> <li>1. Complete first review of all small addition or alteration projects within 14 days of submittal.</li> <li>2. Complete first review of all complex projects within 30 days of submittal.</li> </ol>	<ol style="list-style-type: none"> <li>1. As there is no permit tracking system to evaluate compliance with this measure, no statistics are available.</li> <li>2. To date, the Department reviewed and approved 290 Building Permits with just a few complaints regarding permit review time. These performance measures are being met or exceeded, particularly for small projects which are the majority of the workload.</li> </ol>
<p>◆ Maintain prompt building inspection response time.</p>	<p>Respond to all inspection requests within 24 hours.</p>	<p>With only a handful of exceptions, our Chief Building Inspector/Plans Examiner responds to all requested inspections within 24 hours. Given that 290 Building Permits were issued, and each requires at least one inspection and the more complicated projects require many inspections, we estimate that there were 600 inspections last fiscal year.</p>
<b>Housing</b>		
<p>◆ Use City housing funds and staff efforts to leverage the greatest benefit possible for local residents.</p>	<p>Continue communication with a non-profit organization that is committed to complete construction of three units of the City's affordable housing obligation for low income households.</p>	<p>In April 2016, the Planning Commission approved the proposal from Habitat for Humanity of Southern Santa Barbara County to construct a three-unit condominium affordable ownership project for low and very-low income households. In the 2016-2019 fiscal year, the project moved through the building plan check, final map recordation process and construction. Occupancy Clearance was granted in May 2019.</p>

Objectives	Performance Measures	Results/Status
<p>◆ Coordinate with the County on the Community Development Block Grant Program and the creation of other programs to fund affordable housing.</p>	<p>Attend three HOME Consortium and CDBG meetings and facilitate use of funds for affordable housing projects.</p>	<p>Staff attended all meetings for these two important programs. Grant funds were awarded to local social service providers to support homelessness prevention programs and after-school education for students living in low and very-low income households. Staff also contributed to revising the HOME and CDBG Agreements with the County for the next two fiscal years.</p>
<p>◆ Implement the Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.</p>	<p>Assist three lower and above-moderate income households in purchasing a residence.</p>	<p>Information regarding the program is posted on the City website and transmitted to local real estate agents and mortgage brokers. To date, eight local families have secured loans since program inception. Our contract with the Housing Trust Fund of Santa Barbara County was just extended through December 2019.</p>
<b>Code Compliance</b>		
<p>◆ Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.</p>	<p>Complete initial site investigations of all complaints received within three days of notification.</p>	<p>Response via phone, email, or site visit knock and talks occurred for all of the 74 formal complaints or service requests within three days of the complaint being filed. Compliance Orders were issued to 12 property owners addressing incidents of building and zoning code violations.</p>
<p>◆ Work with Law Enforcement, field staff and volunteers to abate graffiti throughout the City.</p>	<p>Monitor the graffiti hotline and patrol the City to ensure that all reported and/or noted incidents of graffiti on private property is removed within 10 days.</p>	<p>There were 25 documented graffiti calls, of which 12 sites were on private property. Of these, all were abated within 10 days or less.</p>
<p>◆ Abate abandoned or inoperable vehicles on private property.</p>	<p>Abate all reported and/or noted abandoned or inoperable vehicles throughout the City within 10 days.</p>	<p>Eight vehicles were abated by contacting property owners who voluntarily removed vehicles to proper storage locations or registered the vehicles to make them legal.</p>

Objectives	Performance Measures	Results/Status
<b>Animal Care and Control</b>		
<p>◆ Increase public awareness for dog licensing by contacts at City parks and by following up when licenses are not renewed.</p>	<p>Maintain a steady number of dogs in the dog license database through active outreach and compliance efforts.</p>	<p>There are currently 610 dogs licensed in the City, 2 more than last year. Dog owners who do not re-license are contacted directly via personal contact, mail and phone to try to increase the number of dogs licensed in the City.</p>
<p>◆ Provide prompt response to calls for animal control services.</p>	<p>Respond to 100% of approximately 300 annual calls for animal control services within the same day the call is received.</p>	<p>Code Compliance Officers documented and responded to 240 calls for animal control service over the past fiscal year (down from 294 calls last year). Approximately 95% of responses occurred within one day of the request for service. Staff responded to 100% of the 25 “911” calls this fiscal year.</p>
<p>◆ Find permanent homes for stray dogs and cats found within the City.</p>	<p>Complete adoptions for 100% of approximately 10 dogs and cats within 60 days of taking the animal into custody.</p>	<p>Over the past fiscal year, there were two dogs adopted through the City. All dogs were adopted into permanent homes, within the 60-day goal.</p>
<p>◆ Improve enforcement of leash laws and dog waste clean-up at City Parks and beaches.</p>	<p>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.</p>	<p>Staff made approximately 51 contacts with people for off-leash dog violations and issued 51 warnings, as well as issuing 19 Administrative Citations for various animal regulations violations.</p>
<p>◆ Implement the mandatory Spay/Neuter Ordinance to address issues of pet overpopulation and limited animal care resources.</p>	<p>Continue outreach efforts to the public, animal welfare organizations and local veterinarians. Conduct one neighborhood outreach event.</p>	<p>Last July, C.A.R.E. 4 Paws held a spay and neuter clinic at the Animal Medical Clinic located at the Shepard Place Shops.  Code Compliance Officers have been distributing free six-foot length dog leashes. Volunteers at the Seal Fountain Kiosk have also been given leashes for distribution.</p>

## Public Works Administration

### Public Works Department

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Objectives	Performance Measures	Results/Status
◆ 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.</li> </ol>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. On-going.</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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> <li>4. Completed.</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 newspaper.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> <li>4. Completed.</li> <li>5. Completed.</li> <li>6. Obtained a 1:1 ratio.</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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ Optimize Department operations.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> <li>4. Completed.</li> </ol>
<p>◆ Communicate Department of Public Works accomplishments and future work plan to the City Manager and City Council.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> <li>4. Completed.</li> <li>5. Completed.</li> <li>6. Completed.</li> </ol>
<p>◆ Create Updated Engineering Permits Program.</p>	<ol style="list-style-type: none"> <li>1. Create Engineering Permits Program in Municipal Code.</li> <li>2. Budget for new program in Budget.</li> <li>3. Track Fees for Service and Expenditures using iWorQ.</li> </ol>	<ol style="list-style-type: none"> <li>1. Not Needed; To be reorganized as Engineering Permits Service.</li> <li>2. Not Needed; To be reorganized as Engineering Permits Service.</li> <li>3. On-going.</li> </ol>

## Street Maintenance

### Public Works Department

Objectives	Performance Measures	Results/Status
<p>◆ Provide cost effective on-going maintenance of street markings and legends throughout the City.</p>	<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>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. On-going.</li> </ol>
<p>◆ Maintain condition and safety of streets.</p>	<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 one annual pavement maintenance/rehabilitation project as funds are available.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Pavement Maintenance Project Completed.</li> </ol>
<p>◆ Minimize number of trip and fall claims and associated hazards within the street right-of-way.</p>	<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>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. On-going.</li> <li>3. On-going.</li> <li>4. On-going.</li> </ol>
<p>◆ Minimize incidents of flooding and damage from flooding during rainy season.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> </ol>

## Right-of-Way Maintenance

### Public Works Department

Objectives	Performance Measures	Results/Status
<p>◆ Provide safe sidewalks that are free of uplifted sections and potential trip hazards.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. On-going.</li> <li>3. Completed.</li> </ol>
<p>◆ Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees.</p>	<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 the 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>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. On-going.</li> <li>3. On-going.</li> </ol>
<p>◆ Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.</p>	<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> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> </ol>



## Transportation, Parking and Lighting Public Works

Objectives	Performance Measures	Results/Status
<p>◆ Provide cost effective management of signalized intersections.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> </ol>
<p>◆ Promote Electric Shuttle Service.</p>	<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>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. Completed.</li> </ol>
<p>◆ Install, replace and/or upgrade City-owned Public Lighting.</p>	<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>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. Not started.</li> <li>3. On-going.</li> </ol>
<p>◆ Complete Parking Lot 2 Lighting and Maintenance Study.</p>	<ol style="list-style-type: none"> <li>1. Complete conceptual plan for lighting and maintenance upgrades to Parking Lot 2 including conceptual review by ARB.</li> </ol>	<ol style="list-style-type: none"> <li>1. On-going.</li> </ol>

## Solid Waste Public Works Department

Objectives	Performance Measures	Results/Status
<p>◆ Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), E-waste, and Universal E-waste Collection Program.</p>	<ol style="list-style-type: none"> <li>1. Conduct Annual Household Hazardous/Household goods, Universal E-waste and E-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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Not Started.</li> <li>3. Completed.</li> <li>4. Completed.</li> </ol>
<p>◆ 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 each existing program (Residential, Commercial, Roll-Off).</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> </ol>
<p>◆ Work with waste haulers and other departments to enforce the 65% diversion requirement for construction and demolition projects.</p>	<p>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.</p>	<p>Completed.</p>
<p>◆ Prepare and submit Progress Reports of City's Recycling Program to State Agencies.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> </ol>
<p>◆ Multi-Jurisdictional Coordination.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> </ol>

## Watershed Management Public Works Department

Objectives	Performance Measures	Results/Status
<p>◆ Implement requirements of the NPDES Phase II MS4 Permit (effective July 1, 2013).</p>	<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>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. On-going.</li> <li>3. On-going.</li> <li>4. On-going.</li> <li>5. On-going.</li> <li>6. On-going.</li> <li>7. On-going.</li> <li>8. On-going.</li> <li>9. On-going.</li> <li>10. On-going.</li> <li>11. Completed.</li> </ol>
<p>◆ Regional Coordination Performance Measures.</p>	<ol style="list-style-type: none"> <li>1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM), Joint Effort Review Team (JERT), and Integrated Regional Water Management (IRWM) meetings.</li> <li>2. Update development review procedures to incorporate new Post-Construction Storm Water Control Measures (SCMs).</li> <li>3. Finish development of Technical Guide for SCMs and conduct training workshops.</li> <li>4. 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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. Completed.</li> <li>4. Completed.</li> </ol>
<p>◆ Development of a Program Effectiveness Assessment and Implementation Plan (PEAIP).</p>	<p>The PEAIP is to be developed and submitted to the Regional Water Quality Control Board. The City is following the California Storm Water Quality Associations guidance documents to develop this plan.</p>	<p>Completed.</p>

Objectives	Performance Measures	Results/Status
◆ Storm Drain Maintenance.	<ol style="list-style-type: none"> <li>1. Update of storm drain system map to include sub-drainage areas and GPS located outfalls and make available to the public.</li> <li>2. Cleaning of CDS units bi-annually.</li> <li>3. Upgrade/repair damaged storm drain units.</li> <li>4. Repair/replace thermoplastic 'Drains to Ocean' labels on storm drains prior to wet season.</li> <li>5. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. On-going.</li> <li>4. Completed.</li> <li>5. Incomplete.</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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. In progress.</li> </ol>

## Parks and Recreation Parks and Recreation Department

Objectives	Performance Measures	Results/Status
<b>Parks and Recreation Administration</b>		
<p>◆ Increase participation in recreation programming through promotion and public relations.</p>	<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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Program surveys were conducted for the Carpinteria Junior Lifeguard Program, The Carpinteria Triathlon and Ocean Recreation Programming. Over 100 participants were surveyed.</li> <li>2. Junior Lifeguard attendance in the summer of 2016 was record setting for the Carpinteria Program.</li> </ol>
<p>◆ Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.</p>	<ol style="list-style-type: none"> <li>1. Skate Park design to be completed. Application for permits to be submitted.</li> <li>2. Develop concept design for new park land uses.</li> </ol>	<ol style="list-style-type: none"> <li>1. After confirming possibility with adjacent property owner for parking resources, Skate Park Design was able to be completed.</li> <li>2. Memorial Park Playground replaced. Carpinteria Creek Park rehabilitated.</li> </ol>
<p>◆ Prepare a preliminary site plan for a select railroad crossing.</p>	<p>Research street plans, prepare background information and draw railroad crossing schematics.</p>	<p>Project was suspended due to Lossan work expected to begin.</p>
<p>◆ Recreation Staff and Lifeguard Retention and Training/ Professional Development.</p>	<p>Provide training as needed to lifeguard and recreational staff in time for summer season. Each department full time staff member shall attend at least two training seminars before June 2016 to improve skills and professionalism.</p>	<p>A 40+ hour lifeguard training class is scheduled to be completed in June with all ocean beach lifeguards and recreation staff completing the course. Pool Lifeguards completed all required Red Cross certifications to qualify as Pool Lifeguards. Conducted weekly staff meeting where pool and departmental safety were discussed.</p>
<p>◆ Park and Beach Safety.</p>	<p>The Parks Department shall visually inspect park and beach facilities at least monthly.</p>	<p>Such inspections are performed monthly. Written reports are indexed by date and location and electronically filed. Deficiencies discovered during these inspections are remediated immediately.</p>
<p>◆ Provide prompt and quality administrative services.</p>	<p>Process requests for parks and recreation services within 5 days of receipt.</p>	<p>Completed.</p>

Objectives	Performance Measures	Results/Status
<p>◆ Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.</p>	<p>Complete 100% of all employee evaluations on time as defined by the Human Resources Department.</p>	<p>Completed.</p>
<b>Ocean Beach Services</b>		
<p>◆ Maintain the Carpinteria City Beach free of litter, hazardous debris and dead marine animals in order to promote beach safety and visitor ship from residents and tourists.</p>	<ol style="list-style-type: none"> <li>1. Daily litter pick-up from June 12th to September 5th 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>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> </ol>
<p>◆ Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.</p>	<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>	<ol style="list-style-type: none"> <li>1. Completed. Junior Lifeguard Program had over 220 enrolled.</li> <li>2. Over 200 youth participated in boating safety classes.</li> <li>3. Completed.</li> </ol>
<p>◆ Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.</p>	<p>Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.</p>	<p>Completed. The study continues as funding is made available. \$600,000 was made available in FY18-19 by the Department of Boating and Waterways.</p>
<p>◆ Install, maintain and remove the winter protection berm in the winter of 2015.</p>	<ol style="list-style-type: none"> <li>1. Build the berm prior to mid December 2016. Monitor and if needed, maintain the berm until spring of 2019.</li> <li>2. Remove the berm and restore the beach to a summer like profile prior to mid-April 2019.</li> </ol>	<ol style="list-style-type: none"> <li>1. The berm was erected on-time in December 2018.</li> <li>2. The berm was removed in late March 2019.</li> </ol>
<b>Community Pool Services</b>		
<p>◆ Increase pool patronage through promotions, good customer service and quality programming.</p>	<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>	<ol style="list-style-type: none"> <li>1. Pool Revenues edged up slightly in FY 18-19 and was relatively stable.</li> </ol>

Objectives	Performance Measures	Results/Status
<p>◆ Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the high quality Carpinteria Community Pool facility, fun, physical fitness and education.</p>	<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>	<ol style="list-style-type: none"> <li>1. The pool was adequately staffed with trained personnel.</li> <li>2. Over the course of the year, swim lesson programming and swim team programming had participation that exceeded 300 persons.</li> <li>3. Cost recovery percentages for programming were met.</li> </ol>
<p>◆ Continued high quality maintenance protocol.</p>	<p>Have four pool staff meetings where facility maintenance and safety procedures are reviewed.</p>	<p>Completed.</p>
<p>◆ Promote facility safety and staff professionalism.</p>	<p>Conduct at least four staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.</p>	<p>This was completed. Known as “in-service” training these meeting are conducted quarterly on Saturday mornings at the Community Pool. Safety, facility cleanliness and other pertinent topics are discussed including needed course work to maintain staff required certifications.</p>
<p>◆ 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.</p>	<ol style="list-style-type: none"> <li>1. Clean locker rooms daily.</li> <li>2. Inspect mechanicals daily.</li> <li>3. Respond to Customer concerns with prompt response.</li> <li>4. Pass all health Inspections.</li> </ol>	<ol style="list-style-type: none"> <li>1. Locker rooms, shower and toilet areas are cleaned daily. Pool Locker Rooms have been kept in good order and cleanliness.</li> <li>2. Completed.</li> <li>3. Customer concerns and complaints are responded to immediately and any corrections needed are implemented.</li> <li>4. All health Inspections passed.</li> </ol>
<p>◆ Replace Pool Covers.</p>	<p>Replace pool covers, with partial grant funding.</p>	<p>Completed on time.</p>
<p>◆ Install Solar System to provide electrical power to pool.</p>	<p>Obtain solar system contractor and gain approval for system.</p>	<p>Project delayed due to City/ School District permitting.</p>

Objectives	Performance Measures	Results/Status
<b>Parks &amp; Facilities Improvement &amp; Maintenance</b>		
<p>◆ Be water efficient in the park system.</p>	<ol style="list-style-type: none"> <li>1. Minimize water consumption and costs.</li> <li>2. Reduce irrigated turf areas in Franklin Creek Park, Memorial Park, Heath Ranch Park.</li> <li>3. New drought tolerant landscaping has been installed in Memorial Park.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have decreased use of water in the parks.</li> <li>2. Completed. At Franklin Park the turf area was replaced with oak trees, at Heath Ranch Park a large area of turf is no longer being irrigated, at Memorial Park, a large turf area was replaced with drought-tolerant plants.</li> <li>3. Completed at the time of new playground installation.</li> </ol>
<p>◆ Plant 50 native trees.</p>	<ol style="list-style-type: none"> <li>1. Identify 50 locations for native trees.</li> <li>2. Procure trees.</li> <li>3. Install trees.</li> </ol>	<p>In this performance period, only 10 trees were planted at Memorial Park and Carpinteria Creek Park.</p>
<p>◆ Athletic Field and Play Area maintenance.</p>	<ol style="list-style-type: none"> <li>1. Procure and distribute 140 Cubic yards of organic amendment to select athletic fields to improve turf.</li> <li>2. Keep use area wood chips up to standards.</li> </ol>	<p>Organic Amendment use was deferred due to budget constraints. Playground wood chips were added to El Carro, Monte Vista, Tomol and Franklin Creek parks.</p>
<p>◆ Continue work to deliver the Carpinteria Rincon Trail.</p>	<p>Obtain Construction Funding.</p>	<p>An Active Transportation Grant in the amount of \$6.88 million dollars has been awarded to the project for construction. These funds will be made available in FY 2019-20.</p>
<p>◆ Install Memorial Park pergola.</p>	<p>Order and install pergola.</p>	<p>Pergola selected, ordered and installed.</p>
<p>◆ Begin Work on New Lifeguard Tower for Linden Avenue Beach.</p>	<p>Begin Lifeguard Tower project.</p>	<p>Concept designs under development. Designer hired in March of 2019.</p>
<p>◆ Continue implementing the Integrated Pest Management Program.</p>	<p>Continue use of IPM protocols to reduce weed and other pests.</p>	<p>Annual Report has been completed providing details of City pesticide use.</p>
<p>◆ Provide tree inspection to City Parks and process recommendations of arborists.</p>	<p>Had three arborists reports prepared for Heath Ranch Park Eucalyptus trees.</p>	<p>Conducted major pruning of Heath Ranch Park eucalyptus trees to reduce public safety risks.</p>
<b>Special Events</b>		
<p>◆ Attract 12 or more teams to the Adult Softball League.</p>	<p>Attract 180 adults to play and generate funds to offset fields operations and maintenance.</p>	<p>10 teams have registered for the 2018 season.</p>



◆ Plan, publicize, and conduct triathlon.	<ol style="list-style-type: none"> <li>1. Attract over seven hundred participants</li> <li>2. Provide funds to allow for over 50 youth scholarships to City recreation programs or to support the community pool and youth programming.</li> </ol>	<ol style="list-style-type: none"> <li>1. The 2018 Carpinteria Triathlon attracted over 450 participants.</li> <li>2. About 40 scholarship requests for pool and beach programming were processed.</li> </ol>
<b>Objectives</b>	<b>Performance Measures</b>	<b>Results/Status</b>
◆ Analyze event for cost effectiveness.	Evaluate each special event for improvements and improve the profit margin on the event.	Triathlon costs are being reduced through various efficiencies.
◆ Seek new and cost effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.	Facebook and a new Pool website are being used to promote special events.



**RESOLUTION NO. 5897**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
APPROVING THE MUNICIPAL BUDGET FOR  
FISCAL YEAR 2019-20**

**WHEREAS**, on June 10, 2019 the City Manager presented his proposed Budget for Fiscal Year 2019-20 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 10, 2019 and received public comments on the 2019-20 proposed municipal budget; and

**WHEREAS**, the City Council continued the hearing to the June 24, 2019 meeting; and

**WHEREAS**, the City Council held a duly advertised public hearing on June 24, 2019 and received further public comments on the 2019-20 proposed 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, BE IT RESOLVED** as follows:

**SECTION 1.**

The City Manager's Proposed Budget for Fiscal Year 2019-20, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted, effective July 1, 2019.

**SECTION 2.**

The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2018-19 are also hereby approved as amended for the 2018-19 fiscal year.

**SECTION 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.

**SECTION 4.**

The City Council approves the salary and compensation plan inherent in the budget.

**PASSED, APPROVED AND ADOPTED** on June 10, 2019 by the following vote:

AYES: COUNCILMEMBER(S): CARTY, LEE, SHAW, CLARK, NOMURA


NOES: COUNCILMEMBER(S): NONE

ABSENT: COUNCILMEMBER(S): NONE

ABSTAIN: COUNCILMEMBER(S): NONE

  
\_\_\_\_\_  
Mayor, City of Carpinteria

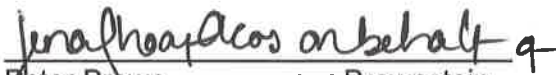
ATTEST:

  
\_\_\_\_\_  
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on June 10, 2019.

  
\_\_\_\_\_  
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Peter Brown, on behalf of Brownstein  
Hyatt Farber Schreck, LLP acting as  
City Attorney of the City of Carpinteria

**RESOLUTION NO. 5898**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
FOR FISCAL YEAR 2019-20**

**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 2019-20 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, BE IT RESOLVED** as follows:

**SECTION 1.**

That the final appropriation limit for appropriations subject to limitation for the City of Carpinteria for Fiscal Year 2019-20 is hereby set at \$20,457,913 in accordance with the calculations set forth and attached hereto as Exhibit "A".

**SECTION 2.**

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.

**SECTION 3.**

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** on June 10, 2019 by the following vote:

AYES: COUNCILMEMBER(S): CARTY, LEE, SHAW, CLARK, NOMURA

NOES: COUNCILMEMBER(S): NONE

ABSENT: COUNCILMEMBER(S): NONE


ABSTAIN: COUNCILMEMBER(S): NONE

  
\_\_\_\_\_  
Mayor, City of Carpinteria

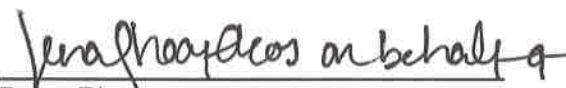
ATTEST:

  
\_\_\_\_\_  
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on June 10, 2019.

  
\_\_\_\_\_  
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Peter Brown, on behalf of Brownstein  
Hyatt Farber Schreck, LLP acting as  
City Attorney of the City of Carpinteria

**Exhibit A**

**Appropriation Limit**

Calculation of Limitaion

Appropriation limit for fiscal year ended June 30, 2019:	\$	19,615,138
Adjustment Factors:	% Ratio	
Population Factor (County)	<u>1.0043</u>	
Economic Factor (Per Capita)	<u>1.0385</u>	
Population Factor x Economic Ratio (per capita personal income)		<u>1.0430</u>
Appropriation limit for fiscal year ended June 30, 2020:	\$	20,457,913

The appropriation limitations imposed by Proposition 4 and 111 created restrictions on the amount of revenue that can be budgeted for expenditures in any fiscal year. Not all revenues are restricted by the limit, only those which are referred to as "proceeds of taxes." The purpose of the law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. This limit is increased annually through a formula that takes into consideration changes in population each year. This limit is increased annually through a formula that takes into consideration changes in population (City or County, whichever is higher) and an economic factor (California per capita income). The City of Carpinteria is not constrained in the current budget by these limits.

<b>Fiscal Year</b>	<b>Appropriations Limit</b>	<b>Subject to Limit</b>	<b>Difference</b>
2005-2006	\$ 11,723,977	\$ 5,607,458	\$ 6,116,519
2006-2007	\$ 12,315,004	\$ 5,925,586	\$ 6,389,418
2007-2008	\$ 12,985,349	\$ 6,348,345	\$ 6,637,004
2008-2009	\$ 13,714,409	\$ 6,348,345	\$ 7,366,064
2009-2010	\$ 13,967,791	\$ 6,487,550	\$ 7,480,241
2010-2011	\$ 13,764,114	\$ 6,668,805	\$ 7,095,309
2011-2012	\$ 14,218,237	\$ 6,668,805	\$ 7,549,432
2012-2013	\$ 14,820,659	\$ 6,971,760	\$ 7,848,899
2013-2014	\$ 15,690,091	\$ 7,539,980	\$ 8,150,111
2014-2015	\$ 16,046,919	\$ 7,347,919	\$ 8,699,000
2015-2016	\$ 16,844,836	\$ 8,618,964	\$ 8,225,872
2016-2017	\$ 17,921,573	\$ 9,030,925	\$ 8,890,648
2017-2018	\$ 18,759,416	\$ 8,488,814	\$ 10,270,602
2018-2019	\$ 19,615,138	\$ 8,863,000	\$ 10,752,138
2019-2020	\$ 20,457,913	\$ 11,106,000	\$ 9,351,913

**RESOLUTION NO. 5899**

**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 2019-20**

**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 2019-20 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, BE IT RESOLVED** as follows:

**SECTION 1.**

That the final appropriation limit for appropriations subject to limitation for the City of Carpinteria Street Lighting District No.1 for Fiscal Year 2019-20 is hereby set at \$724,938 in accordance with the calculations set forth and attached hereto as Exhibit "A".

**SECTION 2.**

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.

**SECTION 3.**

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** on June 10, 2019 by the following vote:

AYES: COUNCILMEMBER(S): CARTY, LEE, SHAW, CLARK, NOMURA

NOES: COUNCILMEMBER(S): NONE

ABSENT: COUNCILMEMBER(S): NONE

ABSTAIN: COUNCILMEMBER(S): NONE

  
\_\_\_\_\_  
Mayor, City of Carpinteria

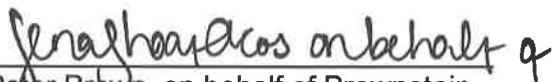
ATTEST:

  
\_\_\_\_\_  
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on June 10, 2019.

  
\_\_\_\_\_  
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Peter Brown, on behalf of Brownstein  
Hyatt Farber Schreck, LLP acting as  
City Attorney of the City of Carpinteria

**Exhibit A**

**Appropriation Limit**

Calculation of Limitaion

Appropriation limit for fiscal year ended June 30, 2019:	\$	695,074
Adjustment Factors:	% Ratio	
Population Factor (County)	<u>1.0043</u>	
Economic Factor (Per Capita)	<u>1.0385</u>	
Population Factor x Economic Ratio (per capita personal income)		<u>1.0430</u>
Appropriation limit for fiscal year ended June 30, 2020:	\$	724,938

The appropriation limitations imposed by Proposition 4 and 111 created restrictions on the amount of revenue that can be budgeted for expenditures in any fiscal year. Not all revenues are restricted by the limit, only those which are referred to as "proceeds of taxes." The purpose of the law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. This limit is increased annually through a formula that takes into consideration changes in population each year. This limit is increased annually through a formula that takes into consideration changes in population (City or County, whichever is higher) and an economic factor (California per capita income). The Carpinteria Street Lighting District is not constrained in the current budget by these limits.

<b>Fiscal Year</b>	<b>Appropriations Limit</b>	<b>Subject to Limit</b>	<b>Difference</b>
2005-2006	\$ 457,905	\$ 171,906	\$ 285,999
2006-2007	\$ 467,654	\$ 171,906	\$ 295,748
2007-2008	\$ 491,229	\$ 186,406	\$ 304,823
2008-2009	\$ 517,968	\$ 203,300	\$ 314,668
2009-2010	\$ 527,538	\$ 268,000	\$ 259,538
2010-2011	\$ 519,846	\$ 266,124	\$ 253,722
2011-2012	\$ 510,599	\$ 266,124	\$ 244,475
2012-2013	\$ 532,232	\$ 268,785	\$ 263,447
2013-2014	\$ 563,455	\$ 263,802	\$ 299,653
2014-2015	\$ 576,269	\$ 277,334	\$ 298,935
2015-2016	\$ 596,907	\$ 288,267	\$ 308,640
2016-2017	\$ 635,062	\$ 288,267	\$ 346,795
2017-2018	\$ 664,751	\$ 296,443	\$ 368,308
2018-2019	\$ 695,074	\$ 192,600	\$ 502,474
2019-2020	\$ 724,938	\$ 193,100	\$ 531,838



# City of Carpinteria

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## General Fund Five-Year Financial Plan: 2017-22

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May 2017

124 Cerro Romauldo Avenue  
San Luis Obispo, CA 93405  
805.544.5838 ■ Cell: 805.459.6326  
bstatler@pacbell.net  
www.bstatler.com

**William C. Statler**

Fiscal Policy ■ Financial Planning ■ Analysis ■ Training ■ Organizational Review

# General Fund Five Year Financial Plan: 2017-22

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## OVERVIEW

### Background

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This report is in response to the City of Carpinteria’s interest in preparing a long-term fiscal forecast and financial plan that assesses the General Fund’s ability over the next five years – on an “order of magnitude” basis – to continue current services in the aftermath of the worst recession since the Great Depression, address long-term liabilities and achieve capital improvement plan (CIP) goals; and if the forecast projects a negative gap between revenues and expenditures, to identify realistic options for the City’s consideration in closing the gap.

Like virtually all other local governments in California, the City has been faced with major fiscal challenges over the past several years in the wake of the worst recession since the Great Depression.

Making good resource decisions in the short term as part of the budget process requires considering their impact on the City’s fiscal condition down the road. Developing good solutions requires knowing the size of the problem the City is trying to solve: in short, the City cannot fix a problem it hasn’t defined. And in this economic and fiscal environment, looking only one year ahead has the strong potential to misstate the size and nature of the fiscal challenges – and opportunities – ahead of the City.

For those local agencies that have prepared long-term forecasts and financial plans, this did not magically make their fiscal problems disappear: they still had tough decisions to make. However, it allowed them to better assess their longer-term outlook, more closely define the size and duration of the fiscal challenges facing them, and then make better decisions accordingly for both the short and long run. This will be true for the City as well.

In September 2016, the City contracted with William C. Statler to prepare the General Fund Five-Year Fiscal Forecast and Financial Plan. (An overview of consultant qualifications is provided in the Appendix.)

### Forecast Purpose and Approach

---

The purpose of the forecast is to identify the General Fund’s ability over the next five years – on an “order of magnitude” basis – to continue current services in the aftermath of the worst recession since the Great Depression, address long-term liabilities and achieve CIP goals.

The forecast does this by projecting ongoing revenues and subtracting from them likely operating, debt service and capital costs in continuing current service levels. If positive, the balance remaining is available to fund “new initiatives” such as implementing CIP goals, addressing unfunded liabilities or improving service levels. On the other hand, if negative, it shows the likely “forecast gap” if the City continues current service levels or funds CIP/major maintenance projects without corrective action.

The forecast builds on the *General Fiscal Outlook* presented to the Council in December 2016, which prefaced this report by discussing the key economic, demographic and fiscal

# INTRODUCTION

factors key factors that are likely to affect the City’s fiscal future. These ultimately translate into key assumptions that drive forecast results.

*It is important to stress that this forecast is not the budget.*

It doesn’t make expenditure decisions; it doesn’t make revenue decisions. As noted above, its sole purpose is to provide an “order of magnitude” feel for the General Fund’s ability to continue current service levels and achieve CIP goals.

**Can the City Afford New Initiatives?**  
This is a basic question of priorities, not of financial capacity. But the forecast assesses how difficult answering this question will be.

Ultimately, this forecast cannot answer the question: “Can the City afford new initiatives?” This is a basic question of priorities, not of financial capacity per se. However, making trade-offs is what the budget process is all about: determining the highest priority uses of the City’s limited

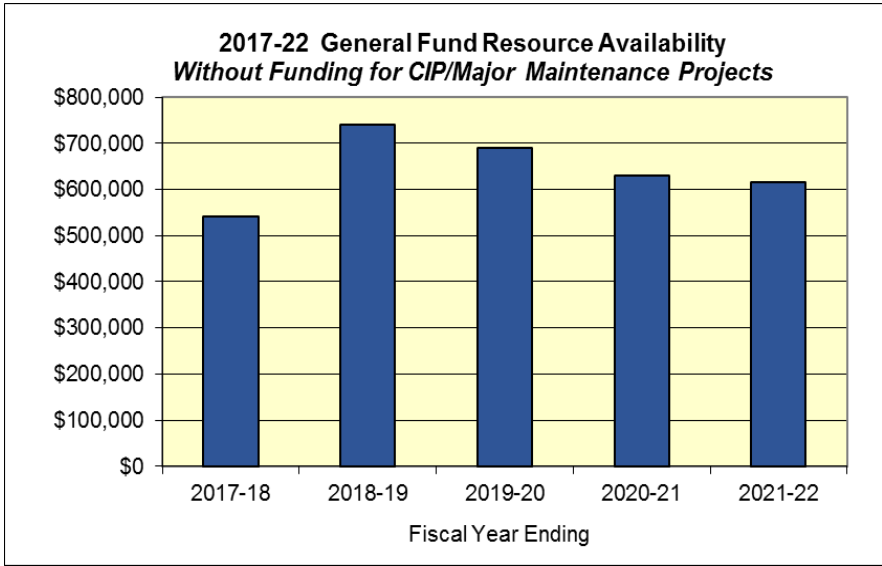
resources. And by identifying and analyzing key factors affecting the City’s long-term fiscal health, the forecast can help assess how difficult making these priority decisions will be.

Stated simply, the forecast is not the budget. Rather, it sets forth the challenges – and opportunities – ahead of the City in adopting a balanced budget, next year and beyond.

## FORECAST FINDINGS

### The Short Story

- The General Fund is in good shape in funding operating costs.
- However, there are significant challenges ahead in funding CIP and major maintenance projects (let alone improving service levels or addressing long-term liabilities).

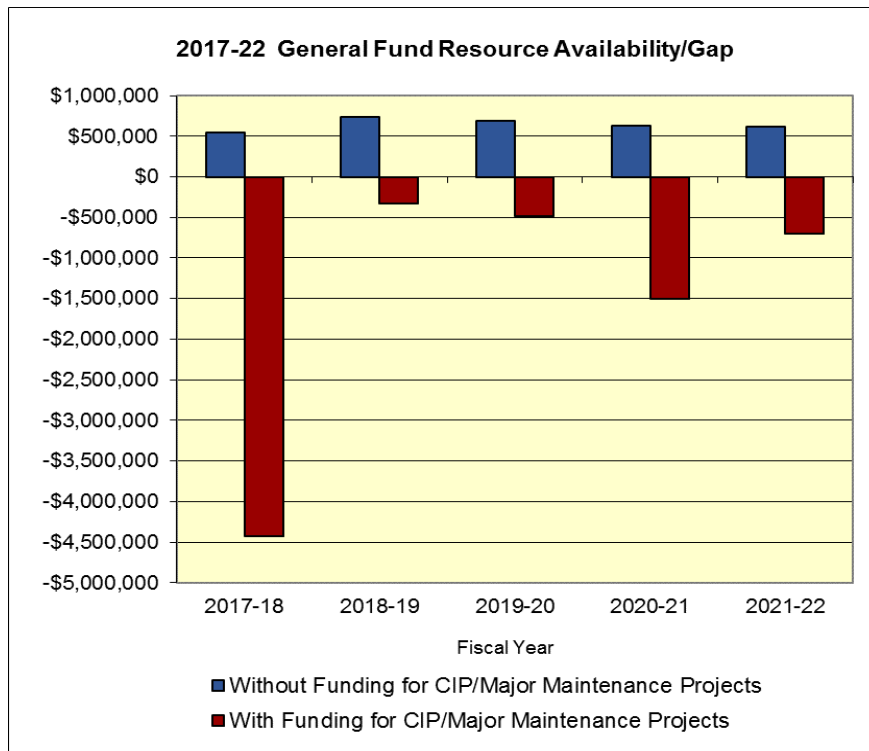


**Funding Operating Costs.** As shown in the sidebar chart, forecast revenues exceed operating costs in every year, with an average “resource availability” of \$643,000 annually. The projected ending fund balance increases to \$11.8 million by the end of the forecast period (2021-22), about \$3.4 million above the policy minimum.

These resources are available to fund improved service levels, CIP/major maintenance projects or address long-term liabilities

## INTRODUCTION

like pensions and retiree health care. Put in perspective, this would allow a comparable level of funding to 2016-17, where in addition to operations the General Fund supported \$500,000 in paving projects.



**Funding With CIP/Major Maintenance Projects.** The sidebar chart compares the forecast results for operating costs with what happens if CIP/Major Maintenance Projects are included in the forecast. (The basis for the CIP/Major Maintenance Projects is discussed below.)

Instead of projecting a “resource availability” of about \$643,000 annually, the forecast shows an annual average “gap” of about \$1.5 million when CIP/Major Maintenance Projects are included. The resulting ending fund balance would be \$7.3 million below the policy minimum.

**The Path Forward.** As discussed below, there are several options available in funding CIP/Major Maintenance Projects (in full or part) that would result in a balanced budget and reserves at minimum policy levels, including:

- Using reserves to minimum policy levels.
- Debt financing some of the CIP projects.
- New revenues (which will require voter approval).
- Combination of these three.

**Caveat: The Forecast Reflects Cautious Optimism.** As discussed in more detail later in this report, the continued growth in the economy (and related growth in City revenues) is not a sure thing. At 92 months, the nation is now in its third longest period of economic expansion in over 80 years. And it is quickly closing in on the other two: 106 months of sustained economic growth (almost nine years) from 1961 to 1969; and 120 months (ten years) from 1991 to 2001. In short, avoiding a downturn over the next five years would mean setting a new post-Great Depression record for economic expansion.

Accordingly, with prospects of a favorable fiscal outlook, the City should strongly consider using available resources in funding CIP/Major Maintenance Projects and/or addressing its unfunded pension and retiree health liabilities before expanding operating program costs.

## INTRODUCTION

- Allocating funds for one-time CIP/major maintenance projects has the advantage of addressing infrastructure and facility needs, while positioning the City for the next downturn. Stated simply, it is much easier to reduce projects than it is to cut operating programs and staff.
- In the case of unfunded pension and retiree health liabilities, using funds for this purpose will reduce future year costs and reflects an implied 7.0% return on funds compared with current yields of 1.25% from investments in the City's portfolio.

### Key Forecast Drivers

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Assumptions drive the forecast results, which are detailed on pages 15 to 17. Stated simply, if the assumptions change, the results will change. As prefaced in the *General Fiscal Outlook* presented to the Council in December 2016, there are eight key drivers underlying the forecast results:

- General economic trends and outlook
- State budget situation
- Current financial condition
- Key revenues
- Operating cost drivers, including Sheriff contract renewal and unfunded liabilities for pensions and retiree health care
- General Fund subsidies
- Population growth and development
- Capital improvement plan

#### ❶ *General Economic Trends and Outlook*

**Where we are today.** We have seen consistent growth nationally and in the State for more than seven years.

- National unemployment is 4.5%, down from peak of 10.0%.
- California unemployment is 5.0%, down from peak of 12.2%.
- The stock market has rebounded strongly: the Dow Jones Industrial Average has increased from a low in March 2009 of 6,500 to historic highs of about 21,000; and at over 2,300, the S&P 500 is also at historically high levels.
- Corporate earnings are up, with record highs nationally.
- The banking system is healthier.
- Interest rates continue to be low by historic standards (although access to credit is tougher).
- Housing prices have recovered (although this has resulted in affordability challenges).

**Where we're headed.** While there is uncertainty, many economists do not see significant economic storm clouds on horizon for the nation or the State.



# INTRODUCTION

- The Legislative Analyst’s Office (LAO) – one of the most credible sources on State economic and fiscal issues – assumes modest growth nationally and strong economic performance in the State through 2018.
- Beacon Economics – also highly regarded for its State and regional economic forecasts – sees State unemployment staying below 5.5% through 2018, with continuing (albeit modest) growth in employment, personal income and taxable retail sales.

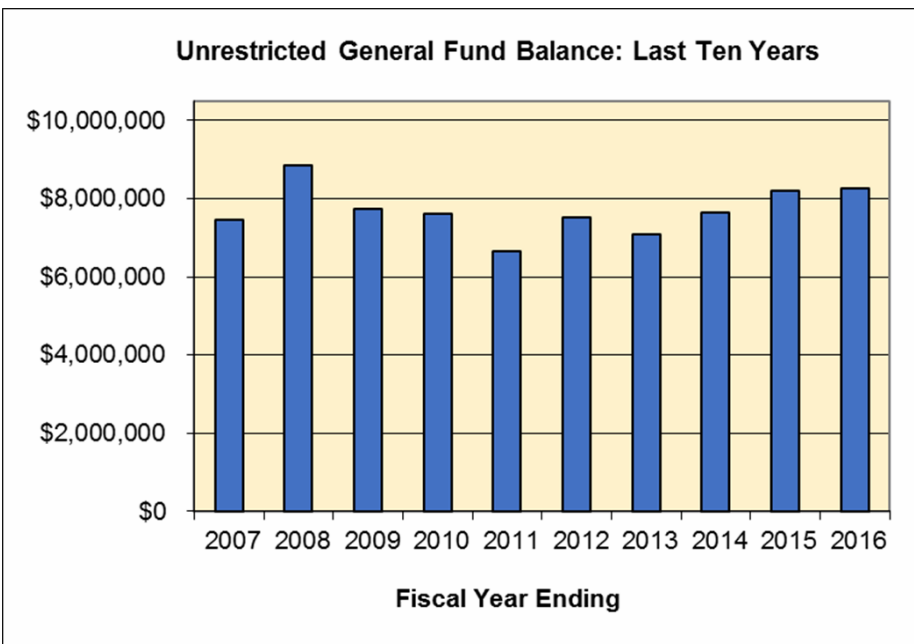
However, at 92 months, we are now in the third longest period of economic expansion in over 80 years; and closing in on the other two.

Stated simply, we’re due for a downturn. Based on long-term trends, there is reasonable likelihood that we will experience some level of economic downturn over the next five years. Avoiding this would mean setting a new post-Great Depression record for economic expansion.

**What this means for the City.** Property tax, sales tax and transient occupancy tax (TOT) revenues account for about 85% of General Fund revenues (excluding transfers). These are driven by performance of the local economy, which in turn is driven by the interrelated performance of the regional, state and national economies. While no significant economic downturns that will impact key General Fund revenues are projected in the forecast, this is not a sure thing.

### ② *Current Strong Financial Condition*

The following chart shows the City’s General Fund balance for the past ten years. In each year, the City exceeds its minimum policy. It also shows that reserves have remained relatively constant, which means that the City has been able to respond to tough fiscal times without relying on significant drawdowns on its reserves.



## INTRODUCTION

This was not the case for many cities in California. In short, as noted in the *General Fiscal Outlook*, while the City has not been immune from adverse economic forces resulting from the Great Recession and State takeaways, it has been more successful than many other communities in California in weathering these fiscal storms.

**June 30, 2016 Ending General Fund Balance.** As shown below, the City ended 2015-16 with General Fund balances that are \$1.7 million higher than the policy minimum. This will serve the General Fund well in meeting the challenges ahead.

<b>General Fund Balance</b>	<b>Amount</b>
Unspendable/Restricted	408,518
Unrestricted General Fund Balance	
Financial and economic uncertainty	4,402,285
Capital asset replacement	1,039,531
Special projects	1,086,410
<b>Unassigned</b>	<b>1,734,662</b>
<b>Total Unrestricted Fund Balance, June 30, 2016</b>	<b>8,262,888</b>
Total Fund Balance, June 30, 2016	\$8,671,406

### *2015-16 Audited Fund Balance*

#### ③ *State Budget Outlook*

Over the past twenty-five years, the greatest fiscal threat to cities in California has not been economic downturns, dotcom meltdowns or corporate scandals, but rather, State takeaways. These included 20% reductions in property tax revenues in transferring revenues to schools via the Education Revenue Augmentation Fund (which in turn allowed the State to reduce its funding to schools by a commensurate amount), property tax administration fees, unfunded State mandates and most recently, dissolution of redevelopment agencies. These takeaways were on top of the fiscal challenges facing cities in light of their own revenue declines and cost pressures.

Fortunately, due to an improving economy combined with tax increases, constrained spending and more prudent fiscal policies (including required contributions to reserves), the State is in its best financial condition in many years. Accordingly, there are no further takeaways on the horizon – but neither are there any suggested restorations of past takeaways.

That said, while there are added constitutional protections in place since the last State raids on local finances, five years is a long time for the State to leave cities alone.

#### ④ *Key Revenues*

Based on trends for the past ten years (detailed on pages 27 and 28), it is clear the City has recovered from the Great Recession. The forecast generally assumes continued growth in the City's top three revenues – property tax, sales tax and transient occupancy tax (TOT).

Together, these three sources account for 85% of General Fund revenues (excluding transfers in).

# INTRODUCTION

## 5 *Operating Costs Expenditures*

There are four key operating cost assumptions reflected in the forecast, which are described in greater detail on pages 15 and 16.

- **Operating cost “baseline.”** The 2016-17 Budget is the “baseline” for the forecast. From this, operating costs are projected to increase by inflation (projected at 2% annually), excluding retirement costs, Sheriff contract costs and retiree health care.
- **CalPERS retirement costs.** Significant increases in retirement costs are assumed based on projections provided by the California Public Employees Retirement System (CalPERS).
- **Sheriff contract costs.** Excluding transfers out, these costs account for 40% of General Fund operating costs. As shown on page 29, increases in Sheriff contract costs have been modest over the past eight years. However, there are two factors that are likely to have an adverse impact on this key cost area: the current five-year contract with the County is coming to an end and is subject to renegotiation; and the County’s Retirement System Board recently approved a reduction in the discount rate (investment yield) from 7.5% to 7.0%. As discussed on pages 30 to 33, while this change may appear modest, it will have a significant impact on annual pension costs, which will affect contract costs.
- **Retiree health care costs.** Under the City’s “pay-as-you-go cost” approach to funding this obligation (versus funding on actuarial basis), this cost is modest at this time. However, it is likely to grow at a rate greater than inflation over the next five years.

## 6 *General Fund Subsidies*

As summarized below for 2016-17, the General Fund provides significant operating subsidies to four funds:

<b>2016-17 Budget: General Fund Subsidies</b>	
Park Development	34,149
Park Maintenance	154,299
ROW Assessment	97,597
Recreation Services	212,776
Total	\$498,821

These subsidies are largely due to structural imbalances between revenues – which in the case of assessments are fixed – and increased costs due to aging infrastructure and deferred maintenance. As discussed on page 16, continued subsidies to these five funds are projected over the next five years.

## 7 *Population Growth and Development*

The City’s population of about 14,000 has remained virtually unchanged over the past ten years. While there are some new residential developments in the pipeline, they are not likely

# INTRODUCTION

to cause either significant operating revenue or cost increases over the next five years. On the other hand, there are two hotel projects (one on City property) and a business park development that may come on line in the next five years that could favorably affect General Fund revenues. However, these will be subject to discretionary reviews, and in the case of the potential hotel on City property, significant negotiations.

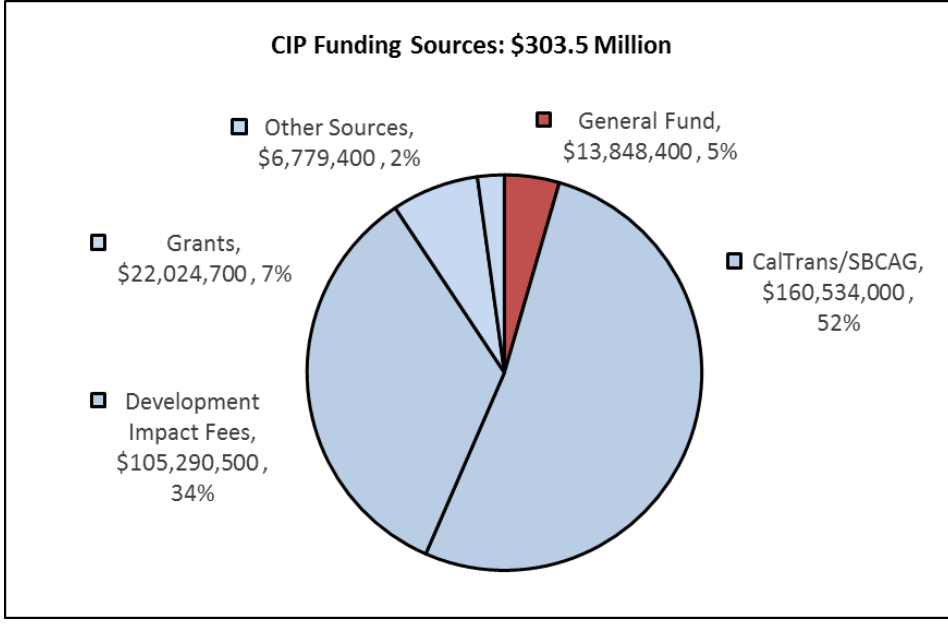
Regardless of City approvals, it is uncertain what the market for these projects will look like three to five years from now. Accordingly, no new revenues from new development are projected in the forecast.

### ③ Capital Improvements and Major Maintenance Projects

**Five -Year CIP.** In December 2016, the Council began consideration of a comprehensive, long-term CIP that covers needed improvements in wide range of areas, including general facilities, transportation, storm drainage and parks/recreation.

Based on the draft CIP, with some updates to costs, total costs are \$303.5 million. However, this cost will be expended over a long period of time and funded from a variety of sources. For the purpose of this forecast and developing assumptions for CIP costs, City staff have prepared an initial assessment of funding sources and phasing for the next five years.

Based on this assessment, the following is a summary of funding sources:



As reflected in this summary, after estimates for funding from CalTrans and the Santa Barbara County Association of Governments (SBCAG), development impact fees, grants and other sources (such as Measure A, developer reimbursements and the Gas Tax, Lighting and Parking Funds), the General Fund share is estimated at \$13.8 million.

## INTRODUCTION

The following is a summary of phasing assumptions for General Fund CIP projects for the next five years (with totals for the “out years”):

General Fund Capital Improvement Plan							
Project	2017-18	2018-19	2019-20	2020-21	2021-22	Out-Years	Total
City Hall Remodeling/Reconfiguration	2,242,000						2,242,000
EOC/Sheriff Sub-Station Construction						5,000,000	5,000,000
Public Works Yard Cover Structure						785,000	785,000
Public Works Shop Fire Sprinkler System		138,000					138,000
City Hall HVAC			238,000				238,000
City Hall Painting						157,000	157,000
MTD City Hall Electric Station Relocation				500,000			500,000
Parking Lot #1 Reconfiguration					377,500		377,500
Parking Lot #2 Reconstruction	1,387,000						1,387,000
Parking Lot #1 Closure of Street Access from Linden to Holly				700,000			700,000
Play ground Structure Replacement						1,012,000	1,012,000
Linden Avenue Beach End Beautification						94,400	94,400
El Carro Park Parking Lot Redesign						817,000	817,000
Storm Drain System Retrofit Program	400,500						400,500
<b>Total</b>	<b>\$4,029,500</b>	<b>\$138,000</b>	<b>\$238,000</b>	<b>\$1,200,000</b>	<b>\$377,500</b>	<b>\$7,865,400</b>	<b>\$13,848,400</b>

**Major Maintenance Projects.** The long-term CIP only addresses “improvement” projects: it does not address “major maintenance” such as street paving and sidewalk maintenance and repair. For the purpose of assumptions in the forecast, City staff has prepared an assessment of “major maintenance” needs, which results in the following average annual costs:

Major Maintenance Projects Funding Sources						
Category	General Fund	Gas Tax	Measure A	ROW	Total	Fiscal Year
Street Trees				93,750	93,750	2017-18
Curb & Gutter & Sidewalk Pavement	937,500	234,375	234,375		468,750	
<b>Total</b>	<b>937,500</b>	<b>234,375</b>	<b>234,375</b>	<b>93,750</b>	<b>1,500,000</b>	
Street Trees				93,750	93,750	2018-19
Curb & Gutter & Sidewalk Pavement	937,500	234,375	234,375		468,750	
<b>Total</b>	<b>937,500</b>	<b>234,375</b>	<b>234,375</b>	<b>93,750</b>	<b>1,500,000</b>	
Street Trees				93,750	93,750	2019-20
Curb & Gutter & Sidewalk Pavement	937,500	234,375	234,375		468,750	
<b>Total</b>	<b>937,500</b>	<b>234,375</b>	<b>234,375</b>	<b>93,750</b>	<b>1,500,000</b>	
Street Trees				93,750	93,750	2020-21
Curb & Gutter & Sidewalk Pavement	937,500	234,375	234,375		468,750	
<b>Total</b>	<b>937,500</b>	<b>234,375</b>	<b>234,375</b>	<b>93,750</b>	<b>1,500,000</b>	
Street Trees				93,750	93,750	2021-22
Curb & Gutter & Sidewalk Pavement	937,500	234,375	234,375		468,750	
<b>Total</b>	<b>937,500</b>	<b>234,375</b>	<b>234,375</b>	<b>93,750</b>	<b>1,500,000</b>	

## INTRODUCTION

As reflected above, the forecast assumption for General Fund major maintenance projects is \$937,500 annually, compared with \$500,000 in the 2016-17 Budget. This results in the following cost assumptions for combined General Fund CIP/Major Maintenance Projects costs:

<b>General Fund CIP/Major Maintenance Projects</b>					
Project	2017-18	2018-19	2019-20	2020-21	2021-22
CIP Projects	4,029,500	138,000	238,000	1,200,000	377,500
Major Maintenance Projects	937,500	937,500	937,500	937,500	937,500
Total	\$4,967,000	\$1,075,500	\$1,175,500	\$2,137,500	\$1,315,000

### Forecast Gap vs Budget Deficit

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In those years where expenditures are greater than revenues due to CIP/Major Maintenance Projects, this forecast does not project a “budget deficit.” Stated simply, a projected “forecast gap” is not the same as a “budget deficit.” The City will have a budget deficit only if it does nothing to take corrective action. However, by looking ahead and making the tough choices necessary “today” to close any potential *future* gaps, the City will avoid incurring real deficits.

## FORECAST FRAMEWORK

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### Background

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There are two basic approaches that can be used in preparing and presenting forecasts: developing one forecast based on one set of assumptions about what is believed to be the most likely outcome; or preparing various “scenarios” based on a combination of possible assumptions for revenues and expenditures. This forecast uses the “one set of assumptions” approach as being the most useful for policy-making purposes. However, it presents two “what ifs:”

- Operating Costs
- Operating Costs with CIP/Major Maintenance Projects. The assumptions in this case are the same as the “Operating Costs” forecast with the addition of CIP/Major Maintenance Projects.

The financial model used in preparing this forecast can easily accommodate a broad range of other “what if” scenarios.

### Demographic and Financial Trends

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The past doesn’t determine the future. However, if the future won’t look like the past, we need to ask ourselves: why not? How will the future be different than the past, and how will that affect the City’s fiscal outlook? Accordingly, one of the first steps in preparing the forecast is to take a detailed look at key demographic, economic and fiscal trends over the past ten years.

## INTRODUCTION

A summary of key indicators is provided in the *Trends* section of this report beginning on page 22. Areas of particular focus included:

- ***Demographic and Economic Trends.*** Economic trends, housing, population and inflation as measured by changes in the consumer price index (CPI).
- ***Revenues Trends.*** Focused on the City's top three General Fund revenues – property taxes, TOT and sales – which together account for about 85% of total General Fund revenues (excluding transfers in).
- ***Expenditure Trends.*** Overall trends in key expenditure areas, including sheriff contract costs, insurance, pensions and retiree health care.

### Forecast Assumptions

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As noted above, assumptions drive the forecast results. Sources used in developing forecast projections include:

- Long and short-term trends in key City revenues and expenditures.
- Economic trends as reported in the national media.
- Statewide and regional economic forecasts prepared by the University of California, Los Angeles, University of California, Santa Barbara, California Economic Forecast and Beacon Economics.
- Economic and fiscal information developed by the State Legislative Analyst (LAO), State Department of Finance and State Controller.
- Fiscal and legislative analysis by the League of California Cities.
- Analysis by the City's sales tax advisor (HdL Companies).
- Five-year employer contribution rate projections prepared by CalPERS.

Ultimately, working closely with City staff, the forecast projections reflect our best judgment about performance of the local economy during the next five years, and how these will affect General Fund revenues and expenditures. A detailed description of the assumptions used in the forecast and the resulting projections are provided on pages 18 to 21.

### What's Not in the Forecast

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***Grant Revenues.*** For operations, the forecast does not reflect the receipt of any “competitive” grant revenues over the next five years. However, based on past experience, it is likely that the City will be successful in obtaining grants for operating purposes. However, these are typically for restricted purposes that meet the priorities of the granting agency, which are not necessarily the same as the City's. Moreover, experience shows given federal and state budget challenges, the amount of available grant funding is more likely to decline over the next five years than increase.

## INTRODUCTION

*Operating Needs Not Funded in the 2016-17 Budget.* It is likely that there are City needs that are not reflected in the 2016-17 Budget.

*Transportation Funding Package Currently Under Consideration.* It appears that the Governor and Legislature leadership have agreed on new transportation funding with substantial increases for state highways, public transportation and local streets and roads (“Road Repair and Accountability Act of 2017”). Based on analysis by the League of California Cities, this could result in added City revenues for street purposes of \$80,000 in 2017-18 (partial year) and \$239,000 annually thereafter if the package is approved as currently proposed.

### What’s Most Likely to Change?

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By necessity, the forecast is based on a number of assumptions. The following summarizes key areas where changes from forecast assumptions are most likely over the next five years:

*Top Revenue Projections.* These are directly tied to the performance of the local economy, which in turn is driven by the interrelated performance of the regional, state and national economies. As noted above, no significant economic downturns that will impact key General Fund revenues are projected in the forecast. However, it bears repeating that this is not a sure thing.

*Revenue Projections from New Development.* While none are reflected in the forecast, it is possible that some of the hotel and business park projects on the radar could move faster. If that’s the case, then revenues – at least in the forecast out-years – may be better than the forecast.

*Insurance Costs.* Consistent with the assumption of using the 2016-17 Budget as the “baseline,” the forecast assumes that general liability and workers’ compensation and property insurance costs will grow by inflation (2% annually). However, in the past this has been a volatile cost for many cities in California (and the City’s experience has shown the potential for wide swings as well). While loss experience plays a role, higher costs can also be incurred resulting from volatility in the financial markets. This can often have a far greater impact on insurance costs than actuarial loss experience.

*Retirement Costs.* The forecast uses CalPERS’ rate projections for the next five years. While this is a reasonable assumption, experience has shown the potential for even steeper increases in employer contribution costs.

### THE PATH FORWARD

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As discussed above, the City is in good fiscal shape in funding operating costs – which has been the focus of past City budgets – with projected revenues exceeding operating costs by about \$643,000 annually.

However, the forecast also shows an annual average “gap” of about \$1.5 million when CIP/Major Maintenance Projects are included. The resulting ending fund balance would be \$7.3 million below the policy minimum.



## INTRODUCTION

There are several options available in funding CIP/Major Maintenance Projects (in full or part) that would result in a balanced budget and reserves at minimum policy levels, including:

- Using reserves to minimum policy levels.
- Debt financing.
- New revenues (which will require voter approval).
- Combination of these three.

**Using Reserves to Minimum Policy Levels.** The forecast shows that without CIP/Major Maintenance Projects, the General Fund balance will rise to \$3.4 million above the policy minimum. This could be used to partially fund the \$10.7 million in projects assumed in the forecast.

**Debt Financing.** While there might be others, the City Hall Remodeling/Reconfiguration project is an excellent candidate for debt financing: it is a “lumpy” cost in the CIP; will serve the City for many years; and will result in very low debt service costs relative to General Fund revenues. For example, if financed for 15 years with conservatively estimated interest rate of 4%, annual debt service would be about \$165,000. This represents less than 2% of General Fund sources and would leave about \$2.6 million in available reserves for other projects on a “pay-as-you-go” basis, recognizing that there are likely to be competing interest for funds.

**New Revenues.** As discussed in the *New Revenue Options* section (pages 35 to 43), there are a wide variety of new revenue sources available to the City. This includes:

- Local option sales
- TOT
- Utility users tax
- Business license tax
- Parcel tax

However, as discussed in the side-bar, they virtually all require voter approval:

- Majority voter approval if for general purposes.
- Two-third voter approval if for special purposes or a parcel tax.

While discussed in greater detail in the *New Revenue Options* section, the most likely new revenue source that will meet the City’s CIP/Major Maintenance Projects goals is a local option sales tax of ½-percent, which will generate about \$1 million annually.

### Council Approved Revenues

As discussed on the *New Revenue Options* section, the Council has very limited ability in approving new revenues for operating programs. The primary option is user fee cost recovery.

In February 2017, the Council reviewed a comprehensive cost of services study that assessed current costs and fees. Based on adopted cost recovery policies, the Council approved modest fee increases that are projected to raise about \$156,000 annually in added revenues. This increase is reflected in the forecast beginning in 2017-18.

As such, given this recent review, voter-approved revenues are virtually all that remain as new revenue sources. The only other viable Council-approved option would be to increase the solid waste franchise agreement. However, this is not wholly within the Council’ discretion: it would require the approval of the franchisee via a renegotiated agreement.

## INTRODUCTION

If this (or any other new revenue source) is proposed as a general-purpose tax, the soonest that a revenue measure could be placed before voters is November 2018, in conjunction with Council elections as required by the State Constitution. (Ballot measures for special purposes, or general purposes with unanimous Council declaration of a fiscal emergency, can be held at any time).

As discussed below, preparation for successful revenue ballot measure typically takes 12 to 18 months, so November 2018 is not far away.

**Combination of Options.** Rather than relying on only one option, the City could use a combination of them.

## CONCLUSION

**Favorable Outlook in Funding Operating Costs.** The City is in good fiscal shape in funding operating costs – which has been the focus of past City budgets – with projected revenues exceeding operating costs by about \$643,000 annually. This would provide for funding Major Maintenance Projects at a similar level (\$500,000) as the 2016-17 Budget. The projected ending fund balance at the end of the forecast period (2021-22) would be about \$3.4 million above the policy minimum.

However, given the uncertainties ahead, the City should strongly consider using available resources in funding CIP/Major Maintenance Projects and/or addressing its unfunded pension and retiree health liabilities before expanding operating programs.

**Challenges Ahead in Funding CIP/Major Maintenance Projects.** The forecast shows an annual average “gap” of about \$1.5 million when CIP/Major Maintenance Projects are included. The resulting ending fund balance would be \$7.3 million below the policy minimum.

**The Path Ahead.** This report identifies three basic options for funding CIP/Major Maintenance Projects. Two of these – using reserves and debt financing for the City Hall Remodeling/Reconfiguration project – can be approved by the Council. However, any new revenue sources (except potentially an increase in solid waste franchise fees) will require voter approval.

## KEY ASSUMPTIONS

### DEMOGRAPHIC TRENDS

**Population.** Based on recent trends, no change in population (either up or down) is projected to materially affect revenues or expenditures over the next five years.

**Inflation.** Based on long-term trends and projections in recent statewide and regional forecasts, inflation – as measured by the consumer price index (CPI) – grows by 2% annually throughout the forecast period.

### ECONOMIC OUTLOOK

At 92 months, the nation is now in its third longest period of economic expansion in over 80 years. And it is quickly closing in on the other two: 106 months of sustained economic growth (almost nine years) from 1961 to 1969; and 120 months (ten years) from 1991 to 2001. In short, avoiding a downturn over the next five years would mean setting new post-Great Depression record for economic expansion. Nonetheless, many economists do not see significant economic storm clouds on horizon for the nation or the State. Accordingly, no significant economic downturns that will impact key General Fund revenues are projected in the forecast. However, this is far from a sure thing.

### EXPENDITURES

**Operating Costs.** The adopted 2016-17 Budget is the “baseline” for the forecast operating expenditures. From this, operating costs are projected to increase by inflation (projected at 2% annually), with the notable exception of retirement, Sheriff contract and retiree health care costs.

**CalPERS.** Based on projections provided by the California Public Employees Retirement System (CalPERS), these costs are projected to rise significantly. Accordingly, detailed cost projections based on factors provided by CalPERS have been separately calculated.

The underlying factors driving the increases are described in the *Trends* section of this report beginning on page 30. Based on these factors, the detail calculations for projecting retirement costs are provided on page 20.

**Sheriff Contract Costs.** As discussed in the *Trends* section of this report beginning on page 29, increases in Sheriff contract costs have been modest over the past eight years. However, there are two factors that are likely to have an adverse impact on this key cost area: the current five-year contract with the County is coming to an end and is subject to renegotiation; and the County’s Retirement System Board recently approved a reduction in the discount rate (investment yield) from 7.5% to 7.0%. While this change may appear modest, it will have a significant impact on annual pension costs.

Based on this, the forecast assumes a 3.5% annual increase in Sheriff contract costs.

**Retiree Health Care.** Under the City’s “pay-as-you-go cost” approach to funding this obligation (versus funding on actuarial basis), this cost is modest at this time. However, it is projected to increase by 10% annually over the next five years.

**Other Operating Costs.** The forecast assumption of 2% for operating cost increases (aside from retirement costs) based on CPI is lower than past trends. This is based on the following factors:

# KEY ASSUMPTIONS

- In preparing and reviewing expenditure trends, special attention was focused separately on key “external” drivers like insurance, CalPERS retirement, retiree health care and Sheriff contract costs. Based on past trends for general liability and workers’ compensation insurance costs (pages 29 and 30), these expenditures appeared to have stabilized and are not expected to exceed the CPI assumption.
- In the case of retirement costs, as noted above, these were prepared separately based on rate and cost information provided by CalPERS.
- And separate assumptions have been made for Sheriff contract and retiree health care.
- After accounting for these four external drivers, the remaining costs are largely within the control of the City. Staffing costs account for about one-third of operating expenditures. Setting aside the four costs that are accounted for separately, staffing costs rise (or fall) based on one of two factors: authorized staffing levels and compensation. Both are within the control of the City. Since this report is a forecast and not the Budget, CPI is a reasonable basis for projecting these other costs.

Accordingly, given the underlying assumptions of current service levels (and thus staffing), the forecast projects that core operating costs will increase from the 2016-17 baseline by projected increases in the CPI.

**Capital Improvement Plan (CIP)/Major Maintenance Projects.** Expenditures are based on funding and phasing assessments prepared by City staff. These are presented on pages 8 to 10, summarized as follows for the General Fund for the next five years:

<b>General Fund CIP/Major Maintenance Projects</b>					
Project	2017-18	2018-19	2019-20	2020-21	2021-22
CIP Projects	4,029,500	138,000	238,000	1,200,000	377,500
Major Maintenance Projects	937,500	937,500	937,500	937,500	937,500
<b>Total</b>	<b>\$4,967,000</b>	<b>\$1,075,500</b>	<b>\$1,175,500</b>	<b>\$2,137,500</b>	<b>\$1,315,000</b>

## INTERFUND TRANSFERS

Transfers in and out, including fund subsidies, are based on the 2016-17 Budget (excluding transfers to the Measure A Fund) and increase annually based on changes in the CPI (2% per year).

## STATE BUDGET ACTIONS

The forecast assumes no added cuts nor restoration of past cuts to cities.

## REVENUES

Sources used in developing revenue projections for the forecast include:

- Long and short-term trends in key City revenues and expenditures.
- Economic trends as reported in the national media.
- State and regional economic forecasts prepared by the University of California, Los Angeles; University of California, Santa Barbara; California Economic Forecast; and Beacon Economics.
- Economic and fiscal information developed by the State Legislative Analyst (LAO), State Department of Finance and State Controller.

# KEY ASSUMPTIONS

- Fiscal and legislative analysis by the League of California Cities.
- Analysis by the City’s sales tax advisor (HdL Companies).

Ultimately, however, in close consultation with City staff, the forecast projections reflect our best judgment about the State budget process and the performance of the local economy during the next five years and how these will affect General Fund revenues.

### *Top Three Revenues*

The following describes the assumptions for the “Top Three” revenues in the forecast, which account for 85% of total projected General Fund revenues (excluding transfers).

**Property Tax.** This revenue source is driven by changes in assessed value. Following strong growth for the last two years, the forecast assumes modest “baseline” growth throughout the forecast period as follows:

2017-18	5.0%
2018-19	5.0%
2019-20	4.0%
2020-21	4.0%
2021-22	4.0%

**Transient Occupancy Tax.** Transient occupancy taxes (TOT), which are based on hotels and short-term vacation rentals, increased significantly from 2013-14 to 2014-15 (by 23%), leveling off in 2015-16. This flattening is likely due to the current moratorium on new short-term vacation rental permits. New short-term vacation rental regulations go into effect July 1, 2017, and will allow for a small amount of growth in the number of vacation rental units in the designated district. For this reason, growth of 2% based on inflation is projected in the first year of the forecast, increasing thereafter to 4% with a modest increase in short-term vacation rentals:

2017-18	2.0%
2018-19	4.0%
2019-20	4.0%
2020-21	4.0%
2021-22	4.0%

**Sales Tax.** The forecast assumes modest growth in sales tax revenues base on inflation of 2.0% annually.

### *Other Revenues*

These are projected to remain flat or grow modestly by inflation (2%) during the forecast period, with one exception: based on Council adoption of a comprehensive Cost of Services Study in February 2017, the forecast projects added revenues of \$156,000 (based on estimates in the Study) for Service Charges beginning in 2017-18.

## Operating Costs

<b>GENERAL FUND FIVE YEAR FISCAL FORECAST: 2017-2022</b>									
	2014-15 Actual	2015-16 Actual	2016-17		FO RECAST				
			Budget	Revised	2017-18	2018-19	2019-20	2020-21	2021-22
<b>REVENUES</b>									
Taxes and Franchise Fees									
Property Tax	\$2,962,900	\$3,142,600	\$3,218,500	\$3,299,700	\$3,464,700	\$3,637,900	\$3,783,400	\$3,934,700	\$4,092,100
Transient Occupancy Tax	2,369,800	2,379,800	2,449,900	2,427,400	2,475,900	2,525,400	2,626,400	2,731,500	2,840,800
Sales Tax	2,054,000	2,090,000	2,104,000	2,131,800	2,174,400	2,217,900	2,262,300	2,307,500	2,353,700
Franchise Fees	634,800	660,200	614,800	673,400	686,900	700,600	714,600	728,900	743,500
Other Taxes	140,800	160,600	132,900	163,800	167,100	170,400	173,800	177,300	180,800
From Other Governments	235,000	33,300	27,300	27,300	27,300	27,300	27,300	27,300	27,300
Service Charges	517,900	567,600	494,900	542,800	709,700	723,900	738,400	753,200	768,300
Other Revenues									
Interest Earnings and Rents	(86,300)	172,500	105,600	105,600	105,600	105,600	105,600	105,600	105,600
Other Revenues	88,700	95,500	102,700	102,700	102,700	102,700	102,700	102,700	102,700
<b>Total Revenues</b>	<b>8,917,600</b>	<b>9,302,100</b>	<b>9,250,600</b>	<b>9,474,500</b>	<b>9,914,300</b>	<b>10,211,700</b>	<b>10,534,500</b>	<b>10,868,700</b>	<b>11,214,800</b>
<b>EXPENDITURES</b>									
Operating Programs	7,851,900	8,106,300	8,743,800	8,743,800	9,038,700	9,243,600	9,614,400	10,005,600	10,360,300
Debt Service	176,100	109,000	111,400	111,400	111,400	-	-	-	-
Capital Outlay	11,700	59,800	44,000	44,000	50,000	50,000	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>8,039,700</b>	<b>8,275,100</b>	<b>8,899,200</b>	<b>8,899,200</b>	<b>9,200,100</b>	<b>9,293,600</b>	<b>9,664,400</b>	<b>10,055,600</b>	<b>10,410,300</b>
CIP/Major Maintenance Projects									
<b>OTHER SOURCES (USES)</b>									
Transfers In	568,600	647,900	608,700	608,700	620,900	633,300	646,000	658,900	672,100
Transfers Out									
Fund Subsidies	(448,800)	(551,400)	(498,800)	(498,800)	(508,800)	(519,000)	(529,400)	(540,000)	(550,800)
Measure A Fund: Paving		(500,000)	(500,000)	(500,000)	-	-	-	-	-
Other Funds	(304,500)	(378,900)	(279,900)	(279,900)	(285,500)	(291,200)	(297,000)	(302,900)	(309,000)
<b>Total Other Sources (Uses)</b>	<b>(184,700)</b>	<b>(782,400)</b>	<b>(670,000)</b>	<b>(670,000)</b>	<b>(173,400)</b>	<b>(176,900)</b>	<b>(180,400)</b>	<b>(184,000)</b>	<b>(187,700)</b>
<b>Sources Over (Under) Uses</b>	<b>693,200</b>	<b>244,600</b>	<b>(318,600)</b>	<b>(94,700)</b>	<b>540,800</b>	<b>741,200</b>	<b>689,700</b>	<b>629,100</b>	<b>616,800</b>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<b>7,733,600</b>	<b>8,426,800</b>	<b>8,428,500</b>	<b>8,671,400</b>	<b>8,576,700</b>	<b>9,117,500</b>	<b>9,858,700</b>	<b>10,548,400</b>	<b>11,177,500</b>
<b>FUND BALANCE, END OF YEAR</b>	<b>8,426,800</b>	<b>8,671,400</b>	<b>8,109,900</b>	<b>8,576,700</b>	<b>9,117,500</b>	<b>9,858,700</b>	<b>10,548,400</b>	<b>11,177,500</b>	<b>11,794,300</b>
<b>GENERAL FUND BALANCE, END OF YEAR</b>									
Unspendable/Restricted	\$221,300	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500
Committed									
Financial and Economic Uncertainty Reserve: 55% of Annual General Fund	4,126,300	4,402,300	4,894,600	4,894,600	5,060,100	5,111,500	5,315,400	5,530,600	5,725,700
General Reserve Fund: \$1,000,000 Minimum	1,076,700	1,086,400	1,094,500	1,102,700	1,111,000	1,119,300	1,127,700	1,136,200	1,144,700
Major Asset Replacement and Repair Reserve: \$1,000,000 Whenever Possible	1,030,100	1,039,500	1,047,300	1,055,200	1,063,100	1,071,100	1,079,100	1,087,200	1,095,400
Unassigned	1,972,400	1,734,700	665,000	1,115,700	1,474,800	2,148,300	2,617,700	3,015,000	3,420,000
<b>Total</b>	<b>8,426,800</b>	<b>8,671,400</b>	<b>8,109,900</b>	<b>8,576,700</b>	<b>9,117,500</b>	<b>9,858,700</b>	<b>10,548,400</b>	<b>11,177,500</b>	<b>11,794,300</b>

## Operating Costs and CIP/Major Maintenance Projects

<b>GENERAL FUND FIVE YEAR FISCAL FORECAST: 2017-2022</b>									
	2014-15 Actual	2015-16 Actual	2016-17		FO RECAST				
			Budget	Revised	2017-18	2018-19	2019-20	2020-21	2021-22
<b>REVENUES</b>									
Taxes and Franchise Fees									
Property Tax	\$2,962,900	\$3,142,600	\$3,218,500	\$3,299,700	\$3,464,700	\$3,637,900	\$3,783,400	\$3,934,700	\$4,092,100
Transient Occupancy Tax	2,369,800	2,379,800	2,449,900	2,427,400	2,475,900	2,525,400	2,626,400	2,731,500	2,840,800
Sales Tax	2,054,000	2,090,000	2,104,000	2,131,800	2,174,400	2,217,900	2,262,300	2,307,500	2,353,700
Franchise Fees	634,800	660,200	614,800	673,400	686,900	700,600	714,600	728,900	743,500
Other Taxes	140,800	160,600	132,900	163,800	167,100	170,400	173,800	177,300	180,800
From Other Governments	235,000	33,300	27,300	27,300	27,300	27,300	27,300	27,300	27,300
Service Charges	517,900	567,600	494,900	542,800	709,700	723,900	738,400	753,200	768,300
Other Revenues									
Interest Earnings and Rents	(86,300)	172,500	105,600	105,600	105,600	105,600	105,600	105,600	105,600
Other Revenues	88,700	95,500	102,700	102,700	102,700	102,700	102,700	102,700	102,700
<b>Total Revenues</b>	<b>8,917,600</b>	<b>9,302,100</b>	<b>9,250,600</b>	<b>9,474,500</b>	<b>9,914,300</b>	<b>10,211,700</b>	<b>10,534,500</b>	<b>10,868,700</b>	<b>11,214,800</b>
<b>EXPENDITURES</b>									
Operating Programs	7,851,900	8,106,300	8,743,800	8,743,800	9,038,700	9,243,600	9,614,400	10,005,600	10,360,300
Debt Service	176,100	109,000	111,400	111,400	111,400	-	-	-	-
Capital Outlay	11,700	59,800	44,000	44,000	50,000	50,000	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>8,039,700</b>	<b>8,275,100</b>	<b>8,899,200</b>	<b>8,899,200</b>	<b>9,200,100</b>	<b>9,293,600</b>	<b>9,664,400</b>	<b>10,055,600</b>	<b>10,410,300</b>
CIP/Major Maintenance Projects					4,967,000	1,075,500	1,175,500	2,137,500	1,315,000
<b>OTHER SOURCES (USES)</b>									
Transfers In	568,600	647,900	608,700	608,700	620,900	633,300	646,000	658,900	672,100
Transfers Out									
Fund Subsidies	(448,800)	(551,400)	(498,800)	(498,800)	(508,800)	(519,000)	(529,400)	(540,000)	(550,800)
Measure A Fund: Paving		(500,000)	(500,000)	(500,000)	-	-	-	-	-
Other Funds	(304,500)	(378,900)	(279,900)	(279,900)	(285,500)	(291,200)	(297,000)	(302,900)	(309,000)
<b>Total Other Sources (Uses)</b>	<b>(184,700)</b>	<b>(782,400)</b>	<b>(670,000)</b>	<b>(670,000)</b>	<b>(173,400)</b>	<b>(176,900)</b>	<b>(180,400)</b>	<b>(184,000)</b>	<b>(187,700)</b>
<b>Sources Over (Under) Uses</b>	<b>693,200</b>	<b>244,600</b>	<b>(318,600)</b>	<b>(94,700)</b>	<b>(4,426,200)</b>	<b>(334,300)</b>	<b>(485,800)</b>	<b>(1,508,400)</b>	<b>(698,200)</b>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<b>7,733,600</b>	<b>8,426,800</b>	<b>8,428,500</b>	<b>8,671,400</b>	<b>8,576,700</b>	<b>4,150,500</b>	<b>3,816,200</b>	<b>3,330,400</b>	<b>1,822,000</b>
<b>FUND BALANCE, END OF YEAR</b>	<b>8,426,800</b>	<b>8,671,400</b>	<b>8,109,900</b>	<b>8,576,700</b>	<b>4,150,500</b>	<b>3,816,200</b>	<b>3,330,400</b>	<b>1,822,000</b>	<b>1,123,800</b>
<b>GENERAL FUND BALANCE, END OF YEAR</b>									
Unspendable/Restricted	\$221,300	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500	\$408,500
Committed									
Financial and Economic Uncertainty Reserve: 55% of Annual General Fund	4,126,300	4,402,300	4,894,600	4,894,600	5,060,100	5,111,500	5,315,400	5,530,600	5,725,700
General Reserve Fund: \$1,000,000 Minimum	1,076,700	1,086,400	1,094,500	1,102,700	1,111,000	1,119,300	1,127,700	1,136,200	1,144,700
Major Asset Replacement and Repair Reserve: \$1,000,000 Whenever Possible	1,030,100	1,039,500	1,047,300	1,055,200	1,063,100	1,071,100	1,079,100	1,087,200	1,095,400
Unassigned	1,972,400	1,734,700	665,000	1,115,700	(3,492,200)	(3,894,200)	(4,600,300)	(6,340,500)	(7,250,500)
<b>Total</b>	<b>8,426,800</b>	<b>8,671,400</b>	<b>8,109,900</b>	<b>8,576,700</b>	<b>4,150,500</b>	<b>3,816,200</b>	<b>3,330,400</b>	<b>1,822,000</b>	<b>1,123,800</b>

<b>ASSUMPTIONS SUMMARY</b>							
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	
Population	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Inflation	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
<b>REVENUES &amp; OTHER SOURCES</b>							
Property Tax	5.0%	5.0%	4.0%	4.0%	4.0%	4.0%	
Transient Occupancy Tax	2.0%	2.0%	4.0%	4.0%	4.0%	4.0%	
Sales Tax	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
Franchise Fees	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
Other Taxes	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
From Other Governments	Budget	Flat	Flat	Flat	Flat	Flat	
Service Charges: Average of Prior 2 Year Actual as Base	542,800	2.0%	2.0%	2.0%	2.0%	2.0%	
Plus \$156,000 for added revenues from 2017 Cost of Services Study beginning 2017-18	156,000						
Other Revenues	Budget	Flat	Flat	Flat	Flat	Flat	
Transfers In	Budget	2.0%	2.0%	2.0%	2.0%	2.0%	
<b>EXPENDITURES &amp; OTHER USES</b>							
Operating Expenditures							
CalPERS							
Payroll Base: Grows by Inflation	Classic Employees	2,054,600	2,095,700	2,137,600	2,180,400	2,224,000	2,268,500
<i>General Fund accounts for</i>	PEPRA Employees	155,000	158,100	161,300	164,500	167,800	171,200
<i>about 85% of total staffing costs</i>	Total Payroll Base	2,209,600	2,253,800	2,298,900	2,344,900	2,391,800	2,439,700
Normal Contribution Rate	Classic Employees	9.846%	9.887%	9.900%	9.900%	9.900%	9.900%
	PEPRA Employees	7.660%	7.450%	7.000%	7.000%	7.000%	7.000%
Adjusted for Assumption Changes	Classic Employees	9.846%	9.887%	10.650%	11.400%	12.900%	12.900%
	PEPRA Employees	7.660%	7.450%	7.750%	8.500%	10.000%	10.000%
Normal Contribution Costs	Classic Employees	202,300	207,200	227,700	248,600	286,900	292,600
	PEPRA Employees	11,900	11,800	12,500	14,000	16,800	17,100
	Total Normal Contribution Costs	214,200	219,000	240,200	262,600	303,700	309,700
Unfunded Accrued Liability (UAL) Costs	Classic Employees	153,400	185,400	191,700	240,200	268,900	301,800
<i>85% of Classic and PEPRA UAL</i>	PEPRA Employees	200	800	900	900	900	200
<i>to the General Fund; all Legacy UAL</i>	Legacy Public Safety	132,900	163,800	206,300	246,700	266,700	286,800
<i>costs allocated to the General Fund</i>	Total UAL Costs	286,500	350,000	398,900	487,800	536,500	588,800
UAL Adjusted for Assumption Changes	Classic Employees	153,400	185,400	197,500	254,600	309,200	362,200
	PEPRA Employees	200	800	900	1,000	1,000	200
	Legacy Public Safety	132,900	163,800	212,500	261,500	306,700	344,200
	Total Adjusted UAL Costs	286,500	350,000	410,900	517,100	616,900	706,600
	Total CalPERS Costs	500,700	569,000	651,100	779,700	920,600	1,016,300



## ASSUMPTIONS SUMMARY

EXPENDITURES & OTHER USES	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Retiree Health Care Costs: Increase Annually By 10.0%	148,400	163,200	179,500	197,500	217,300	239,000
Sheriff Contract Costs: Increase Annually By 3.5%	3,477,200	3,598,900	3,724,900	3,855,300	3,990,200	4,129,900
Debt Service: Last Payment in 2017-18	111,400	111,400	-	-	-	-
All Other Costs: Increase by Inflation	4,506,100	4,596,200	4,688,100	4,781,900	4,877,500	4,975,100
<b>Total Operating Expenditures</b>	<b>8,743,800</b>	<b>9,038,700</b>	<b>9,243,600</b>	<b>9,614,400</b>	<b>10,005,600</b>	<b>10,360,300</b>
Capital Outlay: \$50,000 Annually in Forecast Period	44,000	50,000	50,000	50,000	50,000	50,000
Capital Improvement Plan (CIP)/Major Maintenance Projects						
CIP Projects		4,029,500	138,000	238,000	1,200,000	377,500
Major Maintenance Projects		937,500	937,500	937,500	937,500	937,500
<b>Total (CIP)/Major Maintenance Projects</b>		<b>4,967,000</b>	<b>1,075,500</b>	<b>1,175,500</b>	<b>2,137,500</b>	<b>1,315,000</b>
Transfers Out						
Fund Subsidies: Grow by Inflation	Budget	2.0%	2.0%	2.0%	2.0%	2.0%
Measure A Fund Paving: No Funding in Forecast Period	Budget	-	-	-	-	-
Other Funds: Grow by Inflation	Budget	2.0%	2.0%	2.0%	2.0%	2.0%
<b>GENERAL FUND BALANCE</b>						
Unspendable/restricted balance remain at 2015-16 levels.						
Financial and economic uncertainty reserve: 55% of expenditures.						
General Reserve Fund and Major Asset Replacement and Repair Reserve: Grow by estimated investment earnings (0.75% annually based on current LAIF yield).						

# HISTORICAL TRENDS

## DEMOGRAPHIC AND ECONOMIC TRENDS

### General Economic Outlook

**Where We've Been.** The worst recession since the Great Depression officially began in December 2007 and ended in June 2009, which makes it the longest recession since World War II. Beyond its duration, the Great Recession was notably severe in several respects. Real gross domestic product (GDP) fell 4.3% from its peak in the fourth quarter of 2007 to its trough in the second quarter of 2009, the largest decline in the postwar era.

The following highlights the key impacts of the “Great Recession” in the United States and California:

#### Employment

- The national civilian labor force plummeted: civilian employment dropped by 8.5 million jobs.
- The national unemployment rate doubled from 5.0%, where it was at or below this rate for 30 months before the start of the Great Recession, to 9.5% at its end (and peaking at 10.0% in October 2009).
- In California, the impact on unemployment was even worse. The unemployment rate increased from 5.0% at the start of the Great Recession and peaked at 12.2% in October 2010.

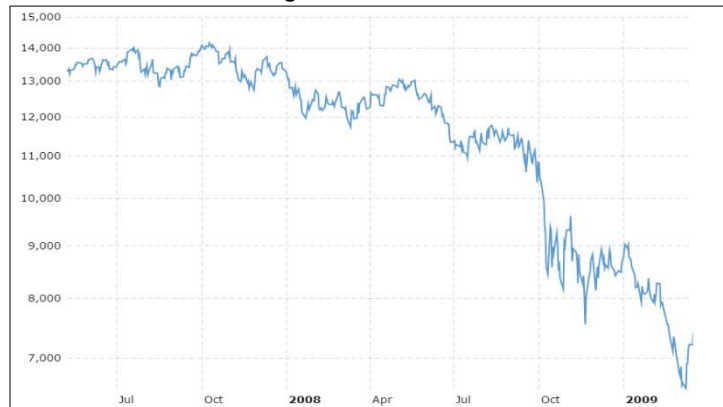
#### Stock Market

- The Dow Jones Industrial Average (DJIA) lost 46% of its value, falling from 14,100 in October 2007 to 6,500 in March 2009.
- The nation experienced its largest bank failure ever when Washington Mutual collapsed in September 2008.

#### Civilian Employment



#### Dow Jones Industrial Average



#### Washington Mutual Stock Price



## HISTORICAL TRENDS

- The failure of Lehman Brothers in October 2008 was a major precursor to the subsequent meltdown in the nation's financial markets.

Lehman Brothers Stock Price



- The bankruptcy of AIG, the largest insurance company in the world, reflects financial markets spinning out of control as collateralized default swaps and their other insured financial obligations failed.

AIG Stock Price



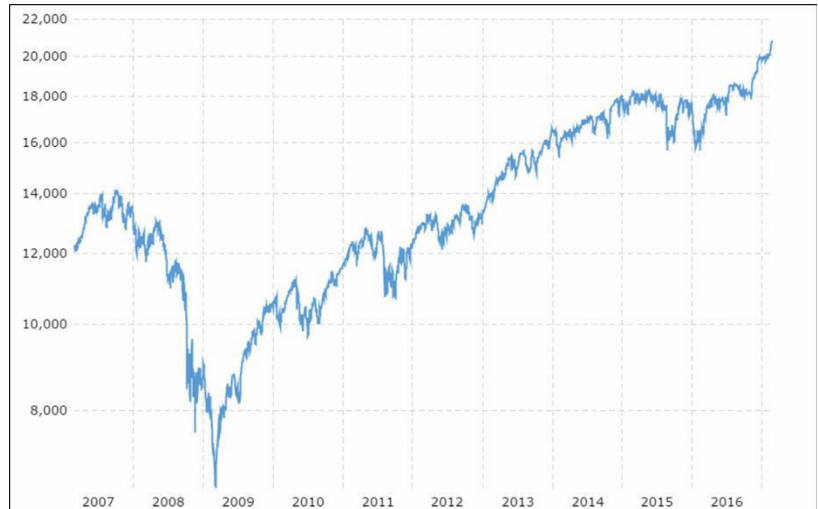
**Where We Are Today.** While the recovery has been tepid, the reality is that the national and state economies have been consistently growing for over six years.

- Nationally, the unemployment rate is 4.5% compared with its peak of 10.0%.
- In California, the unemployment rate is 5.0%, down from its peak of 12.2%.
- The stock market has rebounded strongly, with the Dow Jones Industrial Average increasing from its low of 6,500 in March 2009 to historic highs of more than 20,700. And at over 2,300, the S&P 500 index is also at historically high levels.
- The banking system is healthier.
- Interest rates continue to be low by historic standards (although access to credit is tougher).
- And housing prices have recovered (although this has resulted in affordability challenges).



# HISTORICAL TRENDS

A good “snap shot” showing where we’ve been compared with where we are today is the DJIA over the last ten years: from deep declines to steady recovery.



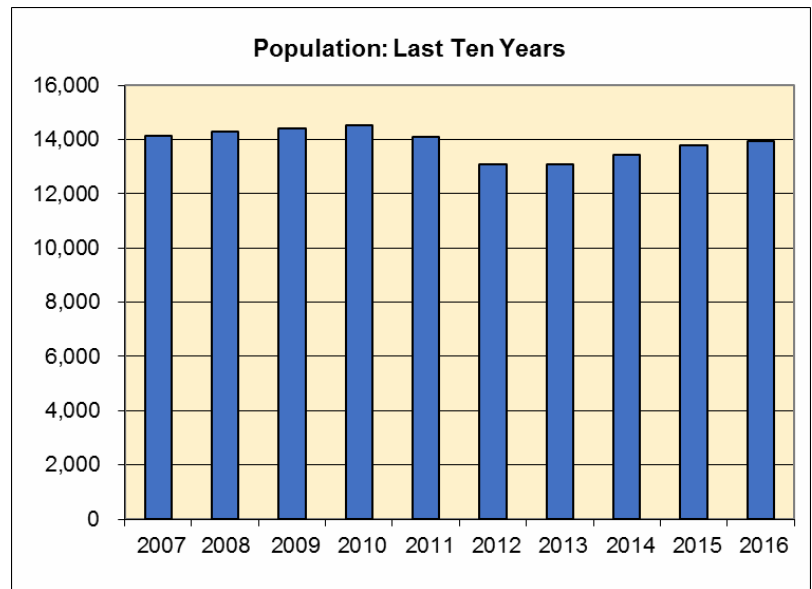
## Population and Inflation

Population		
Fiscal Year Ending	Amount	% Change
2006	14,172	
2007	14,123	-0.3%
2008	14,271	1.0%
2009	14,409	1.0%
2010	14,528	0.8%
2011	14,103	-2.9%
2012	13,076	-7.3%
2013	13,099	0.2%
2014	13,442	2.6%
2015	13,798	2.6%
2016	13,928	0.9%

January 1 of Each Year

Average Annual % Change	
Last 2 Years	1.8%
Last 5 Years	-0.2%
Last 10 Years	-0.1%

The City’s population has remained virtually unchanged for the past ten years.



Source: State of California, Demographic Research Unit

# HISTORICAL TRENDS

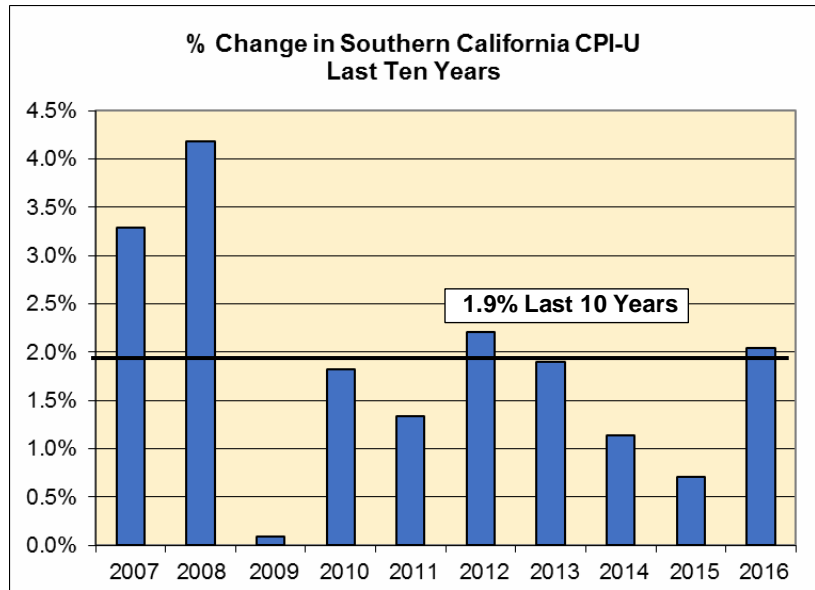
Consumer Price Index: Southern California		
Fiscal Year Ending	Amount	% Change
2006	203.9	
2007	210.6	3.3%
2008	219.4	4.2%
2009	219.6	0.1%
2010	223.6	1.8%
2011	226.6	1.3%
2012	231.6	2.2%
2013	236.0	1.9%
2014	238.7	1.1%
2015	240.4	0.7%
2016	245.3	2.0%

Los Angeles-Riverside-Orange  
All Urban Consumers, January 1 of Each Year

Average Annual % Change	
Last 2 Years	1.4%
Last 5 Years	1.6%
Last 10 Years	1.9%

**Consumer Price Index.** Changes in the Consumer Price Index for All Urban Consumers (CPI-U) for the Southern California area increased by 2.0% in 2016; and by a similar amount over the past 10 years (1.9%).

Source: U.S. Bureau of Labor Statistics

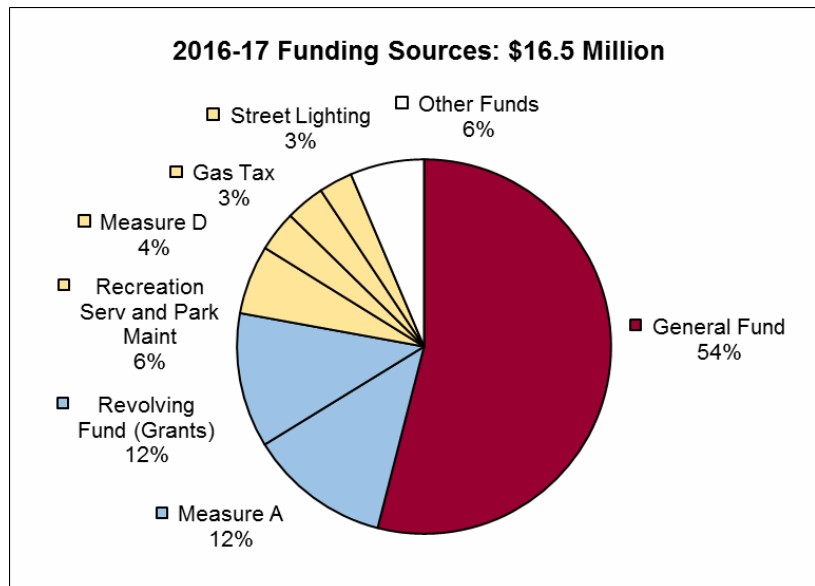


## EXPENDITURE AND REVENUE SUMMARIES: 2016-17 BUDGET

Funding Sources: 2016-17 Budget		
Source	Amount	% Total
General Fund	8,899	54%
Measure A	2,017	12%
Revolving Fund (Grants)	1,917	12%
Recreation Serv and Park Maint	983	6%
Measure D	575	3%
Gas Tax	557	3%
Street Lighting	479	3%
Other Funds	1,054	6%
<b>Total</b>	<b>\$16,481</b>	<b>100%</b>

In Thousands of Dollars

The General Fund – which is the focus of this forecast – accounts for over 50% of total City expenditures.

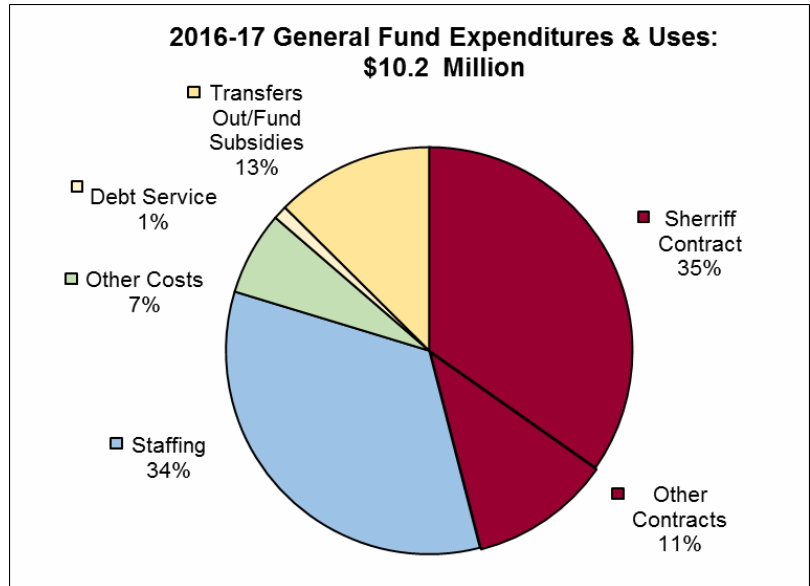


# HISTORICAL TRENDS

General Fund Expenditures & Uses: 2016-17		
Function	Amount	% Total
Sherriff Contract	3,537	35%
Other Contracts	1,143	11%
Staffing	3,431	34%
Other Costs	677	7%
Debt Service	111	1%
Transfers Out/Fund Subsidies	1,279	13%
<b>Total</b>	<b>\$10,178</b>	<b>100%</b>

*In Thousands of Dollars*

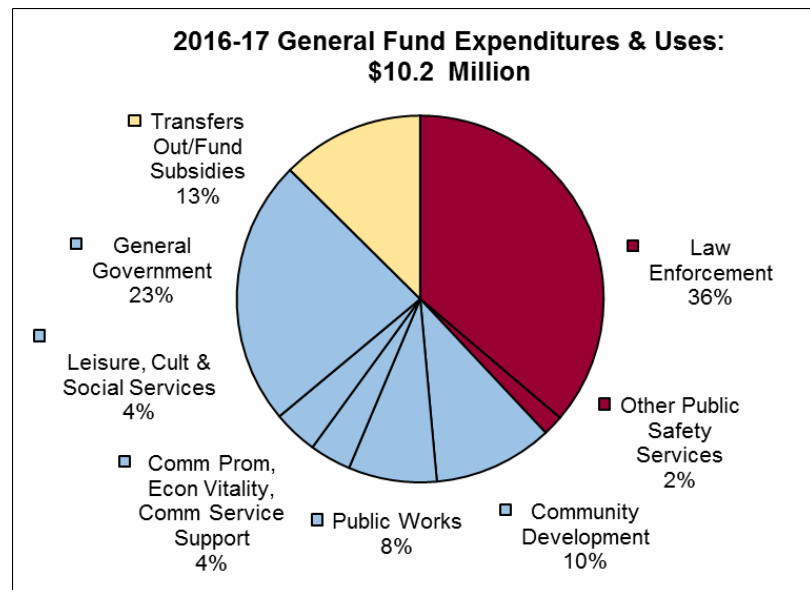
Contracts for Sheriff (35%) and other services (11%) account for almost 50% of General Fund uses (including transfers to other funds). Staffing costs are the next highest cost, accounting for about one-third of General Fund expenditures and uses.



General Fund Expenditures & Uses: 2016-17		
Function	Amount	% Total
Law Enforcement	3,686	36%
Other Public Safety Services	183	2%
Community Development	1,072	11%
Public Works	794	8%
Leisure, Cult & Social Services	372	4%
Comm Prom, Econ Vitality, Com n	401	4%
General Government	2,391	23%
Transfers Out/Fund Subsidies	1,279	13%
<b>Total</b>	<b>\$10,178</b>	<b>100%</b>

*In Thousands of Dollars*

At 36%, law enforcement costs are the largest use of General Fund resources.

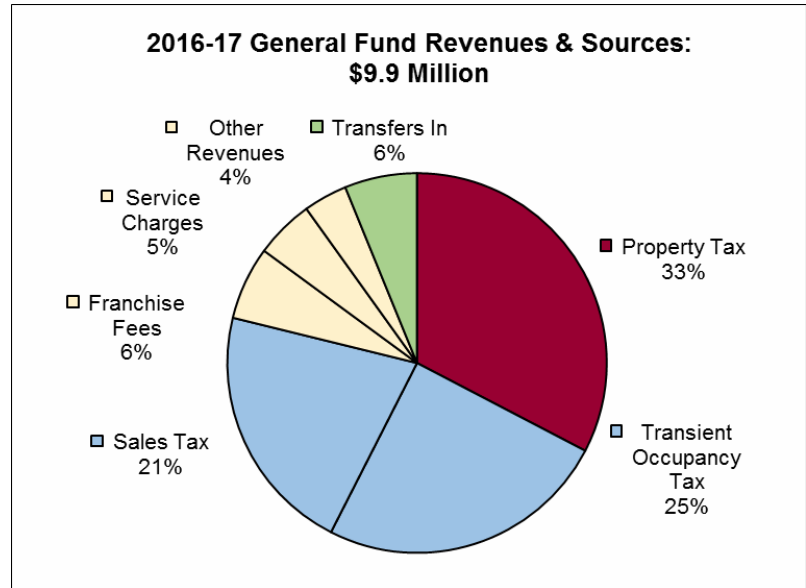


# HISTORICAL TRENDS

General Fund Revenues & Sources: 2016-17		
Source	Amount	% Total
Property Tax	3,219	33%
Transient Occupancy Tax	2,450	25%
Sales Tax	2,104	21%
Franchise Fees	615	6%
Service Charges	495	5%
Other Revenues	368	4%
Transfers In	609	6%
<b>Total</b>	<b>\$9,860</b>	<b>100%</b>

*In Thousands of Dollars*

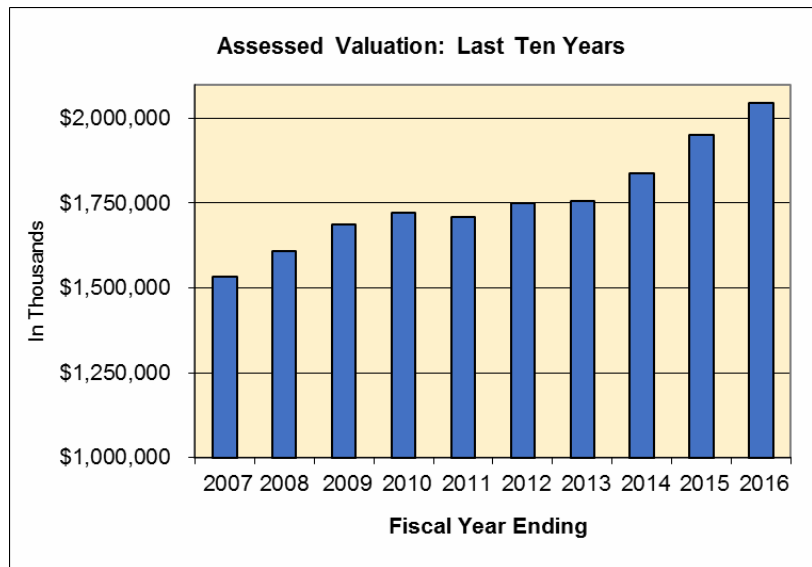
Three revenue sources account for 80% of total General Fund sources (85% of revenues excluding transfers in from other funds). Property tax is the top revenue (33%) followed by transient occupancy tax (25%) and sales tax (21%).



## GENERAL FUND REVENUE TRENDS

The following tables and charts show long and short term trends in General Fund for the “Top Three” revenue sources, which account for 85% of total General Fund revenues (excluding transfers in).

Assessed Valuation Trends		
Fiscal Year Ending	Amount	% Change
2006	\$1,425,402	
2007	1,533,617	7.6%
2008	1,609,531	4.9%
2009	1,687,791	4.9%
2010	1,720,995	2.0%
2011	1,709,708	-0.7%
2012	1,750,305	2.4%
2013	1,755,922	0.3%
2014	1,838,838	4.7%
2015	1,952,379	6.2%
2016	2,043,895	4.7%
Average Annual % Change		
Last 2 Years		5.4%
Last 5 Years		3.7%
Last 10 Years		3.7%



Property tax revenues, which are the top General Fund revenue source (accounting for over 33% of total General Fund sources, including transfers in), are driven by changes in assessed value as determined by the Santa Barbara County Assessor’s office. (The apportionment of property taxes is determined by the State and subject to change; as such, assessed value is the underlying economic driver for property taxes.)

Unlike many other cities in California, which saw deep declines in assessed value during the Great Recession, this wasn’t the case for Carpinteria: assessed value stayed relatively flat during this period, with strong growth since 2012-13.

# HISTORICAL TRENDS

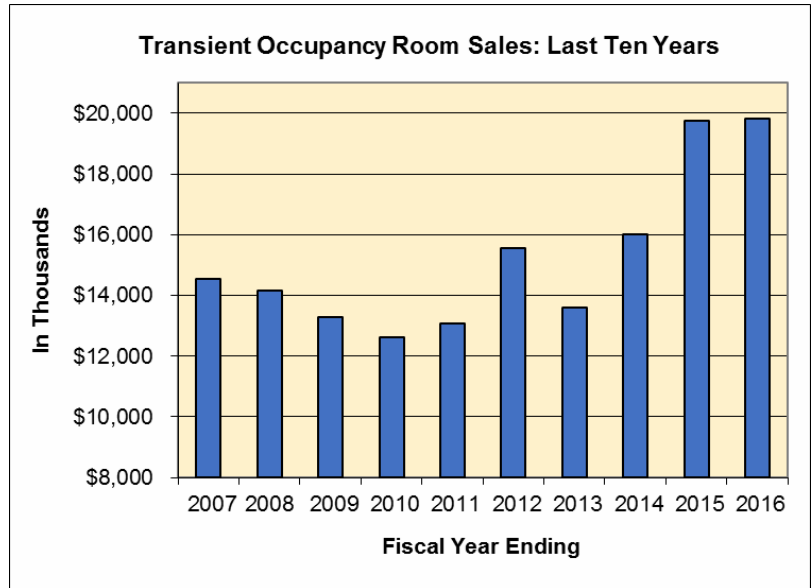
Hotel Room Sales		
Fiscal Year Ending	Amount	% Change
2006	\$12,438	
2007	14,527	16.8%
2008	14,150	-2.6%
2009	13,269	-6.2%
2010	12,624	-4.9%
2011	13,060	3.5%
2012	15,552	19.1%
2013	13,595	-12.6%
2014	16,029	17.9%
2015	19,748	23.2%
2016	19,833	0.4%
Average Annual % Change		
Last 2 Years		20.6%
Last 5 Years		10.2%
Last 10 Years		6.0%

*In Thousands*

*TOT rate increased from 10% to 12% in 2012-13*

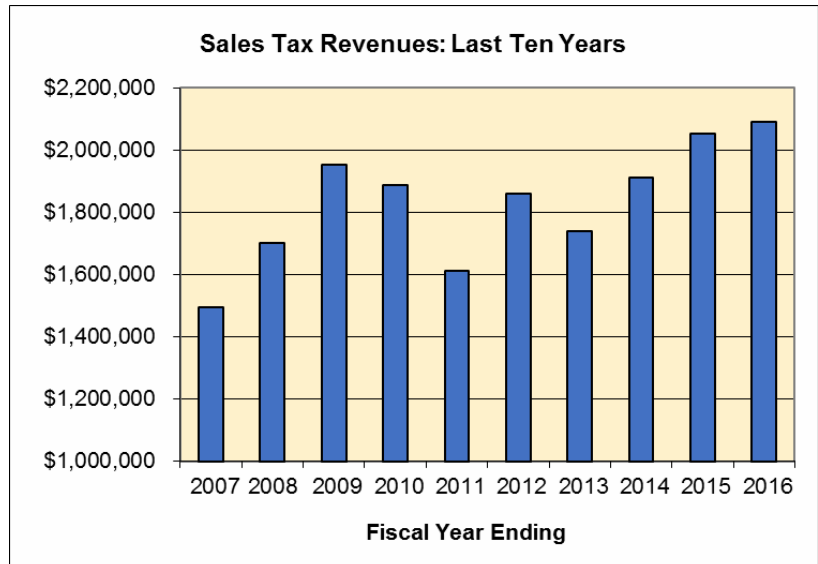
Unlike assessed value (and related property tax revenues), transient occupancy taxes (TOT), which are based on hotels and short-term vacation rentals, were affected by the Great Recession.

However, they increased significantly from 2013-14 to 2014-15 (by 23%), leveling off in 2015-16. This flattening is likely due to the current moratorium on new short-term vacation rental permits. New short-term vacation rental regulations go into effect July 1, 2017.



Sales Tax Trends		
Fiscal Year Ending	Amount	% Change
2006	\$1,310,000	
2007	1,492,900	14.0%
2008	1,700,500	13.9%
2009	1,951,200	14.7%
2010	1,886,300	-3.3%
2011	1,610,900	-14.6%
2012	1,860,700	15.5%
2013	1,739,400	-6.5%
2014	1,910,000	9.8%
2015	2,054,000	7.5%
2016	2,090,019	1.8%
Average Annual % Change		
Last 2 Years		4.6%
Last 5 Years		2.3%
Last 10 Years		5.7%

Sales tax revenues were also affected by the Great Recession. However, they recovered with strong growth in 2013-14 (9.8%) and 2014-15 (7.5%), leveling off in 2015-16 at 1.8%.





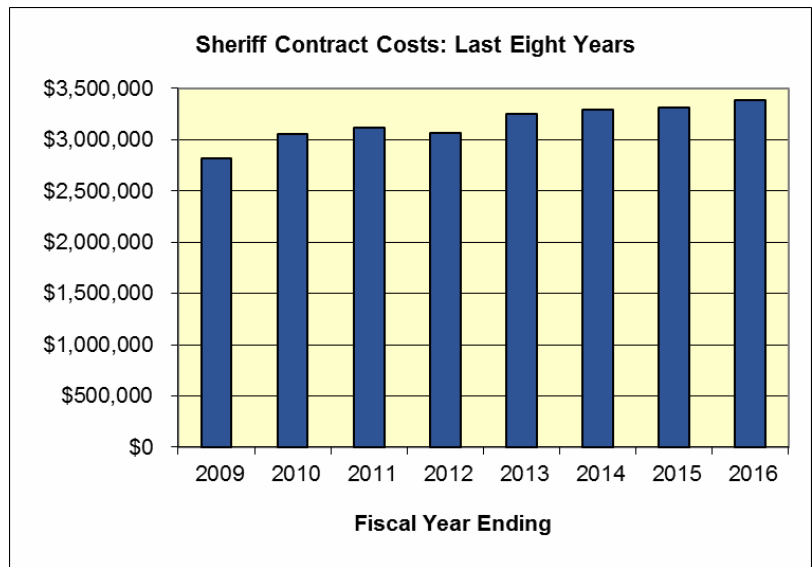
# HISTORICAL TRENDS

## GENERAL FUND EXPENDITURE TRENDS

The following tables and charts show long term trends in five key General Fund expenditures/fund subsidies:

- Sheriff contract costs.
- Insurance: general liability and workers' compensation.
- General Fund subsidies.
- Employer retirement contribution rates to the California Public Employees Retirement System (CalPERS) as well as projected rates for the next five years.
- Retiree health care.

Sheriff Contract Costs		
Fiscal Year Ending	Amount	% Change
2009	2,820,053	
2010	3,053,731	8.3%
2011	3,114,642	2.0%
2012	3,068,664	-1.5%
2013	3,249,893	5.9%
2014	3,291,612	1.3%
2015	3,314,393	0.7%
2016	3,383,976	2.1%
Average Annual % Change		
Last 2 Years		1.4%
Last 5 Years		1.7%
Last 7 Years		2.7%



While cost increases have remained relatively modest, it should be noted that there was a downward revision in service levels (reduction of 1.0 Deputy Sherriff position) in 2011-12 in mitigating cost increases.

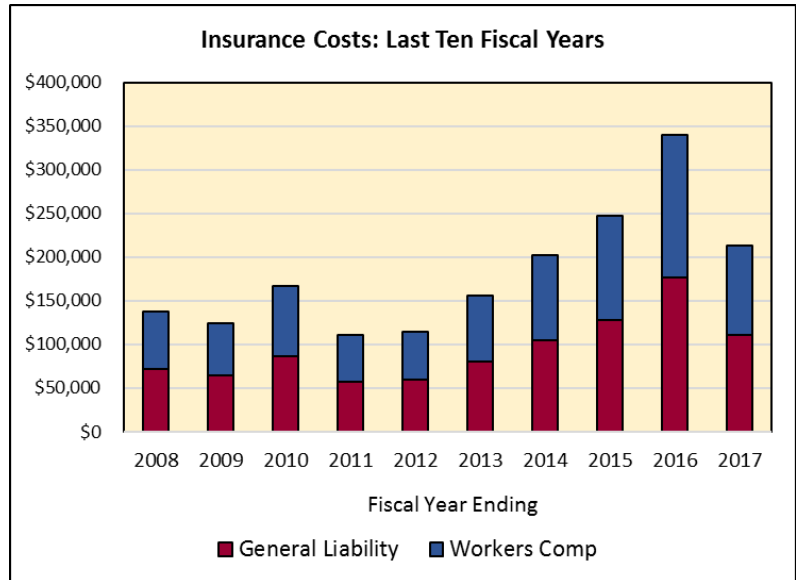
Based on past trends, Sheriff cost increases over the next five years for current service levels might appear to be modest. However, there are two factors that may have an adverse impact on this key cost area:

- The current five-year contract with the County is coming to an end and is subject to negotiation.
- The County's Retirement System Board recently approved a reduction in the discount rate (investment yield) from 7.5% to 7.0%. As discussed below under CalPERS retirement costs, while this change may appear modest, it will have a significant impact on annual pension costs.

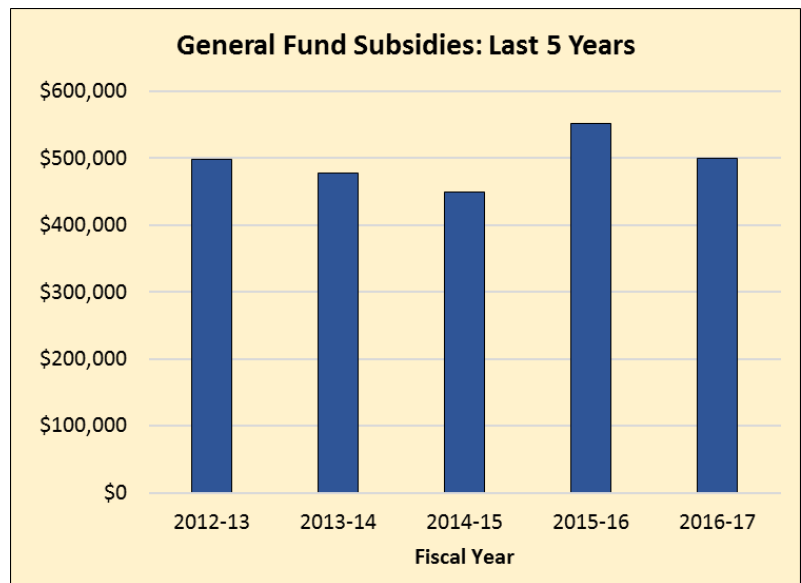
**Insurance Costs.** Insurance costs have been a major concern for many agencies throughout the State. As reflected in the following chart for workers' compensation and general liability costs, the City has been on a roller coaster ride over the last ten years. However, insurance costs appear to have stabilized and are not projected to be a significant factor in the forecast. (Insurance costs are city-wide for all funds).

# HISTORICAL TRENDS

Insurance Costs		
Fiscal Year Ending	General Liability	Workers Comp
2008	71,657	66,555
2009	64,492	59,899
2010	86,824	80,642
2011	57,770	53,656
2012	59,127	54,916
2013	80,523	74,789
2014	104,989	97,513
2015	128,485	119,336
2016	176,189	163,644
2017 (Budget)	110,823	102,931



2016-17 Budget: General Fund Subsidies	
Park Development	34,149
Park Maintenance	154,299
ROW Assessment	97,597
Recreation Services	212,776
<b>Total</b>	<b>\$498,821</b>



As reflected above, the 2016-17 General Fund budget for subsidies to the Park Development, Park Maintenance, Right-of-Way (ROW) Assessment and Recreation Services Funds is about \$500,000. Subsidies to these five funds have remained relatively stable over the past five years,

## CalPERS Pension Costs

The City currently provides defined pension benefits to its regular employees through its contract with the California Public Employees Retirement System (CalPERS).

**About CalPERS.** While cities, counties, and special districts are free to create their own retirement systems, 460 of California’s 482 cities are members of CalPERS. Dating back eighty years, CalPERS is now the largest pension fund in the United States, serving over 1.8 million members and managing \$300 billion in assets. Members include state, city, county and special district employees.

**Funding Pension Benefits.** There are many actuarial factors that determine contribution rates, including inflation, employee earnings and life expectancy assumptions. However, the assumption for the “discount rate” - the projected long-term yield on investments – is one of the most important. For example, only about one-third of CalPERS retirement benefits are funded by employee and employer contributions: the other two-thirds are funded from investment yields.

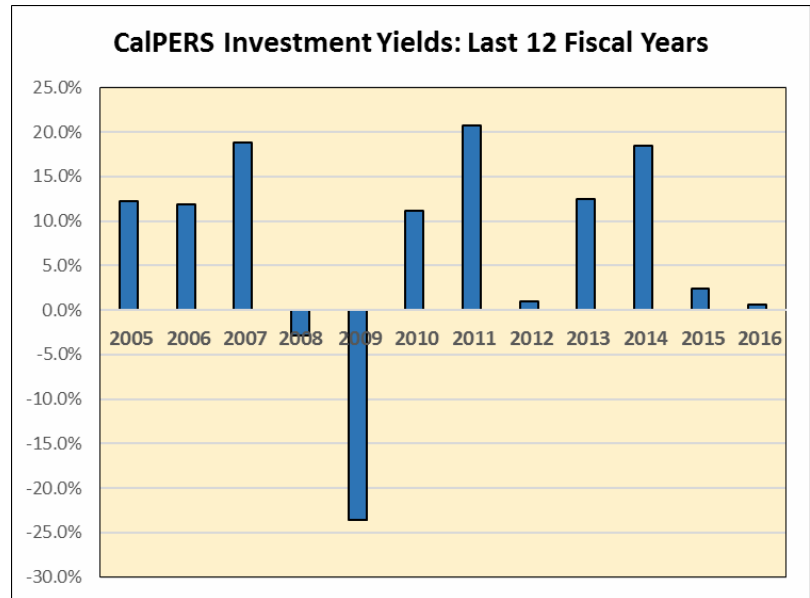
## HISTORICAL TRENDS

CalPERS current discount rate is 7.5%. Even small changes in this rate – up or down – can significantly affect funding. By comparison, over the past 20 years (through June 30, 2015), CalPERS net yield on returns has averaged 7.8%. However, there have been significant swings from year-to-year, with net returns averaging 6.2% for the ten years ending June 30, 2015.

In December 2016, the CalPERS Board approved reducing the discount rate to 7.0% by 2020-21, phased as follows by fiscal year:

- 2018-19: 7.375%
- 2019-20: 7.250%
- 2020-21: 7.000%

The impact of the reduced discount rates will be phased-in over five years.



### City Pension Plans

The City currently has three separate retirement plans with CalPERS:

#### Non-Sworn (“Miscellaneous”) Employees

- **Classic Miscellaneous Employees.** For Classic employees, the City has a “2% at 55” plan for its non-sworn employees: under this plan, non-sworn employees retiring at age 55 will receive 2% of their single highest year of “regular” pay for each year of service. (Like sworn employees, regular pay does not include earnings like overtime.) For example, a Maintenance Technician with 25 years and “base” earnings of \$54,900 (top of the salary range) retiring at age 55 would receive a pension of \$24,450 annually.
- **PEPRA Miscellaneous Employees.** For PEPRA non-sworn employees, the City has a “2% at 62” plan: under this plan, miscellaneous employees retiring at age 62 will receive 2.0% of the average of their three highest years of regular pay for each year of service.

#### Legacy “Sworn” (Police) Plan

While there are no active employees, the City has pension obligations for former sworn police members when the City disbanded its Police Department and contracted for police services with the Santa Barbara County Sheriff in 1992.

#### Funding CalPERS Benefits

Along with investment earnings, CalPERS pension benefits are funded by contributions from both employees and employers. The most significant of these is the employer share, which is determined actuarially and can vary significantly – both up and down – based on changes in actuarial assets and liabilities.

#### Public Employees’ Pension Reform Act

Effective January 1, 2013, the Public Employees’ Pension Reform Act (PEPRA) created a “two-tier” retirement system under which benefits for “new” employees hired on or after January 1, 2013 are lower than those employees who were in the system before then.

**“PEPRA” Employees.** With the goal of reducing costs and future liabilities for state and local agency system members, major changes for “new” system (PEPRA) members include lower-cost pension formulas, increased retirement age requirements, use of “three years of highest average compensation” (rather than single highest year) in calculating pensionable pay and caps on maximum annual benefits.

**“Classic” Employees.** Retirement benefits for local agency employees hired before January 1, 2013 (Classic employees) are not affected by these “rollbacks:” they only affect PEPRA employees hired after this date. “Classic employees” also include those who established CalPERS membership before January 1, 2013 and were hired by a different CalPERS agency with a break in service of six months or less.

# HISTORICAL TRENDS

The employer share has two components:

- **Normal cost:** The rate needed to meet current actuarial obligations.
- **Unfunded liability:** Funding needed to amortize any outstanding unfunded accrued liabilities (UAL), typically over 30 years.

Because it is the employer contribution that is subject to variation, it is the best indicator of retirement cost drivers. The following charts show past employer rates for “classic employees” and police legacy plan costs as well as projected rates for the next five years.

**Projected Rates.** The projected rates below are based on two factors:

- Projections provided by CalPERS in their most recent actuarial report (August 2016), which were developed before the discount rate reduction.
- Adjustment factors provided by CalPERS to account for the discount rate decreases. Stated simply, these adjustments for lower investment yields increase projected pension costs beyond the estimates provided in the August 2016 actuarial report.

*August 2016 Rate and UAL Projections*

	Normal Rate	UAL Cost*
<b>Classic Miscellaneous Employees</b>		
2017-18	9.887%	\$185,400
2018-19	9.900%	191,700
2019-20	9.900%	240,200
2020-21	9.900%	268,900
2021-22	9.900%	301,800
<b>PEPRA Employees</b>		
2017-18	7.660%	\$800
2018-19	7.000%	1,000
2019-20	7.000%	900
2020-21	7.000%	900
2021-22	7.000%	200
<b>Legacy Police</b>		
2017-18	0.0%	\$163,800
2018-19	0.0%	206,300
2019-20	0.0%	246,700
2020-21	0.0%	266,700
2021-22	0.0%	286,800

\* General Fund share at 85% of total staffing costs for Classic and PEPRA employees.

*Adjustments to these Rates and UAL Contributions Due to Discount Rate Reduction*

Valuation Date	Fiscal Year Impact	Normal Cost		UAL Payments	
		Misc. Plans	Safety Plans	Misc. Plans	Safety Plans
6/30/2016	2018-19	0.25% - 0.75%	0.5% - 1.25%	2% - 3%	2% - 3%
6/30/2017	2019-20	0.5% - 1.5%	1.0% - 2.5%	4% - 6%	4% - 6%
6/30/2018	2020-21	1.0% - 3.0%	2.0% - 5.0%	10% - 15%	10% - 15%
6/30/2019	2021-22	1.0% - 3.0%	2.0% - 5.0%	15% - 20%	15% - 20%
6/30/2020	2022-23	1.0% - 3.0%	2.0% - 5.0%	20% - 25%	20% - 25%
6/30/2021	2023-24	1.0% - 3.0%	2.0% - 5.0%	25% - 30%	25% - 30%
6/30/2022	2024-25	1.0% - 3.0%	2.0% - 5.0%	30% - 40%	30% - 40%

# HISTORICAL TRENDS

## Classic Miscellaneous Employees

There were no required employer contributions from 1998-99 through 2003-04. This was due to significant excess assets at the time.

However, with the impacts (and related investment losses) from 9/11, the dot.com meltdown and corporate scandals, employer contribution rates rose to about 12% of payroll by 2005-06. (Due to CalPERS' smoothing methodology at the time, the impact of reduced investment earnings was delayed by several years.)

Significant increases again took place due to the impact of the Great Recession on investment yields, rising to about 17% by 2016-17.

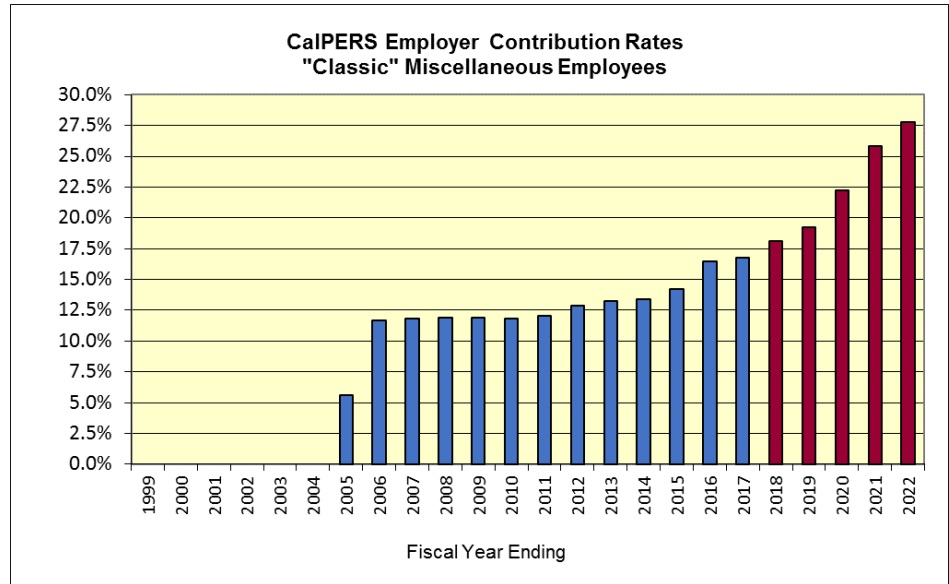
Rates will take another sharp increase from 2017-18 to 2021-222 based on a combination of factors, including the phase-in reduction in the "discount rate" from 7.5% to 7.0%.

## Legacy Police Plan

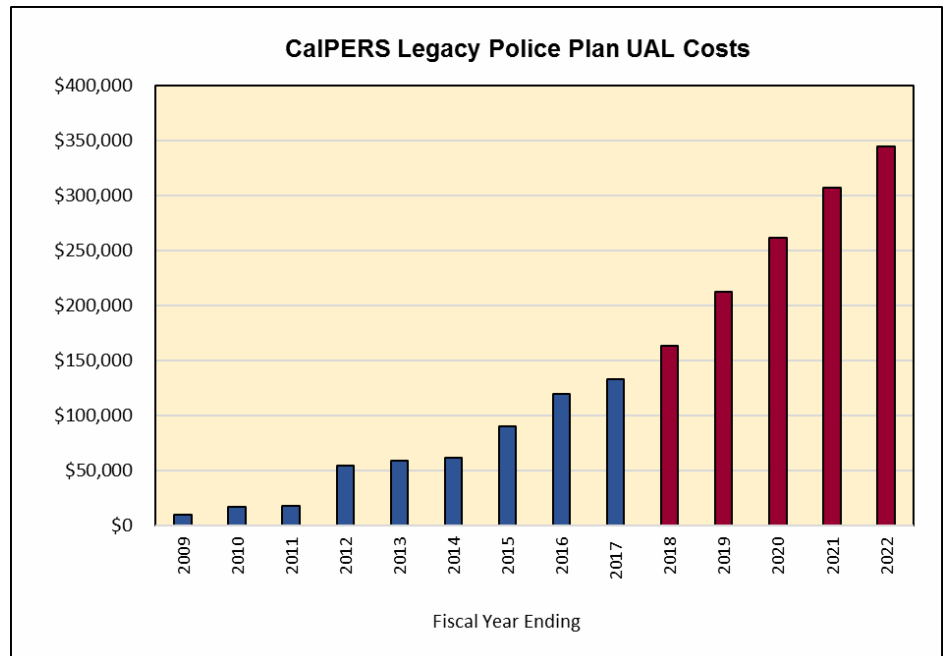
The City disbanded its own Police Department and began contracting for law enforcement services from the County in 1992.

At that time, CalPERS established a separate pool to account for the unfunded liabilities remaining for the previous safety employees.

This cost began to increase significantly over the past five years; and it is projected to increase even more sharply in the next five years.



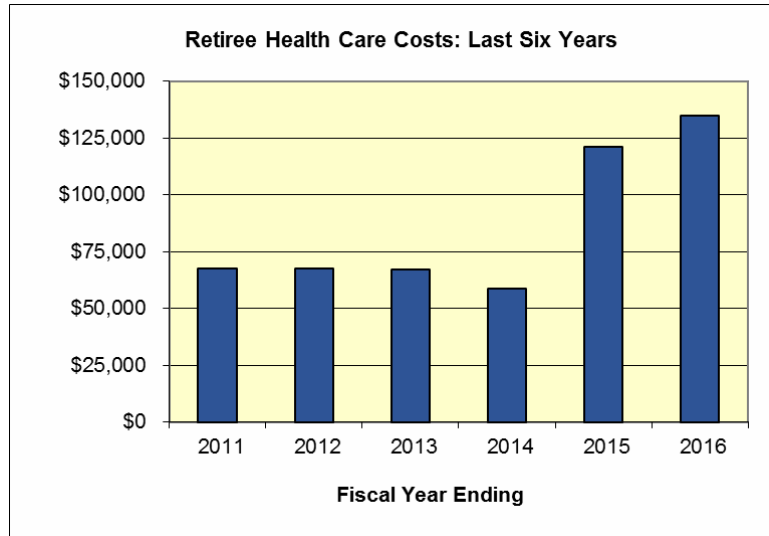
*Note: Beginning in 2015-16, CalPERS discontinued including the amortization of unfunded actuarial liabilities (UAL) as part of the employer contribution rate: only the "normal" contribution rate is stated this way, with the UAL stated separately as a fixed amount. For comparison purposes, the fixed UAL amount is converted to a percent based on projected payrolls.*



## HISTORICAL TRENDS

Retiree Health Insurance Costs		
Fiscal Year Ending	Amount	% Change
2011	67,332	
2012	67,332	0.0%
2013	66,942	-0.6%
2014	58,629	-12.4%
2015	120,921	106.2%
2016	134,879	11.5%
Average Annual % Change		
Last 2 Years		58.9%
Last 5 Years		21.0%

The City's "pay-as-you-go" retirement costs have increased significantly in the past two years. The following provides background about the City's retiree health care benefit and the City's funding policy.



**City Benefits.** The City participates in this State Health Insurance Pool administered by CalPERS. Member agencies participating in the State Pool are subject to regulations of the Public Employees Medical and Hospital Care Act (PEMHCA), which requires that member agencies provide a minimum employer contribution for retired employees. The minimum employer contribution is currently \$128 monthly (scheduled to increase to \$133 in 2017-18). Further, the City has extended additional health insurance benefits to retirees that were employed on June 30, 1988 and who retired from the City after at least 20 years of qualified service. This benefit provides retirees and their spouses with life-time single-coverage HMO insurance through the City' insurance program at City expense.

**City Funding Policy.** Unlike defined pension plans such as CalPERS, where agencies are required to pay actuarially determined amounts each year, local government agencies are not required to do so for retiree health care benefits. Instead of paying an actuarially determined amount (known as the Annual Required Contribution: "ARC"), they can fund this on a "pay-as-you go basis." Pay-as-you go is the City's current funding policy for retiree health care. The current annual cost on this basis is about \$135,000, compared with the City's ARC (based on amortizing the unfunded liability over 30 years) of about \$400,000.

As discussed in the *General Fiscal Outlook*, in the early years, pay-as-you-go will typically be less expensive than paying the ARC (also known as "pre-funding"). However, around Year 15 for most agencies, the ARC will begin to be lower than pay-as-you go, since prefunded amounts have been invested.

The City is currently updating its actuarial analysis of its retiree health plan costs. Based on the results of this analysis, a strategy will be developed to address the City's long-term retiree health obligations.

## OVERVIEW

This section of the report presents new revenue options available to the City in funding CIP/Major Maintenance Projects.

***The Short Story:*** There is a broad range of reasonable revenue options available to the City. However, virtually all of them would require either majority or two-thirds voter approval.

Based on the experience of many cities in California, it is possible to successfully pass a revenue measure. However, doing so requires effective preparation by the City before placing the measure on the ballot; and an effective community-based group that will campaign for its passage afterwards.

## SUCCESSFUL REVENUE MEASURES

### Voter Approval Required for Most New or Increased Revenues

Under Proposition 218, a State constitutional amendment approved by the voters in November 1996, most new revenue measures will require voter approval at some level:

***Taxes.*** New and increased taxes require voter approval as follows:

- **General purpose.** If the revenues will be used for general purposes, majority voter approval is required. This must occur at the same time as regular Council elections, unless the Council declares an emergency by unanimous vote (in that case, the election may be held at any time).
- **Special purpose.** If the revenues will be “earmarked” for a specific purpose, two-thirds voter approval is required. This election can be held at any time.

***Special Assessments.*** Whether for capital improvements or ongoing maintenance services, special assessments require majority approval by those being assessed (who are property owners), with each property owner’s vote “weighted” by the amount of their assessment. For example, an owner with a property with an assessment of \$1,000 would have ten votes for that parcel compared with one vote for an owner with a parcel assessment of \$100. Additionally, Proposition 218 sets specific rules for how the benefit of special assessments must be apportioned.

***Property-Related Fees.*** For fees that are levied as “an incidence of property ownership” (just because you own property), majority approval by those who will have to pay the fee is required; or at the agency’s option, by a two-thirds vote of the electorate residing in the affected area. There are several specific exemptions under Proposition 218, including development review and impact fees under “AB 1600” (Section 65000 of the Government). Additionally, there is consensus that many fees charged by cities – such as recreation fees and police reports – are not subject to Proposition 218, since they are usually based on use, not property ownership. Lastly, based on the State Supreme Court “Bighorn” ruling in 2006,



## NEW REVENUE OPTIONS

while water, sewer and trash services are not subject to voter or property owner approval, they are subject to the procedural and protest provisions of Proposition 218.

This means that service charges unrelated to property ownership or enterprise operations (like water and sewer) are one of the few funding sources subject to Council decision-making: virtually all others require some form of voter or property owner approval.

### Preparing for Successful Revenue Measures

One of the major “mega-trends” affecting governance today at all levels is a fundamental change in the way decisions are made. Over the past forty years, there has been a significant shift in voter preference from “representative democracy” to “direct democracy,” especially in local government finance.

Proposition 13 did not start this trend, but it certainly resulted from it. Since its passage almost forty years ago in 1978, there have been an increasing number of citizen-approved limits on the ability of elected officials at the local level to make resource decisions on behalf of the community since then.

While there a number of possible explanations for this change, the fact remains that there is a decided shift to direct citizen decision-making in a broad range of issues previously thought to be too “technical” for this. While this has occurred in many areas such as insurance and campaign financing, it is especially prevalent in “ballot box budgeting.” Citizens are no longer willing to give their proxy on financial issues to elected officials or to their interest group representatives on “blue ribbon” committees. City finance is an issue they want to decide directly for themselves.

*How does this shift affect the City’s long-term fiscal health?* Cities now need broad-based community support—in evidence on Election Day—to implement new revenue sources. In this new model of direct democracy, creating support among elected officials and community leaders—even if it broadly crosses a number of interest groups—is no longer enough. With these profound changes in voter approval requirements, cities must communicate a compelling vision for new revenues at a grass roots level among likely voters.

<b>Local Revenue Measures Since 2001</b>			
<b>Through November 2016</b>			
	<b>Total</b>	<b>Pass</b>	<b>Passing%</b>
City Majority Vote	832	612	74%
County Majority Vote	94	53	56%
SpecialDistr Fee MajVote	3	2	67%
City 2/3 Vote	373	191	51%
County 2/3 Vote	138	60	43%
Special District (2/3)	424	196	46%
School ParcelTax2/3	351	228	65%
SchoolBond 2/3Vote	50	17	34%
School Bond 55%	1213	1026	85%
<b>Total</b>	<b>3478</b>	<b>2385</b>	<b>69%</b>

Source: California Local Government Finance Almanac

While this may seem a high-hurdle, many local agencies throughout the State have been successful in gaining voter approval for revenue measures, even at the two-thirds level.

As shown in the sidebar chart, since 2001 (when school districts were first allowed to pass general obligation bond issues with 55% voter approval, versus the prior two-thirds requirement), almost 2,400 local revenue measures – about 70% of



## NEW REVENUE OPTIONS

those presented to voters – have been passed through November 2016.

- For cities, over 600 general-purpose, majority approval measures have passed statewide: almost 75% of those presented to voters for consideration.
- And almost 200 two-thirds voter approval measures have passed in cities, although with a much lower success rate: slightly more than half of those measures were approved. In short, while two-thirds measures can be successful, the track record shows that they are more difficult to pass than general purpose measures.

In summary, if the need is compelling—either to maintain current services or to improve them—and it is effectively communicated, the experience throughout the State shows that voter-approved revenue measures can be successful.

However, this experience also shows that doing so requires a significant commitment of time and resources in preparing for the measure. More importantly, it typically requires a strong community-based advocacy group that will aggressively raise funds and campaign for the measure once it is on the ballot.

This last issue cannot be stressed enough. Under State law, cities have broad discretion in using their funds for staff and professional assistance in analyzing issues, researching public opinion, conducting public education programs and developing voter support strategies. However, once an issue becomes a formal ballot measure, cities cannot participate as an advocate in any way. For this reason, unless there is a strong community-based group that is willing to aggressively raise funds and campaign for the measure, it is not likely to pass, no matter how much preparation was undertaken by the City before placing the measure on the ballot.

The first pre-condition—effective preparation—is within the control of the City; the second one—an effective community-based group—is not.

In summary, new revenues require community support—in evidence on Election Day. Gaining this support requires more than a compelling need: it also requires communicating this need in a compelling way. And this requires effective preparation by the City before placing the measure on the ballot; and an effective community-based group that will campaign for its passage afterwards. For this reason, for many cities, effective preparation was a 12 to 18-month process before placing a measure on the ballot.

### **Elements of a Successful Revenue Measure**

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There are three major steps that have been used successfully by local agencies throughout the State in preparing for a successful revenue measure:

- ***Feasibility Assessment.*** Conduct public opinion research and assess the likelihood of a successful revenue measure.

## NEW REVENUE OPTIONS

- **Education Program.** If the public opinion research is favorable, develop and implement an educational campaign on why new revenues are needed.
- **Ballot Measure.** Place the measure on the ballot if there is a community-based group that will aggressively campaign for its passage.

### NEW REVENUE OPTIONS SUMMARY

The following is a “high level” summary of revenue options (further descriptions of the revenue source and basis for the estimate follow this chart).

	Revenue Source		Required Approval			Annual Revenues
	Increase in Existing	New	Council	Voter		
				Majority	Two-Thirds	
Local Option Sales Tax: ½%		x		If general purpose	If special purpose	\$1,050,000
Transient Occupancy Tax: Each 1% increase: \$200,000 (12% to 13% or 14%)	x			If general purpose	If special purpose	\$200,000 to \$400,000
Property Transfer Tax	x			If general purpose	If special purpose	Not allowed for General Law cities
Business License Tax: Move from largely flat rate to gross receipts	x			If general purpose	If special purpose	\$269,000
General Obligation Bond (For capital improvements only)		x			x	Varies
Parcel Tax: Typically per “Equivalent Dwelling Unit” (EDU)		x			x	Varies depending on EDU
Utility Users Tax: Estimate of \$25 per capita		x		If general purpose	If special purpose	\$350,000
Admissions Tax		x		If general purpose	If special purpose	Not Viable
Parking Tax		x		If general purpose	If special purpose	Not Viable
Maintenance Assessments		x		x		Varies
Mello-Roos: Existing Development		x			x	Varies
Mello-Roos: New Development			*			Varies
Higher Cost Recovery	x		x			Already Implemented
Franchise Fees: Solid Waste Renegotiate fee from 8% to 10%	x		x			\$35,000

## NEW REVENUE OPTIONS

As reflected in this summary chart, only three of these revenue options can be implemented by the Council:

- For Mello-Roos special taxes for new development, the revenues would only be available in new development areas: they could not be used to fund citywide improvements (such as public safety or storm drainage); and developer concurrence would also be required.
- Higher cost recovery has already been implemented with Council approval in February 2017 of a comprehensive cost of services study.
- And the revenue potential from the renegotiating the solid waste franchise is relatively small compared with the other options.

This underscores the findings of this report that any new significant revenues will require voter approval.

### NEW REVENUE OPTION DESCRIPTIONS

The following provides brief descriptions of the revenue source and the basis for the estimate, organized by whether voter or Council approval is required to implement it.

#### **Requires Voter Approval**

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##### *Two-Thirds Voter Approval*

**Parcel Taxes.** With two-thirds voter approval, parcel taxes are allowed in any amount as long as they are not based on property value. They may set based on either a flat rate per parcel or a variable rate depending on the size, use or number of units on the parcel. As a “special” tax, they must be levied for a specific service—such as police, fire, emergency medical service, libraries or storm drainage. The amount of revenue generated is solely determined by the City’s revenue goal and the resulting apportionment methodology. Accordingly, further analysis would be required to provide estimates for this revenue source.

**Mello-Roos Special Taxes: Operating or Capital.** Mello-Roos “Community Facilities Districts” (CFD’s) are typically formed to provide services or capital improvements to new developments (when there is usually just one “voter”—the developer/land owner), but they can be formed on a citywide basis in already-developed areas as well. Depending how they are structured when approved, Mello-Roos special taxes can pay for operations and maintenance as well as capital improvements. If there are twelve or more registered voters in the district, approval by two-thirds of the registered voters is required. However, if there are fewer than twelve registered voters, the district vote is by the property owners in the district. In this case, property owners have one vote for each acre of land they own in the District. For this reason, Mello-Roos CFD’s are typically used in financing improvements and services for new development. It is rarely used for developed areas: given the similar two-thirds voter approval requirements, most cities use the more straightforward parcel tax approach instead.

## NEW REVENUE OPTIONS

**Property Tax Increase as Part of General Obligation Debt.** Adopted almost forty years ago in 1978, Proposition 13 does not allow an increase in general purpose property taxes above the “1% of market value” limit under any circumstances. However, subsequent amendments to this constitutional limit allow for increases in property taxes for voter-approved bonded indebtedness. General Law cities may incur general obligation debt up to 3.75% of assessed value, which for the City would be about \$76 million. Under current market circumstances, this translates into an annual revenue-raising capacity to meet annual debt service requirements of about \$4.5 million. The proceeds are restricted to specified capital improvements.

### *Majority (General Purpose) or Two-Thirds (Special Purpose) Voter Approval*

The following revenue sources can be adopted by either majority or two-thirds voter approval, depending on their purpose. Revenue measures where the proceeds may be used for “general purposes” only require majority voter approval. However, revenue measures where the proceeds are “earmarked” and designated for specific purposes require two-thirds voter approval. In both cases, depending on how the revenue measure is structured, the proceeds could be used for operations or capital improvements (including debt service payments on capital projects financed by bonds).

**Local Option Sales Tax.** Cities are allowed to set their own “local option” sales taxes, and 176 have done so. The most common city rate is ½%. At this level, a local option sales tax would raise about \$1,050,000 annually.

**Transient Occupancy Tax (TOT).** The City’s TOT rate is 12%, which is projected to raise about \$2.4 million in 2016-17. Each increase of 1% would raise about \$200,000 annually. However, of the 432 cities that have adopted TOT rates, only 20 of them have set rates that are more than 12%.

**Property Transfer Tax.** Statewide, there is a property transfer tax of \$1.10 per \$1,000 of value when property is sold (or \$220 on a property worth \$200,000). For sales in a city, the proceeds are evenly divided between the city and the county, for an effective city rate of \$0.55 per \$1,000 of value. (For sales in unincorporated areas, the county retains all of the tax.)

Prior to the adoption of Proposition 62 by State voters in 1986, all cities were allowed to set their own rate, but they had to give up their share of the \$1.10 rate to do so. With the passage of Proposition 62, general law cities lost the ability to do this, since among its many revenue-raising limitations (many of which were subsequently superseded by Proposition 218), is a prohibition on real estate transfer taxes.

However, because Proposition 62 was a “statutory initiative,” its provisions only apply to General Law cities. As such, Charter cities are allowed to adopt this revenue source. Moreover, from 1986 until 1995, several appellate court rulings declared the provisions of Proposition 62 to be unconstitutional. For this reason, during this interim period, many General Law cities—along with Charter cities—implemented their own property transfer tax

## NEW REVENUE OPTIONS

at rates ranging from \$1.10 to \$15.00 per \$1,000 of value. The most common rate is \$4.40 per \$1,000. At this level, the City's own property transfer tax (which has averaged about \$85,000 annually over the last four years) would raise about \$670,000 annually, for a "net" increase of \$586,000. However, in order to adopt this tax, the City would first have to become a Charter city. For this reason, while an option, it is not as viable as many of the other new revenue sources analyzed in this study.

**Business License Tax.** Anyone doing business in the City is required to pay a business license tax, which is levied solely for general revenue purposes. While there are over 40 different categories, the maximum that most businesses pay if they have 21 or more employees is \$100, based on the following schedule for retailers, professionals and manufacturers:

No. of Employees	Annual Tax
1 to 5	\$25
6 to 10	\$50
10 to 20	\$75
21 or More	\$100

Combined with application fees for new businesses, this results in very modest revenues of about \$46,000 annually.

Most modern business tax ordinances use gross receipts as the tax base to better reflect ability to pay. There are many ways of structuring the business taxes; and as such, more detailed analysis is required in estimating revenues from an updated business tax ordinance. However, based on a review of ratios between business tax and sales tax revenues in other California cities, a conservative estimate of 15% of sales tax revenues generates about \$315,000 in revenues, for an increase of \$269,000 (excluding any added administrative costs to implement and support the new ordinance).

**Utility Users Tax.** Half of the State's residents and a majority of businesses in California pay utility users taxes (UUT) at rates ranging from 1% to 11%. It is a tax on the consumption of utility services (such as natural gas, electricity, water, sewer, telephone and cable), similar in concept to the retail sales tax on commodities. For this reason, most cities set their rates based on the sales tax rate in effect at the time they adopted their UUT ordinance, which accounts for some of the variability in rates.

Statewide, for those 157 cities that levy UUT, the average rate is 5.4%, with per capita revenues ranging \$4 in Pleasant Hill to \$493 in El Segundo (and even higher in the largely industrial cities of Irwindale and Vernon). Stated simply, the cities with significant non-residential uses have higher per capita revenues. As such, a more detailed analysis is required in estimating revenues from a UUT. However, in a scan of similar cities, \$25 per capita provides a ballpark estimate of \$350,000.

**Admissions Tax.** This tax is levied on the consumer for the privilege of attending theaters, concerts, movies, sporting events, museums and other performances. The tax can be a flat rate, a percentage of the ticket value or a sliding rate depending on the cost of the ticket.

## NEW REVENUE OPTIONS

Although generally determined to be lawful, courts have struck down admissions taxes that are borne solely or primarily by activities protected by the First Amendment. These cases suggest that to implement this tax, a city must have substantial businesses or events that would be subject to it, which do not involve First Amendment rights and would bear a significant portion of the tax burden. For this reason, most cities that have this tax have professional sports teams, amusement parks or similar major event venues in their cities. As such, no revenues have been projected from this source: given the lack of any major venues in the City like those where this tax has been successfully implemented, it is unlikely that it would be legal to do so.

**Parking Tax.** This tax is imposed on occupants of off-street parking spaces for the privilege of renting the space within the City. It is typically levied when there are a large number of *privately-owned* and operated parking lots and garages, and there is a high demand for these spaces. Since this is not the case in Carpinteria, no revenues have been projected from this source.

### *Majority Property Owner Approval*

Under Proposition 218, the approval process to establish or increase property-related fees and special assessments is very similar: they both require:

- A clear relationship between the costs and benefits per parcel.
- Mailed notice and public hearings.
- Majority approval by those responsible for paying the fee or special assessments, weighted by each property owner's fee or assessment benefit obligation.

**Property related fees: operating or capital.** Under Proposition 218, property-related fees are allowed with majority property owner approval, with votes weighted by the proportionate amount that each property owner would pay (or at the agency's option, by a two-thirds vote of the electorate residing in the affected area). Additionally, there must be a "nexus" between costs and benefits. Lastly, property related fees for services generally provided to the public, such as police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners, are not allowed.

**Special assessments: operating or capital.** Special assessments for either one-time improvements or ongoing maintenance are also allowed under Proposition 218; however, majority approval by those responsible for paying the special assessments, weighted by each property owner's benefit obligation, is required. Detailed assessment reports prepared by a registered civil engineer justifying the apportionments among properties are required. Under similar ground rules, special assessment districts can be formed for one-time capital improvements.

### *Could Be Approved by the Council*

The following revenue sources could be set or increased by the Council.

## NEW REVENUE OPTIONS

**Mello-Roos Districts for New Development.** Many cities require that new development pay not only for the facilities needed to service them, but for day-to-day services as well. This could include park and landscape maintenance, street lighting, street sweeping, libraries and fire protection. While this sets up two classes of city residents—those who receive what may be perceived as general city services based on the general-purpose tax revenues they pay, and those who must pay an additional premium for those same services—many cities have moved to this out of fiscal necessity. The revenue impact of this is difficult to assess, since it would depend on what services were subject to the special Mello-Roos tax. However, as discussed above, this would require the concurrence of the property owner in establishing this special tax district (assuming there are less than twelve registered voters in the District) before the start of construction.

**Development Impact Fees.** The City can set impact fees at any level that will fully offset (but not exceed) the cost of constructing capital improvements needed to service new development. This can cover a broad range of public facilities, including water, sewer, transportation, parks, cultural facilities, community centers, civic center improvements and public safety facilities. Detailed procedures for developing and collecting impact fees are set forth in Government Code Section 66000 (commonly referred to as “AB 1600”).

The City has already adopted a wide range of development impact fees.

**Higher Cost Recovery.** This is one of the few remaining areas where the Council has discretion in balancing funding for the cost of services between general purpose revenues and fees. In February 2017, the Council reviewed a comprehensive Cost of Services Study that assessed current costs and fees; and established maximum amounts that could be charged based on full cost recovery. It is important to note that the Council can set fees at less than full cost recovery; however, under Proposition 218, the Council cannot set fees above cost recovery (any excess would become a tax and thus subject to voter approval). The City’s adopted cost recovery policies identify several areas where the goal is less than full cost recovery. Based on these policies, the Council approved modest fee increases. These are projected in the Study to raise about \$156,000 annually in added revenues. This increase is reflected in the forecast beginning in 2017-18.

**Franchise Fees.** These fees are charged to public utilities – such as natural gas, electricity, refuse collection, water, sewer and cable television – for the use of City’s right-of-way and their adverse impact on City streets in conducting their operations. However, the State prohibits franchise fees on telecommunications; and sets franchise fees for natural gas and electricity. Similarly, the Federal government limits franchise fees on cable television. As such the only area where the Council has some discretion is the solid waste franchise fee.

The current franchise agreement with E. J. Harrison & Sons was approved by the Council in October 2012, effective January 1, 2013. It is for ten years with a franchise fee of 8%. Many cities in the State have set their rate at 10% (with some cities at 15% to 20%). In many cases, the franchisee is indifferent to the rate, as long as the city is willing to set rates that will fully recover the fee.

The City currently receives about \$140,000 annually from the 8% franchise fee. Renegotiating the franchise agreement and setting the rate at 10% would generate an additional \$35,000 annually.

## CONSULTANT QUALIFICATIONS

### SENIOR FINANCIAL MANAGEMENT

Bill Statler has over 30 years of senior municipal financial management experience, which included serving as the Director of Finance & Information Technology/City Treasurer for the City of San Luis Obispo for 22 years and as the Finance Officer for the City of Simi Valley for 10 years before that.

Under his leadership, the City of San Luis Obispo received national recognition for its financial planning and reporting systems, including:

- Award for Distinguished Budget Presentation from the Government Finance Officers Association of the United States and Canada (GFOA), with special recognition as an outstanding policy document, financial plan and communications device. *San Luis Obispo is one of only a handful of cities in the nation to receive this special recognition.*
- Awards for excellence in budgeting from the California Society of Municipal Finance Officers (CSMFO) in all four of its award budget categories: innovation, public communications, operating budgeting and capital budgeting. Again, *San Luis Obispo is among a handful of cities in the State to earn recognition in all four of these categories.*
- Awards for excellence in financial reporting from both the GFOA and CSMFO for the City's comprehensive annual financial reports.
- Recognition of the City's financial management policies as "best practices" by the National Advisory Council on State and Local Budgeting.

The financial strategies, policies and programs he developed and implemented resulted in strengthened community services and an aggressive program of infrastructure and facility improvements, while at the same time preserving the City's long-term fiscal health.

### CONSULTING AND INTERIM ASSIGNMENTS

#### *Fiscal Forecasts and Long-Term Financial Plans*

- City of Bell
- City of Salinas
- City of Camarillo
- City of Grover Beach
- City of Pismo Beach
- Bear Valley Community Services District

#### *Strategic Plans and Council Goal-Setting*

*In collaboration with HSM Team*

- Strategic Planning: City of Monrovia
- Strategic Planning: City of Sanger
- Council Goal-Setting: City of Pismo Beach
- Council Goal-Setting: City of Willits

#### *Organizational Analysis and Policy Advice*

- Pro Bono Financial Management Transition Team and Policy Advice: City of Bell
- Preparation for Possible Revenue Ballot Measure: City of Monterey
- Fund Accounting Review: State Bar of California
- Financial Assessment: City of Guadalupe



## CONSULTANT QUALIFICATIONS

- Financial Condition Assessment: City of Grover Beach
- General Fund Reserve Policy: City of Lompoc
- General Fund Reserve Policy: City of Willits
- Reserve Policy: State Bar of California
- Budget and Fiscal Policies: City of Santa Fe Springs
- Benchmark Analysis: City of Capitola
- Financial Management Improvements: City of Capitola
- Finance Organizational Review: Ventura Regional Sanitation District
- Organizational Review: City of Willits (in collaboration with the HSM Team)
- Finance Division Organizational Review: Sacramento Metropolitan Fire District
- Finance Department Organizational Review: City of Ceres (in collaboration with national consulting firm)

### *Interim Finance Director*

- City of Monterey
- San Diego County Water Authority
- City of Capitola

### *Other Financial Management Services*

- Revenue Options Study: City of Pismo Beach
- Cost Allocation Plan: City of Greenfield
- Cost Allocation Plan: City of Guadalupe
- Cost Allocation Plan: City of Port Hueneme
- Cost Allocation Plan: City of Grover Beach
- Cost Allocation Plan Review: State Bar of California
- Cost Allocation Plan Review: City of Ukiah
- Disciplinary Proceedings Cost Recovery Review: State Bar of California
- Water and Sewer Rate Reviews: Avila Beach Community Services District
- Water and Sewer Rate Reviews: City of Grover Beach
- Solid Waste Rate Review: County of San Luis Obispo, Los Osos Area
- Solid Waste Rate Review: County of San Luis Obispo, North County Area
- Joint Solid Waste Rate Review: Cities of Arroyo Grande, Grover Beach, Pismo Beach and Oceano Community Services District

### **PROFESSIONAL LEADERSHIP**

- Board of Directors, League of California Cities (League): 2008 to 2010
- Member, California Committee on Municipal Accounting: 2007 to 2010
- President, League Fiscal Officers Department: 2002 and 2003
- President, CSMFO: 2001
- Board of Directors, CSMFO: 1997 to 2001
- Member, GFOA Budget and Fiscal Policy Committee: 2004 to 2009
- Chair, CSMFO Task Force on "GASB 34" Implementation
- Fiscal Officers Representative on League Policy Committees: Community Services, Administrative Services and Environmental Quality: 1992 to 1998
- Chair, Vice-Chair and Senior Advisor for CSMFO Committees: Technology, Debt, Career Development, Professional and Technical Standards and Annual Seminar Committees: 1995 to 2010
- Member, League Proposition 218 Implementation Guide Task Force
- Chair, CSMFO Central Coast Chapter Chair: 1994 to 1996

## CONSULTANT QUALIFICATIONS

### TRAINER

Provided training for the following organizations:

- League of California Cities
- Institute for Local Government
- California Debt and Investment Advisory Commission
- Government Finance Officers Association of the United States and Canada
- California Society of Municipal Finance Officers
- Municipal Management Assistants of Southern California and Northern California
- National Federation of Municipal Analysts
- Probation Business Manager's Association
- California Association of Local Agency Formation Commissions
- Humboldt County

Topics included:

- Long-Term Financial Planning
- The Power of Fiscal Policies
- Fiscal Health Contingency Planning
- Financial Analysis and Reporting
- Effective Project Management
- Providing Great Customer Service in Internal Service Organizations: The Strategic Edge
- Strategies for Downsizing Finance Departments in Tough Fiscal Times
- Top-Ten Skills for Finance Officers
- Telling Your Fiscal Story: Tips on Making Effective Presentations
- Transparency in Financial Management: Meaningful Community Engagement in the Budget Process
- What Happened in the City of Bell and What We Can Learn from It
- Debt Management
- Preparing for Successful Revenue Ballot Measures
- Multi-Year Budgeting
- Integrating Goal-Setting and the Budget Process
- 12-Step Program for Recovery from Fiscal Distress
- Strategies for Strengthening Organizational Effectiveness
- Financial Management for Elected Officials
- Top Challenges Facing Local Government Finance Officers
- Budgeting for Success Among Uncertainty: Preparing for the Next Downturn

### PUBLICATIONS

- *Presenting the Budget to Your Constituents*, CSMFO Magazine, July 2016
- *Planning for Fiscal Recovery*, Government Finance Review, February 2014
- *Guide to Local Government Finance in California*, Solano Press, July 2012 (Co-Author)
- *Managing Debt Capacity: Taking a Policy-Based Approach to Protecting Long-Term Fiscal Health*, Government Finance Review, August 2011
- *Fees in a Post-Proposition 218 World*, League of California Cities, City Attorney's Department Spring Conference, May 2010

## CONSULTANT QUALIFICATIONS

- *Municipal Fiscal Health Contingency Planning*, Western City Magazine, November 2009
- *Understanding the Basics of County and City Revenue*, Institute for Local Government, 2008 (Contributor)
- *Financial Management for Elected Officials*, Institute for Local Government, 2007 (Contributor)
- *Getting the Most Out of Your City's Current Revenues: Sound Fiscal Policies Ensure Higher Cost Recovery for Cities*, Western City Magazine, November 2003
- *Local Government Revenue Diversification, Fiscal Balance/Fiscal Share and Sustainability*, Institute for Local Government, November 2002 (Co-Author)
- *Why Is GASB 34 Such a Big Deal?*, Western City Magazine, November 2000
- *Understanding Sales Tax Issues*, Western City Magazine, June 1997
- *Proposition 218 Implementation Guide*, League of California Cities, 1997 (Contributor)

## HONORS AND AWARDS

- Cal-ICMA Ethical Hero Award (for service to the City of Bell)
- CSMFO Distinguished Service Award for Dedicated Service and Outstanding Contribution to the Municipal Finance Profession
- National Advisory Council on State and Local Government Budgeting: Recommended Best Practice (Fiscal Polices: User Fee Cost Recovery)
- GFOA Award for Distinguished Budget Presentation: Special Recognition as an Outstanding Policy Document, Financial Plan and Communications Device
- CSMFO Awards for Excellence in Operating Budget, Capital Improvement Plan, Budget Communication and Innovation in Budgeting
- GFOA Award of Achievement for Excellence in Financial Reporting
- CSMFO Certificate of Award for Outstanding Financial Reporting
- National Management Association Silver Knight Award for Leadership and Management Excellence
- American Institute of Planners Award for Innovation in Planning
- Graduated with Honors: University of California, Santa Barbara