CITY OF CARPINTERIA ADOPTED BUDGET

FISCAL YEAR 2021/22

WADE NOMURA, MAYOR
AL CLARK, VICE MAYOR
GREGG A. CARTY, COUNCILMEMBER
ROY LEE, COUNCILMEMBER
NATALIA ALARCON, COUNCILMEMBER

DAVE DURFLINGER, 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: Tar Pits Park Beach

Cover Photo: Matt Roberts

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CITY OF CARPINTERIA
ADOPTED BUDGET
FISCAL YEAR 2021/22
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CITY OF CARPINTERIA, CALIFORNIA
WORLD'S SAFEST BEACH
INCORPORATED 1965

MEMORANDUM

Date: **June 14, 2021**

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

From: **Dave Durflinger, City Manager**

Subject: **Fiscal Year 2021/22 Budget**

The 2021/22 budget is submitted for your consideration. Importantly, the preparation of the Fiscal Year 2021/22 budget has been influenced significantly by the ongoing COVID-19 pandemic in both the negative impact that necessary health protective measures have had on revenues and expenses, and the positive effect that the passage of the federal American Recovery Plan is projected to have on annual revenue.

This is the second fiscal year of the pandemic and revenue and expense projections of this Budget reflect conditions that have affected revenues and expenses; however, the unprecedented nature of this situation has encouraged our making conservative projections. Last fiscal year in response to uncertainty about the pandemic's fiscal impacts, the City Council Finance Committee began meeting monthly to more closely monitor City finances. I encourage this approach to continue in the 2021/22 fiscal year as an effective way to monitor and respond timely to changing conditions that could have significant effects on City finances.

Although there is a lot that we still do not know about the long-term financial impacts of the pandemic, we do know that the City started from a solid financial position with strong reserves and a conservative spending ethic, and this is allowing for a successful response and recovery effort. The City has been able to provide financial support to local businesses and providers of public health and wellness services while continuing to deliver its full complement of local government services. For this reason, the proposed 2021/22 budget prioritizes restoring financial reserves and staffing (drawn down and frozen during the pandemic), and investing strategically in projects, programs and services that will make our community safety net even stronger when the next disaster strikes.

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.

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The 2021/22 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 & public facilities 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 2021/22 fiscal year budget of just over $26 million, includes significant appropriations from grants, reserves and Fund balances for capital project and maintenance work.

Overall, revenue is projected to increase by approximately 17.3% to $22.0 million and expenses by 38.1%, to $26.1 million. These projections being heavily influenced by revenues and expenses having been depressed in the prior year due to the pandemic. The spending increase is also impacted significantly by one-time expenses that result from an aggressive capital projects program. The General Fund and Measure X portion of the budget, together, is projected at approximately $15.8 million (not including subsidies), an increase in discretionary spending of approximately 25.3% from the 2020/21 year-end estimate. This increase is due primarily to a significant projected increase in law enforcement services contract costs, new municipal library expenses, and contributions to pavement maintenance project costs.

All Funds expenses are projected to exceed revenues by approximately $4.1 million due to spending from special Funds and grant funds for capital and major maintenance projects. General Fund revenues and expenditures are projected to be balanced at $11.1 million, while a reserve change of $603,420 from the Fund balance is proposed to restore designated reserves to policy levels.

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 primarily 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 often require that the City contribute to project costs, i.e., provide "matching" funds, using discretionary revenue sources, e.g., General Fund.

Total special revenue funds, including intergovernmental transfers such as Measure A and Gas Tax, assessment district proceeds, and grant revenues, are project at just over $7.2 million. Total expenditures from these dedicated funds are estimated at $13.2 million and net transfers of $3.4 million.

Total discretionary revenue funds, including the General Fund and Measure X Fund revenues are estimated at $14.8 million with the related discretionary Funds spending estimate of $13.0 million and net transfers of $3.6 million.

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The City's General Fund property tax revenue (projected at $4.4 million and representing 38.0 % of total revenues) remains the City's largest revenue source. Modest growth of 2.0%, or approximately $80,600, is projected for the 2021/22 fiscal year.

The City's transient occupancy tax (TOT) revenue, projected at $2.3 million (representing 19.8% of total revenues) has been most significantly impacted by the decrease in tourism due to the ongoing pandemic. While projected TOT revenue represents a significant 21.0% improvement over prior year, it remains below the pre-pandemic annual high.

State sales tax revenue, projected at $1.9 million (representing 16.7% of total revenue), reflects an increase of 8.4% increase over previous year. While the projected sales tax revenue continues to improve from the negative impact throughout the pandemic, it still remains below fiscal year 2019 levels. On the horizon, mass deployment of the Covid-19 vaccine and the American Rescue Plan Act of 2021 will further support greater consumer spending.

Local Sales tax revenue (Measure X) is projected at $3.2 million with spending estimated at $4.3 million.

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 to increase significantly. Excluding capital project expenses, personnel costs (including law enforcement) make up approximately 41.7% 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. The total budgeted compensation cost (including salaries, pension, health insurance and other benefits), is projected to increase to $1.1 million, an increase of approximately 21.5 %. The salary component of total compensation costs is projected to increase 25.4% based on planning for new positions for the Library and General Government Department, and an inflationary adjustment to the City's pay schedule. Expenditure cuts are planned in legal services program that reflect efficiencies of the General Government reorganization.

b. Projects and Programs: The 2021/22 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 of Capital Projects are included in the Capital Improvement Projects Program of the Public Works Department budget section.

Long Range Planning Consultant Services and staff support: Funding has been included for continued work on the General/Coastal Land Use Plan update, completion and new work efforts associated with the Development Review Process Update such as the Downtown Overlay and updates to the Neighborhood Design Guidelines, and

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necessary high priority updates to certain sections of the Zone Code associated with the new state housing laws such as Accessory Dwelling Unit (ADU) and Density Bonus.

Twenty-three Capital improvement projects are projected to be worked on during the year, involving estimated spending of $8.6 million.

2020/21 Accomplishments

Listed below are examples of significant outcomes resulting from the investments made through the 2020/21 fiscal year budget. A comprehensive list of recurring performance measures and related accomplishments is included as Section H of this budget document.

- **Planning Work.** The division continued to make progress on the General Plan/Local Coastal Plan Update while responding to changing conditions that required development and approval of interim sea level rise guidance. A contract planning position was established and filled in order to lead the myriad advanced planning work efforts.

- **Code Compliance.** The division continued its assistance to business owners and the public in complying with the oft-changing COVID-19 related pandemic measures.

- **Administration and Legal Counsel.** The General Government Department kept the City Council and community informed during the dynamic and everchanging conditions of the COVID-19 pandemic, and provided support for the creation and implementation of appropriate local policies and regulations necessary for responses to the pandemic. The City Manager and Legal Counsel also led staff work to establish the new municipal Library and Racial Equity and Social Justice program.

- **Administrative Services.** Operating Budget Excellence Award for Fiscal Year 2020/21 from California Society of Municipal Finance Officers. The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Carpinteria for its comprehensive annual financial report for fiscal year ended June 30, 2019.

- **Public Works.** Throughout 2020, provided COVID-19 prevention measure support including temporary traffic control operations for public right-of-way social distancing, school food distribution, and vaccine point of distribution local center. Completed several capital projects including the 2020 Pavement Rehabilitation Project, 2021 Pavement Maintenance Project, City Hall Remediation & Renovation Project (Phase 1), Parking Lot No. 2 and Cactus Lane Improvements Project, and Pedestrian Crossing Safety Improvements Project. Received grants for Via Real Stormwater Project (July 2020) and Local Roadway Safety Plan (January 2021). Presented the Draft Downtown Carpinteria Parking Study to the Planning Commission (April 2021). Presented the drafts of the Street Tree Management Plan and Special Conditions Streets Management Plan to the Tree Advisory Board (May 2021).

- **Parks, Recreation and Public Facilities.** Initiated design work for improvements to the Rincon Bluffs Preserve, successfully negotiated a permanent easement for public

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parking primarily to serve the Carpinteria Skate Park, completed the work required to open an off-leash area in El Carro Park, and completed the RFP and selection process of a new City-wide landscape serve provider to care for the City's parks, landscape medians and open spaces.

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 during very trying times. Finally, I would like to give special thanks to Licette Maldonado and Ashley Chaparro. Without their work this budget document would not be possible.

Dave Durflinger
City Manager

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Community and Organizational Profile

The City of Carpinteria is a California general law city providing local government services to a population of 13,196[1]. 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, public facilities, ocean beach and community pool services. This year, the City is also budgeting for expenditures, including new positions, associated with its plan to operate the Carpinteria Library beginning July 1, 2022.

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. Flood control services in the City are provided by a dependent special district of the County. Beginning in late 2021, the City, through its membership in the Central Coast Community Energy joint powers authority, will begin providing electric energy services to City of Carpinteria residents and businesses.

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 has established 36 full time positions and 81 part-time and part-time seasonal positions (excluding elected and City Council appointed positions). 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, property values and the local economy. 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, legal, emergency preparedness and response, parks and recreation, capital project planning and development, street and rights-of-way maintenance, public facilities and landscape maintenance, 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, most recently, the 21.65-acre Rincon Bluffs Preserve.

[1] City/County Population Estimates, State Department of Finance, Demographic Research Unit, January 1, 2021, https://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/

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The City is currently planning for a dog park and skatepark. 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 community pool, athletic fields, playground equipment, public parking and restrooms, beach and boathouse improvements, and a network of hiking and biking trails. The City is leading efforts to complete public trail links including the Rincon and Santa Claus Lane Trail projects that will provide pedestrian/bicycle connection along the roughly four mile coast of Carpinteria.

As indicated above, in FY 2021/22, municipal library and electric energy utility services will be added to the menu of services provided by the City of Carpinteria. The City will take over management and operation of the Carpinteria Library and will begin purveying electricity via Central Coast Community Energy (C3E). These new service areas are expected to better meet the needs and expectations of Carpinteria residents and businesses and allow for strategic investment in the community.

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.

An example in the coming year of a new program requirement that cities, including Carpinteria, will need to respond to is California's new organic waste reduction requirements. The City and its franchise waste hauler, E.J. Harrison & Sons, will be developing and implementing plans to significantly reduce the amount of organic materials, e.g., landscaping and food waste, that goes to the landfill. There will be little financial support from the state for this effort, the costs of which, ultimately, will be borne by local taxpayers and, uniquely, by the rate payers of waste hauling services.

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. 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.

Ensuring public and private development and other activities comply with Coastal policies and regulations, as well as community needs and expectations, requires highly skilled professional staff at great cost.

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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.

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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 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
101	Legislative & Policy	$ 133,437	0.7%	$ 167,270	0.7%	$ 171,400	0.9%	$ 177,650	0.7%
102	Commissions Boards and Committees	7,363	0.0%	7,500	0.0%	7,500	0.0%	71,250	0.3%
111	City Administration	396,195	2.0%	398,130	1.7%	391,580	2.1%	488,940	1.9%
121	Legal Services	852,406	4.3%	913,500	3.9%	987,500	5.2%	866,000	3.3%
131	Records Management	165,163	0.8%	138,150	0.6%	135,150	0.7%	141,750	0.5%
132	Elections	11,148	0.1%	35,650	0.2%	25,650	0.1%	46,350	0.2%
141	Staff Recruitment, Retention and Development	174,754	0.9%	246,730	1.1%	246,950	1.3%	348,030	1.3%
142	Risk Management	380,261	1.9%	410,200	1.8%	410,200	2.2%	473,350	1.8%
151	Emergency Preparedness	84,302	0.4%	112,150	0.5%	112,050	0.6%	164,860	0.6%
161	Communication and Community Promotions	231,428	1.2%	279,850	1.2%	277,700	1.5%	307,200	1.2%
162	Economic Vitality	144,712	0.7%	61,300	0.3%	61,300	0.3%	91,800	0.4%
163	Community Services Support	415,316	2.1%	442,900	1.9%	407,500	2.2%	437,900	1.7%
171	Law Enforcement	4,163,713	20.9%	4,400,400	18.8%	4,403,400	23.3%	4,942,000	18.9%
181	Racial Equity	0	0.0%	0	0.0%	0	0.0%	50,900	0.2%
201	Financial Management Services	442,001	2.2%	344,850	1.5%	349,310	1.8%	475,750	1.8%
211	Central Services	854,068	4.3%	292,900	1.3%	260,760	1.4%	265,180	1.0%
221	Management Information Services	247,242	1.2%	229,200	1.0%	236,150	1.2%	288,800	1.1%
301	Community Development Administration	101,145	0.5%	101,250	0.4%	101,250	0.5%	103,600	0.4%
302	Advance Planning	698,437	3.5%	627,350	2.7%	487,350	2.6%	872,850	3.3%
311	Housing	51,548	0.3%	68,700	0.3%	68,700	0.4%	100,575	0.4%
321	Development Review and Building	407,543	2.0%	517,350	2.2%	517,350	2.7%	571,950	2.2%
331	Code Compliance	349,042	1.7%	336,700	1.4%	340,250	1.8%	389,400	1.5%
341	Animal Care and Control	74,984	0.4%	95,050	0.4%	95,050	0.5%	111,250	0.4%
401	Public Works Administration	378,097	1.9%	210,650	0.9%	212,450	1.1%	298,300	1.1%
403	Capital Improvements	6,000,612	30.1%	8,675,200	37.1%	4,818,250	25.5%	8,852,950	33.9%
411	Transportation, Parking and Lighting	391,763	2.0%	645,000	2.8%	459,300	2.4%	673,450	2.6%
421	Solid Waste	113,271	0.6%	279,600	1.2%	243,500	1.3%	336,350	1.3%
431	Street Maintenance	435,571	2.2%	876,550	3.8%	688,800	3.6%	1,164,880	4.5%
441	Right of Way Maintenance	422,207	2.1%	423,000	1.8%	418,200	2.2%	453,200	1.7%
451	Watershed Management	70,778	0.4%	178,550	0.8%	143,050	0.8%	200,950	0.8%
461	Resource Conservation	5,849	0.0%	53,450	0.2%	51,975	0.3%	55,175	0.2%
501	Parks and Recreation Administration	128,615	0.6%	235,200	1.0%	239,800	1.3%	363,450	1.4%
502	Parks & Facilities Maintenance	683,974	3.4%	682,050	2.9%	704,320	3.7%	784,630	3.0%
503	Vets Hall/Seaside	45,541	0.2%	62,100	0.3%	66,450	0.4%	62,150	0.2%
521	Community Pool Services	473,833	2.4%	505,070	2.2%	505,090	2.7%	576,105	2.2%
522	Junior Lifeguards	92,132	0.5%	92,550	0.4%	78,440	0.4%	99,700	0.4%
523	Swim Team Aquatics	20,969	0.1%	19,400	0.1%	20,050	0.1%	31,250	0.1%
531	Ocean Beach Services	253,208	1.3%	164,930	0.7%	142,930	0.8%	153,000	0.6%
532	Beach Store	31,140	0.2%	10,000	0.0%	9,850	0.1%	13,050	0.0%
541	Special Events	545	0.0%	0	0.0%	0	0.0%	0	0.0%
542	Community Garden	30,104	0.2%	32,150	0.1%	31,970	0.2%	32,750	0.1%
550	City Library	0	0.0%	0	0.0%	0	0.0%	195,500	0.7%
Total Expenditures		19,964,417	100%	23,372,530	100%	18,928,475	100%	26,134,175	100%

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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

Finance/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 its first regular Council meeting 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. Any necessary budget reviews are conducted during the fiscal year by the City Council Finance/Budget Committee and a midyear review is presented to the City Council at which time adjustments to revenue estimates and appropriations may be made. Also, each year a Comprehensive Annual Financial Report (CAFR) is prepared by an independent auditor according to generally accepted accounting principles and law and 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.

The Budget is approved for all governmental 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 budget 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). The City is preparing a request for proposal to update the user fees in this coming fiscal year.

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Investment Policy and Investments.

The City Treasurer may invest City funds in the following instruments as specified in the California Government Code, Sections 53600 et seq., and as further limited in this policy. The City is empowered by statue to invest in the following types of securities:

- Federal Deposit Insurance Corporations (FDIC) Insured Accounts. Funds required for immediate cash flow needs shall be deposited in an interest-bearing FDIC insured checking account at a bank in Carpinteria. Dollar Maximum: None; Maximum Maturity: N/A

- Local Agency Investment Fund (LAIF), of the State of California. Investments in accordance with the laws and regulations governing those funds. Dollar Maximum: $65 million (State Statue limit); Maximum Maturity: N/A

- Obligations of the U.S. Government, its agencies and instrumentalities, including U.S. Treasury notes, bonds, bills, or certificate indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest, federal agencies, mortgage-backed securities with a fixed coupon issued by an agency of the U.S. Government, government-sponsored enterprise obligations (GSE), participation, or other instruments. Dollar Maximum: None; Maximum Maturity: 5 years

- Investments not specifically authorized herein are disallowed. Additionally, California Government Code Section 53601.6 disallows the following: inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Futures, options, all leveraged purchases, reverse repurchases, and speculations on interest rates are specifically not allowed by this policy.

Subsidies from the General and Measure X Funds

It has been City policy to subsidize with discretionary revenues services and programs that could not otherwise be provided at the necessary or desired level based on the dedicated revenues sources of the related Funds. The following table illustrates the projected subsidy required for specified Funds to meet planned service levels. Subsidies for the Park Maintenance and Right of Way Assessment Funds have been relatively stable for a number of years. The subsidy for the Recreation Services Fund has been increasing for many years and reflects significant growth over recent prior years due in part to reduced program income resulting from the COVID-19 pandemic health protection restrictions.

Fund	Amount
Park Maintenance Fund	$ 178,750
R-O-W Assessment District Fund	81,300
Recreation Services Fund	406,505
Total	**$ 666,555**

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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 $1,164,261, the following major reserve balances are estimated for 2021/22.

Financial and Economic Uncertainty Reserve:	$4,655,678
General Reserve - Special Projects:	617,955
Capital Asset Replacement Reserve:	451,475
Restricted – Pension Trust Fund:	1,048,400
	Total: $6,773,508

The Financial and Economic Uncertainty Reserve, supplemented by projected revenue from the American Rescue Plan Act of 2021, will meet policy level at 40% of General Fund expenditures after being drawn down as a part of response and recovery costs related to the COVID-19 pandemic. The General and Capital Asset Replacement Reserves are proposed to be used to support various capital projects and have been drawn down from their respective $1 million policy levels.

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 $21,276,168 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

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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, 2022 is $19,643,130. The City remains in compliance with Article XIII of the California Constitution in the coming year. Refer to 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. Due to these conditions, at least in part, Carpinteria voters in 2018 approved a local sales tax of 1.25%. The revenue from this tax is now providing significant financial support for all new and expanded services in the City, including the new Library and Racial Equity and Social Justice program.

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AUTHORIZED FULL TIME POSITIONS- LAST FIVE YEARS

	2017/18	2018/19	2019/20	2020/21*	2021/22
GENERAL GOVERNMENT					
City Manager	1	1	1	1	1
Assistant City Manager	0	0	0	1	1
Assistant to the City Manager	1	1	1	0	0
Human Resources/Risk Manager	1	1	1	1	1
City Clerk	1	1	1	1	1
Program Manager	1	1	1	1	1
Executive Assistant/Deputy City Clerk	0	0	0	1	1
Receptionist/Office Assistant	1	1	1	1	1
General Government Department Sub-total:	**6**	**6**	**6**	**7**	**7**
ADMINISTRATIVE SERVICES					
Administrative Services Director	1	1	1	1	1
Finance Supervisor	1	0	0	0	0
Senior Financial Analyst	0	1	1	1	1
Accounting Technician	0	0	1	1	1
Administrative Services Department Sub-total:	**2**	**2**	**3**	**3**	**3**
COMMUNITY DEVELOPMENT					
Community Development Director	1	1	1	1	1
Principal Planner	0	0	1	2	2
Senior Planner	1	1	1	0	0
Associate Planner	1	1	1	2	2
Assistant Planner	1	1	1	0	0
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	0	0
Code Compliance Officer II	1	1	1	2	2
Community Development Department Sub-total:	**9**	**9**	**10**	**10**	**10**
PUBLIC WORKS DEPARTMENT					
Public Works Director	1	1	1	1	1
Assistant to the Public Works Director	1	1	1	1	1
Civil Engineer	1	1	1	1	1
Environmental Program Manager	1	1	1	1	1
Engineering Technician	1	1	1	1	1
Public Works Supervisor	1	1	1	1	1
Lead Maintenance Worker	1	1	1	1	1
Maintenance Worker II	1	1	2	2	2
Maintenance Worker I	2	2	1	1	1
Maintenance Technician	1	1	1	0	0
Public Works Department Sub-total:	**11**	**11**	**11**	**10**	**10**
PARKS, RECREATION & PUBLIC FACILITIES					
Parks, Recreation & Public Facilities Director	1	1	1	1	1
Management Assistant	1	1	1	1	1
Aquatics Superintendent	0	0	0	1	1
Pool Superintendent	1	1	1	0	0
Aquatics Program Coordinator	1	1	1	1	1
Parks & Facilities Maintenance Supervisor	0	0	0	1	1
Sr. Parks & Facilities Maintenace Technician	0	0	0	1	1
Parks & Facilities Maintenance Technician	1	1	1	0	0
Parks & Facilities Maintenance Worker	0	0	0	1	1
City Librarian	0	0	0	1	1
Library Specialist	0	0	0	1	1
Parks, Recreation & Public Facilities Department Sub-total:	**5**	**5**	**5**	**9**	**9**
GRAND TOTAL - Full Time Staff:	**33**	**33**	**35**	**39**	**39**

*Last Fiscal Year's figure updated with changes made post-budget adoption

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HOURLY RATED PART-TIME & SEASONAL AUTHORIZED POSITIONS FULL TIME EQUIVALENT (FTE) CALCULATIONS- LAST FIVE YEARS

	2017/18	2018/19	2019/20	2020/21*	2021/22
GENERAL GOVERNMENT					
Community Promotions - GATV	1	1	1	0	0
Human Resources Assistant	0.5	0.5	0.5	0.5	0.5
General Government Department Sub-total:	**1.5**	**1.5**	**1.5**	**0.5**	**0.5**
ADMINISTRATIVE SERVICES					
Accounting Clerk	0.5	0.5	0.5	0.5	0.5
Administrative Services Department Sub-total:	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**
COMMUNITY DEVELOPMENT					
Crossing Guard	1	1	1	1.5	1.5
Community Development Department Sub-total:	**1**	**1**	**1**	**1.5**	**1.5**
PUBLIC WORKS DEPARTMENT					
Public Works Maintenance Worker	0.5	0.5	0.5	0.5	0.5
Public Works Department Sub-total:	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**
PARKS, RECREATION & PUBLIC FACILITIES					
Aqua Aerobics Instructor I	3	3	3	1.5	1.5
Aquatics Beach Program Coordinator	0	0	0	0.5	0.5
Assistant Aquatic Program Coordinator	0	0	0	0.5	0.5
Assistant Swim Coach	0	0	0	1	1
Beach Lifeguard I	5	5	5	5	5
Beach Lifeguard II	0	0	0	1	1
Beach Lifeguard Supervisor	0	0	0	0.5	0.5
Clerk/Cashier I	0	0	0	2.5	2.5
Coach/ Swim Team	3.5	3.5	3.5	2	2
Community Garden Coordinator	0	0.5	0.5	0.5	0.5
Junior Lifeguard Instructor	11	11	11	10	10
Lifeguard Program Coordinator	0	0	0	0.5	0.5
Management Intern/Senior Pool Lifeguard	0	0	0	1	1
Managing Cashier/Clerk	4	4	4	4	4
Office Clerk	0	0	0	0.5	0.5
Parks Maintenance Worker	0.5	0.5	0.5	0.5	0.5
Pool Lifeguard I	6	6	6	5.5	5.5
Recreation Leader II/ Pool Lifeguard II	0	0	0	0.5	2
Sr. Pool Lifeguard	0	0	0	1	1.5
Library Technician	0	0	0	1.5	1.5
Library Page	0	0	0	0.5	0.5
Parks, Recreation & Public Facilities Department Sub-total:	**33**	**33.5**	**33.5**	**40.5**	**42.5**
GRAND TOTAL - Part Time FTE Staff:	**36.5**	**37**	**37**	**43.5**	**45.5**

CITY COUNCIL, COMMISSION & BOARD MEMBERS RECEIVING STIPENDS

	2017/18	2018/19	2019/20	2020/21	2021/22
GENERAL GOVERNMENT					
City Council	2.5	2.5	2.5	2.5	2.5
Planning Commission	2.5	2.5	2.5	2.5	2.5
Architectural Review Board	2.5	2.5	2.5	2.5	2.5
GRAND TOTAL - Part Time Stipend FTE Staff:	**7.5**	**7.5**	**7.5**	**7.5**	**7.5**

*Last Fiscal Year's figure updated with changes made post-budget adoption

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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. Key recommendations of the Plan that have been implemented include establishment of a Pension Stabilization Fund and a new revenue source. The City will be updating the Five-Year Financial Plan during the fiscal year and has budgeted for consultant services.

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 2017, the City established a Pension Stabilization Trust in order to mitigate the negative impact of growing Unfunded Actuarial Liability (UAL) costs on General Fund support for City services. The City now makes annual payments from the proceeds of the Pension Stabilization Trust to offset growth in annual UAL.

In November of 2018, Carpinteria voters passed Measure X, a 1.25% local sales tax, which is currently projected to raise over $3 million in annual revenue. This revenue is providing significant help in addressing the General Fund revenue gap, deferred maintenance and Capital Project needs, and new program demands such as the municipal library. Measure X revenue and expenses are included as a separate Fund in this budget.

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 & Public Facilities, 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 street maintenance, 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, assessment districts, and Measure X.

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The City of Carpinteria Parks, Recreation and Public Facilities 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. In order to help address growing maintenance needs, the City Council approved a reorganization of the Department to, in part, establish a maintenance team with a direct supervisor reporting to the Department Head. Beginning July 2022, the Department will be responsible for municipal library operations at the Carpinteria Library building.

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 and Library Building roof and other repairs, Community Pool plastering and coping repairs, sports field renovations, 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. Community Pool and other recreation programs rely on user fees to cover expenses; however, it is not possible to charge customers at rates sufficient to pay for Pool and other program operational costs. For this reason, a growing amount of Recreation Services costs is subsidized by the City's General Fund and Measure X Fund.

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. The City expects that compliance with waste reduction requirements and growth in expenses required to comply with standards for operating the City's storm water management system will rise significantly in the coming years.

COVID-19 Pandemic

At the time of the writing of this I Budget Introduction, it appears that the greatest pandemic since 1918 may be winding down. Public health restrictions on business activities, gatherings and travel are beginning to be lifted and increased economic activity is being experienced. The federal government's American Rescue Plan, is expected to provide just over a million dollars in funding to the City for FY 2020/21 and 2021/22, helping to offset loss of revenue and some of the significant pandemic response costs to the City. However, it remains uncertain at this time if recovery will be fast, slow, or bumpy, and whether or not there will be long-term impacts on City finances.

The revenue and expense projections that are a part of the Five-Year Financial Plan could not, of course, take the impacts of the pandemic on the economy into consideration. As such, an update of the Five-Year Financial Plan is necessary and will be undertaken in the coming year.

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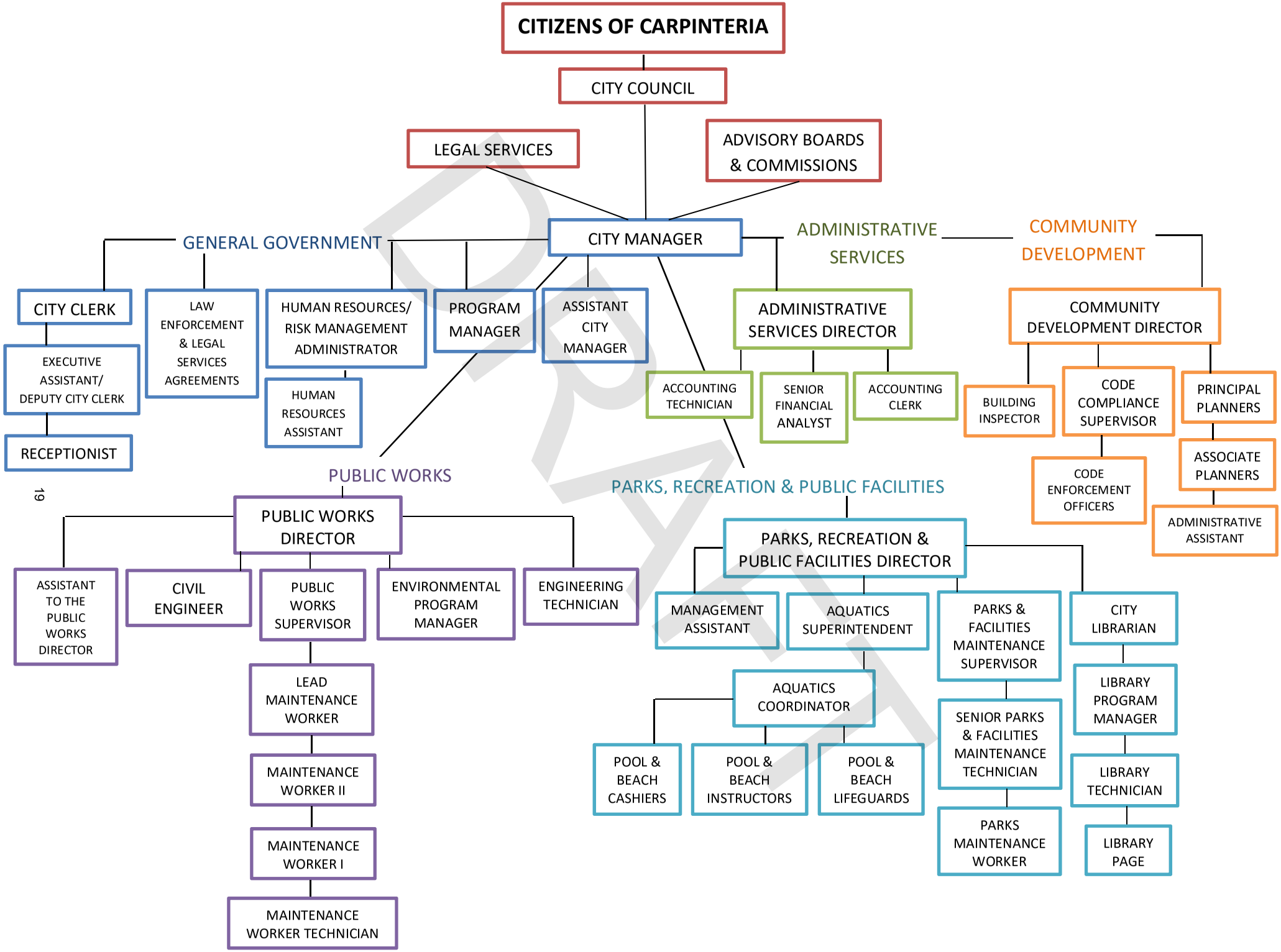
CITIZENS OF CARPINTERIA
CITY COUNCIL
LEGAL SERVICES
ADVISORY BOARDS & COMMISSIONS
CITY MANAGER
GENERAL GOVERNMENT
CITY CLERK
EXECUTIVE ASSISTANT/ DEPUTY CITY CLERK
RECEPTIONIST
LAW ENFORCEMENT & LEGAL SERVICES AGREEMENTS
HUMAN RESOURCES/ RISK MANAGEMENT ADMINISTRATOR
HUMAN RESOURCES ASSISTANT
PROGRAM MANAGER
ASSISTANT CITY MANAGER
ADMINISTRATIVE SERVICES
ADMINISTRATIVE SERVICES DIRECTOR
ACCOUNTING TECHNICIAN
SENIOR FINANCIAL ANALYST
ACCOUNTING CLERK
COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT DIRECTOR
BUILDING INSPECTOR
CODE COMPLIANCE SUPERVISOR
CODE ENFORCEMENT OFFICERS
PRINCIPAL PLANNERS
ASSOCIATE PLANNERS
ADMINISTRATIVE ASSISTANT
PUBLIC WORKS
PUBLIC WORKS DIRECTOR
ASSISTANT TO THE PUBLIC WORKS DIRECTOR
CIVIL ENGINEER
PUBLIC WORKS SUPERVISOR
ENVIRONMENTAL PROGRAM MANAGER
ENGINEERING TECHNICIAN
LEAD MAINTENANCE WORKER
MAINTENANCE WORKER II
MAINTENANCE WORKER I
MAINTENANCE WORKER TECHNICIAN
PARKS, RECREATION & PUBLIC FACILITIES
PARKS, RECREATION & PUBLIC FACILITIES DIRECTOR
MANAGEMENT ASSISTANT
AQUATICS SUPERINTENDENT
AQUATICS COORDINATOR
POOL & BEACH CASHIERS
POOL & BEACH INSTRUCTORS
POOL & BEACH LIFEGUARDS
PARKS & FACILITIES MAINTENANCE SUPERVISOR
SENIOR PARKS & FACILITIES MAINTENANCE TECHNICIAN
PARKS MAINTENANCE WORKER
CITY LIBRARIAN
LIBRARY PROGRAM MANAGER
LIBRARY TECHNICIAN
LIBRARY PAGE

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California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award
Fiscal Year 2020-2021

Presented to the

City of Carpinteria

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

January 31, 2021

Marcus Pimentel
CSMFO President

Michael Manno, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

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The City's budget is organized by program and by fund. This section of the budget summarizes all 19 City Funds including the General Fund, 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 revenue, 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) 2021/22 revenues of $22,006,600 are about 17.3% or $3.2 million, more than proposed estimated final budget actual revenues. The most significant contributions to this increase in all funds estimated revenue are the grant and private funding related to capital projects that include, the Skate Park, Rincon Multi-Use Trail, and East Via Real Stormwater.

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 2021/22 year.

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

Fund	Amount
General Fund (before subsidies)	$ 506,555
Gas Tax	78,225
Tidelands Trust	32,200
Street Lighting District	64,150

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:

Fund	Amount
General Reserve (special projects)	$ (586,250)
General Reserve (capital asset replacement)	(74,500)
Measure X (before subsidies)	(860,305)
Traffic Safety	(1,550)
Road Maintenance Rehab	(159,095)
Local Transportation	(54,700)
PBIA	(17,950)
AB 939	(151,250)
Housing	(35,125)
Measure A	(1,087,900)
Peg Fees	(53,225)
Capital Improvement Project	(1,060,300)

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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 and/or Measure X:

Fund	Amount
Park Maintenance Fund	$ 178,750
R-O-W Assessment District Fund	81,300
Recreation Services Fund	406,505
Total	**$ 666,555**

All Fund Appropriations

Total FY 2021/22 budgeted appropriations for all municipal funds are $26,134,175, an increase of approximately 38.1% or $7.2 million from proposed estimated final FY 2020/21 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 East Via Real Stormwater project, which is funded almost entirely via federal grant funds and the Skate Park project funded via private grants. Some of the other more significant non-General Fund program appropriations include:

Fund	Amount
Street Maintenance	$ 1,164,880
Transportation, Parking and Lighting	673,450
Solid Waste	336,350

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All Funds
Budget Summary by Fund

	FUND	Audited Fund Balances 6/30/2020	Fiscal Year 2020/21 Estimated Final Budget				Reserve Change	Estimated Fund Balances June 30, 2021
			Revenues	Expenditures	Transfers	Subsidies		
101	General Fund (AFB)	$ 544,306	$ 10,996,350	$ 9,229,745	$ (4,200)	$ (551,700)	$ 12,670	$ 1,767,681
101	General Reserve - Economic Uncertainties	4,344,928	-	280,000	-	-	(12,670)	4,052,258
101	General Fund (Nonspendable/Restricted)	1,113,400	-	65,000	-	-	-	1,048,400
102	General Reserve - Special Projects	1,189,205	15,000	-	-	-	-	1,204,205
103	Capital Asset Replacement GF	540,475	6,000	-	(20,500)	-	-	525,975
104	Measure X Fund	3,055,010	3,123,000	1,244,200	(1,810,100)	(100,000)		3,023,710
201	Traffic Safety Fund	27,591	20,350	46,150	-	-	-	1,791
203	Road Maintenance Rehab Fund	343,195	246,900	-	(431,000)	-	-	159,095
204	Park Maintenance Fund	(26,376)	239,250	448,650	12,500	223,276	-	-
205	Gas Tax Fund	46,316	319,950	202,650	-	-	-	163,616
206	Local Transportation Fund	110,603	10,800	65,250	-	-	-	56,153
207	Tidelands Trust Fund	136,291	311,600	234,130	(28,600)	-	-	185,161
208	Street Lighting Fund	256,170	205,250	129,050	-	-	-	332,370
209	R-O-W Assessment District Fund	(1,665)	195,800	236,200	-	42,065	-	-
210	PBIA Fund	45,570	650	20,150	-	-	-	26,070
211	AB 939 Fund	384,551	248,000	302,400	-	-	-	330,151
212	Measure D Fund	131,197	-	-	(131,197)	-	-	-
213	Recreation Services Fund	27,266	259,475	713,400	40,300	386,359	-	-
214	Housing Fund	531,820	12,500	35,900	-	-	-	508,420
215	Measure A Fund	2,216,301	814,500	916,900	(916,053)	-	-	1,197,848
216	Revolving Fund	-	46,300	21,000	(25,300)	-	-	-
217	Peg Fees Fund	156,608	49,500	103,150	-	-	-	102,958
301	Capital Improvement Projects Fund	1,935,488	1,636,225	4,634,550	3,314,150	-	-	2,251,313
	Total All Funds	**$ 17,108,250**	**$ 18,757,400**	**$ 18,928,475**	**$ -**	**$ -**	**$ -**	**$ 16,937,175**

	FUND	Estimated Fund Balances June 30, 2021	Fiscal Year 2021/22 Adopted Budget				Reserve Change	Estimated Fund Balances June 30, 2022
			Revenues	Expenditures	Transfers	Subsidies		
101	General Fund	$ 1,767,681	$ 11,586,350	$ 11,079,795	$ -	$ (506,555)	$ (603,420)	$ 1,164,261
101	General Reserve - Economic Uncertainties	4,052,258	-		-	-	603,420	4,655,678
101	General Fund (Nonspendable/Restricted)	1,048,400	-	-	-	-		1,048,400
102	General Reserve - Special Projects	1,204,205	3,750	-	(590,000)	-	-	617,955
103	Capital Asset Replacement GF	525,975	1,500	76,000	-	-	-	451,475
104	Measure X Fund	3,023,710	3,249,500	1,799,000	(2,310,805)	(160,000)	-	2,003,405
201	Traffic Safety Fund	1,791	15,750	17,300	-		-	241
202	Library Services	-		230,000	230,000			-
203	Road Maintenance Rehab Fund	159,095	268,950	-	(428,045)		-	-
204	Park Maintenance Fund	-	240,800	419,550	-	178,750	-	-
205	Gas Tax Fund	163,616	350,125	271,900	-	-	-	241,841
206	Local Transportation Fund	56,153	10,200	64,900	-	-	-	1,453
207	Tidelands Trust Fund	185,161	308,800	262,800	(13,800)	-	-	217,361
208	Street Lighting Fund	332,370	203,000	138,850	-	-	-	396,520
209	R-O-W Assessment District Fund	-	195,350	276,650	-	81,300	-	-
210	PBIA Fund	26,070	350	18,300	-	-	-	8,120
211	AB 939 Fund	330,151	245,750	397,000	-	-	-	178,901
212	Measure D Fund	-	-	-	-	-	-	-
213	Recreation Services Fund	-	359,750	806,555	40,300	406,505	-	-
214	Housing Fund	508,420	1,600	36,725	-	-	-	473,295
215	Measure A Fund	1,197,848	801,800	1,425,800	(463,900)	-	-	109,948
216	Revolving Fund	-	110,300	85,000	(25,300)	-	-	-
217	Peg Fees Fund	102,958	48,375	101,600	-	-	-	49,733
301	Capital Improvement Projects Fund	2,251,313	4,004,600	8,626,450	3,561,550	-	-	1,191,013
	Total All Funds	**$ 16,937,175**	**$ 22,006,600**	**$ 26,134,175**	**$ -**	**$ -**	**$ -**	**$ 12,809,600**

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All Funds
FY 2021/22 Budget

All Funds	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
Revenues								
Property Taxes	$ 4,311,791	19.6%	$ 4,516,700	22.9%	$ 4,525,700	24.1%	$ 4,606,300	20.9%
Sales Taxes	4,714,244	21.5%	4,786,800	24.3%	4,878,000	26.0%	5,177,000	23.5%
Franchise Fees	814,049	3.7%	742,500	3.8%	742,500	4.0%	742,500	3.4%
Transient Occupancy Tax	2,023,128	9.2%	1,900,000	9.7%	1,900,000	10.1%	2,300,000	10.5%
Other Taxes	202,843	0.9%	195,300	1.0%	197,300	1.1%	212,300	1.0%
Total Taxes	12,066,055	55.0%	12,141,300	61.7%	12,243,500	65.3%	13,038,100	59.2%
Licenses & Permits	253,331	1.2%	183,000	0.9%	213,500	1.1%	213,500	1.0%
Intergovernmental	3,164,605	14.4%	4,948,500	25.1%	4,071,225	21.7%	7,129,600	32.4%
Fines & Forfeitures	60,924	0.3%	67,600	0.3%	58,350	0.3%	44,850	0.2%
Charges for Sevices	1,349,314	6.1%	1,410,260	7.2%	1,505,600	8.0%	1,298,400	5.9%
Interest	627,347	2.9%	115,203	0.6%	134,100	0.7%	34,600	0.2%
Special Assessments	232,433	1.1%	215,650	1.1%	215,650	1.1%	215,650	1.0%
Miscellaneous	4,197,895	19.1%	602,500	3.1%	315,475	1.7%	31,900	0.1%
TOTAL REVENUE	**$ 21,951,904**	**100%**	**$ 19,684,013**	**100%**	**$ 18,757,400**	**100%**	**$ 22,006,600**	**100%**
Expenditures								
Regular Wages	$ 2,660,837	13.3%	$ 2,754,750	11.8%	$ 2,754,750	14.6%	$ 3,351,705	12.8%
Part-time Wages	464,466	2.3%	415,450	1.8%	391,650	2.1%	509,950	2.0%
Overtime Wages	48,908	0.2%	32,150	0.1%	32,170	0.2%	32,750	0.1%
Other Wages	133,293	0.7%	76,300	0.3%	76,300	0.4%	185,850	0.7%
Total Wages	3,307,504	16.6%	3,278,650	14.0%	3,254,870	17.2%	4,080,255	15.6%
Health Benefits	$ 690,480	3.5%	$ 835,330	3.6%	$ 825,630	4.4%	$ 959,900	3.7%
Retirement	625,029	3.1%	875,930	3.7%	877,980	4.6%	1,012,890	3.9%
Medicare Tax	64,122	0.3%	79,050	0.3%	79,000	0.4%	80,830	0.3%
Other Benefits	50,368	0.3%	108,820	0.5%	105,050	0.6%	118,020	0.5%
Total Benefits	1,429,999	7.2%	1,899,130	8.1%	1,887,660	10.0%	2,171,640	8.3%
TOTAL WAGES & BENEFIT	**$ 4,737,503**	**24%**	**$ 5,177,780**	**22%**	**$ 5,142,530**	**27%**	**$ 6,251,895**	**24%**
Professional Services	$ 2,037,047	10.2%	$ 2,482,550	10.6%	$ 2,239,000	11.8%	$ 2,792,275	10.7%
Public Safety	3,910,359	19.6%	4,138,000	17.7%	4,141,000	21.9%	4,652,400	17.8%
Contract Services	974,234	4.9%	1,338,825	5.7%	1,097,580	5.8%	1,630,420	6.2%
Utilities	380,103	1.9%	422,100	1.8%	446,800	2.4%	460,460	1.8%
Other Operating Expenses	1,255,377	6.3%	905,325	3.9%	863,965	4.6%	1,069,775	4.1%
Non-Operating Expenses	249,316	1.2%	207,500	0.9%	182,500	1.0%	207,500	0.8%
Major Capital	315,284	1.6%	208,950	0.9%	180,550	1.0%	443,000	1.7%
Capital Projects	6,105,194	30.6%	8,491,500	36.3%	4,634,550	24.5%	8,626,450	33.0%
Total Other Expenditures	15,226,914	76.3%	18,194,750	77.8%	13,785,945	72.8%	19,882,280	76.1%
TOTAL EXPENDITURES	**$ 19,964,417**	**100%**	**$ 23,372,530**	**100%**	**$ 18,928,475**	**100%**	**$ 26,134,175**	**100%**
NET INCOME / (LOSS)	**$ 1,987,487**		**$ (3,688,517)**		**$ (171,075)**		**$ (4,127,575)**	

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All Funds
Expenditures by Function

All Funds	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
General Government	$7,160,199	35.9%	$7,613,730	32.6%	$7,637,880	40.4%	$8,607,980	32.9%
Administrative Services	1,543,311	7.7%	866,950	3.7%	846,220	4.5%	1,029,730	3.9%
Community Development	1,682,698	8.4%	1,746,400	7.5%	1,609,950	8.5%	2,149,625	8.2%
Public Works	7,818,149	39.2%	11,342,000	48.5%	7,035,525	37.2%	12,035,255	46.1%
Parks, Recreation and Public Facilities	1,760,060	8.8%	1,803,450	7.7%	1,798,900	9.5%	2,311,585	8.8%
Total Expenditures	**$19,964,417**	**100%**	**$23,372,530**	**100%**	**$18,928,475**	**100%**	**$26,134,175**	**100%**

All Funds
Expenditures by Type

All Funds	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
Wages & Benefits	$ 4,737,503	23.7%	$ 5,177,780	22.2%	$ 5,142,530	27.2%	$ 6,251,895	23.9%
Professional Services	2,037,047	10.2%	2,482,550	10.6%	2,239,000	11.8%	2,792,275	10.7%
Public Safety	3,910,359	19.6%	4,138,000	17.7%	4,141,000	21.9%	4,652,400	17.8%
Contract Services	974,234	4.9%	1,338,825	5.7%	1,097,580	5.8%	1,630,420	6.2%
Utilities	380,103	1.9%	422,100	1.8%	446,800	2.4%	460,460	1.8%
Other Operating Exp.	1,255,377	6.3%	905,325	3.9%	863,965	4.6%	1,069,775	4.1%
Non-Operating Exp.	249,316	1.2%	207,500	0.9%	182,500	1.0%	207,500	0.8%
Major Capital	315,284	1.6%	208,950	0.9%	180,550	1.0%	443,000	1.7%
Capital Projects	6,105,194	30.6%	8,491,500	36.3%	4,634,550	24.5%	8,626,450	33.0%
Total Expenditures	**$19,964,417**	**100%**	**$23,372,530**	**100%**	**$18,928,475**	**100%**	**$26,134,175**	**100%**

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All Funds
Expenditures by Program

Program #	Program Name	Prior Year Actuals FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
101	Legislative & Policy	$ 133,437	0.7%	$ 167,270	0.7%	$ 171,400	0.9%	$ 177,650	0.7%
102	Commissions Boards and Committees	7,363	0.0%	7,500	0.0%	7,500	0.0%	71,250	0.3%
111	City Administration	396,195	2.0%	398,130	1.7%	391,580	2.1%	488,940	1.9%
121	Legal Services	852,406	4.3%	913,500	3.9%	987,500	5.2%	866,000	3.3%
131	Records Management	165,163	0.8%	138,150	0.6%	135,150	0.7%	141,750	0.5%
132	Elections	11,148	0.1%	35,650	0.2%	25,650	0.1%	46,350	0.2%
141	Staff Recruitment, Retention and Development	174,754	0.9%	246,730	1.1%	246,950	1.3%	348,030	1.3%
142	Risk Management	380,261	1.9%	410,200	1.8%	410,200	2.2%	473,350	1.8%
151	Emergency Preparedness	84,302	0.4%	112,150	0.5%	112,050	0.6%	164,860	0.6%
161	Communication and Community Promotions	231,428	1.2%	279,850	1.2%	277,700	1.5%	307,200	1.2%
162	Economic Vitality	144,712	0.7%	61,300	0.3%	61,300	0.3%	91,800	0.4%
163	Community Services Support	415,316	2.1%	442,900	1.9%	407,500	2.2%	437,900	1.7%
171	Law Enforcement	4,163,713	20.9%	4,400,400	18.8%	4,403,400	23.3%	4,942,000	18.9%
181	Racial Equity	0	0.0%	0	0.0%	0	0.0%	50,900	0.2%
201	Financial Management Services	442,001	2.2%	344,850	1.5%	349,310	1.8%	475,750	1.8%
211	Central Services	854,068	4.3%	292,900	1.3%	260,760	1.4%	265,180	1.0%
221	Management Information Services	247,242	1.2%	229,200	1.0%	236,150	1.2%	288,800	1.1%
301	Community Development Administration	101,145	0.5%	101,250	0.4%	101,250	0.5%	103,600	0.4%
302	Advance Planning	698,437	3.5%	627,350	2.7%	487,350	2.6%	872,850	3.3%
311	Housing	51,548	0.3%	68,700	0.3%	68,700	0.4%	100,575	0.4%
321	Development Review and Building	407,543	2.0%	517,350	2.2%	517,350	2.7%	571,950	2.2%
331	Code Compliance	349,042	1.7%	336,700	1.4%	340,250	1.8%	389,400	1.5%
341	Animal Care and Control	74,984	0.4%	95,050	0.4%	95,050	0.5%	111,250	0.4%
401	Public Works Administration	378,097	1.9%	210,650	0.9%	212,450	1.1%	298,300	1.1%
403	Capital Improvements	6,000,612	30.1%	8,675,200	37.1%	4,818,250	25.5%	8,852,950	33.9%
411	Transportation, Parking and Lighting	391,763	2.0%	645,000	2.8%	459,300	2.4%	673,450	2.6%
421	Solid Waste	113,271	0.6%	279,600	1.2%	243,500	1.3%	336,350	1.3%
431	Street Maintenance	435,571	2.2%	876,550	3.8%	688,800	3.6%	1,164,880	4.5%
441	Right of Way Maintenance	422,207	2.1%	423,000	1.8%	418,200	2.2%	453,200	1.7%
451	Watershed Management	70,778	0.4%	178,550	0.8%	143,050	0.8%	200,950	0.8%
461	Resource Conservation	5,849	0.0%	53,450	0.2%	51,975	0.3%	55,175	0.2%
501	Parks and Recreation Administration	128,615	0.6%	235,200	1.0%	239,800	1.3%	363,450	1.4%
502	Parks & Facilities Maintenance	683,974	3.4%	682,050	2.9%	704,320	3.7%	784,630	3.0%
503	Vets Hall/Seaside	45,541	0.2%	62,100	0.3%	66,450	0.4%	62,150	0.2%
521	Community Pool Services	473,833	2.4%	505,070	2.2%	505,090	2.7%	576,105	2.2%
522	Junior Lifeguards	92,132	0.5%	92,550	0.4%	78,440	0.4%	99,700	0.4%
523	Swim Team Aquatics	20,969	0.1%	19,400	0.1%	20,050	0.1%	31,250	0.1%
531	Ocean Beach Services	253,208	1.3%	164,930	0.7%	142,930	0.8%	153,000	0.6%
532	Beach Store	31,140	0.2%	10,000	0.0%	9,850	0.1%	13,050	0.0%
541	Special Events	545	0.0%	0	0.0%	0	0.0%	0	0.0%
542	Community Garden	30,104	0.2%	32,150	0.1%	31,970	0.2%	32,750	0.1%
550	City Library	0	0.0%	0	0.0%	0	0.0%	195,500	0.7%
Total Expenditures		19,964,417	100%	23,372,530	100%	18,928,475	100%	26,134,175	100%

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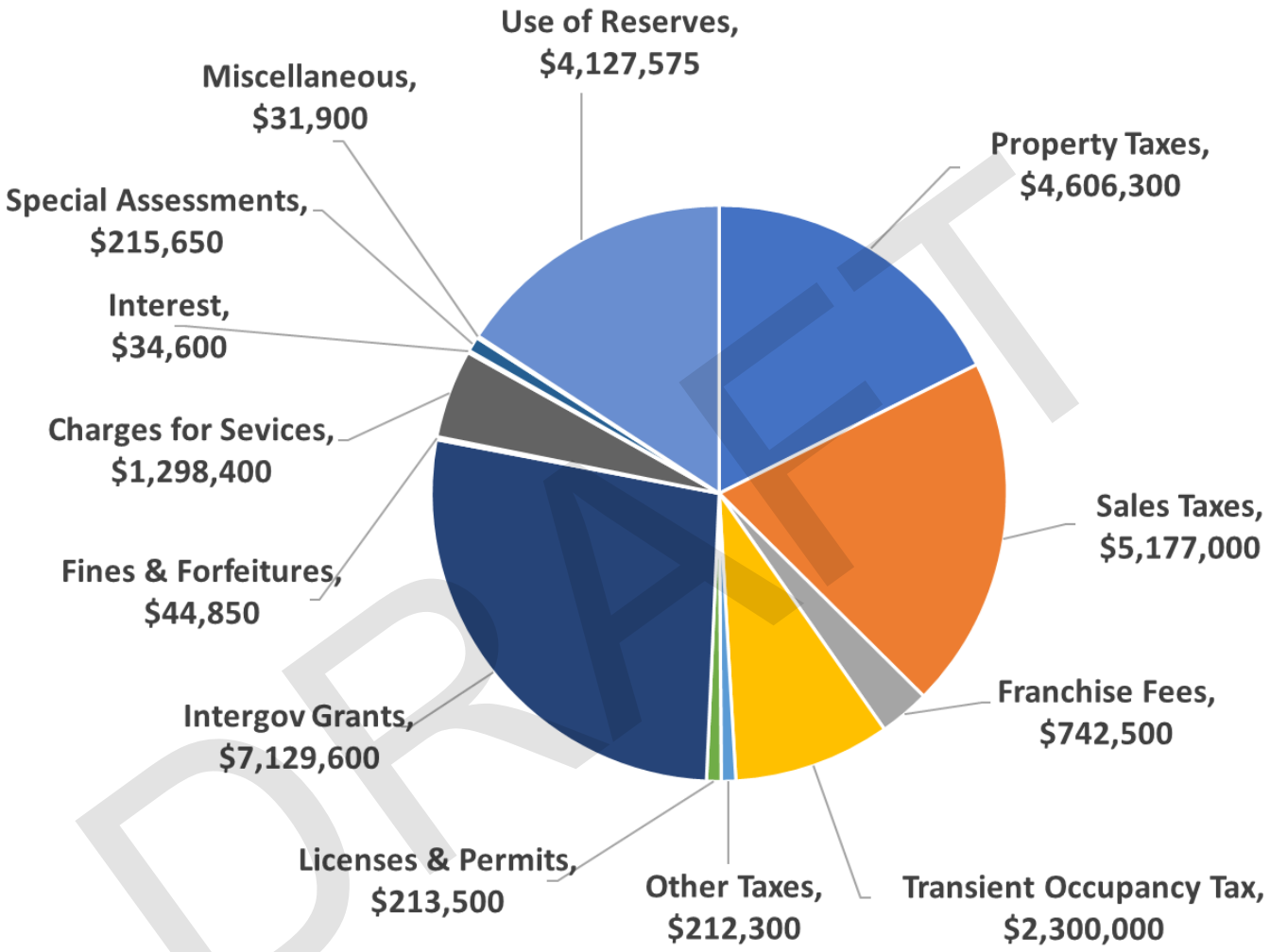
All Funds
Sources of Funds
$26,134,175



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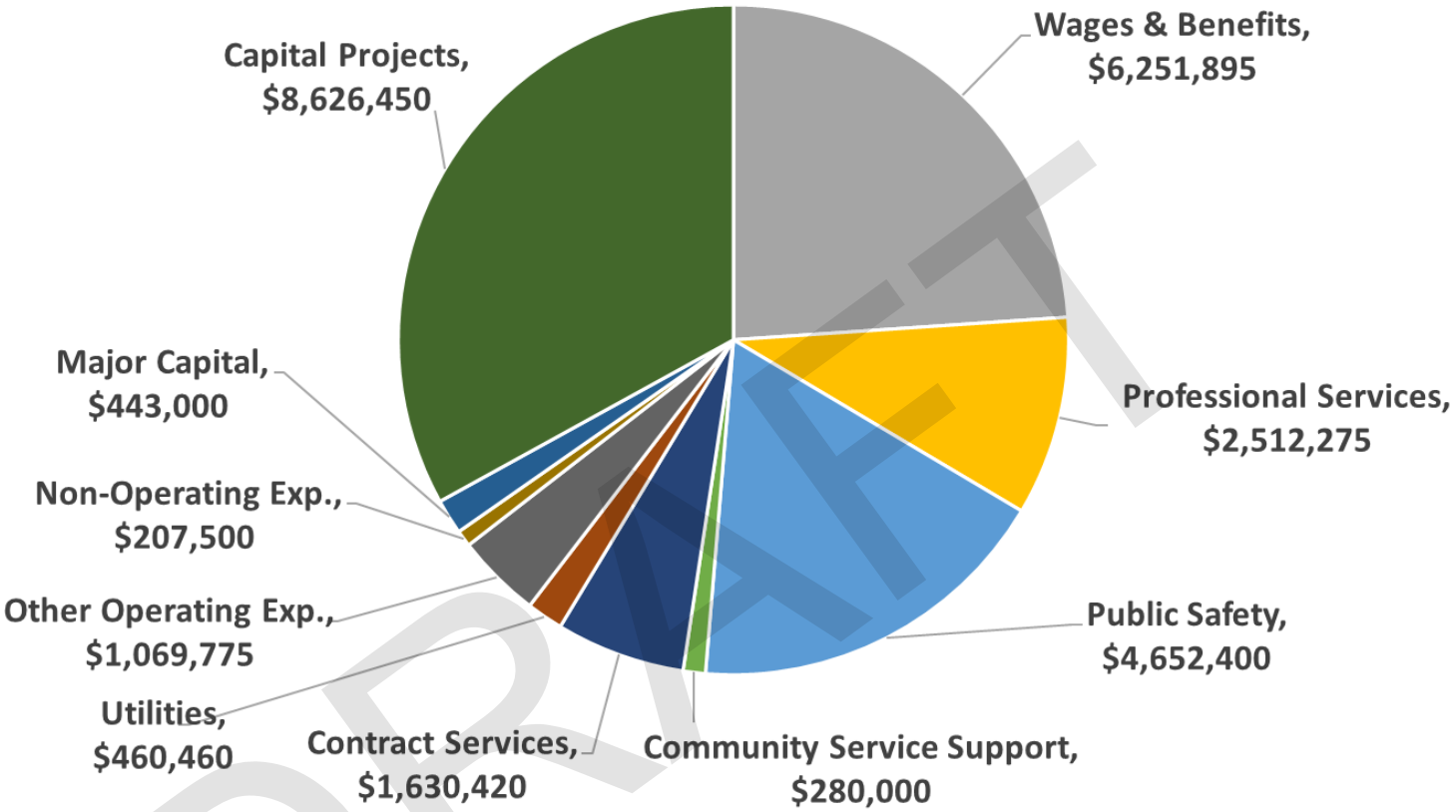
All Funds
Uses of Funds
$26,134,175



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The City's General and Measure X revenues are the primary source for the day-to-day operations of the City. While many revenue sources are restricted to specific uses per State and Federal law (e.g., Measure A Fund is 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 revenue supports, in part, 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 street right-of-way, parks and public facilities maintenance activities, supplemental law enforcement services, and library services.

GENERAL FUND

The 2021/22 Budget projects that the General Fund will have an operational deficit of $657,150.

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 (excluding reserves) will begin the 2021/22 fiscal year with an AFB of $1,767,681. The chart below indicates the beginning AFB appropriations, expenditures, revenues and Transfers In & Out.

2020/21 Budget Year:		2021/22 Budget Year:	
$ 544,306	AFB as of July 1, 2020	$ 1,767,681	AFB as of July 1, 2021
(9,229,745)	Expenditures	(11,079,795)	Expenditures
(4,200)	Transfers Out of GF	-	Transfers Out of GF
(551,700)	Other Fund Subsidies	(506,555)	Other Fund Subsidies
12,670	Reserve Decrease	(603,420)	Reserve Increase
10,996,350	Projected GF Revenues	11,586,350	Projected GF Revenues
$ 1,767,681	**AFB as of June 30, 2021**	**$ 1,164,261**	**AFB as of June 30, 2022**

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General Fund Revenues

Projected revenues (excluding Interfund transfer) for 2021/22 are $11,591,600, an increase of $574,250, or 5.2%, from the estimated final 2020/21 revenue.

General Fund Expenditures

Projected Expenditures (excluding Interfund transfer) for 2021/22 are $11,155,795, an increase of $1,581,050, or 16.5% from, the estimated final 2020/21 expenditure amount.

Interfund Transfers

The operating transfers are subsidies to other funds that are necessary to fulfill operational, service and program obligations. 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 may be reduced to lower costs. General Fund is also a funding source for capital improvement projects and requires a transfer to the Capital Improvement Projects Fund.

The budget includes subsidy transfers totaling $506,555 and $590,000 for capital projects.

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General Fund
FY 2021/22 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 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
Revenue								
Property Taxes	$ 4,119,401	38.3%	$ 4,324,700	44.7%	$ 4,324,700	39.3%	$ 4,405,300	38.0%
Sales Taxes	1,763,469	16.4%	1,763,800	18.2%	1,785,000	16.2%	1,935,000	16.7%
Franchise Taxes	757,307	7.0%	696,500	7.2%	696,500	6.3%	696,500	6.0%
Transient Occupancy Taxes	2,023,128	18.8%	1,900,000	19.6%	1,900,000	17.2%	2,300,000	19.8%
Other Taxes	48,859	0.5%	40,000	0.4%	42,000	0.4%	57,000	0.5%
Total Taxes	8,712,164	80.9%	8,725,000	90.1%	8,748,200	79.4%	9,393,800	81.0%
Licenses & Permits	253,121	2.4%	183,000	1.9%	213,500	1.9%	213,500	1.8%
Intergovernmental	257,111	2.4%	398,000	4.1%	1,604,400	14.6%	1,627,000	14.0%
Fines & Forfeitures	43,068	0.4%	40,400	0.4%	45,400	0.4%	31,900	0.3%
Charges for Services	292,288	2.7%	249,100	2.6%	290,100	2.6%	290,100	2.5%
Interest	278,049	2.6%	35,250	0.4%	61,250	0.6%	15,500	0.1%
Miscellaneous	928,316	8.6%	51,100	0.5%	54,500	0.5%	19,800	0.2%
TOTAL REVENUE	**$ 10,764,117**	**100%**	**$ 9,681,850**	**100%**	**$ 11,017,350**	**100%**	**$ 11,591,600**	**100%**
Regular Wages	$ 2,122,231	20.6%	$ 2,032,150	20.9%	$ 2,032,150	21.2%	$ 2,378,100	21.3%
Part-time Wages	74,575	0.7%	71,100	0.7%	73,600	0.8%	75,600	0.7%
Overtime Wages	16,828	0.2%	10,100	0.1%	10,120	0.1%	10,100	0.1%
Other Wages	108,366	1.1%	50,650	0.5%	50,650	0.5%	140,850	1.3%
Total Wages	2,322,000	22.5%	2,164,000	22.3%	2,166,520	22.6%	2,604,650	23.3%
Health/Life/Dental Insurance	556,224	5.4%	625,250	6.4%	625,050	6.5%	700,900	6.3%
Retirement	542,654	5.3%	724,830	7.5%	726,730	7.6%	829,840	7.4%
Medicare Tax	35,331	0.3%	43,330	0.4%	43,350	0.5%	48,880	0.4%
Other Benefits	35,785	0.3%	74,370	0.8%	71,850	0.8%	76,000	0.7%
Total Benefits	1,169,994	11.3%	1,467,780	15.1%	1,466,980	15.3%	1,655,620	14.8%
TOTAL WAGES & BENEFITS	**$ 3,491,994**	**33.9%**	**$ 3,631,780**	**37.4%**	**$ 3,633,500**	**37.9%**	**$ 4,260,270**	**38.2%**
Professional Services	$ 1,562,126	15.1%	$ 1,415,850	14.6%	$ 1,349,700	14.1%	$ 1,622,650	14.5%
Public Safety	3,598,359	34.9%	3,638,000	37.5%	3,641,000	38.0%	4,052,400	36.3%
Contract Services	205,341	2.0%	224,300	2.3%	157,880	1.6%	217,970	2.0%
Utilities	72,001	0.7%	63,900	0.7%	65,800	0.7%	68,230	0.6%
Other Operating Expenses	967,022	9.4%	582,750	6.0%	572,165	6.0%	704,775	6.3%
Non-Operating Expenses	141,413	1.4%	132,500	1.4%	132,500	1.4%	132,500	1.2%
Major Capital	273,435	2.7%	21,000	0.2%	22,200	0.2%	97,000	0.9%
Total Other Expenditures	6,819,697	66.1%	6,078,300	62.6%	5,941,245	62.1%	6,895,525	61.8%
TOTAL EXPENDITURES	**$ 10,311,691**	**100%**	**$ 9,710,080**	**100%**	**$ 9,574,745**	**100%**	**$ 11,155,795**	**100%**
NET INCOME / (LOSS)	$ 452,426		$ (28,230)		$ 1,442,605		$ 435,805	
Transfers In	241,857		-		-		-	
Transfers (Out)	(571,927)		(253,200)		(24,700)		(590,000)	
Subsidies Received/(Provided)	(673,204)		(624,935)		(551,700)		(506,555)	
Operational Excess/(Deficit)	(550,848)		(906,365)		866,205		(660,750)	
Change in AFB	(550,848)		(906,365)		866,205		(660,750)	
Beginning Fund Balance	8,283,162		7,732,314		7,732,314		8,598,519	
ENDING AFB	**$ 7,732,314**		**$ 6,825,949**		**$ 8,598,519**		**$ 7,937,769**	
Pension Stabilization	$ 1,113,400		$ 1,048,400		$ 1,048,400		$ 1,048,400	
Total Restricted Reserves	1,113,400		1,048,400		1,048,400		1,048,400	
Uncertainty Reserve	4,344,928		3,859,046		4,052,258		4,655,678	
General Reserve - Special Projects	1,189,205		1,040,005		1,204,205		617,955	
Capital Asset Replacement - GF	540,475		464,075		525,975		451,475	
Total Committed Reserves	6,074,608		5,363,126		5,782,438		5,725,108	
Unassigned Fund Balance (AFB)	544,306		414,423		1,767,681		1,164,261	
Total Fund Balances	**$ 7,732,314**		**$ 6,825,949**		**$ 8,598,519**		**$ 7,937,769**	

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General Fund
Expenditures by Function

General Fund	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
General Government	$ 6,418,627	62.2%	$ 6,419,330	66.1%	$ 6,481,030	67.7%	$ 7,249,880	65.0%
Administrative Services	1,528,993	14.8%	844,450	8.7%	812,670	8.5%	957,730	8.6%
Community Development	1,643,133	15.9%	1,682,900	17.3%	1,542,900	16.1%	1,915,600	17.2%
Public Works	544,589	5.3%	606,350	6.2%	571,175	6.0%	760,925	6.8%
Parks, Recreation and Public Facilities	176,349	1.7%	157,050	1.6%	166,970	1.7%	271,660	2.4%
Total Expenditures	**$ 10,311,691**	**100%**	**$ 9,710,080**	**100%**	**$ 9,574,745**	**100%**	**$ 11,155,795**	**100%**

General Fund
Expenditures by Type

General Fund	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
Wages & Benefits	$ 3,491,994	33.9%	$ 3,631,780	37.4%	$ 3,633,500	37.9%	$ 4,260,270	38.2%
Professional Services	1,562,126	15.1%	1,415,850	14.6%	1,349,700	14.1%	1,622,650	14.5%
Public Safety	3,598,359	34.9%	3,638,000	37.5%	3,641,000	38.0%	4,052,400	36.3%
Contract Services	205,341	2.0%	224,300	2.3%	157,880	1.6%	217,970	2.0%
Utilities	72,001	0.7%	63,900	0.7%	65,800	0.7%	68,230	0.6%
Other Operating Exp.	967,022	9.4%	582,750	6.0%	572,165	6.0%	704,775	6.3%
Non-Operating Exp.	141,413	1.4%	132,500	1.4%	132,500	1.4%	132,500	1.2%
Major Capital	273,435	2.7%	21,000	0.2%	22,200	0.2%	97,000	0.9%
Total Expenditures	**$ 10,311,691**	**100%**	**$ 9,710,080**	**100%**	**$ 9,574,745**	**100%**	**$ 11,155,795**	**100%**

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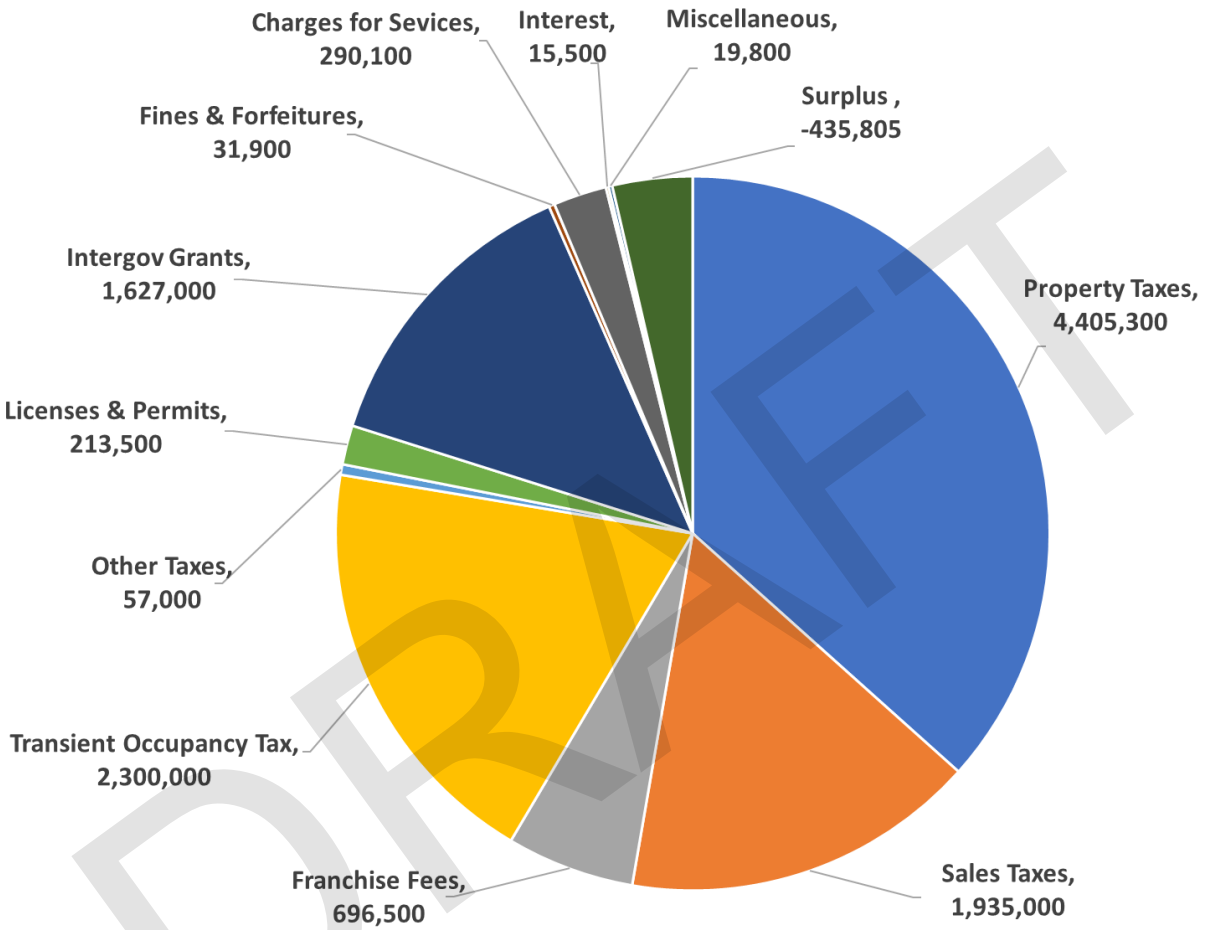
General Fund
Sources of Funds
$11,155,795



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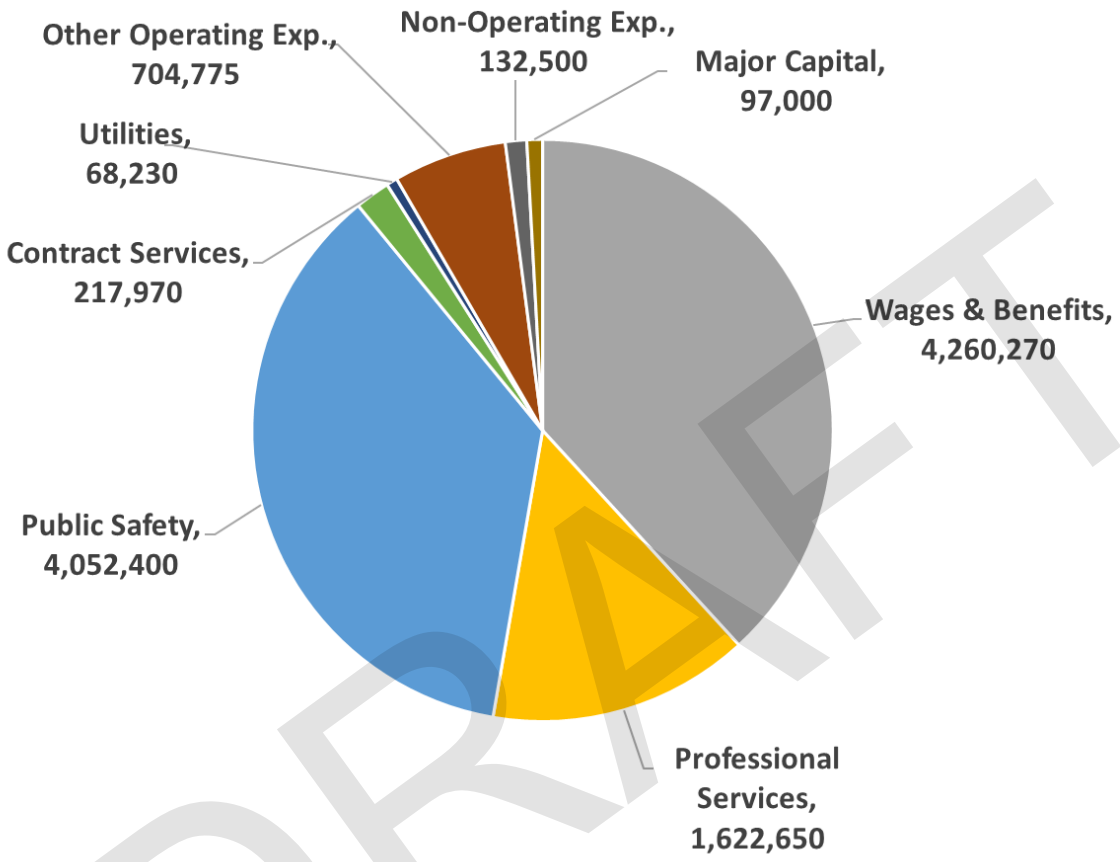
General Fund
Uses of Funds
$11,155,795



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MEASURE X

The 2021/22 Budget projects that the Measure X Fund will have an operational deficit of $1,020,305.

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. The Fund is subject to the full discretion of the City Council.

Available Fund Balance (AFB)

The City estimates that Measure X will begin the 2021/22 fiscal year with an AFB of $3,023,710.

Measure X Revenues

Projected revenues (excluding Interfund transfer) for 2021/22 are $3,249,500, an increase of $126,500, or 4.0%, from the estimated final 2020/21 revenue.

Measure X Expenditures

Projected Expenditures (excluding Interfund transfer) for 2021/22 are $1,799,000, an increase of $554,800 (44.6%) over the estimated final 2020/21 expenditure amount.

Interfund Transfers

The operating transfers are subsidies to Park Maintenance and the Recreation Services funds that are necessary to fulfill operational, service and program obligations. Measure X is also a funding source for capital improvement projects and requires a transfer to the Capital Improvement Projects Fund.

The budget includes subsidy transfers totaling $160,000, $230,000 for City Library, and $2,080,805 for capital projects. For a list of projects please refer to Operating Programs section, Public Works – Capital Improvements program.

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Measure X Fund
FY 2021/22 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	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
Revenue								
Sales Taxes	$ 2,950,776	96.8%	$ 3,023,000	99.2%	$ 3,093,000	99.0%	$ 3,242,000	99.8%
Interest	99,116	3.2%	25,000	0.8%	30,000	1.0%	7,500	0.2%
TOTAL REVENUE	**$ 3,049,892**	**100%**	**$ 3,048,000**	**100%**	**$ 3,123,000**	**100%**	**$ 3,249,500**	**100%**
Wages & Benefits	-	0.0%	156,750	11.1%	156,750	12.6%	277,600	15.4%
Professional Services	29,980	4.7%	272,400	19.3%	262,000	21.1%	399,500	22.2%
Public Safety	300,000	46.7%	450,000	31.8%	465,000	37.4%	600,000	33.4%
Community Support	205,000	31.9%	250,000	17.7%	250,000	20.1%	250,000	13.9%
Contract Services	-	0.0%	150,000	10.6%	50	0.0%	156,050	8.7%
Utilities	-	0.0%	300	0.0%	250	0.0%	300	0.0%
Other Non-Operating	-	0.0%	7,850	0.6%	7,900	0.6%	5,550	0.3%
Non-Operating Expenses	107,903	16.8%	75,000	5.3%	50,000	4.0%	75,000	4.2%
Major Capital	-	0.0%	52,250	3.7%	52,250	4.2%	35,000	1.9%
TOTAL EXPENDITURES	**$ 642,883**	**100%**	**$ 1,414,550**	**100%**	**$ 1,244,200**	**100%**	**$ 1,799,000**	**100%**
NET INCOME / (LOSS)	$ 2,407,009		$ 1,633,450		$ 1,878,800		$ 1,450,500	
Transfers (Out)	(28,392)		(2,466,100)		(1,910,100)		(2,470,805)	
Operational Excess/(Deficit)	2,378,617		(832,650)		(31,300)		(1,020,305)	
Change in Fund Balance	2,378,617		(832,650)		(31,300)		(1,020,305)	
Beginning Fund Balance	676,393		3,055,010		3,055,010		3,023,710	
TOTAL FUND BALANCE	**$ 3,055,010**		**$ 2,222,360**		**$ 3,023,710**		**$ 2,003,405**	

Measure X Fund
Expenditures by Function

Measure X Fund	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
General Government	$ 642,883	100.0%	$ 1,027,400	72.6%	$ 1,007,000	80.9%	$ 1,195,400	66.4%
Administrative Services	-	0.0%	-	0.0%	-	0.0%	6,000	0.3%
Community Development	-	0.0%	20,000	1.4%	20,000	1.6%	180,000	10.0%
Public Works	-	0.0%	150,000	10.6%	-	0.0%	150,000	8.3%
Parks, Recreation and Public Facilities	-	0.0%	217,150	15.4%	217,200	17.5%	267,600	14.9%
Total Expenditures	**$ 642,883**	**100%**	**$ 1,414,550**	**100%**	**$ 1,244,200**	**100%**	**$ 1,799,000**	**100%**

Measure X Fund
Expenditures by Type

Measure X Fund	Prior Year Actual FY 2020		Current Budget FY 2021		Estimated Actual Budget FY 2021		Adopted Budget FY 2022	
Wages & Benefits	$ -	0.0%	$ 156,750	11.1%	$ 156,750	12.6%	$ 277,600	15.4%
Professional Service	29,980	4.7%	272,400	19.3%	262,000	21.1%	399,500	22.2%
Public Safety	300,000	46.7%	450,000	31.8%	465,000	37.4%	600,000	33.4%
Community Support	205,000	31.9%	250,000	17.7%	250,000	20.1%	250,000	13.9%
Contract Services	-	0.0%	150,000	10.6%	50	0.0%	156,050	8.7%
Utilities	-	0.0%	300	0.0%	250	0.0%	300	0.0%
Other Non-Operating Exp.	-	0.0%	7,850	0.6%	7,900	0.6%	5,550	0.3%
Non-Operating Exp.	107,903	16.8%	75,000	5.3%	50,000	4.0%	75,000	4.2%
Major Capital	-	0.0%	52,250	3.7%	52,250	4.2%	35,000	1.9%
Total Expenditures	**$ 642,883**	**100%**	**$ 1,414,550**	**100%**	**$ 1,244,200**	**100%**	**$ 1,799,000**	**100%**

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Legislative & Policy

General Fund
General Government

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 may annually 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 101 - Legislative & Policy				
Expense				
51 - Personnel Services	124,903	157,170	155,300	159,650
55 - Other Operating Expenses	8,534	10,100	16,100	18,000
Expense Total:	**133,437**	**167,270**	**171,400**	**177,650**

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III. Personnel Allocations

Position:	Allocation:
Councilmembers	2.5 (Stipend- Part Time)
TOTAL Full-Time Equivalent Staff (FTE):	2.5

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. This includes 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 made available in equal amounts to each member.

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 121 - Legal Services				
Expense				
52 - Professional Services	849,631	910,000	985,000	862,500
53 - Contract Services	473	1,000	-	1,000
55 - Other Operating Expenses	2,302	2,500	2,500	2,500
Expense Total:	**852,406**	**913,500**	**987,500**	**866,000**

III. Personnel Allocations

All legal services are provided by contract.

IV. Expenditure Summary

Contract Services

The Legal Services Contract was last comprehensively 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, should they arise during a fiscal year, may be addressed through use of the Financial and Economic Uncertainty Reserve, as approved by action of the City Council.

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Commissions, Boards and Committees

General Fund
General Government

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).

Mobile Home 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.

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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.

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II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 102 - Commissions Boards and Committees				
Expense				
51 - Personnel Services	-	-	-	61,750
52 - Professional Services	1,880	1,000	1,000	1,000
55 - Other Operating Expenses	5,483	6,500	6,500	8,500
Expense Total:	**7,363**	**7,500**	**7,500**	**71,250**

III. Personnel Allocations

Position:	**Allocation:**
Assistant City Manager	0.15
Executive Assistant/ Deputy City Clerk	0.30
Total FTE Staff:	0.45

IV. Expenditure Summary

Personnel

No changes are anticipated in the organization and function of the City's various Boards and Commissions. The Planning Commission and Architectural Review Board Members are paid by stipend, while all other Committees and Boards are staffed by volunteers. 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.

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 111 - City Administration				
Revenue				
48 - Miscellaneous Revenue	-	19,200	19,200	-
Revenue Total:	**-**	**19,200**	**19,200**	**-**
Expense				
51 - Personnel Services	350,148	322,130	323,730	403,990
52 - Professional Services	35,400	67,000	67,000	83,600
55 - Other Operating Expenses	10,648	9,000	850	1,350
Expense Total:	**396,195**	**398,130**	**391,580**	**488,940**

III. Personnel Allocations

Position:	**FTE Allocation:**
Assistant City Manager	0.10
City Clerk	0.35
City Manager	0.90
Executive Assistant/ Deputy City Clerk	0.35
Program Manager	0.05
Total FTE Staff:	1.75

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IV. Expenditure Summary

Personnel

The City Manager leads the administrative team, including the Assistant 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 includes an allocation necessary for consultant 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

PROGRAM:	City Administration
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, transparently and efficiently carry out fiduciary duties, and ensure the delivery of municipal services in an equitable manner that meets community needs and expectations.	
FY2021/22 Objectives	**Performance Measures**
Prepare for City Council review and adoption of the City's Annual Work Program with Strategic Initiatives and specific Department Work Program matters.	1. Meet weekly with Department Heads to coordinate and advance approved work plans. 2. Provide an annual Work Program report. 3. Conduct Department Head Performance Reviews wherein individual employee performance plans reflect, in part, implementation of the annual Department/City Work Program.
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.	1. Hold regular meetings with the City Council Finance Committee. 2. Prepare and submit the draft budget for City Council consideration at its regular meetings in June. 3. Prepare and maintain a long-term financial plan.

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Implement annual Budget Performance Measurements.	1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures 2. Provide an annual report on measurable outputs to the City Council as a part of the budget.
Monitor external and internal factors affecting the City government organization and make organizational adjustments as determined appropriate.	Participation in regional organizations and events such as the UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.
Public Outreach	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.
Manage contracts for law enforcement and legal services and franchise agreements.	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.
Monitor and evaluate customer satisfaction via surveys, interviews, and similar tools and take actions necessary to improve customer service.	Respond to a minimum of 10 customer service concerns annually by working with Department heads and implementing change where needed.
Improve and maintain collaborative relations with other public agencies in the region and with the business community.	1. Participation in monthly meetings of the Southcoast Executives and the Carpinteria Valley Managers Group. 2. Participation in quarterly meetings of the Santa Barbara County Managers and Administrators group. 3. Participation in the South Coast Task Force on Youth Safety and regional coordination on homelessness. 4. Membership/Participation on the Chamber of Commerce Board of Directors. 5. Coordination/Participation in at least four City Council committee meetings annually that involve interagency coordination/communication.
Implement required/necessary local responses to federal and state mandated programs.	1. Ensure that a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan is maintained 2. Participate on the Operational Area Council. 3. Ensure that a legally sufficient and economically feasible Storm Water Management program permit is maintained. 4. Support the City's representatives to SBCAG and the Council ad hoc Transportation Committee in order to ensure that the City's interests are represented concerning regional land use planning, transit and transportation projects.

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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.	1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc. 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.
Maintain property values and quality of life in the City's residential neighborhoods and commercial districts.	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.

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Communication and Community Promotions

General, Measure X and PBIA Funds
General Government

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 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.

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 161 - Communication and Community Promotions				
Revenue				
41 - Taxes	56,742	46,000	46,000	46,000
43 - Intergovernmental	-	-	6,400	-
46 - Interest	8,618	1,800	1,900	475
47 - Special Assessments	13,789	250	250	250
48 - Miscellaneous Revenue	2,922	800	2,000	2,000
Revenue Total:	**82,071**	**48,850**	**56,550**	**48,725**
Expense				
51 - Personnel Services	85,270	64,400	64,400	91,100
52 - Professional Services	91,581	137,400	145,000	149,100
53 - Contract Services	40,190	22,600	15,000	27,400
55 - Other Operating Expenses	14,387	43,750	41,600	27,900
57 - Capital Outlay	-	11,700	11,700	11,700
Expense Total:	**231,428**	**279,850**	**277,700**	**307,200**

III. Personnel Allocations

Position:	FTE Allocation:
Assistant City Manager	0.15
Assistant to the Public Works Director	0.05
Program Manager	0.35
Receptionist/ Office Assistant	0.20
Total FTE Staff:	0.75

IV. Expenditure Summary

Personnel

Assistant 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".

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Program Manager (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.

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 adjusted annual general business assessment amount of $122.44 for FY 2021-22 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. For FY 2021-22 the Downtown "T" Business Advisory Board recommended suspension of the assessment to support Downtown businesses during the COVID-19 pandemic. Revenue for FY 2021-22 is estimated to be $0.00 and the Downtown "T" Business Advisory Board recommends using the PBIA fund balance tor Downtown maintenance and promotional expenses this coming fiscal year.

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.

GATV Production Coordinator Contract: 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

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(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 Contract: 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.

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.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Communication & Community Promotions
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. The goals of the Volunteer Services sub-program are: Goal #1: Strengthen our ability to recruit, engage, recognize, support and partner with volunteers across all programs and all levels. 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. 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.	
FY2021/22 Objectives	**Performance Measures**
Coordinate and monitor release of public information on behalf of the City.	1. Serve as Public Information Officer as needed. 2. Coordinate release of information with City Manager and Department Heads. 3. Respond to calls for release of information as directed by City Manager.
Maintain Video/Audio Equipment for Government Access Channel 21 (On-going).	Coordinate repair and maintenance of video/audio equipment as needed.
SB TV Administration	Administer City agreement with public access TV service provider SB TV.
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).	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. 2. Oversee rebroadcasting of meetings. 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.
Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.	1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21 2. Communicate decision on whether to air submitted programming within 5 business days after review.
Provide coverage of City sponsored/ approved events.	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.

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Use a variety of communication venues (e.g., social media, e-newsletter, etc.) to disseminate City information to residents and visitors.	1. 4 to 6 posts weekly on each platform 2. Disseminate monthly e-newsletter
Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).	Oversee and participate in preparation and editing of three City Newsletters.
Maintain an accessible, up to date and relevant City website.	Manage consultant service(s) contracts concerning operation and content. Support with training and management, Department responsibility for website content.
Participate and represent the City in various community events.	1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee. 2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.
Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.	1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas. 2. Ensure meetings are officially noticed and in compliance with California's Brown Act. 3. E-mail agenda and copy of minutes of previous meeting to each of five Board members. 4. Provide copy of approved minutes to City Council and City Manager.
Ensure coordination between the staff DTBAB representative and the HOST Program Coordinator regarding projects, programs and events of mutual interest in the Downtown.	Staff DTBAB representative and the Coordinator of Volunteer Services to meet as needed to coordinate events of mutual interest.

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Provide resources and support for the DTBAB.	1. Attend scheduled meetings, plan short term and long-term projects and events. 2. Maintain annual calendar of events. 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." 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.
Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.	1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget. 2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.
Assist in preparing annual Assessment District No. 4 report for City Council.	1. Meet with DTBAB Chairman to review year's calendar of events, revenue and expenditures. 2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees. 3. Prepare annual report to City Council for signature of Board members.
Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.	1. Work with department directors to increase volunteer opportunities. 2. Work with the Neighbor to Neighbor Committee to increase community awareness and civic engagement.
Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.	Design and host a volunteer recognition event for all City volunteers.
Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	1. Update Volunteer contact information. Create and distribute semi-annual communications to City volunteers. 2. Add new volunteers to City newsletter distribution list.

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Develop and implement standard operating procedures for the HOST program.	1. Facilitate HOST volunteer update training. Hold new HOST volunteer Day Captain orientation and training. 2. Review and update HOST kiosk materials distribution policy and kiosk utilization policy.
Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.	1. Update HOST Kiosk panels as needed. 2. Review and update information available for distribution in the Kiosk.
Develop a Neighbor to Neighbor (NTN) pilot program.	1. Continue working with the NTN Committee to create NTN program materials for outreach, instruction and education. 2. Expand the NTN program into more neighborhoods.

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Economic Vitality
General Fund
General Government

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 & Public Facilities Department. The Economic Vitality Program is overseen by the City Manager's office with significant responsibilities assigned to the Assistant City Manager. The Assistant to the Public Works Director acts as the staff liaison to the Downtown "T" Business Advisory Board. 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.

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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 & Public Facilities Department

The Department is responsible for an array of passive and active recreational facilities (e.g., various parks and open spaces and the community pool), recreational programs and public facilities such as the City Hall building. The work of the Department to develop and maintain necessary and desirable public facilities and programs 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 collaboratively with representatives of local businesses, including the Downtown Business Advisory Board, and the regional Chamber of Commerce on efforts to support and be responsive to needs of local businesses. Through the City's Economic Vitality Committee and participation on the Chamber's Carpinteria Business Roundtable, work occurs to identify and advance projects and programs aimed at enhancing the business climate of Carpinteria.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 162 - Economic Vitality				
Revenue				
43 - Intergovernmental	-	30,000	30,000	-
Revenue Total:	**-**	**30,000**	**30,000**	**-**
Expense				
51 - Personnel Services	73,497	200	200	30,700
53 - Contract Services	805	1,000	1,000	1,000
55 - Other Operating Expenses	410	100	100	100
56 - Non-Operating Expenses	70,000	60,000	60,000	60,000
Expense Total:	**144,712**	**61,300**	**61,300**	**91,800**

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III. Personnel Allocations

Position:	FTE Allocation:
Assistant City Manager	0.15
Total FTE Staff:	0.15

IV. Expenditure Summary

Personnel

Personnel costs for this program consist of 15% of the Assistant 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

PROGRAM:	Economic Vitality
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.	
FY2021/22 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.

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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.
Enhancement of City sales tax revenues.	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. 2. Meet quarterly with City's sales tax auditor to review data and identify opportunities (e.g., new businesses in the City, etc.).
Represent City on applicable economic development related committees and attend applicable business functions.	1. Participation in City's Economic Vitality Committee meetings. 2. Staff participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.
Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues.	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.
Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.	1. Update database every other month (or as needed) and e-mail periodic inventory updates to real estate contacts.

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Community Services Support

General Fund, Measure X
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, early childhood education and after-school programs, 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 163 - Community Services Support				
Expense				
51 - Personnel Services	1,000	-	-	-
52 - Professional Services	235,000	295,400	285,000	290,400
56 - Non-Operating Expenses	179,316	147,500	122,500	147,500
Expense Total:	**415,316**	**442,900**	**407,500**	**437,900**

III. Expenditure Summary

The City Council annually considers and approves grants and contracts for the delivery of various health, education and wellness services by local service providers as a part of its budget approval process.

IV. Goals, Objectives and Performance Measures

PROGRAM:	Community Services Support
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.	
FY2021/22 Objectives	**Performance Measures**
Timely submittal of Community Service grant applications and Program Descriptions to providers.	Provide Community Service grant applications and Program Descriptions to the various providers approximately 90 days prior to the first City budget hearing.

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Timely submittal of 2021-22 contracts, MOU's, and grant agreements to Community Service providers.	Forward applicable agreements to the City's various community service providers within 60 days of the passage of the City budget.
Complete Community Service contracts, MOU's, and grant agreements with service providers.	Obtain appropriate signatures and transmit completed agreements to service providers.

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Racial Equity and Social Justice

Measure X Fund

General Government

I. Program Summary

The City's Racial Equity and Social Justice Program implements City Council Resolution No. 5981 to further community-oriented policing through collaboration with law enforcement, build trust with the community and ensure the safety of all community members, review and revise City policies to incorporate anti-racist policies into City government and ensure the equitable distribution of resources and public services, and collaborate with, support, and amplify minority-owned businesses, community groups and non-profit organizations within the City and broader community.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 181 - Racial Equity				
Expense				
51 - Personnel Services	-	-	-	50,900
Expense Total:	**-**	**-**	**-**	**50,900**

III. Personnel Allocations

Position:	**FTE Allocation:**
Assistant City Manager	0.25
Total FTE Staff:	0.25

IV. Expenditure Summary

Personnel

Program expenditures for this new program are for start-up costs, including consultant services (current contract is budgeted under the City Manager program), miscellaneous support costs and allocation of staff time for the primary positions responsible for program administration.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Racial Equity and Social Justice
The Goal of the Racial Equity and Social Justice Program is to ensure the City organization, including its elected and appointed leadership, and all employees, are capable of delivering local government services in a manner that is equitable, representative of the interests of all Carpinterians, and is positioned to lead community dialogue aimed at improving racial equity and social justice throughout the Carpinteria community.	
FY2021/22 Objectives	**Performance Measures**
Initiate program start-up and meet annual milestones.	The conduct of Program start-up work including overlapping Phases scheduled to occur over four fiscal years. Phase I is scheduled to occur from 2020 through 2022. Phase II from 2021 through 2023. And Phase III from 2022 through 2024. Phase I, II, and III work/milestones are identified in consultant services agreements with NLC REAL and Just Communities.
Effective and efficient Program management, including establishment of appropriate staffing and consultant contract management.	Recruitment and hiring for the new Assistant City Manager position to ensure effective internal and external Program leadership.
Complete Program training appropriate for elected and appointed officials, and City staff to effectively implement the Program.	Complete trainings and assessments as described in the Program schedule and consultant services agreements.

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Records Management

General Fund
General Government

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.

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 131 - Records Management				
Expense				
51 - Personnel Services	142,475	105,800	105,800	89,900
52 - Professional Services	6,159	16,650	16,650	33,150
53 - Contract Services	-	3,000	-	3,000
55 - Other Operating Expenses	16,529	12,700	12,700	15,700
Expense Total:	**165,163**	**138,150**	**135,150**	**141,750**

III. Personnel Allocations

Position:	**FTE Allocation:**
City Clerk	0.55
Office Clerk	0.50
Total	1.05

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.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Records Management
The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.	
FY2021/22 Objectives	**Performance Measures**
Insure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.	1. Prepare 60 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies. 2. Provide written notice to all property owners within 300' radius of projects as required. 3. Prepare notices of vacancies for all boards/commissions.
Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	1. Publish, distribute, and post minimum of 24 City Council agenda packets (139 reports). 2. Publish and post 4-6 agenda packets for special meetings.
Maintain the City records in an organized and accessible manner & insure timely compliance with all Public Records Act Requests.	1. Process packets for destruction 2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings. 3. Respond to 10 Public Records Act Requests.
Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.	Process minimum of 50 records (files) for destruction annually.
Insure compliance with requirements of the Fair Political Practices Commission.	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.
Provide for the City's processing of Agreements.	Maintain current agreements and process 40 new agreements annually.

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 132 - Elections				
Expense				
51 - Personnel Services	10,784	15,250	15,250	15,950
52 - Professional Services	-	20,000	10,000	30,000
55 - Other Operating Expenses	364	400	400	400
Expense Total:	**11,148**	**35,650**	**25,650**	**46,350**

III. Personnel Allocations

Position:	**FTE Allocation:**
City Clerk	0.10
Total FTE Staff:	0.10

IV. Expenditure Summary

Personnel

A portion of City Clerk's time (10%) is allocated to administer the Municipal Election.

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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

PROGRAM:	Elections
The goal of the Election Program is to administer and coordinate municipal elections.	
FY2021/22 Objectives	**Performance Measures**
Conduct a general municipal election on November 3, 2022. Performances measures 1 and 2 will be completed in fiscal year 2021-22. Performance measures 3 through 5 will be completed in fiscal year 2022-23.	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. 2. Prepare candidate Election Guide and assemble candidate packets of all the required forms and/or information. 3. Coordinate entire election process with Santa Barbara County Elections Division. 4. Work with candidates to assure that all required filings are completed in a timely manner. 5. Provide assistance to all candidates during the election process.
Provide for the timely assuming of office by all elected councilmembers.	1. Work with the County Elections to complete canvass of election. 2. Prepare resolutions certifying election for Council Adoption. 3. Administer oaths of office and file final required documents for newly elected officials.

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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

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 141 - Staff Recruitment, Retention and Development				
Expense				
51 - Personnel Services	148,329	200,480	200,500	258,480
52 - Professional Services	4,522	31,000	31,000	39,000
55 - Other Operating Expenses	21,904	15,250	15,450	50,550
Expense Total:	**174,754**	**246,730**	**246,950**	**348,030**

III. Personnel Allocations

Position:	FTE Allocation:
Executive Assistant/ Deputy City Clerk	0.35
Human Resources Administrator/ Risk Manager	0.75
Human Resources Assistant	0.50
Total FTE Staff:	1.60

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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, Recreation & Public Facilities Department personnel. The training allocation includes California Joint Powers Insurance Authority (CJPIA), web-based training and 3rd 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 3rd 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, Recreation & Public Facilities Department 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 Spending Account Program and funds for a health and benefit program for management employees.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Staff Recruitment, Retention and Development
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.	
FY2021/22 Objectives	**Performance Measures**
Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.	1. Update current application recruiting system with a system which is able to support public sector recruitment process. 2. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy. 3. Place recruitment ads of all open positions to be filled through open recruitment. 4. 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. 5. Prepare testing and interview materials of all open positions. 6. Select minimum of three qualified individuals to serve on Oral Board for each interview process. 7. Schedule the most qualified applicants to participate in selection process within 60 days of first notice. 8. Confer with Oral Board and Department Head to establish eligibility list. 9. Check minimum of three references on successful candidate. 10. Send offer letters to successful candidates within 10 days of Oral Board and appropriate letters advising each candidate of status. 11. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.
Coordinate and administer Employee Benefits Programs to coincide with CalPERS annual open enrollment timeframe.	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, flexible spending account program, disability plans, retirement, and fitness program. 2. Coordinate the integration of the several annual enrollment dates to one period to coincide with CalPERS annual open enrollment instead of three different dates. 3. Coordinate and monitor annual sign up of all full-time employees and Council members in the City's Cafeteria Benefit Program, AFLAC, and Transamerica Insurance.

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Refine the annual employee performance evaluations and assist Supervisors in preparing annual performance evaluations.	1. Revamp the current performance evaluation software, restructure the core factors for consistency for all staff, re-train staff and supervisor software application system. 2. Assist Supervisors in preparing formal annual employee performance reviews of all 35 full-time employees between February 1st and April 30, 2022, matching performance to department goals and objectives. 3. Foster better communication between supervisors and employees. 4. Assure that appointment and promotion of employee is based on merit and performance evaluation.
Maintain appropriate information and secure files documenting the employment records of each City employee.	1. Maintain appropriate documentation in a confidential personnel file of all full-time, part-time and seasonal City employees. 2. Control confidentiality of all applications and personnel files. 3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.
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.	1. Review policies to ensure compliance with Federal and State laws. 2. Update any pertinent policies once review is completed.
Annual updates of Employee Handbook for distribution to employees.	1. Revise the Employee Handbook, referencing current administrative and personnel rules and regulations. 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.
Encourage employee participation in training opportunities, including safety, technical and computer training, and supervisory/ leadership workshops sponsored by CJPIA, web-based training and other 3rd party training workshops and seminars.	1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 35 full-time employees consistent with the training goals established for each classification. 2. Schedule employees to attend computer training classes, and safety training programs. 3. Monitor on-the-job training of all new hires at three months, six months and one year. 4. Monitor safety training and certification program for recreation personnel.

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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.	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. 2. Interpret human resources policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments. 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, web-based training and other 3rd party training workshops/seminars.
Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.	1. Respond to all inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes. 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.
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, 2021.	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. 2. Confer with City Manager, and labor attorney, when appropriate, regarding negotiations process and related personnel issues. 3. Upon agreement, prepare documents and resolutions for Council approval following negotiations.
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.	1. Review the non-negotiable documents for Management and Miscellaneous employees and for part-time, hourly-rated and seasonal employees. 2. Make changes as appropriate. Prepare resolutions for approval by the City Council.
Coordinate Employee Service and Recognition Programs.	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 once a year. 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.

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Monitor Contract Services under Human Resources Department.	Inform employees on the comprehensive Employee Assistance Program (EAP), which offers professional assistance to City employees and their immediate families. Also inform employees on flexible spending account, voluntary vision, accident and critical illness insurance offered through AFLAC and Transamerica Insurance.
Evaluate and improve procedures for maintaining computerized personnel programs.	Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.

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Risk Management

General Fund
General Government

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 Department and Parks, Recreation & Public Facilities 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.

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II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 142 - Risk Management				
Expense				
51 - Personnel Services	31,779	36,850	36,850	37,450
52 - Professional Services	688	1,200	1,200	1,200
55 - Other Operating Expenses	347,794	372,150	372,150	434,700
Expense Total:	**380,261**	**410,200**	**410,200**	**473,350**

III. Personnel Allocations

Position:	**FTE Allocation:**
Risk Manager (Human Resources Administrator)	0.25
Total FTE Staff:	0.25

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 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.

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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

PROGRAM:	Risk Management
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.	
FY2021/22 Objectives	**Performance Measures**
Follow proven practices of risk management in order to minimize the City's liability exposure	1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren & Company within required time frame and review monthly summary reports. 2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program. 3. Coordinate annual Risk Management Evaluations and audit inspections. 4. Maintain confidential DMV pull-notice driving reports.
Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy.	1. Follow required reporting procedures to ensure that all workers' compensation claim forms are submitted in a timely manner. 2. Review monthly summary reports. 3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties. 4. Confer with Supervisor to ensure follow-up safety measures are taken. 5. Reduce lost time from injuries by 50%.
Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.	1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program. 2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat Monthly Departmental Safety Meetings, and other OSHA required training. 3. Schedule at least 6-10 CJPIA safety training classes annually.

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Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards. 2. Encourage staff attendance at training workshops. 3. Apprise staff of new Federal and Cal OSHA regulations and standards.
Conduct annual review of Department Emergency Procedures.	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.
Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommended by CJPIA.	1. Coordinate annual Fire Prevention Plan with the Program Manager. 2. Coordinate annual fire extinguisher training for employees with the Program Manager. 3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.
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.	Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.
Work with Parks, Recreation & Public Facilities Department 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.	1. Meet with Parks, Recreation & Public Facilities Department Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment 2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.
Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	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 2. Ensure that tree-trimming maintenance programs are established as claim prevention measures. 3. Monitor liability claims with a goal to reduce claims by 50%.
Schedule meetings with the Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy.	1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis. 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

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Coordinate review of planned and on-going ADA related projects.	1. Monitor ADA compliance. 2. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.
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.	1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses. 2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory. 3. Prepare and monitor Division's annual budget.

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Law Enforcement

General Fund, Measure X
General Government

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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 171 - Law Enforcement				
Revenue				
41 - Taxes	74,601	63,500	72,000	77,000
43 - Intergovernmental	155,796	156,000	156,000	150,000
Revenue Total:	**230,397**	**219,500**	**228,000**	**227,000**
Expense				
51 - Personnel Services	245,204	257,400	257,400	289,600
52 - Professional Services	3,910,359	4,138,000	4,141,000	4,652,400
53 - Contract Services	-	5,000	5,000	-
57 - Capital Outlay	8,151	-	-	-
Expense Total:	**4,163,713**	**4,400,400**	**4,403,400**	**4,942,000**

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.

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Also included in the Sheriff's contract are allocations for augmentation services, providing either a greater amount or unique type of service to address seasonal fluctuation in demand or to meeting a unique need. Examples include seasonal supplemental service, bicycle patrol, traffic and homeless assistance.

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, 2023. Law enforcement services represents the largest General Fund expense at approximately $4 million.

V. Goals, Objectives and Performance Measures

PROGRAM:	Law Enforcement
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.	
FY2021/22 Objectives	**Performance Measures**
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.	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.
The Sheriff's Office will provide reports, including contents and frequency, as specified within the Agreement for Law Enforcement Services.	Compliance with terms of the Agreement for Law Enforcement Services concerning routine reporting.

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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.	Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.
Work with Parks, Recreation & Public Facilities Department 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.	1. Meet with Parks, Recreation & Public Facilities Department Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment 2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.
Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	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 2. Ensure that tree-trimming maintenance programs are established as claim prevention measures. 3. Monitor liability claims with a goal to reduce claims by 50%.
Schedule meetings with the Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy.	1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis. 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
Coordinate review of planned and on-going ADA related projects.	1. Monitor ADA compliance. 2. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.

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Emergency Preparedness

General Fund, Measure X
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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 151 - Emergency Preparedness				
Revenue				
43 - Intergovernmental	19,852	10,000	10,000	60,000
Revenue Total:	**19,852**	**10,000**	**10,000**	**60,000**
Expense				
51 - Personnel Services	61,029	101,000	101,000	103,750
52 - Professional Services	13,388	10,000	10,000	60,000
54 - Utilities	902	1,000	900	960
55 - Other Operating Expenses	8,983	150	150	150
Expense Total:	**84,302**	**112,150**	**112,050**	**164,860**

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III. Personnel Allocations

Position:	FTE Allocation:
City Manager	0.10
Program Manager	0.60
Total FTE Staff:	0.70

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 contract services budget includes funding for community disaster preparedness education materials; annual emergency preparedness trainings, exercises and drills; CERT trainings, field exercises and drills; 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.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Emergency Preparedness
Goal #1: Strengthen community emergency preparedness outreach and identify opportunities to foster relationships among individuals, communities and organizations to encourage trust and build consensus. Goal #2: Develop and implement a training program to ensure City staff are prepared to lead the community in the event of an emergency. Goal #3: Enhance City's ability to respond to emergencies and reach residents and visitors with vital information on severe weather and other emergencies.	
FY2021/22 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.	1. Reach 500 Carpinteria residents and businesses with emergency preparedness information. 2. Coordinate multi–agency community preparedness event.
Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	1. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy. 2. Facilitate Carpinteria CERT and Teen CERT trainings. 3. Incorporate the new CERT curriculum released by FEMA in late 2019.
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.	1. Facilitate quarterly City staff trainings on NIMS, SEMS and other critical disaster preparedness and response topics. 2. Update Disaster Services Worker tools and resources for City staff. 3. Increase emergency response capabilities at City Hall.
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.	Facilitate one multi-jurisdiction disaster exercise annually.
Offer continuing education for Elected Officials.	Offer emergency training course for elected officials.

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Develop and update critical emergency response plans.	1. Update the City's Emergency Operations Plan to comply with new State requirements. 2. Create a Continuity of Government Plan. 3. Update the EOC Activation Handbook. 4. Update the Employee Notification & Reporting Plan. 5. Work with Red Cross to update emergency shelter list. 6. Meet with emergency shelter owners to develop working relationships prior to disaster requests.
Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital emergency preparedness and response information.	Meet with State Parks administrators annually to discuss emergency events including evacuation preparedness and response information for visitors.
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.	1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards. 2. Continue work on the Transportation Emergency Preparedness Plan with Santa Barbara and Ventura Counties.

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Financial Management Services

General Fund
Administrative Services Department

I. Program Summary

This program 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 fund, 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.

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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.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 201 - Financial Management Services				
Revenue				
42 - Licenses & Permits	10,390	12,000	14,000	14,000
44 - Fines & Forfeitures	(313)	5,200	14,000	500
46 - Interest	433	250	250	250
Revenue Total:	**10,509**	**17,450**	**28,250**	**14,750**
Expense				
51 - Personnel Services	337,917	291,150	291,150	324,000
52 - Professional Services	46,017	48,500	52,250	138,700
53 - Contract Services	19,037	500	500	500
55 - Other Operating Expenses	39,031	4,700	5,410	12,550
Expense Total:	**442,001**	**344,850**	**349,310**	**475,750**

III. Personnel Allocations

Position:	FTE Allocation:
Accounting Clerk	0.30
Accounting Technician	0.70
Administrative Services Director	0.70
Administrative Services Intern	0.50
Senior Financial Analyst	0.70
Total FTE Staff:	2.90

IV. Expenditure Summary

Personnel

This program is allocated the costs for 70% of the Administrative Services Director and of the Senior Financial Analyst positions. The remaining 30% of these positions are allocated between the Management Information Services and Central Services programs.

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Operating Expenses

Operating expenses include the costs of printing the annual budget, dues for membership in the California Society of Municipal Finance Officers and the Government Finance Officers Associations and travel to these meetings and trainings.

Contract Services

Contract Services include the costs of conducting the annual audit, 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.

V. Goals, Objectives and Performance Measures

PROGRAM:	Financial Management Services
The goal of the Administrative Services Department is to 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.	
FY2021/22 Objectives	**Performance Measures**
Provide for the complete, accurate and timely recording of accounting transactions.	1. Implementation of new financial software- Incode 10 ESS Time & Attendance module to assist in processing payroll with more efficient revenue tracking and to improve fiscal transparency. 2. Process, review, sign and file Accounts Payable checks. 3. Process IRS Forms 1099 on time for eligible vendors. 4. Process petty cash transactions. 5. Process monthly fund interest allocation calculations. 6. Process semi-annual cash bond interest allocation.
Safeguard City assets.	1. Maintain fixed assets accounting system. 2. Complete monthly bank reconciliations.
Provide for the City's cash flow needs.	1. Process bank wire transfers. 2. Process cash receipt transactions. 3. Prepare bank deposits. 4. Process monthly Community Development private projects accounting statements. 5. Perform collections on 160 PBIA assessments. 6. Process SB90 mandated reimbursement claims. 7. Collect City Business License Taxes and fees. 8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council.

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Obtain unqualified audit opinions on all audits.	1. Complete annual financial audit. 2. Complete Measure A and D audits. 3. Complete Transportation Development Act (TDA) audit. 4. Receive the Government Finance Officers Association's award for Excellence in Financial Reporting.
Provide for the timely payment of employees.	1. Process 26 biweekly payrolls for 41 full time and approximately 95 part-time employees. 2. Provide personnel cost information to assist in development of the budget.
Provide for the timely payment of taxing authorities.	1. Process 26 biweekly payments of federal, state and state disability deposits. 2. Process quarterly tax withholding reports. 3. Process annual W-2 forms for each employee.
Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding.	1. Review time cards. 2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations.
Provide financial administration for retirement programs.	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. 2. Reconcile quarterly retirement program statements.
Provide a plan to ensure the short and long term financing of City programs.	1. Update the five-year long-term financial plan document. 2. Produce a one-year program/performance budget. 3. Produce a detailed line-item appropriation budget. 4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award. 5. Produce monthly reports to monitor actual versus budgeted results and take corrective action.

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Comply with all County, State, and Federal financial reporting mandates.	Annual Reports: 1. Complete the Franchise Tax Board's annual sales tax remittance report. 2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report. 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. 4. Complete the State Controller's Annual Street Report. 5. Complete the State Controller's Annual Report of Financial Transactions. 6. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting District, and the Right of Way Assessment District. 7. Complete IRS Form 5500 for compliance with IRS Code. Quarterly Reports: 1. Investment reports to Council and the California Debt Advisory Commission.
Provide informational reports per local ordinances	1. Provide expenditures report for review by Council at regular meetings. 2. Assist with the annual Development Impact Fee review.
Administer the Department in an efficient and cost effective manner.	1. Attend City Council meetings as required. 2. Attend required safety meetings. 3. Attend 48 staff meetings. 4. Complete performance review for the Senior Financial Analyst and Accounting Technician.
Keep informed on finance issues.	1. Attend several monthly CSMFO chapter meetings. 2. Attend annual CSMFO conference.

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Central Services

General Fund

Administrative Services Department

I. Program Summary

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

Building & Facilities Operations

Provides for the efficient and safe operation of Carpinteria City Hall, Sheriff sub-station, Corporation Yard Building and other public facilities.

Vehicle Operations & Maintenance

Provides fuel and maintenance activities for City Hall vehicles.

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.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 211 - Central Services				
Revenue				
45 - Charges for services	4,537	15,500	15,500	5,000
Revenue Total:	**4,537**	**15,500**	**15,500**	**5,000**
Expense				
51 - Personnel Services	159,763	121,250	120,720	125,100
52 - Professional Services	125,295	-	-	-
53 - Contract Services	12,277	27,200	2,590	2,540
54 - Utilities	70,853	62,650	64,650	66,970
55 - Other Operating Expenses	295,441	75,800	65,600	64,570
57 - Capital Outlay	190,438	6,000	7,200	6,000
Expense Total:	**854,068**	**292,900**	**260,760**	**265,180**

III. Personnel Allocations

Position:	**FTE Allocation:**
Accounting Clerk	0.15

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Accounting Technician	0.15
Administrative Services Director	0.15
Receptionist/ Office Assistant	0.80
Senior Financial Analyst	0.15
Total FTE Staff:	1.40

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.

V. Goals, Objectives and Performance Measures

PROGRAM:	Central Services
Maintain City Hall facilities in a safe, efficient and economical manner.	
FY2021/22 Objectives	**Performance Measures**
Provide a safe, comfortable work environment for employees and for members of the public attending meetings.	1. Manage utility and contract costs under budgeted amounts. 2. Maintain investment in City Hall facilities to avoid deferred maintenance costs.
Provide a responsive and open environment at City Hall.	Respond to 100% of approximately 2,600 phone calls and walk-in visitors to City Hall annually.
Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall.	Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff.

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Management Information Services

General Fund

Administrative Services Department

I. Program Summary

This program 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 221 - Management Information Services				
Expense				
51 - Personnel Services	61,576	62,350	62,350	65,650
52 - Professional Services	62,526	78,500	85,500	130,500
53 - Contract Services	48,910	61,350	62,900	66,650
55 - Other Operating Expenses	25,655	12,000	10,400	11,000
57 - Capital Outlay	48,575	15,000	15,000	15,000
Expense Total:	**247,242**	**229,200**	**236,150**	**288,800**

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III. Personnel Allocations

Position:	FTE Allocation:
Accounting Clerk	0.15
Accounting Technician	0.15
Administrative Services Director	0.15
Senior Financial Analyst	0.15
Total FTE Staff:	0.60

IV. Expenditure Summary

Personnel

This program is allocated the costs for 15% of each Administrative Services department staff.

Operating Expenses

Operating expenses include the purchase of computer supplies such as new keyboards or printers.

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, software subscriptions used by each department 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

PROGRAM:	Management Information Services
Maintain City's Information Technology needs in an efficient and economical manner.	
FY2021/22 Objectives	**Performance Measures**
Provide technological hardware and software productivity resources.	1. Procure a contract for the performance of a City-wide Information Technology (IT) needs assessment. 2. Upon determination of required services, proceed with a Request for Proposal for an updated IT Services contract. 3. Upgrade workstations. 4. Increase memory and speed.

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Ensure system reliability and data security.	1. Perform daily tape backups. 2. Providing security for shared data. 3. Protect data by developing a backup strategy for individual users.
Maximize the ease of use of system programs.	1. Facilitate cross training, and train staff users on the new financial software. 2. Monitor individual requirements.
Manage network applications.	Modify changes as needed.
Maintain a user-friendly and accessible website as a means of communication with the public.	1. Post 100% of City Council, Planning Commission and Architectural Review Board agendas and staff reports before the meeting dates. 2. Perform various staff and City related updates/ modifications to the City's website. 3. Work with MIS consultant, as necessary, on any security, web host or other technical issues.

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Community Development Administration

General Fund

Community Development Department

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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 301 - Community Development Administration				
Expense				
51 - Personnel Services	100,227	101,150	101,150	103,050
55 - Other Operating Expenses	918	100	100	550
Expense Total:	**101,145**	**101,250**	**101,250**	**103,600**

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III. Personnel Allocations

Position:	FTE Allocation:
Administrative Assistant	0.10
Associate Planner	0.25
Community Development Director	0.20
Principal Planner	0.10
Total FTE Staff:	0.65

IV. Expenditure Summary

Personnel

Department staff members continuously work together to improve the services offered by the Department. 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 Department has hired a three-year Principal Planner position to take the lead on the multiple Advance Planning Programs described in the next section. The whole CDD team works cooperatively and emphasizes ongoing communication to ensure that the Department's work is carried out in an efficient and courteous manner.

Operational Expenses

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

V. Goals, Objectives and Performance Measures

PROGRAM:	Community Development Administration
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.	
FY2021/22 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 2021 and for the General Plan by May 2021.

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Use 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 2021 and January 2022.

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Advance Planning

General Fund
Community Development Department

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 continue with the multi-year General/Coastal Land Use Plan update, complete and release a draft of the updated Zoning Code, and new work efforts associated with the Development Review Process Update such as the Downtown Overlay and updates to the Neighborhood Design Guidelines, and necessary high priority updates to certain sections of the Zone Code associated with the new state housing laws such as Accessory Dwelling Unit (ADU) and Density Bonus that must move ahead of the complete Zone Code Update.

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 determining the City's share of the next round of regional housing needs allocation (RHNA) numbers, 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 302 - Advance Planning				
Revenue				
43 - Intergovernmental	85,798	198,000	198,000	263,000
45 - Charges for services	168,592	135,000	145,000	145,000
Revenue Total:	**254,390**	**333,000**	**343,000**	**408,000**
Expense				
51 - Personnel Services	248,804	262,350	262,350	341,350
52 - Professional Services	444,515	360,000	220,000	525,000
55 - Other Operating Expenses	5,118	5,000	5,000	6,500
Expense Total:	**698,437**	**627,350**	**487,350**	**872,850**

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III. Personnel Allocations

Position:	FTE Allocation:
Administrative Assistant	0.30
Associate Planner	0.20
Community Development Director	0.30
Principal Planner	1.30
Total FTE Staff:	2.10

IV. Expenditure Summary

Personnel

The Principal Advance Planner has taken the lead working with the Community Development Director to tackle the advanced planning projects identified above. This position has been hired for a three-year term.

Operational Expenses

Projected expenses reflect costs associated with the preparation and publishing of the advanced planning projects contemplated for the 2021/22 fiscal year. This year's budget includes costs associated with the General Plan/Coastal Land Use Plan Update, releasing a draft comprehensive update to Title 14 (Zoning) of the Carpinteria Municipal Code, the Downtown Overlay, updating the Neighborhood Design Guidelines, and priority ADU and Density Bonus updates to the Zone Code. The City continues to secure grant funding to support these work efforts.

Contract Services

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 as described above.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Advance Planning
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.	
FY2021/22 Objectives	**Performance Measures**
Complete and circulate draft of the update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Land Use Plan.	1. Circulate draft for public review. 2. Hold public work sessions to obtain input.
Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.	1. Hold monthly General Plan/Coastal Land Use Plan Update meetings. 2. Hold public work sessions to obtain input.
Maintain up to date regulations that respond to community needs and expectations.	1. Complete updates to Municipal Code regulations regarding the Development Review Process. 2. Complete updates to Zone Code regulations associated with new state housing laws.

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Housing

Housing Fund
Community Development Department

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 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.

Established in 2012, 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; one loan has been paid off to date.

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.

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- 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 311 - Housing				
Revenue				
45 - Charges for services	10,000	-	-	-
46 - Interest	20,011	11,500	5,000	1,600
48 - Miscellaneous Revenue	11,889	-	7,500	-
Revenue Total:	**41,900**	**11,500**	**12,500**	**1,600**
Expense				
51 - Personnel Services	20,858	32,800	32,800	33,850
52 - Professional Services	30,635	35,900	35,900	66,725
55 - Other Operating Expenses	55	-	-	-
56 - Non-Operating Expenses	-	-	-	-
Expense Total:	**51,548**	**68,700**	**68,700**	**100,575**

III. Personnel Allocations

Position:	**FTE Allocation:**
Associate Planner	0.10
Community Development Director	0.10
Total FTE Staff:	0.20

IV. Expenditure Summary

Personnel

Implementation of the housing program is primarily the responsibility of the Community Development Director with assistance from the Assistant Planner and the City of Santa Barbara contract housing planner. The Assistant 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

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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. 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. These administrative costs will be paid from the City's Affordable Housing Trust Fund. Contributions to the Fund include in lieu fees in the amount of $571,000 associated with the conversion of five affordable housing units to market rate units at Lavender Court, $260,000 associated with the Development Agreement for the Lagunitas residential project, and funds from the now obsolete Socio-Economic Monitoring Program (SEMP).

Contract Services

Contract costs are anticipated for this fiscal year related to implementation of the annual contract agreements with the City of Santa Barbara Housing Program (cost varies depending on the work product), the Rental Housing Mediation Task Force ($15, 575), the Home for Good SBC Program ($11,800 maximum), and the contract with the Housing Trust Fund of Santa Barbara County. These contract costs will continue to be paid out of the City's Affordable Housing Trust Fund.

V. Goals, Objectives and Performance Measures

PROGRAM:	Housing
The goal of the Housing Program is to provide safe and affordable housing of various types for all economic sectors of the community.	
FY2021/22 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.

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Development Review & Building

General Fund
Community Development Department

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, architectural review, signs, development plans, subdivisions and lot line adjustments, and currently 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 when needed.

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.

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II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 321 - Development Review and Building				
Revenue				
42 - Licenses & Permits	221,096	150,100	180,100	180,100
45 - Charges for services	104,895	90,000	120,000	120,000
Revenue Total:	**325,991**	**240,100**	**300,100**	**300,100**
Expense				
51 - Personnel Services	319,152	454,900	454,900	469,500
52 - Professional Services	83,788	60,000	60,000	100,000
54 - Utilities	246	250	250	300
55 - Other Operating Expenses	4,358	2,200	2,200	2,150
Expense Total:	**407,543**	**517,350**	**517,350**	**571,950**

III. Personnel Allocations

Position:	FTE Allocation:
Administrative Assistant	0.60
Associate Planner	1.30
Chief Building Inspector/ Plans Examiner	0.80
Community Development Director	0.20
Principal Planner	0.60
Total FTE Staff:	3.50

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 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.

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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

PROGRAM:	Development Review & Building
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.	
FY2021/22 Objectives	**Performance Measures**
Implement an efficient and informative development review process.	1. Provide accurate and timely noticing for all Planning Commission and ARB items. 2. Issue an application complete or incomplete letter to all project applications for Planning Commission review within 28 days of submittal.
Maintain prompt building plan check review process.	1. Complete first review of all small addition or alteration projects within 14 days of submittal. 2. Complete first review of all complex projects within 30 days of submittal.
Maintain prompt building inspection response time.	Respond to all inspection requests within 24 hours.

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Code Compliance

General Fund
Community Development Department

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, 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.

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This year Code Compliance staff has been instrumental in helping to roll out and monitor the City's response to the COVID-19 pandemic.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 331 - Code Compliance				
Revenue				
42 - Licenses & Permits	1,840	3,500	4,000	4,000
44 - Fines & Forfeitures	58,802	60,000	42,000	42,000
46 - Interest	1,312	150	150	50
48 - Miscellaneous Revenue	152	8,200	8,200	3,700
Revenue Total:	**62,105**	**71,850**	**54,350**	**49,750**
Expense				
51 - Personnel Services	336,240	330,500	333,650	376,700
52 - Professional Services	-	-	400	4,000
53 - Contract Services	5,600	2,400	2,400	2,400
55 - Other Operating Expenses	7,202	3,800	3,800	6,300
Expense Total:	**349,042**	**336,700**	**340,250**	**389,400**

III. Personnel Allocations

Position:	**FTE Allocation:**
Associate Planner	0.15
Chief Building Inspector/ Plans Examiner	0.20
Code Compliance Officer II	1.30
Code Compliance Supervisor	0.90
Community Development Director	0.20
Crossing Guard	1.50
Total FTE Staff:	4.25

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 Chief Building Inspector/Plans Examiner and the Associate Planner.

Operational Expenses

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

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V. Goals, Objectives and Performance Measures

PROGRAM:	Code Compliance
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.	
FY2021/22 Objectives	**Performance Measures**
Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial site investigations of all complaints received within three days of notification.
Work with Law Enforcement, field staff and volunteers to abate graffiti throughout the City.	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.
Abate abandoned or inoperable vehicles on private property.	Abate all reported and/or noted abandoned or inoperable vehicles throughout the City within 10 days.

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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 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 341 - Animal Care and Control				
Revenue				
42 - Licenses & Permits	11,450	12,400	12,400	12,400
45 - Charges for services	826	600	600	600
Revenue Total:	**12,276**	**13,000**	**13,000**	**13,000**
Expense				
51 - Personnel Services	55,199	73,650	73,650	89,850
53 - Contract Services	19,401	20,000	20,000	20,000
55 - Other Operating Expenses	384	1,400	1,400	1,400
Expense Total:	**74,984**	**95,050**	**95,050**	**111,250**

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III. Personnel Allocations

Position:	FTE Allocation:
Code Compliance Officer II	0.70
Code Compliance Supervisor	0.10
Total FTE Staff:	0.80

IV. Expenditure Summary

Personnel

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

Operational Expenses

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

V. Goals, Objectives and Performance Measures

PROGRAM:	Animal Care & Control
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.	
FY2021/22 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.
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

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

Street Maintenance Division
- Street Maintenance
- Right-of-Way Maintenance

Sustainability and Environment Division
- Resource Conservation (Energy)
- Solid Waste
- Watershed Management

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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 401 - Public Works Administration				
Revenue				
44 - Fines & Forfeitures	220	200	200	200
45 - Charges for services	28,435	138,000	138,000	20,000
48 - Miscellaneous Revenue	3,218,434	529,950	223,800	200
Revenue Total:	**3,247,089**	**668,150**	**362,000**	**20,400**
Expense				
51 - Personnel Services	353,720	197,450	197,450	259,600
52 - Professional Services	5,600	-	-	-
53 - Contract Services	(630)	6,500	6,500	28,500
55 - Other Operating Expenses	19,407	6,700	8,500	10,200
Expense Total:	**378,097**	**210,650**	**212,450**	**298,300**

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III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the Public Works Director	0.40
Civil Engineer	0.30
Engineering Technician	0.30
Environmental Program Manager	0.20
Public Works Director	0.38
Public Works Supervisor	0.13
Total FTE Staff:	1.71

IV. Expenditure Summary

Personnel

There are 10.6 full-time equivalent (FTE) employees in the Public Works Department. On November 25, 2019, the City Council adopted Ordinance No. 732, establishing the Sustainability and Environment Division of the Public Works Department.

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), Regional Public Works Coordination Council, and 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 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.

Contract 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.

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.

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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. Engineering plan checks and inspection are performed for conformance with City construction standards and compliance with City regulations.

The Engineering Permits Service also administers the City floodplain management regulations. The purpose of these regulations is to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions.

The budget summary for the Engineering Permits Service is shown below.

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 402 - Engineering Permits				
Revenue				
42 - Licenses & Permits	8,345	5,000	3,000	3,000
Revenue Total:	**8,345**	**5,000**	**3,000**	**3,000**

V. Goals, Objectives and Performance Measures

PROGRAM:	Public Works Administration
Improve operational efficiency by continuing to update administrative procedures and policies, and increase sustainable practices. Continue public outreach about Department.	
FY 2021-22 Objectives	**Performance Measures**
Improve response time to service requests.	Upgrade computer-based service request and work order tracking system.
Optimize Department operations.	1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated. 2. Conduct annual performance evaluations of Department staff. 3. Coordinate with Administrative Services Department to monitor Department budget on a regular basis.

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Communicate Department accomplishments and future work plans to City Manager and City Council.	1. Provide staff reports to City Council for Department's recommended actions. Provide memorandums to City Council standing and ad-hoc committees for review of Department projects. 2. Department Director to meet with City Manager weekly to discuss workload and upcoming matters. 3. Provide mid-year work plan status reports to City Manager and City Council. 4. Provide year-end report to City Council about Department accomplishments and success toward meeting City Council goals.
Engineering Plan Checks.	Turn-around plan checks consistent with the Permit Streamlining Act.
Floodplain Management.	Enroll in FEMA Community Rating System (CRS) to reduce flood insurance premiums for properties in the special flood hazard areas.
Continue public outreach about Department.	1. Celebrate National Public Works Week (May) with proclamation from City Council. 2. Educate public about Department as first responder. Affix "Public Works First Responder" symbol on Department uniforms, vehicles, and equipment. 3. Improve user interface and accessibility of Department webpage. 4. Contribute Department articles to City's newsletter and social media. 5. Rename "Public Works Yard" to "Corporation Yard" for inclusivity with the Parks, Recreation and Public Facilities Department as one team.

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Transportation, Parking and Lighting

Capital Improvement Projects, 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 (Ninth Street), Parking Lot #2 (Cactus Lane), and Parking Lot #3 (Fifth Street) 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 411 - Transportation, Parking and Lighting				
Revenue				
41 - Taxes	192,390	192,000	201,000	201,000
43 - Intergovernmental	12,147	10,500	10,500	10,500
44 - Fines & Forfeitures	789	1,000	750	750
46 - Interest	16,319	2,800	3,800	950
Revenue Total:	**221,644**	**206,300**	**216,050**	**213,200**
Expense				
51 - Personnel Services	67,941	143,000	143,000	184,150
52 - Professional Services	60,493	369,500	201,000	344,500
53 - Contract Services	150,935	5,000	8,000	33,000
54 - Utilities	96,679	105,000	100,800	103,800
55 - Other Operating Expenses	15,715	22,500	6,500	8,000
Expense Total:	**391,763**	**645,000**	**459,300**	**673,450**

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III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the Public Works Director	0.05
Civil Engineer	0.15
Engineering Technician	0.15
Public Works Director	0.07
Public Works Lead Maintenance Worker	0.25
Maintenance Worker I	0.25
Maintenance Worker II	0.50
Public Works Supervisor	0.17
Total FTE Staff:	1.59

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Transportation, Parking and Lighting Program.

Contract Services

Transit Services: SBMTD Seaside Shuttle is an electric shuttle service and was suspended by SBMTD in the previous fiscal year due to the COVID-19 pandemic. The service is subsidized by SBMTD. Reactivation of the Seaside Shuttle service is to be determined. 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 be continue to be provided from the previous fiscal year for non-driving residents. It is funded by Measure A.

Assessment Districts: 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 Lighting District No. 1 provides for the funding of the operation and maintenance for all the street lights.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Transportation, Parking and Lighting
Reactivate electric shuttle service from pandemic suspension. Improve management of public parking.	
FY 2021-22 Objectives	**Performance Measures**
Reactivate Seaside Shuttle service.	Meet with Santa Barbara Metropolitan Transit District to negotiate reactivation.
Prepare Parking Management Plan.	1. Inventory of parking and parking restrictions in the Downtown "T" area. 2. Study opportunities for increasing public parking such as expansion of City parking lots. 3. Study feasibility of on-street outdoor seating decks. 4. Produce the Parking Management Plan that includes near and long-term solutions.

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Resource Conservation

General Fund
Public Works Department

I. Program Summary

The Resource Conservation Program provides for renewable energy development, energy efficiency, and strategic energy planning. The program involves the following services or activities:

- Community Choice Energy
- Strategic Energy Planning
- Energy Efficiency

On July 8, 2019, the Strategic Energy Plan was adopted by the City Council (Resolution No. 5908).

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 461 - Resource Conservation				
Revenue				
48 - Miscellaneous Revenue	-	5,800	5,800	5,800
Revenue Total:	**-**	**5,800**	**5,800**	**5,800**
Expense				
51 - Personnel Services	-	48,250	48,250	48,900
53 - Contract Services	-	250	-	1,000
55 - Other Operating Expenses	5,849	4,950	3,725	5,275
Expense Total:	**5,849**	**53,450**	**51,975**	**55,175**

III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the Public Works Director	0.05
Environmental Program Manager	0.25
Public Works Director	0.05
Total FTE Staff:	0.35

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Resource Conservation Program.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Resource Conservation
Reduce greenhouse gas emissions; develop local renewable power; provide equitable, clean resilient power at competitive electric rates; and implement energy conservation and other energy programs.	
FY 2021-22 Objectives	**Performance Measures**
Strategic Energy Plan Implementation.	1. Identify total resource potential for distributed solar development on rooftops and parking lots. 2. Create list of priority sites for renewable energy development. 3. Develop a set of strategies to remove barriers to renewable energy development in diverse program areas ranging from drafting regulatory frameworks to creating new financing mechanisms.
Community Choice Energy.	Provide equitable, clean resilient power at competitive electric rates.
Santa Barbara County Regional Climate Collaborative.	1. Bring political leaders, practitioners, and stakeholders together to coordinate in finding solutions to address climate change. 2. Complete Dune and Shoreline Management Plan.

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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. under a franchise agreement, and Pacific Sweep, LLC for street sweeping. 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 421 - Solid Waste				
Revenue				
43 - Intergovernmental	4,160	5,000	5,000	10,000
45 - Charges for services	243,819	245,000	245,000	245,000
46 - Interest	15,328	2,600	3,000	750
48 - Miscellaneous Revenue	1,373	-	-	-
Revenue Total:	**264,679**	**252,600**	**253,000**	**255,750**
Expense				
51 - Personnel Services	76,085	150,100	150,100	175,700
52 - Professional Services	1,373	500	500	500
53 - Contract Services	23,478	96,500	75,000	111,500
55 - Other Operating Expenses	12,336	32,500	17,900	48,650
Expense Total:	**113,271**	**279,600**	**243,500**	**336,350**

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III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the Public Works Director	0.05
Engineering Technician	0.30
Environmental Program Manager	0.25
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.20
Public Works Maintenance Worker I	0.20
Public Works Maintenance Worker II	0.40
Public Works Supervisor	0.10
Total FTE Staff:	1.55

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Solid Waste Program.

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.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Solid Waste
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.	
FY 2021-22 Objectives	**Performance Measures**
Provide and promote safe collection, disposal, and recycling of antifreeze, batteries, oil, and paint (ABOP), household hazardous waste (HHW), and electronic waste (E-waste).	1. Conduct annual HHW and household goods collection event (April). 2. Advertise ABOP, HHW, and E-Waste collection events monthly via City newsletter and social media and Coastal View Newspaper. 4. Continue to update and distribute educational materials of ABOP, HHW, and E-Waste.
Enforce the 65% diversion requirement of construction and demolition debris.	1. Use building and dumpster permits to better track roll-off diversion rates from individual projects. 2. Require all permit applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.
Submit progress reports of City's recycling program.	1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year. 2. Prepare and submit an Annual Report on the City's diversion rate.
Work with waste haulers, local jurisdictions, and other local organizations to comply with State Organics requirements.	1. Work with waste haulers to increase enrollment in the organics (food waste) diversion program. 2. Continue participating with Santa Barbara County Food Rescue to divert usable food to organizations for distribution.
Renew Marborg Roll-Off Franchise Agreement.	Submit to City Council for approval.
Regional Disaster Debris Management Plan.	1. Collaborate with other local jurisdictions and the selected consultant to draft a Regional Disaster Debris Management Plan. 2. Submit to City Council for adoption.
Multi-Jurisdictional Coordination.	1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly. 2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.

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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 stormwater quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of stormwater quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination; and the overall stewardship of local watersheds by regulating stormwater runoff into creeks and salt marsh. The program was created in response to a need to comply with the National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 451 - Watershed Management				
Expense				
51 - Personnel Services	36,718	105,100	105,100	115,900
53 - Contract Services	24,767	70,000	35,000	65,000
55 - Other Operating Expenses	9,294	3,450	2,950	20,050
Expense Total:	**70,778**	**178,550**	**143,050**	**200,950**

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III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the Public Works Director	0.05
Civil Engineer	0.05
Engineering Technician	0.05
Environmental Program Manager	0.10
Public Works Director	0.25
Public Works Lead Maintenance Worker	0.05
Public Works Maintenance Worker I	0.10
Public Works Maintenance Worker II	0.10
Public Works Supervisor	0.10
Total FTE Staff:	0.95

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Watershed Management Program.

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 Stormwater Multiple Application and Report Tracking System (SMARTS) reporting system. The final report is anticipated by the end of June 2020.

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.

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.

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

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the California Stormwater Quality Association (CASQA), and a staff representative sits on a review committee for the draft amended Permit.

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

PROGRAM:	Watershed Management
Protect local watershed, restore critical ecosystems, and implement stormwater quality solutions that integrate the urban area with the natural environments.	
FY 2021-22 Objectives	**Performance Measures**
Continue implementation of National Pollutant Discharge Elimination Ssytem (NPDES) Phase II Small Municipal Storm Separate Sewer System (MS4) Permit requirements (effective July 1, 2013).	1. Public Education. 2. Public Outreach. 3. Illicit Discharge Detection and Elimination. 4. Construction Runoff Control implementation. 5. Post-Construction Stormwater Control Measures. 6. Good Housekeeping/Pollution Prevention on Municipal Activities. 7. Program Management. 8. Water Quality Monitoring and Sampling (quarterly). 9. Trash Implementation Plan. 10. Program Effectiveness Assessment (annually). 11. Total Maximum Daily Load Compliance. 12. Annual Reporting Program.
Regional Coordination.	1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM) and Integrated Regional Water Management (IRWM) meetings. 2. Continue to work with County of Santa Barbara and other local agencies to implement a water quality monitoring program including stormwater testing at locations with specific land uses countywide during storm events in compliance with Phase II MS4 Permit requirements as well as development of a regional monitoring and pollutant loading model.
Trash Implementation Plan.	Prepare for implementation of the draft plan pending comments from Regional Water Quality Control Board.
Storm Drain Maintenance.	1. Remove trash, debris, and sediment from storm drain inlets/catch basins prior to rain event. 2. Repair or replace damaged storm drain inlets/catch basins and parkway drains. 3. Maintain "Drains to Ocean" markers.

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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 and bridges. There are approximately 30.5 centerline miles of streets which includes the new Via Real extension. This amount of centerline miles represents approximately 6 million square feet of pavement. Maintenance of City streets includes:

- Pavement
- Traffic signing and striping
- Bikeways (Bike Paths, Bike Lanes, and Bike Routes)

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.

There are 7 vehicular bridges which includes the new Via Real Bridge over Carpinteria Creek that was a part of the Via Real extension. There are also 7 pedestrian bridges. Maintenance of these City bridges includes:

- Wearing surfaces
- Protective coating systems
- Deck/Slab protection systems
- Traffic signing and striping

Most bridge repairs are able to be performed by Street Maintenance Division staff. Maintenance contracts augment Street Maintenance Division staff for larger work involving bridge rehabilitation.

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II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 431 - Street Maintenance				
Revenue				
41 - Taxes	5	300	300	300
43 - Intergovernmental	1,387,171	1,354,350	1,354,350	1,411,250
45 - Charges for services	63,287	30,100	32,800	14,200
46 - Interest	134,141	24,253	24,000	6,625
48 - Miscellaneous Revenue	16,743	-	-	-
Revenue Total:	**1,601,348**	**1,409,003**	**1,411,450**	**1,432,375**
Expense				
51 - Personnel Services	189,893	166,150	166,150	176,300
52 - Professional Services	78,697	63,400	68,400	69,400
53 - Contract Services	58,012	434,000	273,200	535,150
54 - Utilities	2,052	5,800	5,250	5,430
55 - Other Operating Expenses	77,728	91,200	89,400	103,600
57 - Capital Outlay	29,189	116,000	86,400	275,000
Expense Total:	**435,571**	**876,550**	**688,800**	**1,164,880**

III. Personnel Allocations

Position:	**FTE Allocation:**
Assistant to the Public Works Director	0.05
Civil Engineer	0.05
Engineering Technician	0.05
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.25
Public Works Maintenance Worker I	0.25
Public Works Maintenance Worker II	0.50
Public Works Supervisor	0.30
Total FTE Staff:	1.50

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Street Maintenance Program.

Contract Services

Pavement Management System (PMS): The Pavement Management System provides for the systematic approach in prioritizing street pavement treatments such as repairs, maintenance, rehabilitation, and reconstruction. Update to the PMS was completed in August 2018 and is valid for three years. The next update is scheduled for 2021.

Bridge Inspection Program: Inspections are conducted on City vehicular and pedestrian bridges in order to assess the overall condition and safety of primary load carrying members and joints, wearing surfaces, and protective coating systems, and deck/slab protection

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systems; and accessibility. It further identifies rehabilitation, replacement, or preventive maintenance strategies including appropriate scopes of work and cost estimates. The California Department of Transportation (Caltrans) conducts inspections every two years for the City on the vehicular bridges in accordance with state law. Caltrans does not conduct inspections on the City pedestrian bridges. A new pedestrian bridge inspection program is in process and will be modeled after the Caltrans standards for vehicular bridge inspections. Consulting structural engineers are procured for the pedestrian bridge inspection program.

Capital Assets

The following capital assets were surplus or served its design life and require replacement:

- Utility Trucks- 2 Each
- Trailer
- Fork Lift
- Front Loader/Backhoe
- Wood Chipper
- Core Driller
- Grass Mower
- Paint Striper
- Leaf Blower

Proposed replacements would be electric-powered and/or flexible fuel-powered equipment.

New capital assets are computer tablets for modernizing the daily reporting of maintenance activities. The computer tablets would be used by staff to access a special but simple to use software application that is based on and tied to the City's geographic information system (GIS).

V. Goals, Objectives and Performance Measures

PROGRAM:	Street Maintenance
Maintain City streets and bridges (vehicular and pedestrian) in good condition and make repairs as quickly and efficiently as possible.	
FY 2021-22 Objectives	**Performance Measures**
Continue to maintain City streets and bridges in good condition.	1. Use sustainable practices. 2. Convert to electric-powered tools. Replace surplus or outdated vehicles and equipment with electric-powered and/or fuel-efficient vehicles and equipment. 3. Develop Pedestrian Bridge Inspection Program in order to identify rehabilitation, replacement, or preventive maintenance strategies including appropriate scopes of work and cost estimates.
Improve maintenance reporting efficiency and reduce paper use. Modernize daily report system.	1. Procure computer maintenance management system (CMMS) for field tablets. 2. Integrate GIS with CMMS.

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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:

- Sidewalks, curbs, gutters, and curb ramps
- Street landscaping
- Benches
- Trash receptacles
- Bicycle racks
- Street trees
- Banners and flags
- Graffiti removal

Repairs of sidewalks and street 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 street trees.

Street Maintenance Division staff also perform cleaning of the Downtown "T" area including sidewalks, benches, trash receptacles, bicycle racks, banners, flags, and graffiti removal.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 441 - Right of Way Maintenance				
Revenue				
44 - Fines & Forfeitures	304	200	200	200
46 - Interest	1	100	600	150
47 - Special Assessments	198,415	195,000	195,000	195,000
48 - Miscellaneous Revenue	3,384	-	-	-
Revenue Total:	**202,103**	**195,300**	**195,800**	**195,350**
Expense				
51 - Personnel Services	183,175	117,050	115,800	119,850
53 - Contract Services	179,061	241,375	239,550	266,750
54 - Utilities	35,730	42,300	43,750	45,600
55 - Other Operating Expenses	24,241	22,275	19,100	21,000
Expense Total:	**422,207**	**423,000**	**418,200**	**453,200**

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III. Personnel Allocations

Position:	FTE Allocation:
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.15
Public Works Maintenance Worker I	0.15
Public Works Maintenance Worker II	0.30
Public Works Maintenance Worker- Part Time	0.50
Public Works Supervisor	0.15
Total FTE Staff:	1.30

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Right-of-Way Maintenance Program.

Contract Services

Sidewalk Assessment Program: The Sidewalk Assessment Program provides for the systematic approach in prioritizing sidewalk repairs. Similar to the Pavement Management System, the Sidewalk Assessment Program regularly inspects the condition of concrete sidewalks within the City right-of-way. Sidewalk inspection surveys are conducted on an annual basis.

V. Goals, Objectives and Performance Measures

PROGRAM:	Right-of-Way Maintenance
Maintain City rights-of-way including sidewalks, curbs, gutters, curb ramps, street landscaping, benches, trash receptacles, bicycle racks, street trees, banners, and flags in good condition and make repairs as quickly and efficiently as possible.	
FY 2021-22 Objectives	**Performance Measures**
Continue to maintain City rights-of-way in good condition.	1. Use sustainable practices. 2. Convert to electric-powered tools. Replace surplus or outdated vehicles and equipment with electric-powered and/or fuel-efficient vehicles and equipment.
Update Street Tree Management Plan and prepare new Special Conditions Street Tree Management Plan.	Submit Street Management Plan and Special Conditions Street Tree Management Plan to City Council for adoption.
Update Sidewalk Assessment Program.	1. Conduct sidewalk inspection surveys for Sidewalk Maintenance Zones 1 and 2. 2. Repair sidewalks in Sidewalk Maintenance Zones 1 and 2.

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 403 - Capital Improvements				
Revenue				
43 - Intergovernmental	1,395,579	3,084,600	995,025	3,903,900
Revenue Total:	**1,395,579**	**3,084,600**	**995,025**	**3,903,900**
Expense				
51 - Personnel Services	95,463	183,700	183,700	226,500
57 - Capital Outlay	5,905,148	8,491,500	4,634,550	8,626,450
Expense Total:	**6,000,612**	**8,675,200**	**4,818,250**	**8,852,950**

III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the Public Works Director	0.30
Civil Engineer	0.45
Engineering Technician	0.15

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Environmental Program Manager	0.05
Public Works Director	0.30
Public Works Lead Maintenance Worker	0.05
Public Works Maintenance Worker I	0.05
Public Works Maintenance Worker II	0.05
Public Works Supervisor	0.05
Total FTE Staff:	1.50

IV. Expenditure Summary

Personnel

The budget provides for the staff time to administer the Capital Improvements Program.

Capital Projects

The proposed capital projects for Fiscal Year 2021/22 are:

Public Works No.	CIP Code	Finance No.	Project Name	FY 2021/22 Appropriation
15007	N/A	ST-19-001	Linden Ave./ Casitas Pass Interchange	$15,000
15012	PR-06 & PR-09	PK-19-001	Linden Ave. Beach End Beautification & Lifeguard Tower Project	$25,000
15013	PR-35	PK-20-002	Bluffs Two Trail Project	$100,000
15015	AT-10	PK-19-004	Rincon Multi-Use Trail Project	$713,300
15016	HI-07	TR-19-002	Carpinteria Ave. Bridge Replacement Project	$8,000
15019	SD-02	WM-21-001	East Via Real Stormwater Project	$1,196,700
15028	PR-05	PK-21-001	Heath Ranch Park Playground Replacement Project	$190,000
15043	TBD	PK-20-001	Lagunitas Park Project	$16,500
15113	TBD	TR-21-001	Linden Ave. Improvements Project - Carpinteria Ave. to Linden Ave. Overpass	$311,800
15114	TBD	ST-21-002	Highway 101- Carp to SB Phase 4A	$50,000
15116	ST-32	TR-20-001	Pedestrian Crossing Safety Improvements	$2,100
15118	PR-31	PK-20-003	Community Farm Privacy Fence Project	$240,000
15119	TBD	PK-20-005	Dune & Shoreline Management Plan	$120,000
15120	TBD	ST-21-001	2021 Pavement Rehabilitation Project	$2,752,000
15121	TC-01	TR-21-002	Carpinteria Ave. & Palm Ave. Intersection Improvements Project	$262,900
15122	GF-07	PW-20-001	City Hall Solar Energy Generation & Storage Project	$429,250
15123	GF-12 & GF-15	PW-21-001	City Hall Campus Improvements Project - Phase 2	$71,500
15124	PR-32	PK-19-003	Carpinteria Skate Park Project	$1,500,000
15125	TBD	TR-21-003	Carpinteria High-School/Rincon High School Crosswalk Safety Improvements Project	$262,500
15126	TBD	PK-19-002	La Concha Park Project	$6,400
15127	TBD	PK-21-002	Rincon Bluffs Park Project	$20,000
15130	TBD	NC-21-001	2021 Pavement Maintenance Project	$8,500
TBD	PR-34	PK-21-003	Creekside Parcel Acquisition	$325,000

Source: Capital Improvement Plan. August 14, 2017

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The cost estimates and scope of work descriptions and funding sources of the capital projects are shown in the Capital Improvements Project Budget Worksheets herein this program.

The following special studies will continue from the previous fiscal year:

- Local Roadway Safety Plan. This plan is a required prerequisite prior to application of federal-aid funding from the Highway Safety Improvement Program (HSIP). The purpose of this plan is to identify, analyze, and prioritize roadway safety improvements.
- Utility Undergrounding Program. The purpose of this program is to identify and evaluate the feasibility to underground existing overhead utility facilities citywide as eligible Tariff Rule 20A projects.

The status of special studies from the previous fiscal year is as follows:

Special Study	Status
Downtown "T" Parking Study Phase II	In process. The initial estimated completion date was in fall 2020. Due to the COVID-19 pandemic in 2020, normal business operations were interrupted that temporality suspended research activities.
Local Roadway Safety Plan	In process. Estimated completion is spring 2022.
Neighborhood Traffic Management Program	No further action is needed. This is made a part of the Local Roadway Safety Plan.
Utility Undergrounding Program	In process. The utility undergrounding agreement with Southern California Edison was executed in July 2020 for Cactus Lane (between Carpinteria Avenue and Wullbrandt Way), and the estimated completion of Cactus Lane is spring 2022. Estimated completion of the overall Utility Undergrounding Program is spring 2022.

There are obligated funds for these specific projects and studies such as Measure A, Measure X, Senate Bill 1, and various grants.

V. Goals, Objectives and Performance Measures

PROGRAM:	Capital Improvements
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.	
FY 2021-22 Objectives	**Performance Measures**
Continue to pursue state- and federal-aid funding opportunities.	Take advantage of grant workshops for better understanding of criteria.
Involve community in design phase.	Conduct public outreach before construction phase.
Continue coordination with Santa Barbara County Association of Governments (SBCAG) and California Department of Transportation (Caltrans).	1. Participate in county-wide analysis of potential regulations for shared mobility devices. 2. Coordinate with SBCAG and Caltrans on U.S. Highway 101 corridor improvement projects.

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Continue coordination meetings with Carpinteria Valley Water District and Carpinteria Sanitary District.	1. Conduct quarterly coordination meetings. 2. Pre-design planning to avoid utility conflicts.
Improve pedestrian and school crossing safety.	1. Develop Local Roadway Safety Plan. 2. Conduct public outreach.
Utility underground overhead facilities.	1. Develop Utility Undergrounding Program to identify and evaluate the feasibility to underground existing overhead utility facilities citywide as eligible Tariff Rule 20A projects. 2. Coordinate with Southern California Edison. 3. Conduct public outreach.
Upgrade pedestrian facilities (sidewalks and curb ramps) to current Americans with Disabilities Act (ADA) standards.	1. Incorporate pedestrian facility upgrades with pavement improvement projects. 2. Update ADA Transition Plan.

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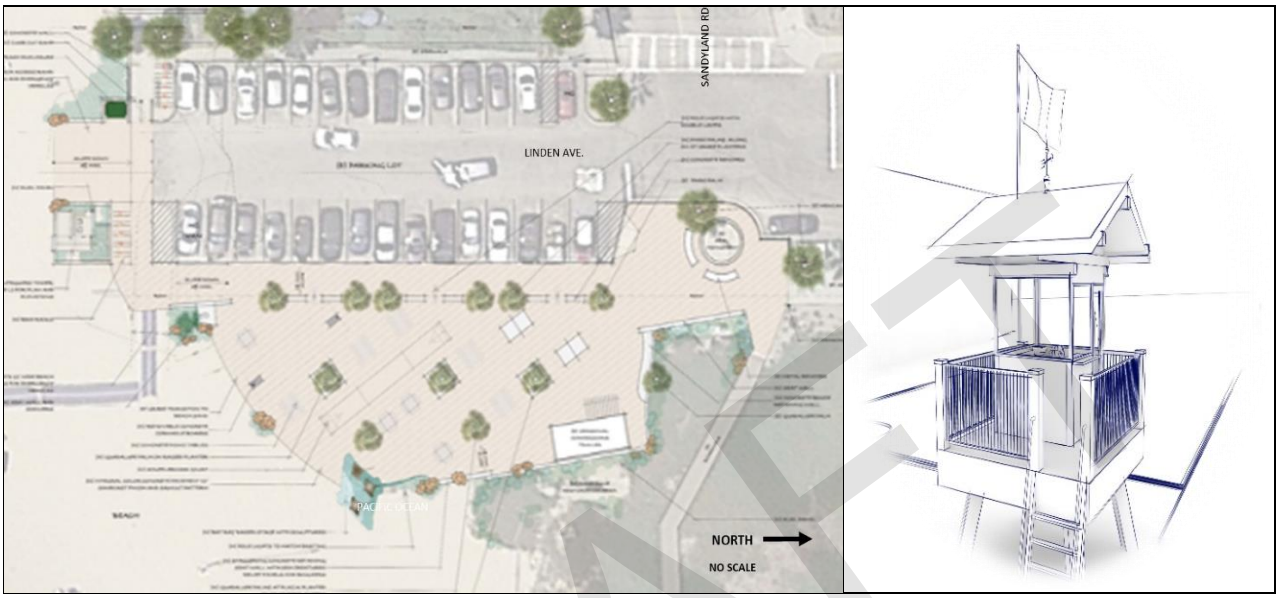
CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

LINDEN AVENUE BEACH END BEAUTIFICATION AND LIFEGUARD TOWER REPLACEMENT PROJECT

CIP CODE: PR-06 and PR-09
PUBLIC WORKS NUMBER: 15012
FINANCE NUMBER: PK-19-001



Source: Conceptual Plan. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes improvements to beach park aesthetics and accessibility upgrades to Americans with Disabilities Act (ADA) standards, new bicycle parking, and removal and replacement of a lifeguard tower. The objective of this project is to beautify the beach park and ADA accessibility upgrades thereto and provide for new bicycle parking at the terminus of a Class II Bikeway (Bike Lane) and a lifeguard tower.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$8,013				
Right-of-Way					
Construction			$25,000	$156,200	$290,400
Total	$8,013		$25,000	$156,200	$290,400

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grants - State			$25,000	$156,200	$290,400
Tidelands Trust	$8,013				
Total	$8,013		$25,000	$156,200	$290,400

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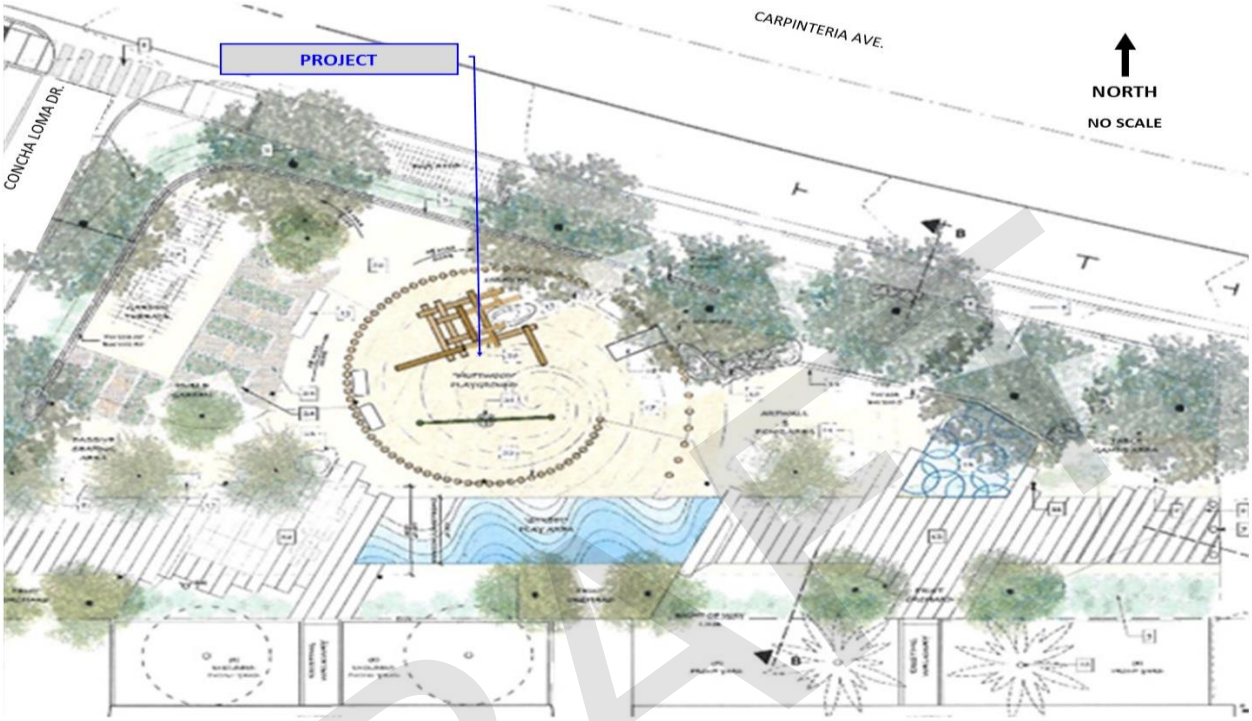
CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

LA CONCHA PARK PROJECT

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15126
FINANCE NUMBER: PK-19-002



Source: Concept Plan. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a pocket playground park adjacent to Historical Marker #535 alongside Carpinteria Avenue. The objective of this project is to provide for a public park near the multi-family dwellings.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$8,288		$6,400		
Right-of-Way					
Construction				$600,000	
Total	$8,288		$6,400	$600,000	

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Park Fac. DIF	$8,288		$6,400		
Grant - State				$600,000	
Total	$8,288		$6,400	$600,000	

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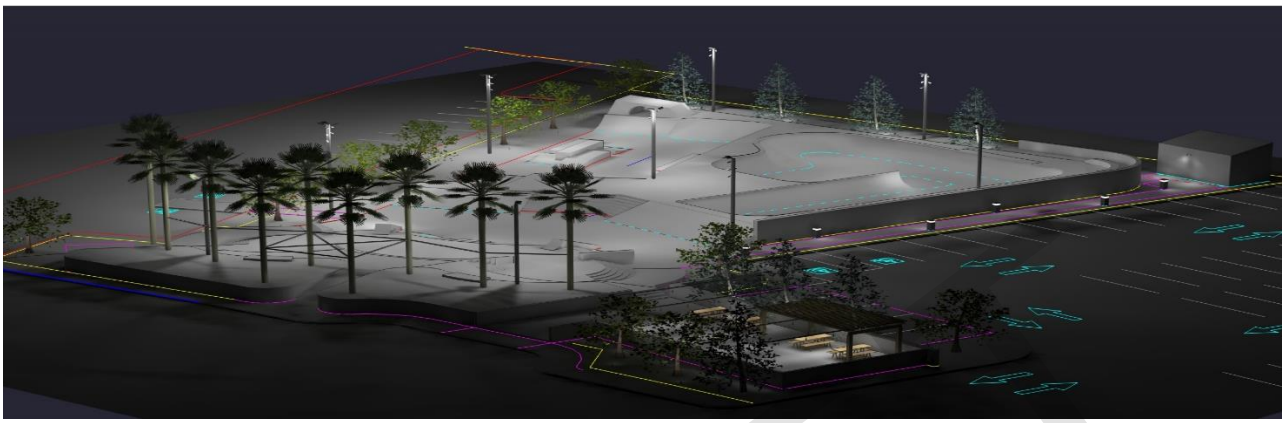
CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

CARPINTERIA SKATE PARK PROJECT

CIP CODE: PR-32
PUBLIC WORKS NUMBER: 15124
FINANCE NUMBER : PK-19-003



Source: (Concept)

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes removing the existing abandoned hockey rink at the City Hall campus and replacing with a new public skate park. The objective of this project is to provide for a community skate park.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$26,534	$28,000			
Right-of-Way					
Construction			$1,500,000		
Total	$26,534	$28,000	$1,500,000		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grant - Private	$26,534	$28,000	$800,000		
Grant - State			$175,000		
Park Impr. Fd.			$125,000		
General Fund (102)			$400,000		
Total	$26,534	$28,000	$1,500,000		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

RINCON MULTI-USE TRAIL PROJECT

CIP CODE: AT-10
PUBLIC WORKS NUMBER: 15015
FINANCE NUMBER: PK-19-004

Source: Rincon Multi-Use Trail Project Preliminary Plans. City of Carpinteria. 2019

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes placing a Class I Bikeway (Bike Path) between Carpinteria Avenue and Rincon County Beach Park. The objective of this project is to close a gap in the California Coastal Trail. As a condition of approval in the Conditional Use Permit/Coastal Development Permit (CUP/CDP) for the Highway 101 Linden Avenue and Casitas Pass Road Interchanges Project, the California Department of Transportation (Caltrans) is responsible for the construction and completion of this project.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$916,446	$450,000	$713,300		
Right-of-Way					
Construction					
Total	$916,446	$450,000	$713,300		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grants - County	$916,446	$450,000	$713,300		
Total	$916,446	$450,000	$713,300		

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CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

LAGUNITAS PARK PROJECT

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15043
FINANCE NUMBER: PK-20-001

Source: Google Maps. 2020; Conceptual Plan. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes developing 2.5 acres of land for a new public park, including pickle ball courts. The objective of this project is to provide for a new public park to include picnic areas, off-leash dog park, restroom, parking lot.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$9,700	$16,500		
Right-of-Way					
Construction				$750,000	
Total		$9,700	$16,500	$750,000	

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Park Fac. DIF		$9,700	$16,500	$250,000	
Grants - State				$250,000	
(TBD)				$250,000	
Total		$9,700	$16,500	$750,000	

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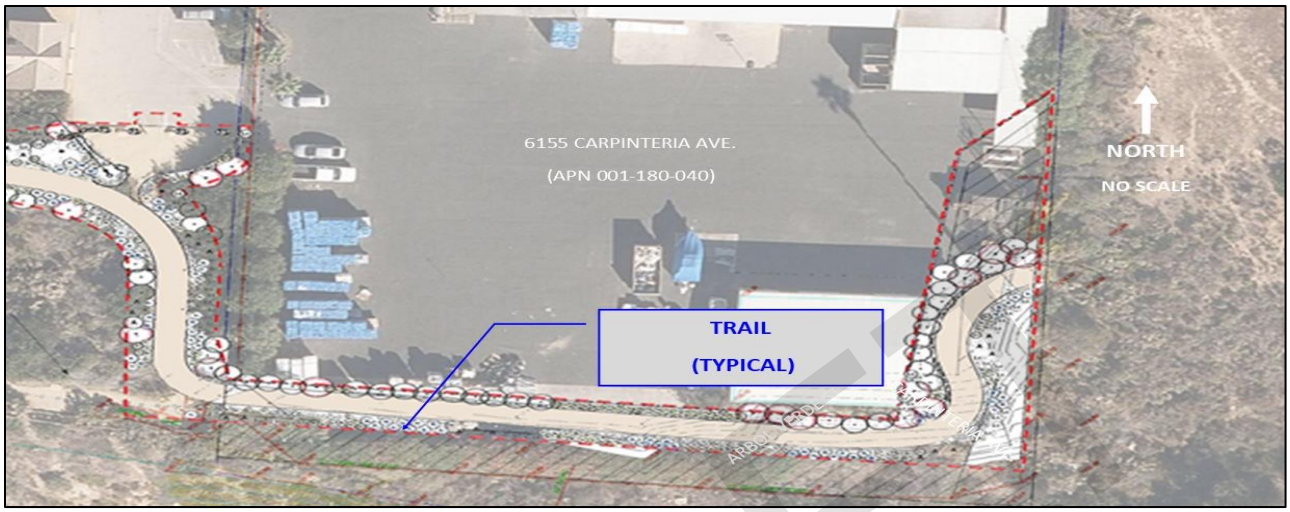
CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

BLUFFS TWO TRAIL PROJECT

CIP CODE: PR-35
PUBLIC WORKS NUMBER: 15013
FINANCE NUMBER : PK-20-002



Source: Conceptual Plan. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes placing a non-motorized trail within a City easement (acquired in December 2018) across 6155 Carpinteria Avenue (APN 001-180-040). The objective of this project is to close a gap in the Carpinteria Coastal Vista Trail.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$19,456	$15,000			
Right-of-Way					
Construction			$100,000	$240,000	
Total	$19,456	$15,000	$100,000	$240,000	

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Park Improv. DIF		$15,000		$120,000	
Quimby			$100,000		
Grant	$19,456			$120,000	
Total	$19,456	$15,000	$100,000	$240,000	

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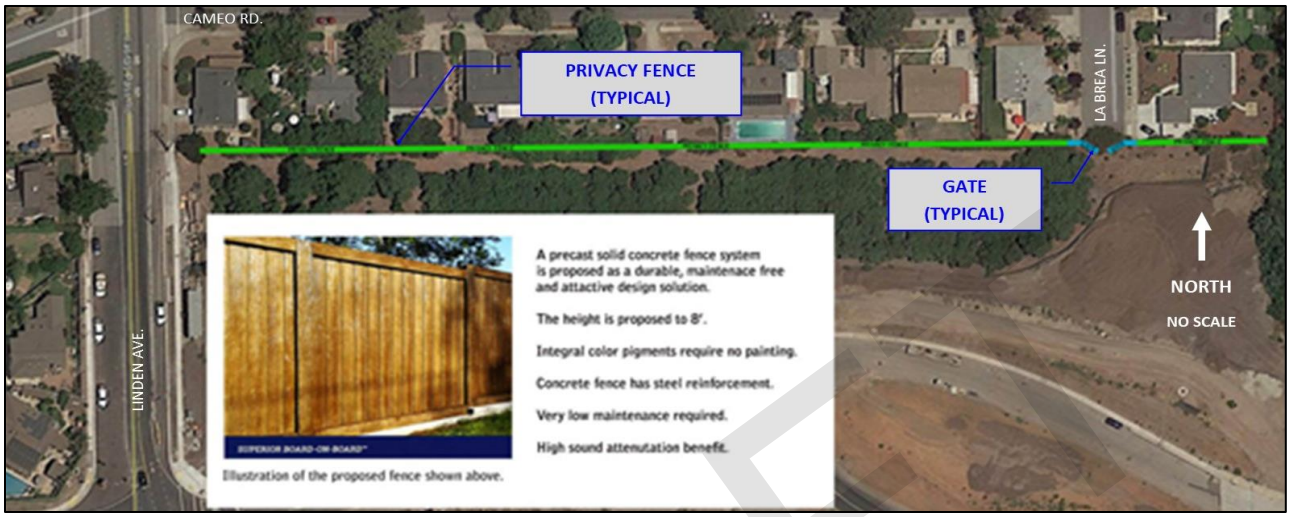
CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

COMMUNITY FARM PRIVACY FENCE PROJECT

CIP CODE: PR-31
PUBLIC WORKS NUMBER: 15118
FINANCE NUMBER : PK-20-003



Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes installing a precast concrete privacy fence along the northern property line of the former Whitney Property (APN 001-070-012). The objective of this project is to provide for a privacy fence between the property and the adjacent residential neighborhood. This project is a part of the future community garden.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$12,993				
Right-of-Way					
Construction			$240,000		
Total	$12,993		$240,000		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grants - County			$240,000		
Measure A	$12,993				
Total	$12,993		$240,000		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

DUNE AND SHORELINE MANAGEMENT PLAN

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15119
FINANCE NUMBER: PK-20-005

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes preparing a Dune and Shoreline Management Plan. The Dune and Shoreline Management Plan would allow for the development of a conceptual design and maintenance program for a living shoreline consisting of a stabilized dune system combined with a cobble and sediment nourishment program with the objective of protecting landward resources and critical infrastructure in the beach neighborhood, areas north of Carpinteria Salt Marsh, and Downtown while minimizing beach erosion.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$31,811	$249,500	$120,000		
Right-of-Way					
Construction				$607,200	
Total	$31,811	$249,500	$120,000	$607,200	

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grant - State	$28,162	$220,900	$106,200		
Tidelands Trust	$3,649	$28,600	$13,800		
(TBD)				$607,200	
Total	$31,811	$249,500	$120,000	$607,200	

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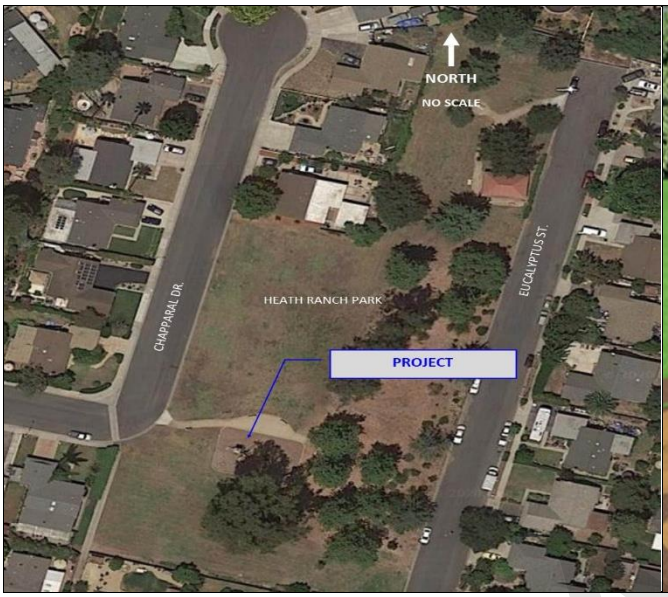
CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

HEATH RANCH PARK PLAYGROUND REPLACEMENT PROJECT

CIP CODE: PR-05
PUBLIC WORKS NUMBER: 15028
FINANCE NUMBER : PK-21-001



Source: Google Maps. 2020; Conceptual Plan. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes removing and replacing the playground equipment and surfacing and accessibility upgrades to Americans with Disabilities Act (ADA) standards. The objective of this project is to provide for ADA accessibility upgrades.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design					
Right-of-Way					
Construction			$190,000		
Total			$190,000		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
General Fund			$190,000		
Total			$190,000		

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CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

RINCON BLUFFS PARK PROJECT

CIP CODE:
PUBLIC WORKS NUMBER: 15127
FINANCE NUMBER: PK-21-002

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a non-motorized trail, parking lot, restroom, amphitheater, and interpretive signage at Bluffs Three. The objective of this project is to provide for a public park and to close a gap in the Carpinteria Coastal Vista Trail.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$30,000	$20,000		
Right-of-Way					
Construction				$2,000,000	
Total				$2,000,000	

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grant - Private		$30,000	$20,000		
Grant - State				$2,000,000	
Total		$30,000	$20,000	$2,000,000	

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CITY OF CARPINTERIA
PARKS, RECREATION, AND PUBLIC FACILITIES DEPARTMENT

CARPINTERIA CREEK SIDE PARCEL ACQUISITION

CIP CODE: PR-34
PUBLIC WORKS NUMBER: To be determined
FINANCE NUMBER : PK-21-003

Scope of Work and Objective:

The acquisition of approximately 0.61 Acres (26,572 Sq. Ft.) of fee interest for public park and or open space purposes. APN's 001-070-029, 003-280-006 and 003-280-007. This property is located at 5467 Carpinteria Avenue, Carpinteria, CA 93013. Acquisition includes removal of improvements and native plant restoration.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Design		$2,500			
Acquisition			$275,000		
Construction			$50,000		
Total		$2,500	$325,000		

FUNDING SOURCE:

Fiscal Year	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Grant - Federal			$227,000		
Quimby			$98,000		
Open Space		$2,500			
Total		$2,500	$325,000		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CITY HALL REMEDIATION & REMODEL PROJECT

CIP CODE: GF-02
PUBLIC WORKS NUMBER: 15093
FINANCE NUMBER: PW-19-001

SCOPE OF WORK AND OBJECTIVE:

Remediate asbestos contaminated materials used as a part of original building constructed at 5775 Carpinteria Avenue, City Hall and renovate building as determined necessary and appropriate. The objective of this Work Plan item is to remediate asbestos contaminated materials and improve energy efficiency, structural integrity, accessibility, security, and the function and quality of the public lobby, meeting rooms, and workspace organization. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan, particularly, the Public Facilities & Services Element. This project is included in the current Capital Improvement Plan that was updated in 2017. The project will improve the City's ability to provide essential government functions and the public's accessibility to government functions. Investing in civic buildings, such as City Hall, ensures that it will be in good condition to serve public needs well into the future. The City Hall building was constructed in the late 1950's and the project is expected to extend the life of the building for at least 50 years.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$547,778				
Right-of-Way					
Construction	$5,054,178	$244,100			
Total	$5,601,956	$244,100			

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
General Fund	$1,848,923	$20,500			
Insurance	$3,753,033	$223,600			
Total	$5,601,956	$244,100			

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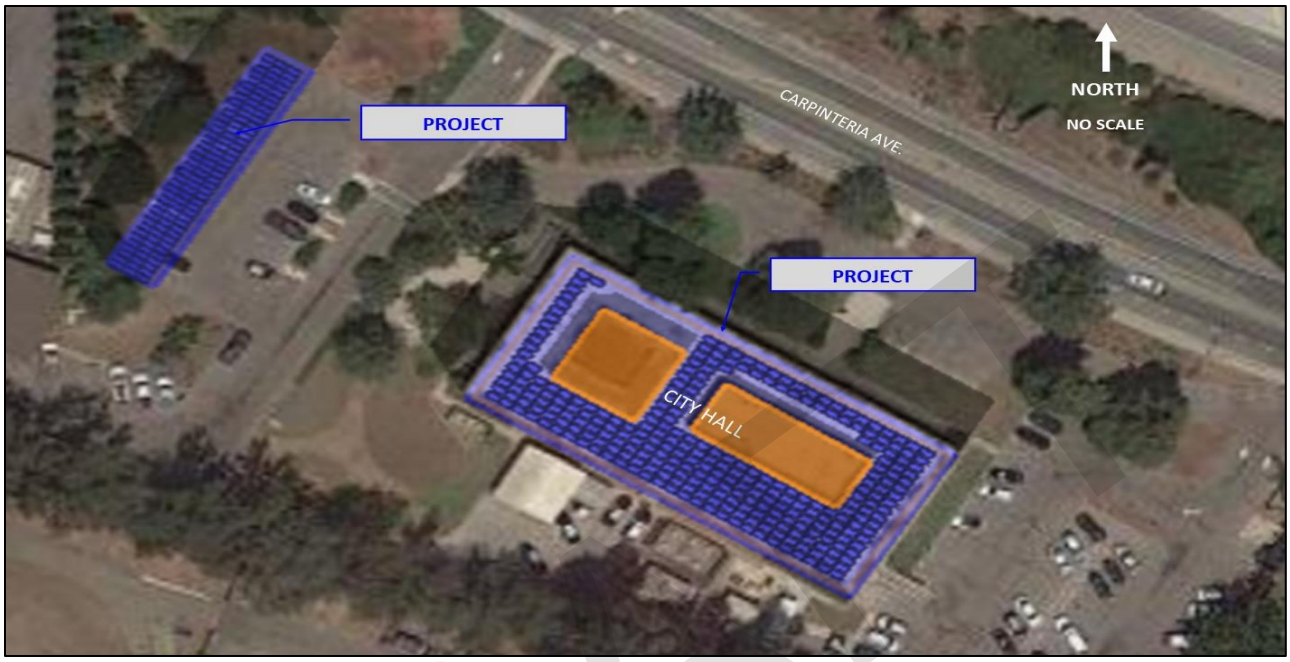
CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CITY HALL SOLAR ENERGY GENERATION AND STORAGE PROJECT

CIP CODE: GF-07
PUBLIC WORKS NUMBER: 15122
FINANCE NUMBER: PW-20-001



Source: Strategic Energy Plan. City of Carpinteria. 2019

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes installation of solar energy generation (photovoltaic) and solar energy storage (battery) facilities at the City Hall campus. The Strategic Energy Plan identifies the potential for a 137.2-kilowatt solar energy generation system with a 57-kilowatt storage system in which would offset 99-percent of consumption from the electrical grid. The objective of this project is to provide conform with the Strategic Energy Plan.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$4,200	$56,850		
Right-of-Way					
Construction			$372,400		
Total		$4,200	$429,250		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure X		$4,200	$56,850		
Grant - Private			$372,400		
Total		$4,200	$429,250		

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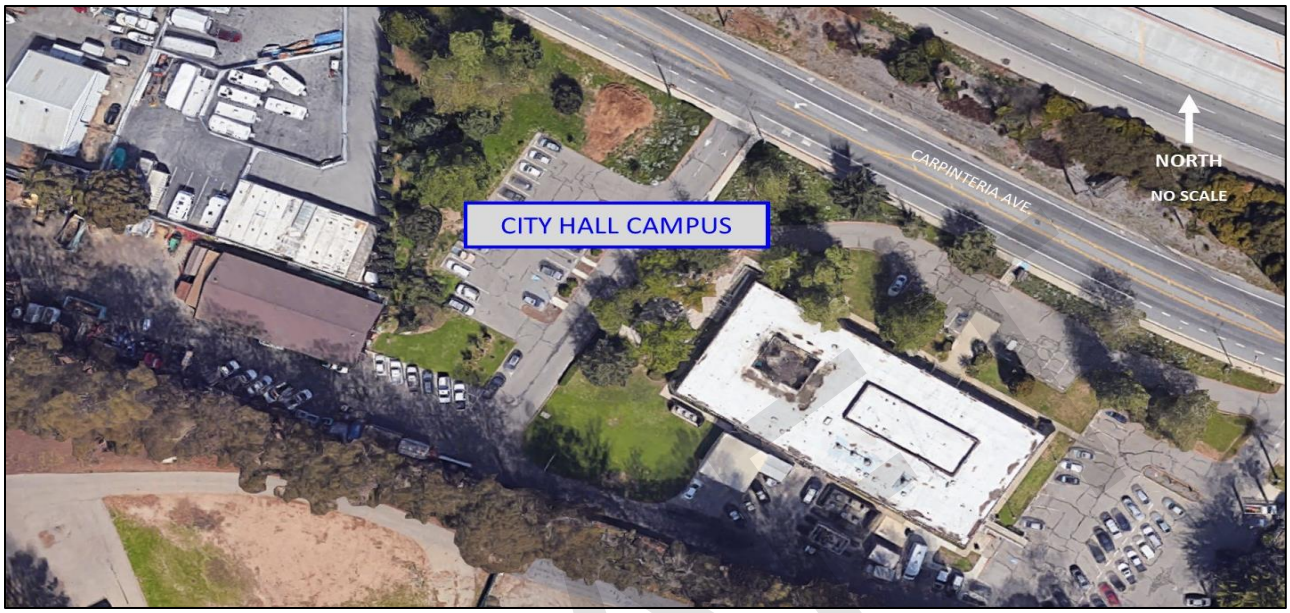
CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CITY HALL CAMPUS IMPROVEMENTS PROJECT – PHASE 2

CIP CODE: GF-12 and GF-15
PUBLIC WORKS NUMBER: 15123
FINANCE NUMBER: PW-21-001



Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes parking lot sustainable pavement resurfacing, drainage, stormwater quality, parking circulation, and building improvements. The existing Corporation Yard building would be remodeled, and another new building would be for file storage. The objective of this project is to continue the renovation of the City Hall campus.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$3,500	$71,500	$175,000	
Right-of-Way					
Construction				$1,150,000	
Total		$3,500	$71,500	$1,325,000	

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure X		$3,500	$71,500	$1,325,000	
Total		$3,500	$71,500	$1,325,000	

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

LINDEN AVENUE AND CASITAS PASS ROAD INTERCHANGES AND VIA REAL EXTENSION PROJECT

CIP CODE: N/A
PROJECT NUMBER: 15007
FINANCE NUMBER: ST-19-001

SCOPE OF WORK AND OBJECTIVE:

This project proposes to improve the interchanges at Linden Avenue and Casitas Pass Road including the overpasses. As also a part of the project, improvements include Via Real extension, freeway bridge replacements over Carpinteria Creek, traffic signals, and sound walls. The objective of this project is to improve the Highway 101 Corridor in the South Coast. The California Department of Transportation (Caltrans) reimburses the City for construction oversight inspection.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design					
Right-of-Way					
Construction	$406,572	$30,000	$15,000		
Total	$406,572	$30,000	$15,000		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grant - State	$406,572	$30,000	$15,000		
Total	$406,572	$30,000	$15,000		

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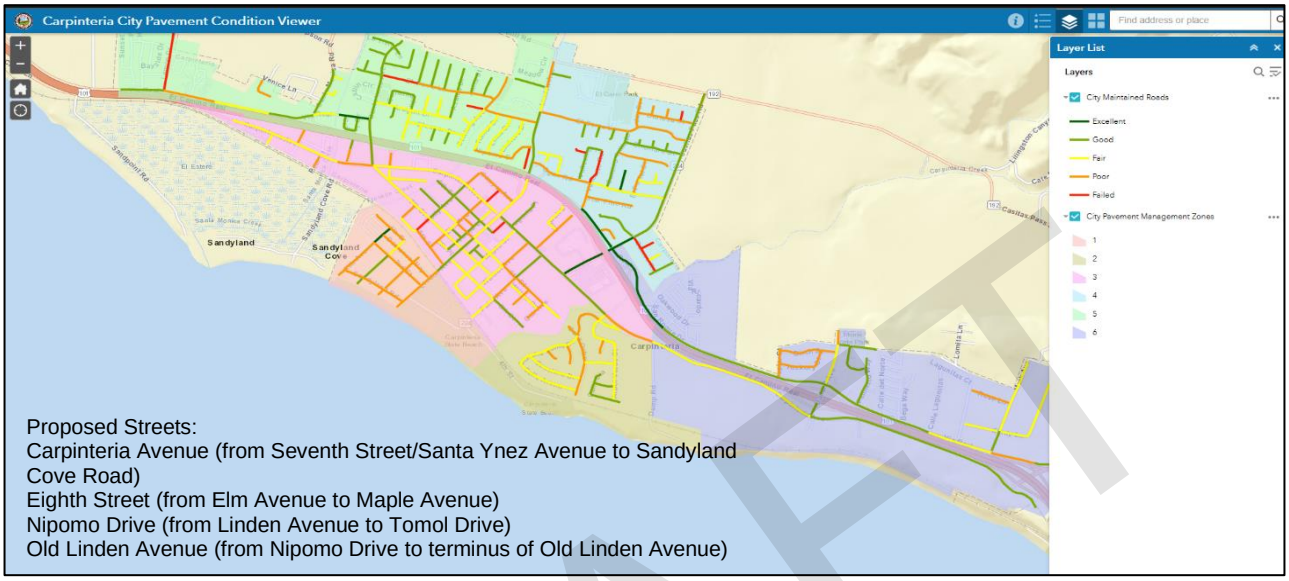
CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

2020 PAVEMENT REHABILITATION PROJECT

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15112
FINANCE NUMBER: ST-20-001



Proposed Streets:
Carpinteria Avenue (from Seventh Street/Santa Ynez Avenue to Sandyland Cove Road)
Eighth Street (from Elm Avenue to Maple Avenue)
Nipomo Drive (from Linden Avenue to Tomol Drive)
Old Linden Avenue (from Nipomo Drive to terminus of Old Linden Avenue)

Source: Carpinteria Pavement Condition Viewer. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes pavement rehabilitation, pedestrian facility upgrades (e.g. curb ramps and sidewalks) as needed for compliance with the Americans with Disabilities Act (ADA), and drainage improvements. The objective of this project is to rehabilitate pavement using technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of pavement maintenance through material choice and construction methods and to provide for ADA accessibility upgrades.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$228,750	$21,800			
Right-of-Way					
Construction		$998,800			
Total	$228,750	$1,020,600			

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure A		$115,500			
Measure D		$131,500			
Measure X		$398,200			
Road Maint	$228,750	$375,400			
Total	$228,750	$1,020,600			

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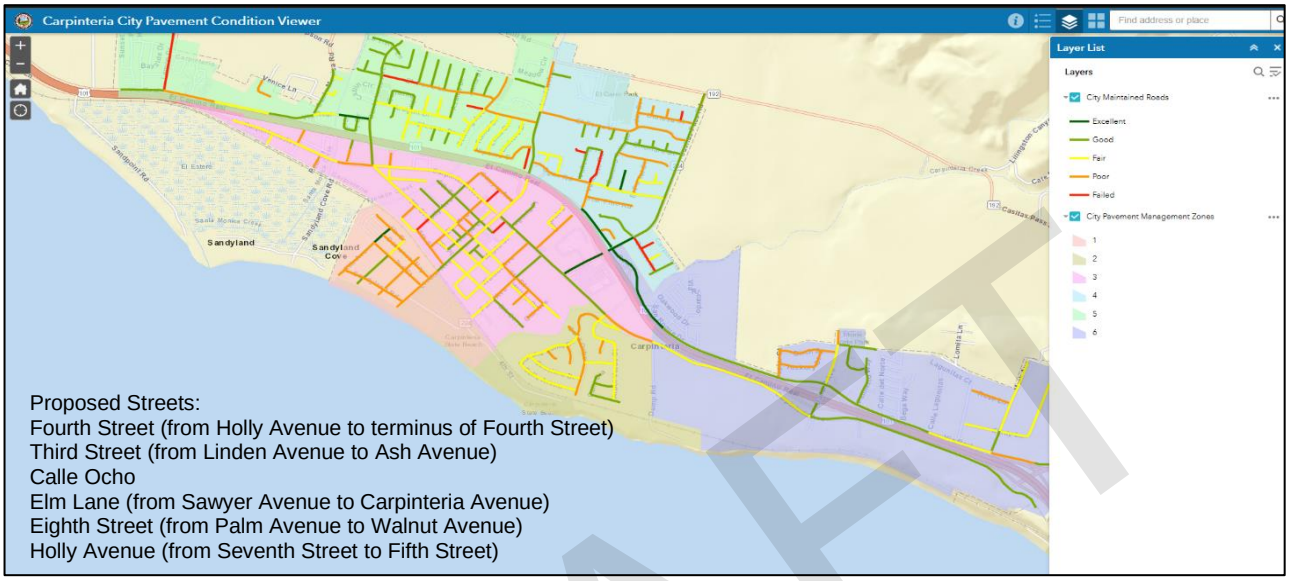
CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

2021 PAVEMENT REHABILITATION PROJECT

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15120
FINANCE NUMBER: ST-21-001



Source: Carpinteria Pavement Condition Viewer. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes pavement rehabilitation, pedestrian facility upgrades (e.g. curb ramps and sidewalks) as needed for compliance with the Americans with Disabilities Act, and drainage improvements. The objective of this project is to rehabilitate pavement using technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of pavement maintenance through material choice and construction methods and to provide for ADA accessibility upgrades.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$591,000			
Right-of-Way					
Construction			$2,752,000		
Total		$591,000	$2,752,000		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure A		$413,000	$200,000		
Measure X		$178,000	$1,943,955		
Road Maint.			$428,045		
Street DIF			$180,000		
Total		$591,000	$2,752,000		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

HIGHWAY 101 CARPINTERIA TO SANTA BARBARA PHASE 4A PROJECT

CIP CODE:
PROJECT NUMBER: 15114
FINANCE NUMBER: ST-21-002

SCOPE OF WORK AND OBJECTIVE:

This project proposes to add high occupancy vehicle (HOV) lanes from 0.2 mile south of Bailard Avenue to 0.7 mile south of Padaro Lane. As also a part of the project, improvements include the intersections of Santa Monica Road and Via Real, Reynolds Avenue and Carpinteria Avenue, and Bailard Avenue and Highway 101 Ramps, respectively; freeway bridge replacements at Santa Monica Creek and Franklin Creek; and sound walls. The objective of this project is to improve the Highway 101 Corridor in the South Coast.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design					
Right-of-Way					
Construction		$22,000	$50,000		
Total		$22,000	$50,000		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grant - State		$22,000	$50,000		
Total		$22,000	$50,000		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CRAVENS LANE PAVEMENT REHABILITATION

CIP CODE: To be determined
PUBLIC WORKS NUMBER: To be determined
FINANCE NUMBER: ST-21-003

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

As a part of the amended conditions of approval for Permit No. 16-1840-DP/CDP; 05-1239-DP/VTM/GP/LCPA/RZ/CDP, the developer will perform design and construction of pavement rehabilitation for Cravens Lane from Via Real to the frontage of the project; upgrade the curb ramp at the northeast corner of the Via Real and Cravens Lane intersection for compliance with current Americans with Disabilities (ADA) standards; and reinstall traffic striping, pavement markings, and pavement markers in connection thereof. The amended conditions of approval also provided a cost share between the City and the developer where the City is responsible for $175,850 of the total project cost.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design					
Right-of-Way					
Construction		$175,850			
Total		$175,850			

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure A		$175,850			
Total		$175,850			

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CARPINTERIA AVENUE BRIDGE REPLACEMENT PROJECT

CIP CODE: HI-07
PUBLIC WORKS NUMBER: 15016
FINANCE NUMBER: TR-19-002

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes removing and replacing Carpinteria Avenue Bridge over Carpinteria Creek, improving roadway approaches and pedestrian and bicycle facilities, relocating utility facilities, and restoring riparian areas. The objective of this project is to replace a structurally deficient bridge.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$1,309,517	$45,000	$8,000		
Right-of-Way	$635,000				
Construction				$7,250,425	$7,000,425
Total	$1,944,517	$45,000	$8,000	$7,250,425	$7,000,425

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Hwy. DIF	$223,036	$10,500	$8,000	$802,949	$802,949
Measure A				$250,000	
Grant - Federal	$1,721,481	$34,500		$6,197,476	$6,197,476
Total	$1,944,517	$45,000	$8,000	$7,250,425	$7,000,425

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

PARKING LOT NO. 2 AND CACTUS LANE IMPROVEMENTS PROJECT

CIP CODE: P-07
PUBLIC WORKS NUMBER: 15092
FINANCE NUMBER: TR-19-003

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes sustainable pavement resurfacing, parking lot accessibility upgrades to Americans with Disabilities Act (ADA) standards, storm water quality, landscaping, and utility undergrounding. The objective of this project is to rehabilitate the pavement condition of Parking Lot No. 2 and Cactus Lane and to provide for ADA accessibility upgrades thereto.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$64,300	$50,700			
Right-of-Way					
Construction		$875,000			
Total	$64,300	$925,700			

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure A	$34,900	$53,200			
Measure X		$816,900			
Road Maint	$14,700	$55,600			
PBIA	$14,700				
Total	$64,300	$925,700			

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

PEDESTRIAN CROSSING SAFETY IMPROVEMENTS PROJECT

CIP CODE: ST-32
PUBLIC WORKS NUMBER: 15116
FINANCE NUMBER: TR-20-001

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes curb extensions, curb ramp upgrades, sidewalk infill, curbs, gutters, and/or crosswalks incorporating Americans with Disabilities Act (ADA) standards at two locations. The first location is along Bailard Avenue at its intersections with Carpinteria Avenue and Via Real, respectively. The second location is at the intersection of Linden Avenue and Dorrance Way. The objective of this project is to provide for continuous and accessible pedestrian travel, a physical separation between vehicular traffic and pedestrians, a reduction in vehicle speeds, and encourage an increase in pedestrian and bicycle travel.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design	$38,221	$28,500			
Right-of-Way					
Construction		$202,800	$2,100		
Total	$38,221	$231,300	$2,100		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure A	$25,990	$158,200	$1,400		
Grant - County	$12,231	$73,100	$700		
Total	$38,221	$231,300	$2,100		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

LINDEN AVENUE IMPROVEMENTS PROJECT – CARPINTERIA AVENUE TO LINDEN AVENUE OVERPASS

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15113
FINANCE NUMBER: TR-21-001

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes sidewalk widening, parkways, street trees, curb ramp upgrades in conform with Americans with Disabilities Act (ADA) standards, and Class II Bikeways (Bike Lanes). The objective of this project is to conform with the Bikeways Plan of the Circulation Element of the General Plan and Local Coastal Plan and the SBCAG Regional Active Transportation Plan.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$64,600	$43,700		
Right-of-Way					
Construction			$268,100		
Total		$64,600	$311,800		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Grants - County		$64,600	$311,800		
Total		$64,600	$311,800		

CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CARPINTERIA AVENUE AND PALM AVENUE INTERSECTION IMPROVEMENTS PROJECT

CIP CODE: TC-01
PUBLIC WORKS NUMBER: 15121
FINANCE NUMBER: TR-21-002

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes traffic signal and interconnect system installations and curb ramp upgrades in conformance with American with Disabilities Act (ADA) standards. The objective of this project is to provide for school crosswalk safety and ADA accessibility upgrades.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$11,300	$33,900		
Right-of-Way					
Construction			$229,000		
Total		$11,300	$262,900		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Traffic DIF		$11,300	$262,900		
Total		$11,300	$262,900		

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CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

CARPINTERIA HIGH SCHOOL/RINCON HIGH SCHOOL AREA CROSSWALK SAFETY IMPROVEMENTS PROJECT

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15125
FINANCE NUMBER: TR-21-003

Source: Google Maps. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes school crosswalk safety improvements in the Carpinteria High School/Rincon High School area. The objective of this project is to provide for school crosswalk safety and ADA accessibility upgrades.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$11,300	$33,900		
Right-of-Way					
Construction			$228,600		
Total		$11,300	$262,500		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure A		$11,300	$262,500		
Total		$11,300	$262,500		

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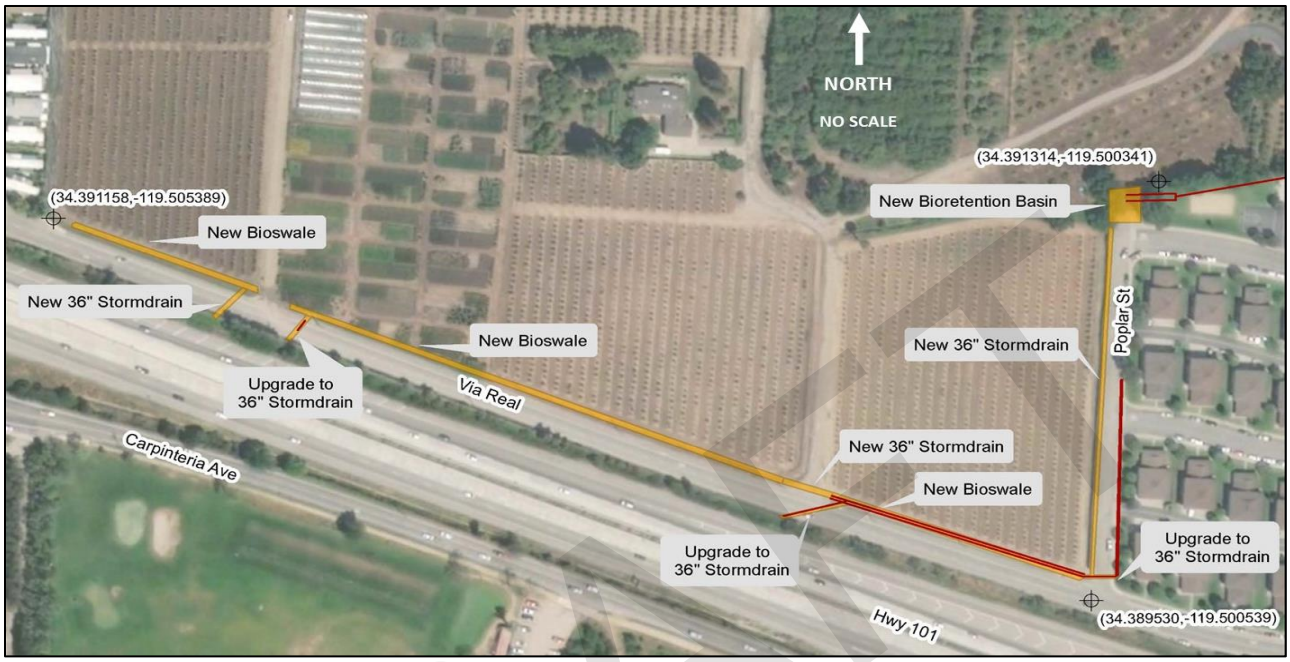
CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

EAST VIA REAL STORMWATER PROJECT

CIP CODE: SD-02
PUBLIC WORKS NUMBER: 15019
FINANCE NUMBER: WM-21-001



Source: Hazard Mitigation Grant Program Project Subapplication. City of Carpinteria. 2018

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes installing bioswales along the north side of Via Real, a stormwater quality bioretention basin at the terminus of Poplar Street, and appurtenant storm drains thereto. The objective of this project is to provide for drainage and stormwater quality improvements.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design		$55,900	$167,700		
Right-of-Way					
Construction			$1,029,000		
Total		$55,900	$1,196,700		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Storm DIF		$13,975	$299,200		
Measure A			$0		
Grants- Federal		$41,925	$897,500		
Total		$55,900	$1,196,700		

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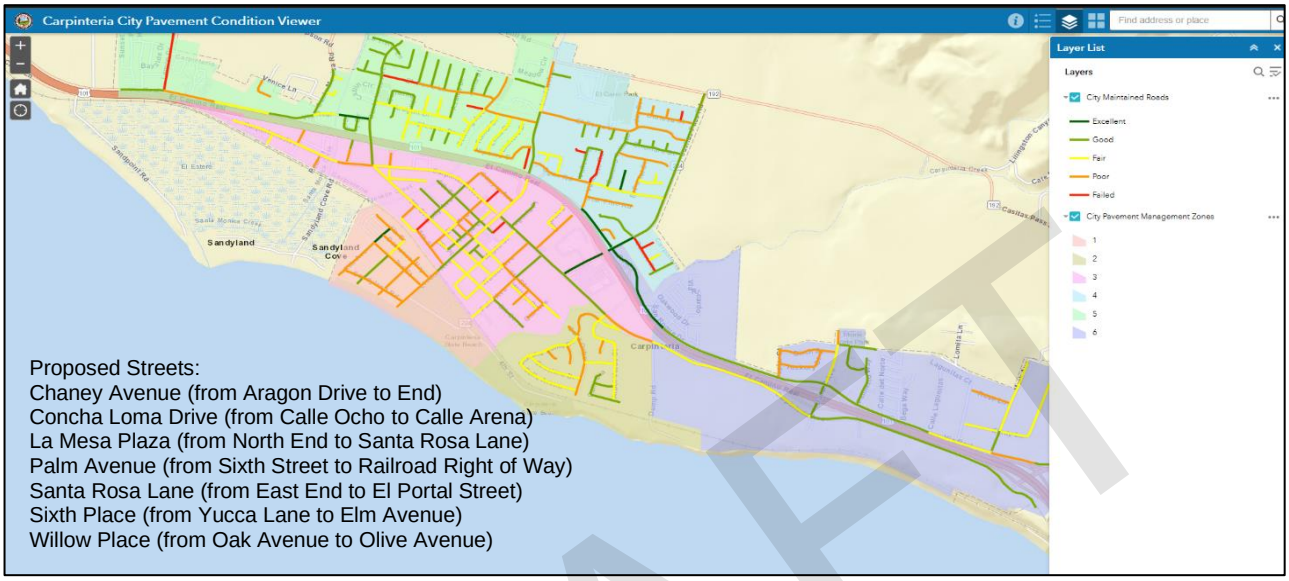
CITY OF CARPINTERIA
PUBLIC WORKS DEPARTMENT

2021 PAVEMENT MAINTENANCE PROJECT

CIP CODE: To be determined
PUBLIC WORKS NUMBER: 15130
FINANCE NUMBER: NC-21-001



Source: Carpinteria Pavement Condition Viewer. City of Carpinteria. 2020

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes crack treatment, asphalt concrete pavement repairs, and microsurfacing. The objective of this project is to rejuvenate pavement.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Design					
Right-of-Way					
Construction		$413,500	$8,500		
Total		$413,500	$8,500		

FUNDING SOURCE:

Fiscal Year	Prior Years	2020/2021	2021/2022	2022/2023	2023/2024
Measure X		$413,500	$8,500		
Total		$413,500	$8,500		

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CITY OF CARPINTERIA, CALIFORNIA
WORLD'S SAFEST BEACH
INCORPORATED 1965

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Parks, Recreation and Public Facilities Administration

General, Measure X, Tidelands, Recreation, Parks and Revolving Funds
Parks, Recreation & Public Facilities Department

I. Program Summary

The Parks, Recreation and Public Facilities 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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 501 - Parks and Recreation Administration				
Expense				
51 - Personnel Services	100,816	234,500	239,100	286,750
52 - Professional Services	-	-	-	-
55 - Other Operating Expenses	1,528	700	700	700
57 - Capital Outlay	26,271	-	-	76,000
Expense Total:	**128,615**	**235,200**	**239,800**	**363,450**

III. Personnel Allocations

Position:	**FTE Allocation:**
Assistant City Manager	0.20
Aquatics Superintendent	0.10
Management Assistant	0.50
Office Clerk	0.25
Parks, Recreation and Public Facilities Director	0.85
Total FTE Staff:	1.90

VI. Expenditure Summary

The Parks Department Administration budget reflects administrative support for work on the following projects in 2021-2022:

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 2021. Funding for this work is coming from grants obtained from the California Transportation Commission and the California Coastal Conservancy.

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Skate Park Construction: Permits for the Carpinteria Skate Park were obtained in early 2021. The project design is being completed and the project is expected to be constructed in FY 2021-22.

Play Structure Replacement: The children's play structure at Heath Ranch Park is in need of replacement due to age and lack of replacement parts availability. New structures will improve accessibility and offer more contemporary play features. Monte Vista Park play ground will be programmed for replacement in a subsequent fiscal year.

La Concha Park: Continued design work on the concept of a park on Concha Loma Drive to serve the residents there is budgeted in 2021-22. The use of street right of way is included in the concept design.

Rincon Bluffs Preserve: The City acquired this 21.65 acre property in 2020 and is working to define a concept project for public consideration and permitting. The hope is to complete the concept design work in 2021 and seek permits for implementation in 2022.

Linden Beach Plaza: This project involves the replacement of 3,500 square feet of seventy-year old concrete patio segments with a larger, more accessible and attractive patio area, improving coastal access and replacing the lifeguard station. Work in 2021-22 includes working collaboratively with State Parks and seeking required permits.

Library Services: The Department will be working to transition from a branch library system and to open the Carpinteria Municipal library on July 1, 2022. Work to hire staff, and ready the library building will be performed in this fiscal year.

Lagunitas Dog Park: Continued design work to develop a final concept design for a new public park on the city owned Lagunitas parcel. The park includes off leash areas and other park activities such as a pickle ball court(s).

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

PROGRAM:	Parks, Recreation & Public Facilities Administration
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.	
FY2021/22 Objectives	**Performance Measures**
Increase participation in recreation programming through promotion and public relations.	1. Survey no less than 100 program participants for feedback and satisfaction level. 2. Increase program revenues by 5% overall.

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Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	1. Continue to provide assistance as needed for the Carpinteria Rincon Trail. 2. Develop concept designs for new park land uses such as Bluffs 3 and a concept dog park. 3. Develop Linden Beach lifeguard tower and plaza design.
Construct Skate Park	Place project out to public bid, Award bid depending on available funding, Construct project.
Obtain Permits for Bluffs 2 trail.	Having permits in hand.
Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.	1. Provide training as needed to lifeguard and recreational staff in time for summer season. 2. Each department full time staff member shall attend at least one training seminar before June 2022 to improve skills and professionalism.
Maintain and improve Park and Beach Safety.	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.
Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.	Complete 100% of all employee evaluations on time as defined by the Human Resources Department.

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Community Pool Services

General and Recreation Funds
Parks, Recreation & Public Facilities 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 2021-2022 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

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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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 521 - Community Pool Services				
Revenue				
42 - Licenses & Permits	210	-	-	-
43 - Intergovernmental	23,595	-	-	15,000
45 - Charges for services	121,895	104,700	104,150	154,600
46 - Interest	(15)	-	-	-
48 - Miscellaneous Revenue	6,506	6,125	12,100	2,100
Revenue Total:	**152,191**	**110,825**	**116,250**	**171,700**
Expense				
51 - Personnel Services	301,272	340,720	331,150	382,055
52 - Professional Services	4,282	2,500	4,000	2,500
53 - Contract Services	19,396	30,400	27,400	36,700
54 - Utilities	75,066	81,300	91,890	95,200
55 - Other Operating Expenses	68,817	50,150	50,650	59,650
57 - Capital Outlay	5,000	-	-	-
Expense Total:	**473,833**	**505,070**	**505,090**	**576,105**
Program: 523 - Swim Team Aquatics				
Revenue				
45 - Charges for services	32,562	17,000	17,000	35,000
Revenue Total:	**32,562**	**17,000**	**17,000**	**35,000**
Expense				
51 - Personnel Services	17,398	17,300	17,300	25,500
53 - Contract Services	-	-	650	-
55 - Other Operating Expenses	3,571	2,100	2,100	5,750
Expense Total:	**20,969**	**19,400**	**20,050**	**31,250**

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III. Personnel Allocations

Position:	FTE Allocation:
Aqua Aerobic Instructor	1.50
Aquatics Program Coordinator	0.55
Aquatics Superintendent	0.80
Assistant Swim Coach	1.00
Beach Lifeguard I	1.00
Cashier/ Clerk	2.50
Managing Cashier/Clerk	4.00
Coach/ Swim Team	2.00
Junior Lifeguard Instructor	1.50
Management Assistant	0.25
Management Intern/ Senior Pool Lifeguard	1.00
Office Clerk	0.10
Parks, Recreation & Facilities Director	0.05
Pool Lifeguard I	5.50
Pool Lifeguard II	2.00
Pool Lifeguard Program Coordinator	0.50
Senior Parks & Facilities Maintenance Technician	0.15
Senior Pool Lifeguard	1.00
Total FTE Staff:	25.40

IV. Expense Summary

Personnel

Pool personnel (see above) include a combination of full and part-time staff that carry out pool maintenance & operations and programming.

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.

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V. Goals and Performance Measures

PROGRAM:	Community Pool Services
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.	
FY2021/22 Objectives	**Performance Measures**
Increase pool patronage.	1. Increase pool patronage revenues by 5%. 2. Promote pool programs in City newsletters and other media.
Recondition Pool Deck.	1. Select appropriate coating. 2. Arrange for application.
Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool.	1. Hire and train a sufficient number of recreation staff. 2. Enroll over 300 hundred youth to participate in pool recreation programming. 3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.
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.	1. Clean locker rooms daily. 2. Respond to Customer concerns with prompt response. 3. Have four pool staff meetings where facility maintenance procedures and implementation are reviewed.

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Ocean Beach Services

General, Tidelands, and Recreation Funds
Parks, Recreation & Public Facilities Department

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.

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.

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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, Carpinteria Beach Store, 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.

The Carpinteria Beach Store 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.

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II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 522 - Junior Lifeguards				
Revenue				
45 - Charges for services	66,311	15,000	75,000	75,000
Revenue Total:	**66,311**	**15,000**	**75,000**	**75,000**
Expense				
51 - Personnel Services	71,052	82,850	72,450	82,450
53 - Contract Services	(0)	4,000	3,000	3,000
54 - Utilities	355	200	240	250
55 - Other Operating Expenses	20,725	5,500	2,750	14,000
Expense Total:	**92,132**	**92,550**	**78,440**	**99,700**
Program: 531 - Ocean Beach Services				
Revenue				
43 - Intergovernmental	8,750	8,750	8,750	8,750
45 - Charges for services	342,991	309,500	309,500	310,500
46 - Interest	6,681	1,500	2,000	500
47 - Special Assessments	20,229	20,400	20,400	20,400
48 - Miscellaneous Revenue	2,063	2,600	2,600	1,300
Revenue Total:	**380,714**	**342,750**	**343,250**	**341,450**
Expense				
51 - Personnel Services	177,762	81,780	62,280	84,950
52 - Professional Services	-	2,400	-	250
53 - Contract Services	52,545	48,000	48,000	35,000
54 - Utilities	4,218	4,250	4,150	4,300
55 - Other Operating Expenses	18,683	28,500	28,500	28,500
Expense Total:	**253,208**	**164,930**	**142,930**	**153,000**
Program: 532 - Beach Store				
Revenue				
45 - Charges for services	21,640	10,000	-	10,000
Revenue Total:	**21,640**	**10,000**	**-**	**10,000**
Expense				
51 - Personnel Services	16,617	7,850	6,350	6,150
53 - Contract Services	592	200	200	-
54 - Utilities	2,713	200	2,800	400
55 - Other Operating Expenses	11,219	1,750	500	6,500
Expense Total:	**31,140**	**10,000**	**9,850**	**13,050**

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III. Personnel Allocations

Position:	FTE Allocation:
Aquatic/ Beach Program Coordinator- Part Time	0.50
Aquatics Program Coordinator	0.35
Aquatics Superintendent	0.10
Assistant Aquatic Program Coordinator	0.50
Beach Lifeguard I	4.00
Beach Lifeguard II	1.00
Beach Lifeguard Supervisor	0.50
Junior Lifeguard Instructor	8.50
Management Assistant	0.15
Office Clerk	0.10
Senior Pool Lifeguard	1.00
Total FTE Staff:	16.70

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.

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V. Goals and Performance Measures

PROGRAM:	Ocean Beach Services
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.	
FY2021/22 Objectives	**Performance Measures**
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.	1. Daily litter pick-up from June 12th to September 6th including trash, cigarette butts and sharps. 2. Beach raking by use of a tractor at least 4 times a week throughout the summer.
Provide high quality lifeguard service for the ocean beach by training staff in CPR, First Aid, and beach safety operations.	All new lifeguard hires will receive specialized training for the beach and the pool that conforms to relevant standards. Returning lifeguard staff receive a refresher course in practical skills.
Provide high quality, cost effective, safe and efficient youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.	1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors. 2. Enroll over four hundred youth to participate in our ocean programming. 3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.
Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.	Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.
Build and remove the Winter Protection Berm.	1. Build the berm prior to December 2021. 2. Monitor and, if needed, maintain the berm until spring of 2022. 3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2022.
Pursue Concept plan for the end of Linden Avenue seeking approval from State Beach and seek funding for the project.	To gain approval from the State and secure project funding.

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Special Events

General and Recreation Funds
Parks, Recreation & Public Facilities Department

I. Program Summary

The Parks, Recreation & Public Facilities Department conducts a variety of special programs intended to help promote recreation and the Community of Carpinteria. The events include the Carpinteria Co-ed Adult Softball League. The expenses of these programs are offset by the revenue generated from participants or by donations.

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 FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 541 - Special Events				
Revenue				
45 - Charges for services	310	2,600	2,600	8,600
Revenue Total:	**310**	**2,600**	**2,600**	**8,600**
Expense				
53 - Contract Services	84	-	-	-
55 - Other Operating Expenses	462	-	-	-
Expense Total:	**545**	**-**	**-**	**-**

III. Expense Summary

Operating Expenses

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

IV. Goals and Performance Measures

PROGRAM:	Special Events
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.	
FY2021/22 Objectives	**Performance Measures**
Attract 10 or more teams to the Adult Softball League.	Attract 150 adults to play Generate funds to offset fields operations and maintenance.

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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.

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Parks and Public Facilities Maintenance

General, Measure X, Parks Maintenance, Capital Improvement Projects, and Revolving Funds

Parks, Recreation & Public Facilities Department

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
Carpinteria Rincon Bluffs Preserve	21.65 acres

Community Garden Park

The Park and Public Facilities Maintenance Program includes the management and carrying out of (through both in-house and contracting) maintenance work on City parks, trails, open space and public facilities. Facilities include City Hall, the Veteran's Memorial Building, the Boathouse, Lifeguard towers, and public restrooms.

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II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 502 - Parks and Facilities Maintenance				
Revenue				
41 - Taxes	153,979	155,000	155,000	155,000
43 - Intergovernmental	29,500	52,000	57,900	57,900
45 - Charges for services	53,638	235,250	235,250	69,200
46 - Interest	(8)	(50)	400	-
48 - Miscellaneous Revenue	7,423	3,000	3,300	3,000
Revenue Total:	**244,531**	**445,200**	**451,850**	**285,100**
Expense				
51 - Personnel Services	111,837	260,600	260,600	345,270
52 - Professional Services	-	-	1,380	16,380
53 - Contract Services	270,264	224,750	222,940	248,380
54 - Utilities	77,288	98,500	108,150	111,450
55 - Other Operating Expenses	16,879	37,950	51,000	28,150
57 - Capital Outlay	207,706	60,250	60,250	35,000
Expense Total:	**683,974**	**682,050**	**704,320**	**784,630**
Program: 503 - Vets Hall/Seaside				
Revenue				
45 - Charges for services	67,203	27,510	29,700	50,200
48 - Miscellaneous Revenue	-	1,525	1,525	-
Revenue Total:	**67,203**	**29,035**	**31,225**	**50,200**
Expense				
51 - Personnel Services	7,368	25,850	25,850	18,650
53 - Contract Services	24,190	20,700	25,700	26,650
54 - Utilities	12,201	12,450	13,300	13,750
55 - Other Operating Expenses	1,781	3,100	1,600	3,100
Expense Total:	**45,540**	**62,100**	**66,450**	**62,150**
Program: 542 - Community Garden				
Revenue				
43 - Intergovernmental	26,740	25,300	25,300	25,300
45 - Charges for services	12,913	12,000	12,000	12,000
48 - Miscellaneous Revenue	-	-	150	-
Revenue Total:	**39,653**	**37,300**	**37,450**	**37,300**
Expense				
51 - Personnel Services	16,233	24,750	24,750	24,750
53 - Contract Services	10,003	3,100	3,550	4,700
54 - Utilities	1,800	1,800	1,670	1,800
55 - Other Operating Expenses	2,067	2,500	2,000	1,500
Expense Total:	**30,104**	**32,150**	**31,970**	**32,750**

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III. Personnel Allocations

Position:	**FTE Allocation:**
Aquatics Program Coordinator	0.10
Community Garden Coordinator	0.50
Management Assistant	0.10
Office Clerk	0.05
Parks & Facilities Maintenance Supervisor	1.00
Parks & Facilities Maintenance Worker	1.00
Parks Maintenance Worker- Part Time	0.50
Parks, Recreation & Public Facilities Director	0.10
Senior Parks & Facilities Maintenance Technician	0.85
Total FTE Staff:	4.20

IV. Expense Summary

Personnel

Personnel in this department include the Parks Director, Parks and Facilities Maintenance Worker, Maintenance Technician, the Parks Maintenance Workers, the Parks Maintenance 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 in the parks miscellaneous contracts account to implement Integrated Pest Management tactics.

Athletic Field and Park 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 budgeted for replenishment of the playground safety area wood chips at several locations, playground repair and sports field top dressing.

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V. Goals, Objectives and Performance Measures

PROGRAM:	Parks & Public Facilities Maintenance
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.	
FY2021/22 Objectives	**Performance Measures**
Install privacy wall at Community Farm Site.	1. Seek permits as needed. 2. Issue construction contract.
Construct Skate Park	Seek Bids, Award Contract, Construct Project.
Maintain Athletic field surfaces for high quality and safe play.	Procure and distribute 140 cubic yards of organic amendment to select athletic fields to improve turf conditions.
Continue to promote and facilitate work on the Carpinteria Rincon Trail.	1. Continue work with a design/engineering firm, Caltrans and SBCAG to complete the trail. 2. Seek Land Acquisition from Caltrans needed for the trail's completion.
Complete Heath Ranch play structure replacement.	Deliver New Play Structure

Parks, Recreation & Public Facilities Major Capital Projects (Budgeted in the Capital Improvement Projects Program):

La Concha 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 2022.

Carpinteria Skate Park: This project is scheduled for construction in FY 2021/22. The Skate Park includes a large skateable area, restrooms, a rest area and parking facilities. The project is funded largely by fund raising from the Carpinteria Skate Foundation with some City of Carpinteria money as well.

Heath Ranch Park Playground Replacement: The existing playground was installed in 1996 and is in need of replacement. It will be relocated to a nearby site within the park to improve safety as the existing location is near a large tree.

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Library Services

General and Recreation Funds
Parks and Recreation and Public Facilities Department

I. Program Summary

Program to operate, maintain and optimize a public library to serve the greater Carpinteria Area. This program's inaugural year includes the establishment of a Library Board of Trustees and a Library Advisory Committee as well as the hiring of library staff including a City Librarian, A Library Specialist, A Library Technician, and a Library Page with a goal to transition from a branch library to the Carpinteria Municipal Library on July 1, 2022.

The following programs are planned for the 2021-2022 fiscal year:

Staffing: The Public Library requires a full-time staff of two with the help of several part-time staff. In FY 2021-22 the City will hire human resources to begin transition from the branch library to a City operated Library.

Facility Maintenance: The existing Library facility requires some upgrades and refitting to meet the needs of the Library staff and patrons. This program will assess the more immediate needs of the facility and make repairs, improvements and replacements as possible with available funding.

II. Budget Summary

	Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 550 - City Library				
Expense				
51 - Personnel Services	-	-	-	166,200
52 - Professional Services	-	-	-	5,000
57 - Capital Outlay	-	-	-	24,300
Expense Total:	**-**	**-**	**-**	**195,500**

III. Personnel Allocations

Position:	**FTE Allocation:**
City Librarian	1.00
Library Program Manager	1.00
Library Technician	1.50
Library Page	0.50
Total FTE Staff:	4.00

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IV. Expense Summary

Personnel

Staffing of two full time and several part-time positions are included in this year's budget. Because the staffing is not expected to be for a full 12 months, Budget projections are for a partial year.

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, Objectives & Performance Measures

PROGRAM:	Library
The Goal of the Library program is to plan and deliver municipal library services that meet the needs and expectations of those living and working in the Carpinteria Library service area.	
FY2021/22 Objectives	**Performance Measures**
Complete requisite work for taking over Carpinteria Library operations.	Completion of start-up work such as hiring of staff, joining Black Gold Cooperative and entering into an agreement with the County of Santa Barbara, as necessary to begin Library operations on July 1, 2022.
Plan for and complete Library facilities, equipment, and services assessment, budgeting and updates consistent with Library operating goals and objectives.	Completion of facilities assessment and annual project budgeting and implementation. Establishment of website, software, and appropriate IT support services. Replacement and/or repair of furnishings and fixtures.
Form and support an effective Library Advisory Committee.	Establishment of a Library Advisory Committee that is supported by the City Librarian and other staff, is representative of the communities of interest in the Library service area, and completes recommendations to the Library Board of Trustees within the first year of Library operations concerning Library Vision, Mission, and service goals and objectives.

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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.

Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 111 - City Administration					
101-111-4811	Reimbursement- Intergovernmental	-	19,200	19,200	-
	Program: 111 - City Administration Total:	**-**	**19,200**	**19,200**	**-**
Program: 161 - Communication and Community Promotions					
101-161-4360	State Grants	-	-	6,400	-
101-161-4802	Miscellaneous Income	734	800	-	-
	Program: 161 - Communication and Community Promotions Total:	**734**	**800**	**6,400**	**-**
Program: 162 - Economic Vitality					
101-162-4390	Private Grants	-	30,000	30,000	-
	Program: 162 - Economic Vitality Total:	**-**	**30,000**	**30,000**	**-**
Program: 171 - Law Enforcement					
101-171-4120	Sales Tax Safety	74,601	63,500	72,000	77,000
101-171-4375	Federal Grant- COPS	155,796	156,000	156,000	150,000
	Program: 171 - Law Enforcement Total:	**230,397**	**219,500**	**228,000**	**227,000**
Program: 201 - Financial Management Services					
101-201-4200	Business License Application Fee	10,390	12,000	14,000	14,000
101-201-4400	Finance Charges	(313)	5,200	14,000	500
101-201-4605	Cash Handling Charges	433	250	250	250
	Program: 201 - Financial Management Services Total:	**10,509**	**17,450**	**28,250**	**14,750**
Program: 302 - Advance Planning					
101-302-4360	State Grants	85,798	198,000	198,000	263,000
101-302-4503	Planning Charges	166,719	130,000	140,000	140,000
101-302-4547	General Plan Update Fee	4,874	5,000	5,000	5,000
	Program: 302 - Advance Planning Total:	**257,390**	**333,000**	**343,000**	**408,000**
Program: 321 - Development Review and Building					
101-321-4220	Building/ Construction Permits	220,976	150,000	180,000	180,000
101-321-4260	Sign Permits	120	100	100	100
101-321-4509	Building Plan Check	104,895	90,000	120,000	120,000
	Program: 321 - Development Review and Building Total:	**325,991**	**240,100**	**300,100**	**300,100**
Program: 331 - Code Compliance					
101-331-4210	Massage & Peddler Permits	1,840	3,500	4,000	4,000
101-331-4404	Parking Fines & Penalties	29,197	22,000	22,000	22,000
101-331-4406	Local Fines & Penalties	12,842	12,000	8,000	8,000
	Program: 331 - Code Compliance Total:	**43,879**	**37,500**	**34,000**	**34,000**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 341 - Animal Care and Control					
101-341-4270	Dog Licenses	11,450	12,000	12,000	12,000
101-341-4271	Animal Keeping Permit	-	400	400	400
101-341-4565	Animal Control Fees	826	600	600	600
	Program: 341 - Animal Care and Control Total:	**12,276**	**13,000**	**13,000**	**13,000**
Program: 401 - Public Works Administration					
101-401-4406	Local Fines & Penalties	220	200	200	200
101-401-4507	Public Works Charges	9,514	1,000	1,000	1,000
101-401-4802	Miscellaneous Income	575	-	200	200
	Program: 401 - Public Works Administration Total:	**10,309**	**1,200**	**1,400**	**1,400**
Program: 402 - Engineering Permits					
101-402-4230	Engineering/ Street Permits	6,107	3,000	1,000	1,000
101-402-4240	Over-Size Load Permits	2,238	2,000	2,000	2,000
	Program: 402 - Engineering Permits Total:	**8,345**	**5,000**	**3,000**	**3,000**
Program: 461 - Resource Conservation					
101-461-4802	Miscellaneous Income	-	5,800	5,800	5,800
	Program: 461 - Resource Conservation Total:	**-**	**5,800**	**5,800**	**5,800**
Program: 900 - Non-Departmental					
101-900-4100	PropertyTax- Secured, Current Year	2,258,151	2,344,000	2,344,000	2,391,000
101-900-4101	PropertyTax- Unsecured, Current Year	87,319	92,300	92,300	92,300
101-900-4102	PropertyTax- Prior Year, Secured/Unse	28,101	39,600	39,600	39,600
101-900-4103	Property Tax- In Lieu	1,598,672	1,682,000	1,682,000	1,715,600
101-900-4111	PropertyTax- Homeowners Exemption	10,596	11,000	11,000	11,000
101-900-4112	Property/Documentary Transfer Tax	79,139	100,000	100,000	100,000
101-900-4113	PropertyTax- Supplemental Roll	47,769	45,800	45,800	45,800
101-900-4114	PropertyTax- Penalties	9,655	10,000	10,000	10,000
101-900-4121	Sales Tax	1,688,867	1,700,300	1,713,000	1,858,000
101-900-4130	Franchise Fees - Cable	264,763	210,000	210,000	210,000
101-900-4135	Franchise Fees - Gas	30,442	31,500	31,500	31,500
101-900-4140	Franchise Fees - Refuse	322,016	315,000	315,000	315,000
101-900-4145	Franchise Fees - Electric	140,086	140,000	140,000	140,000
101-900-4150	Transient Occupancy Tax	1,618,767	1,535,000	1,400,000	1,750,000
101-900-4151	Transient Occupancy Tax - Short Term F	404,361	365,000	500,000	550,000
101-900-4160	Business License Tax	48,859	40,000	42,000	57,000
101-900-4300	DMV Parking Fees	15,518	14,000	14,000	14,000
101-900-4370	Federal Grants	-	-	1,200,000	1,200,000
101-900-4402	Court Fines & Penalties	1,122	1,000	1,200	1,200
101-900-4510	Short-Term Rental License	5,460	22,500	23,500	23,500
101-900-4600	Interest Income	113,557	20,000	40,000	10,000
101-900-4601	Net Adjustment Fair Value	67,380	-	-	-
101-900-4602	Gain/Loss on Investment	6,961	-	-	-
101-900-4607	Discounts	11,530	-	-	-

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 900 - Non-Departmental					
101-900-4802	Miscellaneous Income	133,753	10,000	14,000	10,000
101-900-4804	SB90 Claims	2,806	1,000	1,000	1,000
101-900-4810	Reimbursement- State	210,594	6,000	6,000	2,800
101-900-4812	Reimbursement- Insurance Claim	579,854	-	-	-
101-900-4878	Sale of Property Gain/Loss	-	8,300	8,300	-
	Program: 900 - Non-Departmental Total:	**9,786,097**	**8,744,300**	**9,984,200**	**10,579,300**
Program: 999 - Transfers					
101-999-4903	From Park Maintenance 204	25,234	-	-	-
101-999-4904	From Gas Tax 205	7,034	-	-	-
101-999-4905	From Local Transportation 206	259	-	-	-
101-999-4906	From Measure A 215	70,374	-	-	-
101-999-4907	From Tidelands 207	55,519	-	-	-
101-999-4908	From Street Lighting 208	15,749	-	-	-
101-999-4910	From ROW 209	10,260	-	-	-
101-999-4911	From PBIA 210	1,044	-	-	-
101-999-4912	From AB 939 211	35,413	-	-	-
101-999-4915	From Recreation Services 213	20,971	-	-	-
	Program: 999 - Transfers Total:	**241,857**	**-**	**-**	**-**
	Revenue Total:	**10,927,785**	**9,666,850**	**10,996,350**	**11,586,350**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Expense					
Program: 101 - Legislative & Policy					
101-101-5101	Elected/Appointed Wages	18,739	18,600	18,600	18,600
101-101-5120	Health Insurance	94,203	121,500	121,500	125,000
101-101-5121	Dental Insurance	6,043	6,850	6,850	7,000
101-101-5122	Life Insurance	513	600	600	600
101-101-5123	Disability Insurance	182	250	50	50
101-101-5140	Medicare Tax	251	300	300	300
101-101-5150	Flexible Benefits Program	4,405	7,200	6,400	6,400
101-101-5151	Fitness Benefit	374	1,870	1,000	1,700
101-101-5169	Wellness	193	-	-	-
101-101-5500	Printing & Advertising	1,540	500	500	500
101-101-5505	Public Relations	3,107	3,850	3,850	3,850
101-101-5510	Dues & Subscriptions	2,114	3,000	9,000	10,900
101-101-5512	Meetings & Travel	1,660	2,000	2,000	2,000
101-101-5560	Supplies & Materials	113	750	750	750
	Program: 101 - Legislative & Policy Total:	**133,437**	**167,270**	**171,400**	**177,650**
Program: 102 - Commissions Boards and Committees					
101-102-5100	Regular Wages	-	-	-	38,000
101-102-5106	Other Pay	-	-	-	2,300
101-102-5120	Health Insurance	-	-	-	9,000
101-102-5121	Dental Insurance	-	-	-	500
101-102-5122	Life Insurance	-	-	-	100
101-102-5123	Disability Insurance	-	-	-	150
101-102-5130	PERS CLASSIC Contribution	-	-	-	3,000
101-102-5132	PERS Prepay UAAL	-	-	-	7,600
101-102-5140	Medicare Tax	-	-	-	500
101-102-5150	Flexible Benefits Program	-	-	-	500
101-102-5151	Fitness Benefit	-	-	-	100
101-102-5201	Professional Services	1,880	1,000	1,000	1,000
101-102-5500	Printing & Advertising	380	1,000	1,000	1,000
101-102-5512	Meetings & Travel	418	500	500	1,000
101-102-5590	Advisory Board Stipend	4,685	5,000	5,000	6,500
	Program: 102 - Commissions Boards and Committees Total:	**7,363**	**7,500**	**7,500**	**71,250**
Program: 111 - City Administration					
101-111-5100	Regular Wages	236,176	196,800	196,800	242,000
101-111-5106	Other Pay	12,794	4,700	4,700	15,500
101-111-5120	Health Insurance	36,216	30,800	30,800	42,100
101-111-5121	Dental Insurance	2,656	2,250	2,250	3,100
101-111-5122	Life Insurance	2,060	1,900	1,900	600
101-111-5123	Disability Insurance	819	550	550	700

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 111 - City Administration					
101-111-5130	PERS CLASSIC Contribution	16,459	21,900	21,900	25,800
101-111-5131	PERS PEPRA Contribution	3	350	350	350
101-111-5132	PERS Prepay UAAL	16,769	33,630	33,630	41,590
101-111-5133	PERS Retiree Additional Contribution	3,353	3,500	4,000	3,500
101-111-5134	Deferred Compensation	12,207	10,000	11,400	11,900
101-111-5140	Medicare Tax	3,844	3,000	3,000	3,800
101-111-5150	Flexible Benefits Program	2,172	4,050	4,050	4,200
101-111-5151	Fitness Benefit	-	300	-	500
101-111-5152	Cell Phone Allowance	-	800	800	800
101-111-5153	Auto Allowance	4,621	7,600	7,600	7,550
101-111-5165	Pension Trust	5,400	-	-	-
101-111-5199	Contra Account - Pension Trust	(5,400)	-	-	-
101-111-5201	Professional Services	35,400	35,000	35,000	20,000
101-111-5510	Dues & Subscriptions	6,420	8,400	250	250
101-111-5512	Meetings & Travel	2,559	500	500	1,000
101-111-5560	Supplies & Materials	1,669	100	100	100
	Program: 111 - City Administration Total:	**396,195**	**366,130**	**359,580**	**425,340**
Program: 121 - Legal Services					
101-121-5270	Legal Services	700,982	685,000	760,000	685,000
101-121-5271	Litigation Legal Services	78,961	50,000	50,000	50,000
101-121-5272	Third Party Legal Services	13,968	30,000	30,000	50,000
101-121-5273	Legal Services - MHRS Ordinance	55,720	10,000	10,000	10,000
101-121-5301	Contract Services	473	1,000	-	1,000
101-121-5510	Dues & Subscriptions	2,302	2,500	2,500	2,500
	Program: 121 - Legal Services Total:	**852,406**	**778,500**	**852,500**	**798,500**
Program: 131 - Records Management					
101-131-5100	Regular Wages	89,800	57,500	57,500	59,000
101-131-5102	Part-time Wages	21,444	21,000	21,000	3,000
101-131-5104	Overtime Pay	129	100	100	100
101-131-5106	Other Pay	4,314	1,550	1,550	3,800
101-131-5108	Interpreter Pay	675	-	-	-
101-131-5120	Health Insurance	10,846	5,100	5,100	5,000
101-131-5121	Dental Insurance	1,151	350	350	300
101-131-5122	Life Insurance	394	250	250	200
101-131-5123	Disability Insurance	557	250	250	200
101-131-5130	PERS CLASSIC Contribution	4,629	6,600	6,600	6,400
101-131-5132	PERS Prepay UAAL	6,376	10,050	10,050	9,000
101-131-5140	Medicare Tax	1,604	1,150	1,150	1,200
101-131-5150	Flexible Benefits Program	557	750	750	700
101-131-5151	Fitness Benefit	-	350	350	200
101-131-5152	Cell Phone Allowance	-	800	800	800

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 131 - Records Management					
101-131-5165	Pension Trust	3,000	-	-	-
101-131-5199	Contra Account - Pension Trust	(3,000)	-	-	-
101-131-5201	Professional Services	6,159	6,650	6,650	15,150
101-131-5360	Software Subscription/Maintenance	-	3,000	-	3,000
101-131-5500	Printing & Advertising	14,709	10,000	10,000	10,000
101-131-5510	Dues & Subscriptions	235	600	600	600
101-131-5512	Meetings & Travel	589	700	700	3,700
101-131-5560	Supplies & Materials	996	1,400	1,400	1,400
	Program: 131 - Records Management Total:	**165,163**	**128,150**	**125,150**	**123,750**
Program: 132 - Elections					
101-132-5100	Regular Wages	8,092	10,450	10,450	10,700
101-132-5106	Other Pay	284	300	300	700
101-132-5120	Health Insurance	725	900	900	900
101-132-5121	Dental Insurance	46	50	50	50
101-132-5122	Life Insurance	35	50	50	50
101-132-5123	Disability Insurance	35	50	50	50
101-132-5130	PERS CLASSIC Contribution	846	1,200	1,200	1,200
101-132-5132	PERS Prepay UAAL	575	1,900	1,900	2,000
101-132-5140	Medicare Tax	115	150	150	150
101-132-5150	Flexible Benefits Program	31	150	150	100
101-132-5151	Fitness Benefit	-	50	50	50
101-132-5201	Professional Services	-	20,000	10,000	30,000
101-132-5560	Supplies & Materials	364	400	400	400
	Program: 132 - Elections Total:	**11,148**	**35,650**	**25,650**	**46,350**
Program: 141 - Staff Recruitment, Retention and Development					
101-141-5100	Regular Wages	91,688	74,500	74,500	106,000
101-141-5102	Part-time Wages	1,873	26,500	26,500	28,000
101-141-5104	Overtime Pay	-	300	300	300
101-141-5106	Other Pay	1,935	1,850	1,850	6,800
101-141-5120	Health Insurance	7,053	8,400	8,400	18,200
101-141-5121	Dental Insurance	458	450	450	1,250
101-141-5122	Life Insurance	305	300	300	400
101-141-5123	Disability Insurance	371	300	300	400
101-141-5130	PERS CLASSIC Contribution	5,011	11,150	11,150	14,750
101-141-5132	PERS Prepay UAAL	6,510	16,800	16,800	22,000
101-141-5135	Retiree Health	29,829	42,500	42,500	42,000
101-141-5136	Retiree Life Insurance	102	250	250	250
101-141-5140	Medicare Tax	671	1,450	1,450	2,000
101-141-5141	Unemployment Insurance	-	11,480	11,500	11,480
101-141-5150	Flexible Benefits Program	702	1,000	1,000	1,400

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 141 - Staff Recruitment, Retention and Development					
101-141-5151	Fitness Benefit	-	400	400	400
101-141-5152	Cell Phone Allowance	-	800	800	800
101-141-5160	Health Insurance Fees - Retiree	-	250	250	250
101-141-5161	Health Insurance Fees	1,821	1,800	1,800	1,800
101-141-5165	Pension Trust	2,400	-	-	-
101-141-5199	Contra Account - Pension Trust	(2,400)	-	-	-
101-141-5201	Professional Services	3,723	26,000	26,000	34,000
101-141-5221	Employee Training	799	5,000	5,000	5,000
101-141-5501	Recruitment	4,586	4,000	4,000	29,000
101-141-5510	Dues & Subscriptions	304	850	850	5,000
101-141-5512	Meetings & Travel	3,657	1,500	1,500	2,650
101-141-5531	Employee/Public Relations	6,637	1,000	1,200	7,500
101-141-5532	Flexible Benefits Admin Fees	1,844	2,400	2,400	1,200
101-141-5533	Pre-placement Health	2,855	4,000	4,000	4,000
101-141-5560	Supplies & Materials	2,021	1,500	1,500	1,200
Program: 141 - Staff Recruitment, Retention and Development Total:		**174,754**	**246,730**	**246,950**	**348,030**
Program: 142 - Risk Management					
101-142-5100	Regular Wages	22,241	24,800	24,800	26,000
101-142-5106	Other Pay	1,181	650	650	1,700
101-142-5120	Health Insurance	3,892	3,000	3,000	2,700
101-142-5121	Dental Insurance	192	200	200	150
101-142-5122	Life Insurance	85	100	100	100
101-142-5123	Disability Insurance	76	100	100	100
101-142-5130	PERS CLASSIC Contribution	1,176	2,850	2,850	2,900
101-142-5131	PERS PEPRA Contribution	800	-	-	-
101-142-5132	PERS Prepay UAAL	1,579	4,350	4,350	3,000
101-142-5140	Medicare Tax	326	350	350	400
101-142-5150	Flexible Benefits Program	232	350	350	300
101-142-5151	Fitness Benefit	-	100	100	100
101-142-5221	Employee Training	688	1,200	1,200	1,200
101-142-5512	Meetings & Travel	68	400	400	1,000
101-142-5560	Supplies & Materials	736	1,350	1,350	1,400
101-142-5570	Liability Insurance	160,007	193,500	193,500	231,400
101-142-5571	Workers' Compensation	97,930	73,400	73,400	103,000
101-142-5572	Property Insurance/Bonding	89,053	103,500	103,500	97,900
	Program: 142 - Risk Management Total:	**380,261**	**410,200**	**410,200**	**473,350**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 151 - Emergency Preparedness					
101-151-5100	Regular Wages	41,413	68,500	68,500	70,400
101-151-5106	Other Pay	2,953	1,800	1,800	4,500
101-151-5120	Health Insurance	7,791	16,500	16,500	16,100
101-151-5121	Dental Insurance	411	950	950	950
101-151-5122	Life Insurance	139	250	250	200
101-151-5123	Disability Insurance	127	250	250	200
101-151-5130	PERS CLASSIC Contribution	1,985	2,000	2,000	1,950
101-151-5131	PERS PEPRA Contribution	1,601	4,000	4,000	4,150
101-151-5132	PERS Prepay UAAL	2,940	3,200	3,200	2,000
101-151-5140	Medicare Tax	624	1,050	1,050	1,100
101-151-5150	Flexible Benefits Program	450	1,350	1,350	1,100
101-151-5151	Fitness Benefit	-	300	300	250
101-151-5153	Auto Allowance	595	850	850	850
101-151-5440	Utility- Communications/Telephone	902	1,000	900	960
101-151-5510	Dues & Subscriptions	-	150	150	150
101-151-5512	Meetings & Travel	1,124	-	-	-
101-151-5560	Supplies & Materials	1,395	-	-	-
	Program: 151 - Emergency Preparedness Total:	**64,450**	**102,150**	**102,050**	**104,860**
Program: 161 - Communication and Community Promotions					
101-161-5100	Regular Wages	56,062	39,000	39,000	58,000
101-161-5102	Part-time Wages	2,029	-	-	-
101-161-5104	Overtime Pay	625	-	-	-
101-161-5106	Other Pay	3,434	800	800	3,000
101-161-5108	Interpreter Pay	26	400	400	400
101-161-5120	Health Insurance	11,756	11,950	11,950	12,000
101-161-5121	Dental Insurance	686	800	800	700
101-161-5122	Life Insurance	207	150	150	100
101-161-5123	Disability Insurance	191	150	150	150
101-161-5130	PERS CLASSIC Contribution	2,773	-	-	2,000
101-161-5131	PERS PEPRA Contribution	2,131	3,100	3,100	2,800
101-161-5132	PERS Prepay UAAL	3,980	100	100	4,000
101-161-5140	Medicare Tax	868	650	650	800
101-161-5150	Flexible Benefits Program	503	850	850	800
101-161-5151	Fitness Benefit	-	400	400	250
101-161-5152	Cell Phone Allowance	-	800	800	800
101-161-5201	Professional Services	-	-	7,600	7,600
101-161-5301	Contract Services	40,190	22,600	15,000	27,400
101-161-5500	Printing & Advertising	6,656	24,900	24,900	20,000
101-161-5512	Meetings & Travel	249	200	200	200
101-161-5560	Supplies & Materials	2,246	6,000	6,000	3,500
	Program: 161 - Communication and Community Promotions Total:	**134,611**	**112,850**	**112,850**	**144,500**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 162 - Economic Vitality					
101-162-5100	Regular Wages	52,952	-	-	20,800
101-162-5106	Other Pay	1,714	-	-	1,300
101-162-5120	Health Insurance	10,408	50	50	3,100
101-162-5121	Dental Insurance	794	-	-	100
101-162-5122	Life Insurance	115	50	50	50
101-162-5123	Disability Insurance	296	50	50	50
101-162-5130	PERS CLASSIC Contribution	2,001	-	-	2,250
101-162-5131	PERS PEPRA Contribution	376	-	-	-
101-162-5132	PERS Prepay UAAL	3,810	-	-	2,500
101-162-5140	Medicare Tax	837	-	-	300
101-162-5150	Flexible Benefits Program	193	50	50	200
101-162-5151	Fitness Benefit	-	-	-	50
101-162-5165	Pension Trust	2,000	-	-	-
101-162-5199	Contra Account - Pension Trust	(2,000)	-	-	-
101-162-5301	Contract Services	805	1,000	1,000	1,000
101-162-5510	Dues & Subscriptions	60	100	100	100
101-162-5560	Supplies & Materials	350	-	-	-
101-162-5602	Community Service Agreements/Contr	70,000	60,000	60,000	60,000
	Program: 162 - Economic Vitality Total:	**144,712**	**61,300**	**61,300**	**91,800**
Program: 163 - Community Services Support					
101-163-5100	Regular Wages	708	-	-	-
101-163-5106	Other Pay	17	-	-	-
101-163-5120	Health Insurance	174	-	-	-
101-163-5121	Dental Insurance	7	-	-	-
101-163-5122	Life Insurance	3	-	-	-
101-163-5123	Disability Insurance	3	-	-	-
101-163-5130	PERS CLASSIC Contribution	73	-	-	-
101-163-5140	Medicare Tax	10	-	-	-
101-163-5150	Flexible Benefits Program	5	-	-	-
101-163-5279	SB County Branch Library	30,000	30,000	30,000	30,000
101-163-5601	Community Services Grants	49,803	50,000	50,000	50,000
101-163-5602	Community Services Agreements/Cont	21,610	22,500	22,500	22,500
	Program: 163 - Community Services Support Total:	**102,413**	**102,500**	**102,500**	**102,500**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 171 - Law Enforcement					
101-171-5132	PERS Prepay UAAL	244,909	257,000	257,000	289,200
101-171-5133	PERS Retiree Additional Contribution	295	400	400	400
101-171-5165	Pension Trust	20,000	-	-	-
101-171-5199	Contra Account - Pension Trust	(20,000)	-	-	-
101-171-5253	SB County Mental Health	2,385	2,400	2,400	2,400
101-171-5254	SB County Sheriff	3,572,808	3,590,600	3,590,600	4,000,000
101-171-5255	SB County Sheriff Augmentation	23,166	45,000	48,000	50,000
101-171-5345	Equipment Repairs/Replacement	-	5,000	5,000	-
101-171-5761	Major Equipment	8,151	-	-	-
	Program: 171 - Law Enforcement Total:	**3,851,713**	**3,900,400**	**3,903,400**	**4,342,000**
Program: 201 - Financial Management Services					
101-201-5100	Regular Wages	210,985	197,000	197,000	200,000
101-201-5102	Part-time Wages	30,491	5,000	5,000	25,000
101-201-5104	Overtime Pay	780	-	-	-
101-201-5106	Other Pay	10,968	4,000	4,000	12,300
101-201-5120	Health Insurance	48,934	36,500	36,500	38,000
101-201-5121	Dental Insurance	1,644	1,850	1,850	2,300
101-201-5122	Life Insurance	663	700	700	700
101-201-5123	Disability Insurance	831	700	700	700
101-201-5130	PERS CLASSIC Contribution	7,822	11,800	11,800	11,550
101-201-5131	PERS PEPRA Contribution	4,306	7,300	7,300	7,850
101-201-5132	PERS Prepay UAAL	14,980	18,500	18,500	17,000
101-201-5140	Medicare Tax	3,601	3,000	3,000	3,400
101-201-5150	Flexible Benefits Program	1,913	3,000	3,000	3,100
101-201-5151	Fitness Benefit	-	200	200	500
101-201-5152	Cell Phone Allowance	-	1,600	1,600	1,600
101-201-5165	Pension Trust	5,800	-	-	-
101-201-5199	Contra Account - Pension Trust	(5,800)	-	-	-
101-201-5201	Professional Services	-	4,000	4,000	98,500
101-201-5210	Annual Audit	34,737	38,000	41,750	33,700
101-201-5236	Banking & Credit Card Fees	8,280	6,500	6,500	6,500
101-201-5301	Contract Services	19,037	500	500	500
101-201-5510	Dues & Subscriptions	915	1,700	1,700	1,150
101-201-5512	Meetings & Travel	6,640	1,500	1,500	9,900
101-201-5530	Interest/Penalty Fees	24,538	-	710	-
101-201-5560	Supplies & Materials	6,938	1,500	1,500	1,500
	Program: 201 - Financial Management Services Total:	**439,001**	**344,850**	**349,310**	**475,750**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 211 - Central Services					
101-211-5100	Regular Wages	76,971	78,700	78,700	80,000
101-211-5104	Overtime Pay	5,618	-	20	-
101-211-5106	Other Pay	25,148	850	850	3,000
101-211-5108	Interpreter Pay	1,301	1,600	1,600	1,550
101-211-5120	Health Insurance	31,015	23,200	23,200	23,400
101-211-5121	Dental Insurance	2,995	1,350	1,350	1,700
101-211-5122	Life Insurance	371	350	350	300
101-211-5123	Disability Insurance	402	300	300	250
101-211-5130	PERS CLASSIC Contribution	2,912	2,500	2,500	2,500
101-211-5131	PERS PEPRA Contribution	3,557	4,600	4,600	4,800
101-211-5132	PERS Prepay UAAL	5,465	4,050	4,050	4,000
101-211-5140	Medicare Tax	1,546	1,250	1,250	1,300
101-211-5150	Flexible Benefits Program	1,609	1,750	1,750	1,800
101-211-5151	Fitness Benefit	-	200	200	500
101-211-5165	Pension Trust	1,300	-	-	-
101-211-5170	Uniform Cleaning	473	-	-	-
101-211-5171	Uniform Allowance	116	200	-	-
101-211-5180	Individual Equipment/Safety	264	350	-	-
101-211-5199	Contra Account - Pension Trust	(1,300)	-	-	-
101-211-5301	Contract Services	12,277	27,200	2,590	2,540
101-211-5400	Utility - Electric	23,701	19,200	21,000	21,600
101-211-5410	Utility - Natural Gas	5,200	5,100	6,900	7,200
101-211-5420	Utility - Sewer	2,483	2,750	2,750	2,830
101-211-5430	Utility - Water	6,952	9,600	9,600	9,840
101-211-5440	Utility - Communications/Telephone	32,517	26,000	24,400	25,500
101-211-5500	Printing & Advertising	6,421	3,000	2,500	5,000
101-211-5502	Moving Expenses	125,295	-	-	-
101-211-5509	Postage	11,712	9,000	7,800	9,000
101-211-5510	Dues & Subscriptions	233	300	300	300
101-211-5536	Equipment/Office Rent & Leases	235,918	30,000	28,500	21,960
101-211-5560	Supplies & Materials	27,243	23,000	20,000	23,000
101-211-5564	Equipment Maintenance	4,311	2,500	2,500	2,500
101-211-5581	Vehicle Operations & Maintenance	2,860	4,500	2,500	2,090
101-211-5582	Fuel Expense	6,743	3,500	1,500	720
101-211-5761	Major Equipment	-	-	5,200	-
101-211-5762	Vehicle Purchase	19,012	-	-	-
101-211-5763	Furniture & Fixtures	171,426	6,000	2,000	6,000
	Program: 211 - Central Services Total:	**854,068**	**292,900**	**260,760**	**265,180**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 221 - Management Information Services					
101-221-5100	Regular Wages	42,843	43,000	43,000	44,300
101-221-5104	Overtime Pay	9	-	-	-
101-221-5106	Other Pay	2,618	850	850	2,650
101-221-5120	Health Insurance	7,306	8,050	8,050	9,000
101-221-5121	Dental Insurance	326	450	450	500
101-221-5122	Life Insurance	117	150	150	150
101-221-5123	Disability Insurance	123	150	150	150
101-221-5130	PERS CLASSIC Contribution	3,377	2,550	2,550	2,500
101-221-5131	PERS PEPRA Contribution	795	1,600	1,600	1,700
101-221-5132	PERS Prepay UAAL	3,042	3,950	3,950	3,000
101-221-5140	Medicare Tax	638	700	700	700
101-221-5150	Flexible Benefits Program	381	700	700	800
101-221-5151	Fitness Benefit	-	200	200	200
101-221-5201	Professional Services	62,526	67,500	65,000	70,000
101-221-5345	Equipment Repairs/Replacement	974	2,000	2,000	2,000
101-221-5360	Software Subscription/Maintenance	36,618	47,850	47,850	53,150
101-221-5560	Supplies & Materials	256	2,000	400	1,000
101-221-5565	Computer Hardware/Replacement	25,399	10,000	10,000	10,000
101-221-5761	Major Equipment	48,575	15,000	15,000	15,000
	Program: 221 - Management Information Services Total:	**235,924**	**206,700**	**202,600**	**216,800**
Program: 301 - Community Development Administration					
101-301-5100	Regular Wages	66,543	67,000	67,000	68,800
101-301-5104	Overtime Pay	377	500	500	500
101-301-5106	Other Pay	2,914	1,000	1,000	3,700
101-301-5108	Interpreter Pay	765	250	250	200
101-301-5120	Health Insurance	15,420	12,500	12,500	11,100
101-301-5121	Dental Insurance	937	850	850	750
101-301-5122	Life Insurance	132	200	200	150
101-301-5123	Disability Insurance	216	250	250	200
101-301-5130	PERS CLASSIC Contribution	5,874	5,500	5,500	5,250
101-301-5131	PERS PEPRA Contribution	705	1,550	1,550	1,600
101-301-5132	PERS Prepay UAAL	4,725	8,250	8,250	8,000
101-301-5140	Medicare Tax	941	1,000	1,000	1,000
101-301-5150	Flexible Benefits Program	640	900	900	800
101-301-5151	Fitness Benefit	37	600	600	200
101-301-5152	Cell Phone Allowance	-	800	800	800
101-301-5512	Meetings & Travel	8	50	50	500
101-301-5560	Supplies & Materials	910	50	50	50
	Program: 301 - Community Development Administration Total:	**101,145**	**101,250**	**101,250**	**103,600**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 302 - Advance Planning					
101-302-5100	Regular Wages	183,246	173,500	173,500	225,700
101-302-5104	Overtime Pay	2,803	1,000	1,000	1,000
101-302-5106	Other Pay	4,350	3,500	3,500	13,300
101-302-5108	Interpreter Pay	803	600	600	600
101-302-5120	Health Insurance	27,932	39,500	39,500	50,700
101-302-5121	Dental Insurance	2,223	2,800	2,800	3,700
101-302-5122	Life Insurance	233	600	600	600
101-302-5123	Disability Insurance	688	600	600	750
101-302-5130	PERS CLASSIC Contribution	5,570	11,500	11,500	10,850
101-302-5131	PERS PEPRA Contribution	891	6,050	6,050	9,900
101-302-5132	PERS Prepay UAAL	13,011	16,900	16,900	17,000
101-302-5140	Medicare Tax	2,803	2,500	2,500	3,350
101-302-5150	Flexible Benefits Program	4,178	2,300	2,300	2,700
101-302-5151	Fitness Benefit	75	600	600	800
101-302-5152	Cell Phone Allowance	-	400	400	400
101-302-5165	Pension Trust	7,650	-	-	-
101-302-5199	Contra Account - Pension Trust	(7,650)	-	-	-
101-302-5201	Professional Services	444,515	340,000	200,000	345,000
101-302-5510	Dues & Subscriptions	5,050	5,000	5,000	5,000
101-302-5512	Meetings & Travel	68	-	-	1,500
	Program: 302 - Advance Planning Total:	**698,437**	**607,350**	**467,350**	**692,850**
Program: 311 - Housing					
101-311-5100	Regular Wages	15,023	22,350	22,350	23,200
101-311-5104	Overtime Pay	249	300	300	300
101-311-5106	Other Pay	398	400	400	1,300
101-311-5120	Health Insurance	2,176	3,500	3,500	3,300
101-311-5121	Dental Insurance	106	200	200	200
101-311-5122	Life Insurance	37	100	100	50
101-311-5123	Disability Insurance	47	100	100	50
101-311-5130	PERS CLASSIC Contribution	1,079	1,700	1,700	1,650
101-311-5131	PERS PEPRA Contribution	350	600	600	650
101-311-5132	PERS Prepay UAAL	1,067	2,600	2,600	2,500
101-311-5140	Medicare Tax	217	350	350	350
101-311-5150	Flexible Benefits Program	109	300	300	250
101-311-5151	Fitness Benefit	-	300	300	50
101-311-5201	Professional Services	-	-	-	30,000
	Program: 311 - Housing Total:	**20,858**	**32,800**	**32,800**	**63,850**

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 321 - Development Review and Building					
101-321-5100	Regular Wages	228,725	304,000	304,000	307,800
101-321-5104	Overtime Pay	2,707	1,000	1,000	1,000
101-321-5106	Other Pay	8,794	4,250	4,250	16,000
101-321-5108	Interpreter Pay	255	1,200	1,200	1,200
101-321-5120	Health Insurance	35,807	60,100	60,100	58,000
101-321-5121	Dental Insurance	2,924	4,700	4,700	4,500
101-321-5122	Life Insurance	732	1,000	1,000	900
101-321-5123	Disability Insurance	900	1,150	1,150	1,000
101-321-5130	PERS CLASSIC Contribution	13,624	23,100	23,100	22,650
101-321-5131	PERS PEPRA Contribution	2,840	8,100	8,100	7,850
101-321-5132	PERS Prepay UAAL	16,240	35,150	35,150	36,700
101-321-5140	Medicare Tax	3,401	4,500	4,500	4,600
101-321-5150	Flexible Benefits Program	1,942	4,850	4,850	4,500
101-321-5151	Fitness Benefit	262	200	200	1,200
101-321-5152	Cell Phone Allowance	-	1,600	1,600	1,600
101-321-5165	Pension Trust	3,200	-	-	-
101-321-5199	Contra Account - Pension Trust	(3,200)	-	-	-
101-321-5201	Professional Services	83,788	60,000	60,000	100,000
101-321-5440	Utility - Communications/Telephone	246	250	250	300
101-321-5500	Printing & Advertising	437	150	150	150
101-321-5510	Dues & Subscriptions	2,022	2,050	2,050	650
101-321-5512	Meetings & Travel	1,015	-	-	1,100
101-321-5560	Supplies & Materials	883	-	-	250
	Program: 321 - Development Review and Building Total:	**407,543**	**517,350**	**517,350**	**571,950**
Program: 331 - Code Compliance					
101-331-5100	Regular Wages	215,922	193,150	193,150	218,800
101-331-5104	Overtime Pay	840	2,000	2,000	2,000
101-331-5106	Other Pay	6,200	3,000	3,000	11,500
101-331-5108	Interpreter Pay	128	-	-	-
101-331-5120	Health Insurance	63,749	64,000	64,000	60,500
101-331-5121	Dental Insurance	3,138	4,350	4,350	4,400
101-331-5122	Life Insurance	825	800	800	700
101-331-5123	Disability Insurance	751	800	800	700
101-331-5130	PERS CLASSIC Contribution	12,541	16,050	16,050	17,550
101-331-5131	PERS PEPRA Contribution	2,224	4,200	4,200	4,500
101-331-5132	PERS Prepay UAAL	15,331	24,800	24,800	28,000
101-331-5140	Medicare Tax	3,222	3,000	3,000	3,350
101-331-5150	Flexible Benefits Program	2,269	3,650	3,650	3,500
101-331-5151	Fitness Benefit	225	200	200	1,000
101-331-5152	Cell Phone Allowance	-	2,400	2,400	2,400
101-331-5165	Pension Trust	4,050	-	-	-

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 331 - Code Compliance					
101-331-5171	Uniform Allowance	-	500	500	500
101-331-5199	Contra Account - Pension Trust	(4,050)	-	-	-
101-331-5301	Contract Services	5,600	2,400	2,400	2,400
101-331-5500	Printing & Advertising	2,125	2,200	2,200	2,200
101-331-5510	Dues & Subscriptions	285	300	300	300
101-331-5512	Meetings & Travel	2,358	1,000	1,000	3,500
101-331-5560	Supplies & Materials	2,433	300	300	300
101-331-5581	Vehicle Operations & Maintenance	-	-	-	4,000
	Program: 331 - Code Compliance Total:	**340,167**	**329,100**	**329,100**	**372,100**
Program: 341 - Animal Care and Control					
101-341-5100	Regular Wages	34,513	40,400	40,400	54,000
101-341-5104	Overtime Pay	196	1,100	1,100	1,100
101-341-5106	Other Pay	437	200	200	2,200
101-341-5120	Health Insurance	12,564	20,100	20,100	18,400
101-341-5121	Dental Insurance	720	1,400	1,400	1,400
101-341-5122	Life Insurance	104	200	200	150
101-341-5123	Disability Insurance	119	200	200	200
101-341-5130	PERS CLASSIC Contribution	2,006	2,650	2,650	3,750
101-341-5131	PERS PEPRA Contribution	1,100	1,450	1,450	1,550
101-341-5132	PERS Prepay UAAL	2,450	4,000	4,000	5,000
101-341-5140	Medicare Tax	493	650	650	800
101-341-5150	Flexible Benefits Program	349	1,100	1,100	1,000
101-341-5151	Fitness Benefit	150	200	200	300
101-341-5301	Contract Services	19,401	20,000	20,000	20,000
101-341-5500	Printing & Advertising	-	750	750	750
101-341-5510	Dues & Subscriptions	-	250	250	250
101-341-5560	Supplies & Materials	384	400	400	400
	Program: 341 - Animal Care and Control Total:	**74,984**	**95,050**	**95,050**	**111,250**
Program: 401 - Public Works Administration					
101-401-5100	Regular Wages	274,551	136,300	136,300	169,000
101-401-5104	Overtime Pay	1,431	1,000	1,000	1,000
101-401-5106	Other Pay	8,239	5,550	5,550	11,000
101-401-5120	Health Insurance	27,124	16,400	16,400	28,100
101-401-5121	Dental Insurance	1,915	1,350	1,350	2,200
101-401-5122	Life Insurance	808	450	450	550
101-401-5123	Disability Insurance	1,008	450	450	500
101-401-5130	PERS CLASSIC Contribution	5,704	9,500	9,500	12,700
101-401-5131	PERS PEPRA Contribution	2,723	4,100	4,100	4,050
101-401-5132	PERS Prepay UAAL	19,493	14,900	14,900	22,000
101-401-5140	Medicare Tax	4,202	2,100	2,100	2,600
101-401-5141	Unemployment Insurance	3,422	-	-	-
101-401-5150	Flexible Benefits Program	3,101	1,850	1,850	2,100

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 401 - Public Works Administration					
101-401-5151	Fitness Benefit	-	300	300	600
101-401-5152	Cell Phone Allowance	-	3,200	3,200	3,200
101-401-5165	Pension Trust	9,800	-	-	-
101-401-5199	Contra Account - Pension Trust	(9,800)	-	-	-
101-401-5301	Contract Services	(630)	6,500	6,500	28,500
101-401-5500	Printing & Advertising	747	1,000	2,800	2,500
101-401-5510	Dues & Subscriptions	1,617	2,900	2,900	3,900
101-401-5512	Meetings & Travel	13,456	2,300	2,300	3,300
101-401-5560	Supplies & Materials	3,587	500	500	500
	Program: 401 - Public Works Administration Total:	**372,497**	**210,650**	**212,450**	**298,300**
Program: 403 - Capital Improvements					
101-403-5100	Regular Wages	70,415	128,550	128,550	146,600
101-403-5104	Overtime Pay	406	600	600	600
101-403-5106	Other Pay	2,762	6,500	6,500	9,300
101-403-5108	Interpreter Pay	5	50	50	50
101-403-5120	Health Insurance	8,014	17,900	17,900	28,600
101-403-5121	Dental Insurance	685	1,650	1,650	2,000
101-403-5122	Life Insurance	215	400	400	450
101-403-5123	Disability Insurance	222	450	450	500
101-403-5130	PERS CLASSIC Contribution	4,414	7,100	7,100	11,900
101-403-5131	PERS PEPRA Contribution	1,860	5,250	5,250	2,900
101-403-5132	PERS Prepay UAAL	5,000	11,000	11,000	19,000
101-403-5140	Medicare Tax	1,017	2,000	2,000	2,200
101-403-5150	Flexible Benefits Program	450	1,950	1,950	1,900
101-403-5151	Fitness Benefit	-	300	300	500
	Program: 403 - Capital Improvements Total:	**95,463**	**183,700**	**183,700**	**226,500**
Program: 451 - Watershed Management					
101-451-5100	Regular Wages	27,018	68,200	68,200	75,000
101-451-5104	Overtime Pay	52	1,000	1,000	1,000
101-451-5106	Other Pay	1,068	2,600	2,600	5,000
101-451-5108	Interpreter Pay	-	100	100	100
101-451-5120	Health Insurance	2,906	11,900	11,900	13,500
101-451-5121	Dental Insurance	206	1,200	1,200	1,400
101-451-5122	Life Insurance	99	250	250	250
101-451-5123	Disability Insurance	92	250	250	250
101-451-5130	PERS CLASSIC Contribution	2,368	6,450	6,450	6,800
101-451-5131	PERS PEPRA Contribution	342	1,000	1,000	1,000
101-451-5132	PERS Prepay UAAL	1,918	9,650	9,650	9,000
101-451-5140	Medicare Tax	399	1,050	1,050	1,100
101-451-5150	Flexible Benefits Program	249	1,150	1,150	1,200
101-451-5151	Fitness Benefit	-	300	300	300

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Fund: 101 - GENERAL FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 451 - Watershed Management					
101-451-5301	Contract Services	24,767	50,000	15,000	45,000
101-451-5500	Printing & Advertising	1,188	1,375	1,375	1,500
101-451-5510	Dues & Subscriptions	2,043	450	450	16,050
101-451-5512	Meetings & Travel	-	500	-	1,200
101-451-5560	Supplies & Materials	6,063	1,125	1,125	1,300
	Program: 451 - Watershed Management Total:	**70,778**	**158,550**	**123,050**	**180,950**
Program: 461 - Resource Conservation					
101-461-5100	Regular Wages	-	32,700	32,700	33,600
101-461-5106	Other Pay	-	800	800	2,100
101-461-5120	Health Insurance	-	4,200	4,200	4,100
101-461-5121	Dental Insurance	-	300	300	300
101-461-5122	Life Insurance	-	150	150	100
101-461-5123	Disability Insurance	-	150	150	100
101-461-5130	PERS CLASSIC Contribution	-	3,300	3,300	3,200
101-461-5131	PERS PEPRA Contribution	-	350	350	350
101-461-5132	PERS Prepay UAAL	-	5,050	5,050	4,000
101-461-5140	Medicare Tax	-	500	500	500
101-461-5150	Flexible Benefits Program	-	450	450	450
101-461-5151	Fitness Benefit	-	300	300	100
101-461-5301	Contract Services	-	250	-	1,000
101-461-5500	Printing & Advertising	-	500	-	500
101-461-5510	Dues & Subscriptions	-	800	1,075	1,125
101-461-5512	Meetings & Travel	-	500	-	500
101-461-5536	Equipment/Office Rent & Leases	5,849	2,650	2,650	2,650
101-461-5560	Supplies & Materials	-	500	-	500
	Program: 461 - Resource Conservation Total:	**5,849**	**53,450**	**51,975**	**55,175**
Program: 501 - Parks and Recreation Administration					
101-501-5100	Regular Wages	76,345	69,300	69,300	74,400
101-501-5102	Part-time Wages	-	-	2,500	1,000
101-501-5104	Overtime Pay	606	600	600	600
101-501-5106	Other Pay	1,887	1,300	1,300	2,800
101-501-5120	Health Insurance	12,446	11,500	11,500	12,300
101-501-5121	Dental Insurance	919	950	950	1,000
101-501-5122	Life Insurance	31	200	200	200
101-501-5123	Disability Insurance	376	250	250	200
101-501-5130	PERS CLASSIC Contribution	2,361	8,000	8,000	8,050
101-501-5132	PERS Prepay UAAL	5,421	12,300	12,300	13,000
101-501-5140	Medicare Tax	282	1,050	1,050	1,200
101-501-5150	Flexible Benefits Program	140	1,000	1,000	900
101-501-5151	Fitness Benefit	-	300	300	250

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		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Fund: 101 - GENERAL FUND					
Program: 501 - Parks and Recreation Administration					
101-501-5152	Cell Phone Allowance	-	800	800	800
101-501-5165	Pension Trust	3,850	-	-	-
101-501-5199	Contra Account - Pension Trust	(3,850)	-	-	-
101-501-5510	Dues & Subscriptions	170	200	200	200
101-501-5560	Supplies & Materials	1,358	500	500	500
	Program: 501 - Parks and Recreation Administration Total:	**102,344**	**108,250**	**110,750**	**117,400**
Program: 502 - Parks and Facilities Maintenance					
101-502-5100	Regular Wages	-	6,450	6,450	26,000
101-502-5104	Overtime Pay	-	600	600	600
101-502-5106	Other Pay	-	-	-	1,000
101-502-5120	Health Insurance	-	2,400	2,400	8,800
101-502-5121	Dental Insurance	-	200	200	900
101-502-5122	Life Insurance	-	50	50	50
101-502-5123	Disability Insurance	-	50	50	100
101-502-5130	PERS CLASSIC Contribution	-	750	750	2,800
101-502-5132	PERS Prepay UAAL	-	1,050	1,050	3,000
101-502-5140	Medicare Tax	-	100	100	400
101-502-5150	Flexible Benefits Program	-	150	150	100
101-502-5151	Fitness Benefit	-	-	-	150
101-502-5301	Contract Services	-	-	5,000	1,000
101-502-5350	Landscape Maintenance	30,091	15,000	15,000	8,640
101-502-5362	Janitorial Services	15,738	20,000	20,040	20,840
101-502-5510	Dues & Subscriptions	-	-	1,380	1,380
101-502-5560	Supplies & Materials	-	-	1,000	500
101-502-5561	Janitorial Supplies	1,904	2,000	2,000	2,000
	Program: 502 - Parks and Facilities Maintenance Total:	**47,734**	**48,800**	**56,220**	**78,260**
Program: 999 - Transfers					
101-999-5905	To Park Maintenance 204	213,081	167,626	173,276	98,750
101-999-5907	To ROW 209	110,877	47,365	42,065	51,300
101-999-5909	To Recreation Services 213	349,246	409,944	336,359	356,505
101-999-5910	To Gas Tax 205	29,034	-	-	-
101-999-5911	To Capital Improvement 301	533,143	12,600	4,200	-
	Program: 999 - Transfers Total:	**1,235,381**	**637,535**	**555,900**	**506,555**
	Expense Total:	**11,520,801**	**10,347,615**	**10,130,645**	**11,586,350**
	Fund: 101 - GENERAL FUND Surplus (Deficit):	**(593,016)**	**(680,765)**	**865,705**	**-**
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS					
Revenue					
Program: 900 - Non-Departmental					
102-900-4600	Interest Income	27,751	10,000	15,000	3,750
102-900-4601	Net Adjustment Fair Value	23,772	-	-	-
102-900-4602	Gain/Loss on Investment	1,749	-	-	-
	Program: 900 - Non-Departmental Total:	**53,272**	**10,000**	**15,000**	**3,750**
	Revenue Total:	**53,272**	**10,000**	**15,000**	**3,750**

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		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Fund: 101 - GENERAL FUND					
Expense					
Program: 999 - Transfers					
102-999-5911	To Capital Improvement 301	-	159,200	-	590,000
	Program: 999 - Transfers Total:	**-**	**159,200**	**-**	**590,000**
	Expense Total:	**-**	**159,200**	**-**	**590,000**
	Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS Surplus (Deficit):	**53,272**	**(149,200)**	**15,000**	**(586,250)**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE					
Revenue					
Program: 900 - Non-Departmental					
103-900-4600	Interest Income	13,275	5,000	6,000	1,500
103-900-4601	Net Adjustment Fair Value	10,804	-	-	-
103-900-4602	Gain/Loss on Investment	837	-	-	-
	Program: 900 - Non-Departmental Total:	**24,917**	**5,000**	**6,000**	**1,500**
	Revenue Total:	**24,917**	**5,000**	**6,000**	**1,500**
Expense					
Program: 501 - Parks and Recreation Administration					
103-501-5762	Vehicle Purchase	26,271	-	-	76,000
	Program: 501 - Parks and Recreation Administration Total:	**26,271**	**-**	**-**	**76,000**
Program: 999 - Transfers					
103-999-5911	To Capital Improvement 301	9,750	81,400	20,500	-
	Program: 999 - Transfers Total:	**9,750**	**81,400**	**20,500**	**-**
	Expense Total:	**36,021**	**81,400**	**20,500**	**76,000**
	Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE Surplus (Deficit):	**(11,105)**	**(76,400)**	**(14,500)**	**(74,500)**

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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.

Fund: 104 - MEASURE X FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 900 - Non-Departmental					
104-900-4122	Sales Tax - Local	2,950,775	3,023,000	3,093,000	3,242,000
104-900-4600	Interest Income	40,572	25,000	30,000	7,500
104-900-4601	Net Adjustment Fair Value	55,679	-	-	-
104-900-4602	Gain/Loss on Investment	2,866	-	-	-
	Program: 900 - Non-Departmental Total:	**3,049,892**	**3,048,000**	**3,123,000**	**3,249,500**
	Revenue Total:	**3,049,892**	**3,048,000**	**3,123,000**	**3,249,500**
Expense					
Program: 111 - City Administration					
104-111-5201	Professional Services	-	32,000	32,000	63,600
	Program: 111 - City Administration Total:	**-**	**32,000**	**32,000**	**63,600**
Program: 121 - Legal Services					
104-121-5270	Legal Services	-	135,000	135,000	67,500
	Program: 121 - Legal Services Total:	**-**	**135,000**	**135,000**	**67,500**
Program: 131 - Records Management					
104-131-5201	Professional Services	-	10,000	10,000	18,000
	Program: 131 - Records Management Total:	**-**	**10,000**	**10,000**	**18,000**
Program: 161 - Communication and Community Promotions					
104-161-5201	Professional Services	29,980	60,000	60,000	60,000
	Program: 161 - Communication and Community Promotions Total:	**29,980**	**60,000**	**60,000**	**60,000**
Program: 163 - Community Services Support					
104-163-5201	Professional Services	-	15,400	5,000	10,400
104-163-5279	SB County Branch Library	205,000	250,000	250,000	250,000
104-163-5601	Community Services Grants	107,903	75,000	50,000	75,000
	Program: 163 - Community Services Support Total:	**312,903**	**340,400**	**305,000**	**335,400**
Program: 171 - Law Enforcement					
104-171-5254	SB County Sheriff	300,000	450,000	465,000	600,000
	Program: 171 - Law Enforcement Total:	**300,000**	**450,000**	**465,000**	**600,000**
Program: 181 - Racial Equity					
104-181-5100	Regular Wages	-	-	-	34,000
104-181-5106	Other Pay	-	-	-	2,100
104-181-5120	Health Insurance	-	-	-	5,000
104-181-5121	Dental Insurance	-	-	-	150
104-181-5122	Life Insurance	-	-	-	50
104-181-5123	Disability Insurance	-	-	-	100
104-181-5130	PERS CLASSIC Contribution	-	-	-	3,600
104-181-5132	PERS Prepay UAAL	-	-	-	5,000
104-181-5140	Medicare Tax	-	-	-	500
104-181-5150	Flexible Benefits Program	-	-	-	300
104-181-5151	Fitness Benefit	-	-	-	100
	Program: 181 - Racial Equity Total:	**-**	**-**	**-**	**50,900**

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Fund: 104 - MEASURE X FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 221 - Management Information Services					
104-221-5360	Software Subscription/Maintenance	-	-	-	6,000
	Program: 221 - Management Information Services Total:	**-**	**-**	**-**	**6,000**
Program: 302 - Advance Planning					
104-302-5201	Professional Services	-	20,000	20,000	180,000
	Program: 302 - Advance Planning Total:	**-**	**20,000**	**20,000**	**180,000**
Program: 431 - Street Maintenance					
104-431-5302	Street Maintenance	-	150,000	-	150,000
	Program: 431 - Street Maintenance Total:	**-**	**150,000**	**-**	**150,000**
Program: 502 - Parks and Facilities Maintenance					
104-502-5100	Regular Wages	-	91,550	91,550	135,000
104-502-5102	Part-time Wages	-	11,000	11,000	-
104-502-5104	Overtime Pay	-	500	500	500
104-502-5106	Other Pay	-	1,600	1,600	3,800
104-502-5120	Health Insurance	-	35,200	35,200	64,000
104-502-5121	Dental Insurance	-	2,450	2,450	4,000
104-502-5122	Life Insurance	-	400	400	600
104-502-5123	Disability Insurance	-	350	350	500
104-502-5130	PERS CLASSIC Contribution	-	1,500	1,500	1,500
104-502-5131	PERS PEPRA Contribution	-	6,100	6,100	6,700
104-502-5132	PERS Prepay UAAL	-	2,650	2,650	3,500
104-502-5140	Medicare Tax	-	1,500	1,500	1,500
104-502-5150	Flexible Benefits Program	-	1,250	1,250	2,700
104-502-5151	Fitness Benefit	-	200	200	800
104-502-5152	Cell Phone Allowance	-	500	500	500
104-502-5171	Uniform Allowance	-	-	-	400
104-502-5180	Individual Equipment/Safety	-	-	-	700
104-502-5345	Equipment Repairs/Replacement	-	-	50	50
104-502-5440	Utility - Communications/Telephone	-	300	250	300
104-502-5500	Printing & Advertising	-	-	50	50
104-502-5536	Equipment/Office Rent & Leases	-	7,750	7,750	5,400
104-502-5560	Supplies & Materials	-	100	100	100
104-502-5763	Furniture & Fixtures	-	27,250	27,250	10,000
104-502-5764	Improvements	-	25,000	25,000	25,000
	Program: 502 - Parks and Facilities Maintenance Total:	**-**	**217,150**	**217,200**	**267,600**
Program: 999 - Transfers					
104-999-5905	To Park Maintenance 204	-	50,000	50,000	80,000
104-999-5907	To ROW 209	-	-	-	30,000
104-999-5909	To Recreation Services 213	-	50,000	50,000	50,000
104-999-5911	To Capital Improvement 301	28,392	2,366,100	1,810,100	2,080,805
104-999-5917	To Library Fund 202	-	-	-	230,000
	Program: 999 - Transfers Total:	**28,392**	**2,466,100**	**1,910,100**	**2,470,805**
	Expense Total:	**671,275**	**3,880,650**	**3,154,300**	**4,269,805**
	Fund: 104 - MEASURE X FUND Surplus (Deficit):	**2,378,617**	**(832,650)**	**(31,300)**	**(1,020,305)**

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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.

Fund: 201 - TRAFFIC SAFETY FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 331 - Code Compliance					
201-331-4408	California Vehicle Code Penalties	16,763	26,000	12,000	12,000
201-331-4600	Interest Income	719	150	150	50
201-331-4601	Net Adjustment Fair Value	549	-	-	-
201-331-4602	Gain/Loss on Investment	45	-	-	-
201-331-4802	Miscellaneous Income	-	7,000	7,000	2,500
201-331-4810	Reimbursement-State	152	1,200	1,200	1,200
	Program: 331 - Code Compliance Total:	**18,227**	**34,350**	**20,350**	**15,750**
	Revenue Total:	**18,227**	**34,350**	**20,350**	**15,750**
Expense					
Program: 171 - Law Enforcement					
201-171-5254	SB County Sheriff	12,000	50,000	35,000	-
	Program: 171 - Law Enforcement Total:	**12,000**	**50,000**	**35,000**	**-**
Program: 331 - Code Compliance					
201-331-5102	Part-time Wages	8,485	5,000	8,000	16,000
201-331-5106	Other Pay	15	-	-	-
201-331-5131	PERS PEPRA Contribution	-	-	100	500
201-331-5132	PERS Prepay UAAL	-	-	50	50
201-331-5140	Medicare Tax	72	100	100	250
201-331-5141	Unemployment Insurance	303	2,500	2,500	500
201-331-5560	Supplies & Materials	-	-	400	-
	Program: 331 - Code Compliance Total:	**8,875**	**7,600**	**11,150**	**17,300**
	Expense Total:	**20,875**	**57,600**	**46,150**	**17,300**
	Fund: 201 - TRAFFIC SAFETY FUND Surplus (Deficit):	**(2,648)**	**(23,250)**	**(25,800)**	**(1,550)**

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Library Fund

The Library Fund is used to account for revenue and expenses related to the Carpinteria Library which has recently been transferred to the City from the County of Santa Barbara.

Fund: 202 - LIBRARY FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 999 - Transfers					
202-999-4914	From Capital Improvements 301	-	-	-	230,000
	Program: 999 - Transfers Total:	**-**	**-**	**-**	**230,000**
	Revenue Total:	**-**	**-**	**-**	**230,000**
Expense					
Program: 221 - Management Information Services					
202-221-5565	Computer Hardware/ Replacement	-	-	-	3,000
	Program: 221 - Management Information Services Total:	**-**	**-**	**-**	**3,000**
Program: 501 - Parks and Recreation Administration					
202-501-5100	Regular Wages	-	-	-	20,000
202-501-5106	Other Pay	-	-	-	1,000
202-501-5120	Health Insurance	-	-	-	3,000
202-501-5121	Dental Insurance	-	-	-	100
202-501-5122	Life Insurance	-	-	-	100
202-501-5123	Disability Insurance	-	-	-	100
202-501-5130	PERS CLASSIC Contribution	-	-	-	3,000
202-501-5132	PERS Prepay UAAL	-	-	-	3,500
202-501-5140	Medicare Tax	-	-	-	400
202-501-5150	Flexible Benefits Program	-	-	-	250
202-501-5151	Fitness Benefit	-	-	-	50
	Program: 501 - Parks and Recreation Administration Total:	**-**	**-**	**-**	**31,500**
Program: 550 - City Library					
202-550-5100	Regular Wages	-	-	-	110,000
202-550-5102	Part-time Wages	-	-	-	16,000
202-550-5106	Other Pay	-	-	-	4,000
202-550-5120	Health Insurance	-	-	-	11,000
202-550-5121	Dental Insurance	-	-	-	850
202-550-5122	Life Insurance	-	-	-	500
202-550-5123	Disability Insurance	-	-	-	100
202-550-5130	PERS CLASSIC Contribution	-	-	-	10,000
202-550-5132	PERS Prepay UAAL	-	-	-	10,000
202-550-5140	Medicare Tax	-	-	-	2,000
202-550-5150	Flexible Benefits Program	-	-	-	1,000
202-550-5151	Fitness Benefit	-	-	-	750
202-550-5560	Supplies & Materials	-	-	-	5,000
202-550-5761	Major Equipment	-	-	-	24,300
	Program: 550 - City Library Total:	**-**	**-**	**-**	**195,500**
	Expense Total:	**-**	**-**	**-**	**230,000**
	Fund: 202 - LIBRARY FUND Surplus (Deficit):	**-**	**-**	**-**	**-**

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Road Maintenance Rehabilitation 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.

Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 431 - Street Maintenance					
203-431-4166	New Construction Fee	5	300	300	300
203-431-4314	Road Maintenance Rehab Program (SB1)	236,936	244,100	244,100	267,400
203-431-4600	Interest Income	7,240	3,000	2,500	1,250
203-431-4601	Net Adjustment Fair Value	6,519	-	-	-
203-431-4602	Gain/Loss on Investment	455	-	-	-
	Program: 431 - Street Maintenance Total:	**251,156**	**247,400**	**246,900**	**268,950**
	Revenue Total:	**251,156**	**247,400**	**246,900**	**268,950**
Expense					
Program: 999 - Transfers					
203-999-5911	To Capital Improvement 301	243,431	431,000	431,000	267,400
	Program: 999 - Transfers Total:	**243,431**	**431,000**	**431,000**	**267,400**
	Expense Total:	**243,431**	**431,000**	**431,000**	**267,400**
	Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND Surplus (Deficit):	**7,725**	**(183,600)**	**(184,100)**	**1,550**

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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.

Fund: 204 - PARK MAINTENANCE FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 502 - Parks and Facilities Maintenance					
204-502-4169	PropertyTax- Park Maintenance Tax	153,979	155,000	155,000	155,000
204-502-4316	Bluffs Endownment	29,500	52,000	57,900	57,900
204-502-4500	Rents & Leases	4,056	2,000	2,000	2,000
204-502-4513	Park Rentals	9,818	250	250	2,500
204-502-4600	Interest Income	-	(50)	400	-
204-502-4602	Gain/Loss on Investment	(8)	-	-	-
204-502-4806	Donations	7,423	3,000	3,300	3,000
	Program: 502 - Parks and Facilities Maintenance Total:	**204,767**	**212,200**	**218,850**	**220,400**
Program: 531 - Ocean Beach Services					
204-531-4700	PropertyTax- Berm Assessment	20,229	20,400	20,400	20,400
	Program: 531 - Ocean Beach Services Total:	**20,229**	**20,400**	**20,400**	**20,400**
Program: 999 - Transfers					
204-999-4907	From Tidelands 207	9,149	-	-	-
204-999-4908	From Street Lighting 208	112	-	-	-
204-999-4914	From Capital Improvements 301	-	12,500	12,500	-
204-999-4916	From General 101	213,081	167,626	173,276	98,750
204-999-4918	From Measure X 104	-	50,000	50,000	80,000
	Program: 999 - Transfers Total:	**222,342**	**230,126**	**235,776**	**178,750**
	Revenue Total:	**447,339**	**462,726**	**475,026**	**419,550**
Expense					
Program: 501 - Parks and Recreation Administration					
204-501-5100	Regular Wages	-	38,300	38,300	41,000
204-501-5102	Part-time Wages	-	-	1,100	2,200
204-501-5104	Overtime Pay	-	400	400	400
204-501-5106	Other Pay	-	800	800	1,500
204-501-5120	Health Insurance	-	6,300	6,300	6,900
204-501-5121	Dental Insurance	-	500	500	600
204-501-5122	Life Insurance	-	100	100	100
204-501-5123	Disability Insurance	-	150	150	100
204-501-5130	PERS CLASSIC Contribution	-	4,400	4,400	4,400
204-501-5132	PERS Prepay UAAL	-	6,700	6,700	6,000
204-501-5140	Medicare Tax	-	600	600	600
204-501-5150	Flexible Benefits Program	-	450	450	550
204-501-5151	Fitness Benefit	-	-	-	100
	Program: 501 - Parks and Recreation Administration Total:	**-**	**58,700**	**59,800**	**64,450**

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Fund: 204 - PARK MAINTENANCE FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 502 - Parks and Facilities Maintenance					
204-502-5100	Regular Wages	47,450	31,950	31,950	6,500
204-502-5102	Part-time Wages	33,781	9,600	9,600	9,800
204-502-5104	Overtime Pay	2,749	1,600	1,600	1,600
204-502-5106	Other Pay	2,969	-	-	250
204-502-5108	Interpreter Pay	77	-	-	-
204-502-5120	Health Insurance	12,924	12,600	12,600	2,300
204-502-5121	Dental Insurance	868	1,050	1,050	250
204-502-5122	Life Insurance	140	100	100	50
204-502-5123	Disability Insurance	161	150	150	50
204-502-5130	PERS CLASSIC Contribution	4,552	3,600	3,600	750
204-502-5131	PERS PEPRA Contribution	301	-	-	-
204-502-5132	PERS Prepay UAAL	3,369	5,200	5,200	1,200
204-502-5140	Medicare Tax	1,254	700	700	250
204-502-5150	Flexible Benefits Program	440	800	800	650
204-502-5151	Fitness Benefit	-	-	-	50
204-502-5170	Uniform Cleaning	803	1,000	1,000	1,000
204-502-5171	Uniform Allowance	-	200	200	200
204-502-5180	Individual Equipment/Safety	-	350	350	350
204-502-5301	Contract Services	14,310	8,100	8,100	5,000
204-502-5345	Equipment Repairs/Replacement	3,550	7,250	7,250	10,000
204-502-5350	Landscape Maintenance	144,026	110,000	100,000	115,500
204-502-5356	Tree Maintenance	4,819	12,000	8,500	12,000
204-502-5357	Tree Replacement	-	1,000	1,000	1,000
204-502-5362	Janitorial Services	32,456	25,400	28,400	29,400
204-502-5400	Utility - Electric	4,052	5,300	4,200	4,350
204-502-5420	Utility - Sewer	2,666	2,900	2,900	3,000
204-502-5430	Utility - Water	70,570	90,000	100,800	103,800
204-502-5560	Supplies & Materials	5,943	11,000	24,500	3,000
204-502-5561	Janitorial Supplies	3,921	4,000	2,500	4,000
204-502-5564	Equipment Maintenance	67	500	500	500
204-502-5567	Landscaping Supply Repairs & Replacement	-	-	-	15,000
204-502-5581	Vehicle Operations & Maintenance	436	1,000	1,000	1,000
204-502-5582	Fuel Expense	118	300	300	300
204-502-5764	Improvements	-	8,000	8,000	-
	Program: 502 - Parks and Facilities Maintenance Total:	**398,770**	**355,650**	**366,850**	**333,100**
Program: 531 - Ocean Beach Services					
204-531-5301	Contract Services	32,117	22,000	22,000	22,000
	Program: 531 - Ocean Beach Services Total:	**32,117**	**22,000**	**22,000**	**22,000**
Program: 999 - Transfers					
204-999-5900	To General 101	25,234	-	-	-
204-999-5907	To ROW 209	9,165	-	-	-
204-999-5910	To Gas Tax 205	8,439	-	-	-
	Program: 999 - Transfers Total:	**42,838**	**-**	**-**	**-**
	Expense Total:	**473,725**	**436,350**	**448,650**	**419,550**
	Fund: 204 - PARK MAINTENANCE FUND Surplus (Deficit):	**(26,386)**	**26,376**	**26,376**	**-**

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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.

Fund: 205 - GAS TAX FUND					
Revenue					
Program: 431 - Street Maintenance					
205-431-4320	Section 2103	94,329	105,850	105,850	120,850
205-431-4322	Section 2106	39,823	41,300	41,300	44,250
205-431-4324	Section 2107	88,114	92,600	92,600	100,200
205-431-4326	Section 2107.5	3,000	3,000	3,000	3,000
205-431-4328	Section 2105	69,783	73,000	73,000	78,750
205-431-4507	Public Works Charges	-	-	2,700	2,700
205-431-4600	Interest Income	1,699	800	1,500	375
205-431-4601	Net Adjustment Fair Value	1,187	-	-	-
205-431-4602	Gain/Loss on Investment	128	-	-	-
205-431-4802	Miscellaneous Income	1,364	-	-	-
205-431-4886	TCRF Loan Repayment	15,379	-	-	-
	Program: 431 - Street Maintenance Total:	**314,806**	**316,550**	**319,950**	**350,125**
Program: 999 - Transfers					
205-999-4903	From Park Maintenance 204	8,439	-	-	-
205-999-4905	From Local Transportation 206	21	-	-	-
205-999-4906	From Measure A 215	10,707	-	-	-
205-999-4908	From Street Lighting 208	3,415	-	-	-
205-999-4910	From ROW 209	22,158	-	-	-
205-999-4912	From AB 939 211	9,625	-	-	-
205-999-4916	From General 101	29,034	-	-	-
	Program: 999 - Transfers Total:	**83,399**	**-**	**-**	**-**
	Revenue Total:	**398,205**	**316,550**	**319,950**	**350,125**
Expense					
Program: 201 - Financial Management Services					
205-201-5210	Annual Audit	3,000	-	-	-
	Program: 201 - Financial Management Services Total:	**3,000**	**-**	**-**	**-**
Program: 401 - Public Works Administration					
205-401-5228	Engineering Services	5,600	-	-	-
	Program: 401 - Public Works Administration Total:	**5,600**	**-**	**-**	**-**
Program: 431 - Street Maintenance					
205-431-5100	Regular Wages	114,052	62,550	62,550	69,800
205-431-5104	Overtime Pay	8,951	2,500	2,500	2,500
205-431-5106	Other Pay	5,358	2,750	2,750	4,700
205-431-5108	Interpreter Pay	433	150	150	100
205-431-5120	Health Insurance	31,882	14,100	14,100	14,200
205-431-5121	Dental Insurance	4,825	1,650	1,650	1,700
205-431-5122	Life Insurance	875	250	250	250

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Fund: 205 - GAS TAX FUND					
Program: 431 - Street Maintenance					
205-431-5123	Disability Insurance	913	250	250	250
205-431-5130	PERS CLASSIC Contribution	6,567	5,550	5,550	5,950
205-431-5131	PERS PEPRA Contribution	1,074	1,200	1,200	1,200
205-431-5132	PERS Prepay UAAL	8,110	8,200	8,200	8,000
205-431-5140	Medicare Tax	1,878	1,050	1,050	1,100
205-431-5150	Flexible Benefits Program	2,911	1,400	1,400	1,250
205-431-5151	Fitness Benefit	-	300	300	400
205-431-5165	Pension Trust	4,000	-	-	-
205-431-5170	Uniform Cleaning	1,236	1,400	1,400	1,600
205-431-5171	Uniform Allowance	130	2,900	2,900	2,500
205-431-5180	Individual Equipment/Safety	463	700	700	900
205-431-5199	Contra Account - Pension Trust	(4,000)	-	-	-
205-431-5302	Street Maintenance	8,925	4,000	4,000	-
205-431-5345	Equipment Repairs/Replacement	1,840	32,600	32,600	85,450
205-431-5440	Utility - Communications/Telephone	-	800	750	750
205-431-5500	Printing & Advertising	2,969	1,600	1,600	-
205-431-5510	Dues & Subscriptions	240	1,000	200	1,000
205-431-5512	Meetings & Travel	600	1,000	-	1,000
205-431-5536	Equipment/Office Rent & Leases	15,870	3,000	3,000	3,000
205-431-5560	Supplies & Materials	21,552	25,600	25,600	29,600
205-431-5581	Vehicle Operations & Maintenance	13,516	15,000	15,000	15,000
205-431-5582	Fuel Expense	12,628	13,000	13,000	13,000
	Program: 431 - Street Maintenance Total:	**267,798**	**204,500**	**202,650**	**265,200**
Program: 502 - Parks and Facilities Maintenance					
205-502-5100	Regular Wages	-	-	-	3,300
205-502-5106	Other Pay	-	-	-	150
205-502-5120	Health Insurance	-	-	-	1,100
205-502-5121	Dental Insurance	-	-	-	100
205-502-5122	Life Insurance	-	-	-	50
205-502-5123	Disability Insurance	-	-	-	50
205-502-5130	PERS CLASSIC Contribution	-	-	-	350
205-502-5132	PERS Prepay UAAL	-	-	-	1,500
205-502-5140	Medicare Tax	-	-	-	50
205-502-5151	Fitness Benefit	-	-	-	50
	Program: 502 - Parks and Facilities Maintenance Total:	**-**	**-**	**-**	**6,700**
Program: 999 - Transfers					
205-999-5900	To General 101	7,034	-	-	-
205-999-5907	To ROW 209	22,262	-	-	-
	Program: 999 - Transfers Total:	**29,295**	**-**	**-**	**-**
	Expense Total:	**305,693**	**204,500**	**202,650**	**271,900**
	Fund: 205 - GAS TAX FUND Surplus (Deficit):	**92,512**	**112,050**	**117,300**	**78,225**

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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.

Fund: 206 - LOCAL TRANSPORTATION FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 411 - Transportation, Parking and Lighting					
206-411-4330	BKWY, ART3; SEC 9	11,320	10,000	10,000	10,000
206-411-4600	Interest Income	2,418	800	800	200
206-411-4601	Net Adjustment Fair Value	2,194	-	-	-
206-411-4602	Gain/Loss on Investment	154	-	-	-
	Program: 411 - Transportation, Parking and Lighting Total:	**16,086**	**10,800**	**10,800**	**10,200**
	Revenue Total:	**16,086**	**10,800**	**10,800**	**10,200**
Expense					
Program: 431 - Street Maintenance					
206-431-5100	Regular Wages	169	36,700	36,700	37,600
206-431-5104	Overtime Pay	-	1,000	1,000	1,000
206-431-5106	Other Pay	34	1,800	1,800	2,800
206-431-5108	Interpreter Pay	-	100	100	100
206-431-5120	Health Insurance	-	7,300	7,300	6,800
206-431-5121	Dental Insurance	-	1,000	1,000	1,000
206-431-5122	Life Insurance	-	150	150	100
206-431-5123	Disability Insurance	-	150	150	100
206-431-5130	PERS CLASSIC Contribution	22	3,700	3,700	3,500
206-431-5131	PERS PEPRA Contribution	-	400	400	400
206-431-5132	PERS Prepay UAAL	-	5,350	5,350	5,000
206-431-5140	Medicare Tax	3	600	600	600
206-431-5150	Flexible Benefits Program	8	700	700	700
206-431-5151	Fitness Benefit	-	300	300	200
206-431-5302	Street Maintenance	-	10,000	5,000	4,000
206-431-5560	Supplies & Materials	-	1,000	1,000	1,000
	Program: 431 - Street Maintenance Total:	**235**	**70,250**	**65,250**	**64,900**
Program: 999 - Transfers					
206-999-5900	To General 101	259	-	-	-
206-999-5910	To Gas Tax 205	21	-	-	-
	Program: 999 - Transfers Total:	**280**	**-**	**-**	**-**
	Expense Total:	**515**	**70,250**	**65,250**	**64,900**
	Fund: 206 - LOCAL TRANSPORTATION FUND Surplus (Deficit):	**15,571**	**(59,450)**	**(54,450)**	**(54,700)**

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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 form 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.

Fund: 207 - TIDELANDS TRUST FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 531 - Ocean Beach Services					
207-531-4500	Rents & Leases	342,050	307,000	307,000	307,000
207-531-4600	Interest Income	3,596	1,500	2,000	500
207-531-4601	Net Adjustment Fair Value	2,881	-	-	-
207-531-4602	Gain/Loss on Investment	203	-	-	-
207-531-4802	Miscellaneous Income	275	-	-	-
207-531-4810	Reimbursement- State	1,788	2,600	2,600	1,300
	Program: 531 - Ocean Beach Services Total:	**350,794**	**311,100**	**311,600**	**308,800**
	Revenue Total:	**350,794**	**311,100**	**311,600**	**308,800**
Expense					
Program: 501 - Parks and Recreation Administration					
207-501-5100	Regular Wages	-	45,450	45,450	46,000
207-501-5102	Part-time Wages	-	-	1,000	2,200
207-501-5104	Overtime Pay	-	500	500	500
207-501-5106	Other Pay	-	900	900	1,500
207-501-5120	Health Insurance	-	8,800	8,800	10,000
207-501-5121	Dental Insurance	-	600	600	800
207-501-5122	Life Insurance	-	150	150	250
207-501-5123	Disability Insurance	-	150	150	250
207-501-5130	PERS CLASSIC Contribution	-	3,700	3,700	4,200
207-501-5131	PERS PEPRA Contribution	-	900	900	1,000
207-501-5132	PERS Prepay UAAL	-	5,700	5,700	5,000
207-501-5140	Medicare Tax	-	700	700	1,000
207-501-5150	Flexible Benefits Program	-	700	700	1,000
207-501-5151	Fitness Benefit	-	-	-	400
	Program: 501 - Parks and Recreation Administration Total:	**-**	**68,250**	**69,250**	**74,100**
Program: 502 - Parks and Facilities Maintenance					
207-502-5100	Regular Wages	-	3,300	3,300	3,300
207-502-5102	Part-time Wages	-	4,900	4,900	4,500
207-502-5104	Overtime Pay	-	500	500	500
207-502-5106	Other Pay	-	50	50	50
207-502-5120	Health Insurance	-	1,200	1,200	50
207-502-5121	Dental Insurance	-	100	100	50
207-502-5122	Life Insurance	-	50	50	50
207-502-5123	Disability Insurance	-	50	50	50

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Fund: 207 - TIDELANDS TRUST FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 502 - Parks and Facilities Maintenance					
207-502-5130	PERS CLASSIC Contribution	-	400	400	50
207-502-5131	PERS PEPRA Contribution	-	50	50	50
207-502-5132	PERS Prepay UAAL	-	550	550	50
207-502-5140	Medicare Tax	-	150	150	50
207-502-5150	Flexible Benefits Program	-	100	100	50
207-502-5301	Contract Services	65	2,000	2,000	2,000
207-502-5345	Equipment Repairs/Replacement	-	2,000	2,000	2,000
207-502-5350	Landscape Maintenance	15,905	10,000	10,000	24,750
207-502-5362	Janitorial Services	9,305	12,000	15,600	16,200
207-502-5560	Supplies & Materials	546	3,000	3,000	3,000
207-502-5561	Janitorial Supplies	2,833	2,500	2,500	2,500
207-502-5564	Equipment Maintenance	217	5,000	5,000	5,000
	Program: 502 - Parks and Facilities Maintenance Total:	**28,870**	**47,900**	**51,500**	**64,250**
Program: 522 - Junior Lifeguards					
207-522-5560	Supplies & Materials	784	-	-	-
	Program: 522 - Junior Lifeguards Total:	**784**	**-**	**-**	**-**
Program: 531 - Ocean Beach Services					
207-531-5100	Regular Wages	72,565	-	-	-
207-531-5102	Part-time Wages	45,206	60,500	45,000	70,000
207-531-5104	Overtime Pay	3,872	1,500	1,500	1,000
207-531-5106	Other Pay	3,754	-	-	-
207-531-5120	Health Insurance	12,827	880	880	-
207-531-5121	Dental Insurance	684	100	100	-
207-531-5122	Life Insurance	227	50	50	-
207-531-5123	Disability Insurance	227	50	50	-
207-531-5130	PERS CLASSIC Contribution	6,239	-	-	-
207-531-5131	PERS PEPRA Contribution	1,144	-	-	-
207-531-5132	PERS Prepay UAAL	5,152	-	-	-
207-531-5140	Medicare Tax	1,814	500	500	1,000
207-531-5141	Unemployment Insurance	2,466	5,200	5,200	5,200
207-531-5150	Flexible Benefits Program	521	250	250	250
207-531-5151	Fitness Benefit	-	200	200	200
207-531-5171	Uniform Allowance	989	1,000	1,000	1,000
207-531-5301	Contract Services	1,956	13,000	13,000	8,000
207-531-5345	Equipment Repairs/Replacement	340	10,000	10,000	5,000
207-531-5350	Landscape Maintenance	18,132	3,000	3,000	-
207-531-5420	Utility - Sewer	766	650	650	700
207-531-5440	Utility - Communications/Telephone	3,452	3,600	3,500	3,600
207-531-5510	Dues & Subscriptions	13,000	25,000	25,000	25,000
207-531-5560	Supplies & Materials	3,539	3,500	3,500	3,500
207-531-5581	Vehicle Operations & Maintenance	128	-	-	-
207-531-5582	Fuel Expense	30	-	-	-
	Program: 531 - Ocean Beach Services Total:	**199,030**	**128,980**	**113,380**	**124,450**

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Fund: 207 - TIDELANDS TRUST FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 999 - Transfers					
207-999-5900	To General 101	55,519	-	-	-
207-999-5905	To Park Maintenance 204	9,149	-	-	-
207-999-5911	To Capital Improvement 301	3,649	53,600	28,600	13,800
	Program: 999 - Transfers Total:	**68,317**	**53,600**	**28,600**	**13,800**
	Expense Total:	**297,001**	**298,730**	**262,730**	**276,600**
	Fund: 207 - TIDELANDS TRUST FUND Surplus (Deficit):	**53,793**	**12,370**	**48,870**	**32,200**

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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. Monies from this fund may be expended on street lighting, parking lot lighting and other public lighting operations, maintenance and capital improvements.

Fund: 208 - STREET LIGHTING FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 411 - Transportation, Parking and Lighting					
208-411-4100	PropertyTax-Secured, Current Year	181,368	180,000	190,000	190,000
208-411-4101	PropertyTax-Unsecured, Current Year	6,698	7,000	7,000	7,000
208-411-4113	PropertyTax-Supplemental Roll	4,324	5,000	4,000	4,000
208-411-4334	PropertyTax-Homeowners Exemption	827	500	500	500
208-411-4410	PropertyTax-Interest/Penalties	789	1,000	750	750
208-411-4600	Interest Income	5,635	2,000	3,000	750
208-411-4601	Net Adjustment Fair Value	5,552	-	-	-
208-411-4602	Gain/Loss on Investment	366	-	-	-
	Program: 411 - Transportation, Parking and Lighting Total:	**205,557**	**195,500**	**205,250**	**203,000**
	Revenue Total:	**205,557**	**195,500**	**205,250**	**203,000**
Expense					
Program: 411 - Transportation, Parking and Lighting					
208-411-5100	Regular Wages	23	4,800	4,800	4,800
208-411-5104	Overtime Pay	-	300	300	300
208-411-5106	Other Pay	5	250	250	400
208-411-5120	Health Insurance	-	400	400	400
208-411-5121	Dental Insurance	-	100	100	100
208-411-5122	Life Insurance	-	50	50	50
208-411-5123	Disability Insurance	-	50	50	50
208-411-5130	PERS CLASSIC Contribution	3	550	550	550
208-411-5132	PERS Prepay UAAL	-	850	850	500
208-411-5140	Medicare Tax	0	100	100	100
208-411-5150	Flexible Benefits Program	1	50	50	50
208-411-5151	Fitness Benefit	-	200	200	50
208-411-5301	Contract Services	30,586	-	3,000	-
208-411-5400	Utility - Electric	96,679	105,000	100,800	103,800
208-411-5560	Supplies & Materials	7,913	5,000	5,000	5,000
	Program: 411 - Transportation, Parking and Lighting Total:	**135,209**	**117,700**	**116,500**	**116,150**
Program: 502 - Parks and Facilities Maintenance					
208-502-5100	Regular Wages	-	6,450	6,450	13,100
208-502-5104	Overtime Pay	-	500	500	500
208-502-5106	Other Pay	-	-	-	500
208-502-5120	Health Insurance	-	2,450	2,450	4,400
208-502-5121	Dental Insurance	-	200	200	450
208-502-5122	Life Insurance	-	50	50	50

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Fund: 208 - STREET LIGHTING FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 502 - Parks and Facilities Maintenance					
208-502-5123	Disability Insurance	-	50	50	50
208-502-5130	PERS CLASSIC Contribution	-	750	750	1,400
208-502-5132	PERS Prepay UAAL	-	1,050	1,050	1,000
208-502-5140	Medicare Tax	-	100	100	200
208-502-5150	Flexible Benefits Program	-	150	150	150
208-502-5151	Fitness Benefit	-	-	-	100
208-502-5564	Equipment Maintenance	-	800	800	800
	Program: 502 - Parks and Facilities Maintenance Total:	**-**	**12,550**	**12,550**	**22,700**
Program: 999 - Transfers					
208-999-5900	To General 101	15,749	-	-	-
208-999-5905	To Park Maintenance 204	112	-	-	-
208-999-5910	To Gas Tax 205	3,415	-	-	-
	Program: 999 - Transfers Total:	**19,277**	**-**	**-**	**-**
	Expense Total:	**154,486**	**130,250**	**129,050**	**138,850**
	Fund: 208 - STREET LIGHTING FUND Surplus (Deficit):	**51,072**	**65,250**	**76,200**	**64,150**

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Right-Of-Way Maintenance District Fund

The Right-Of-Way (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.

Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 441 - Right of Way Maintenance					
209-441-4412	PropertyTax- ROW Penalties	304	200	200	200
209-441-4600	Interest Income	5	100	600	150
209-441-4602	Gain/Loss on Investment	(4)	-	-	-
209-441-4701	PropertyTax- ROW Current Year	198,415	195,000	195,000	195,000
209-441-4802	Miscellaneous Income	2,684	-	-	-
	Program: 441 - Right of Way Maintenance Total:	**201,403**	**195,300**	**195,800**	**195,350**
Program: 999 - Transfers					
209-999-4903	From Park Maintenance 204	9,165	-	-	-
209-999-4904	From Gas Tax 205	22,262	-	-	-
209-999-4906	From Measure A 215	2,736	-	-	-
209-999-4912	From AB 939 211	8,835	-	-	-
209-999-4916	From General 101	110,877	47,365	42,065	51,300
209-999-4918	From Measure X 104	-	-	-	30,000
	Program: 999 - Transfers Total:	**153,876**	**47,365**	**42,065**	**81,300**
	Revenue Total:	**355,279**	**242,665**	**237,865**	**276,650**
Expense					
Program: 441 - Right of Way Maintenance					
209-441-5100	Regular Wages	107,355	55,200	55,200	57,400
209-441-5102	Part-time Wages	14,918	16,650	16,650	19,700
209-441-5104	Overtime Pay	5,683	3,000	3,000	3,000
209-441-5106	Other Pay	5,330	2,350	2,350	4,000
209-441-5108	Interpreter Pay	163	150	150	100
209-441-5120	Health Insurance	25,029	13,300	13,300	11,300
209-441-5121	Dental Insurance	3,350	1,600	1,600	1,500
209-441-5122	Life Insurance	179	200	200	200
209-441-5123	Disability Insurance	457	250	250	200
209-441-5130	PERS CLASSIC Contribution	6,149	5,500	5,500	5,400
209-441-5131	PERS PEPRA Contribution	1,040	650	650	600
209-441-5132	PERS Prepay UAAL	7,624	8,250	8,250	7,000
209-441-5140	Medicare Tax	1,950	1,200	1,200	1,100
209-441-5150	Flexible Benefits Program	976	1,100	1,100	1,000
209-441-5151	Fitness Benefit	-	200	200	300

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Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 441 - Right of Way Maintenance					
209-441-5165	Pension Trust	2,150	-	-	-
209-441-5170	Uniform Cleaning	2,175	2,400	2,400	2,400
209-441-5171	Uniform Allowance	252	4,350	3,100	3,750
209-441-5180	Individual Equipment/Safety	545	700	700	900
209-441-5199	Contra Account - Pension Trust	(2,150)	-	-	-
209-441-5301	Contract Services	2,390	2,500	500	5,000
209-441-5345	Equipment Repairs/Replacement	760	475	650	1,500
209-441-5350	Landscape Maintenance	50,075	29,000	29,000	53,250
209-441-5362	Janitorial Services	19,011	27,400	27,400	25,000
209-441-5400	Utility - Electric	7,096	8,600	9,600	10,000
209-441-5420	Utility - Sewer	2,253	2,500	3,300	3,400
209-441-5430	Utility - Water	24,661	30,000	30,000	31,200
209-441-5440	Utility - Communications/Telephone	1,720	1,200	850	1,000
209-441-5536	Equipment/ Office Rent & Leases	2,115	2,150	-	-
209-441-5560	Supplies & Materials	17,772	14,400	14,400	15,000
209-441-5561	Janitorial Supplies	3,369	5,000	4,000	5,000
209-441-5564	Equipment Maintenance	985	725	700	1,000
	Program: 441 - Right of Way Maintenance Total:	**315,382**	**241,000**	**236,200**	**271,200**
Program: 502 - Parks and Facilities Maintenance					
209-502-5100	Regular Wages	-	-	-	3,200
209-502-5120	Health Insurance	-	-	-	1,100
209-502-5121	Dental Insurance	-	-	-	100
209-502-5122	Life Insurance	-	-	-	50
209-502-5123	Disability Insurance	-	-	-	50
209-502-5130	PERS CLASSIC Contribution	-	-	-	350
209-502-5132	PERS Prepay UAAL	-	-	-	500
209-502-5140	Medicare Tax	-	-	-	50
209-502-5151	Fitness Benefit	-	-	-	50
	Program: 502 - Parks and Facilities Maintenance Total:	**-**	**-**	**-**	**5,450**
Program: 999 - Transfers					
209-999-5900	To General 101	10,260	-	-	-
209-999-5910	To Gas Tax 205	22,158	-	-	-
	Program: 999 - Transfers Total:	**32,418**	**-**	**-**	**-**
	Expense Total:	**347,800**	**241,000**	**236,200**	**276,650**
	Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND Surplus (Deficit):	**7,479**	**1,665**	**1,665**	**-**

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Parking and Business Improvement District 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.

Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 161 - Communication and Community Promotions					
210-161-4600	Interest Income	1,409	300	400	100
210-161-4601	Net Adjustment Fair Value	944	-	-	-
210-161-4602	Gain/Loss on Investment	86	-	-	-
210-161-4703	General Business Assessment	13,789	250	250	250
	Program: 161 - Communication and Community Promotions Total:	**16,228**	**550**	**650**	**350**
	Revenue Total:	**16,228**	**550**	**650**	**350**
Expense					
Program: 161 - Communication and Community Promotions					
210-161-5100	Regular Wages	-	4,000	4,000	4,200
210-161-5120	Health Insurance	-	500	500	450
210-161-5121	Dental Insurance	-	50	50	50
210-161-5122	Life Insurance	-	50	50	50
210-161-5123	Disability Insurance	-	50	50	50
210-161-5131	PERS PEPRA Contribution	-	350	350	300
210-161-5132	PERS Prepay UAAL	-	50	50	50
210-161-5140	Medicare Tax	-	100	100	50
210-161-5150	Flexible Benefits Program	-	100	100	50
210-161-5151	Fitness Benefit	-	-	-	50
210-161-5301	Contract Services	85	-	-	4,100
210-161-5500	Printing & Advertising	2,855	3,150	2,800	1,000
210-161-5510	Dues & Subscriptions	1,278	1,500	1,500	1,500
210-161-5536	Equipment/Office Rent & Leases	-	6,800	5,000	-
210-161-5560	Supplies & Materials	201	200	200	700
	Program: 161 - Communication and Community Promotions Total:	**4,419**	**16,900**	**14,750**	**12,600**
Program: 431 - Street Maintenance					
210-431-5302	Street Maintenance	13,436	5,400	5,400	5,700
	Program: 431 - Street Maintenance Total:	**13,436**	**5,400**	**5,400**	**5,700**
Program: 999 - Transfers					
210-999-5900	To General 101	1,044	-	-	-
210-999-5911	To Capital Improvement 301	14,678	-	-	-
	Program: 999 - Transfers Total:	**15,722**	**-**	**-**	**-**
	Expense Total:	**33,577**	**22,300**	**20,150**	**18,300**
	Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND Surplus (Deficit):	**(17,349)**	**(21,750)**	**(19,500)**	**(17,950)**

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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.

Fund: 211 - AB 939 SOLID WASTE FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 421 - Solid Waste					
211-421-4516	AB 939 Fees	243,819	245,000	245,000	245,000
211-421-4600	Interest Income	7,958	2,600	3,000	750
211-421-4601	Net Adjustment Fair Value	6,881	-	-	-
211-421-4602	Gain/Loss on Investment	489	-	-	-
211-421-4802	Miscellaneous Income	1,373	-	-	-
	Program: 421 - Solid Waste Total:	**260,519**	**247,600**	**248,000**	**245,750**
	Revenue Total:	**260,519**	**247,600**	**248,000**	**245,750**
Expense					
Program: 421 - Solid Waste					
211-421-5100	Regular Wages	52,059	88,000	88,000	110,100
211-421-5104	Overtime Pay	840	2,000	2,000	2,000
211-421-5106	Other Pay	3,410	8,800	8,800	6,600
211-421-5108	Interpreter Pay	26	150	150	200
211-421-5120	Health Insurance	8,266	21,300	21,300	24,150
211-421-5121	Dental Insurance	698	2,050	2,050	2,750
211-421-5122	Life Insurance	178	350	350	350
211-421-5123	Disability Insurance	181	350	350	350
211-421-5130	PERS CLASSIC Contribution	4,649	9,050	9,050	8,300
211-421-5131	PERS PEPRA Contribution	775	1,200	1,200	2,600
211-421-5132	PERS Prepay UAAL	3,696	13,450	13,450	14,000
211-421-5140	Medicare Tax	801	1,500	1,500	1,700
211-421-5150	Flexible Benefits Program	506	1,600	1,600	2,000
211-421-5151	Fitness Benefit	-	300	300	600
211-421-5301	Contract Services	23,478	96,500	75,000	111,500
211-421-5500	Printing & Advertising	4,957	7,400	7,400	6,150
211-421-5531	Employee/Public Relations	-	500	500	500
211-421-5539	Environmental Services	4,884	7,500	2,500	15,000
211-421-5560	Supplies & Materials	2,255	12,600	3,000	17,500
	Program: 421 - Solid Waste Total:	**111,658**	**274,600**	**238,500**	**326,350**
Program: 431 - Street Maintenance					
211-431-5259	Street Sweeping	78,697	59,400	59,400	59,400
211-431-5430	Utility - Water	2,052	5,000	4,500	4,680
	Program: 431 - Street Maintenance Total:	**80,748**	**64,400**	**63,900**	**64,080**

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Fund: 211 - AB 939 SOLID WASTE FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 502 - Parks and Facilities Maintenance					
211-502-5100	Regular Wages	-	-	-	3,300
211-502-5106	Other Pay	-	-	-	150
211-502-5120	Health Insurance	-	-	-	2,000
211-502-5121	Dental Insurance	-	-	-	100
211-502-5122	Life Insurance	-	-	-	50
211-502-5123	Disability Insurance	-	-	-	50
211-502-5130	PERS CLASSIC Contribution	-	-	-	350
211-502-5132	PERS Prepay UAAL	-	-	-	500
211-502-5140	Medicare Tax	-	-	-	50
211-502-5151	Fitness Benefit	-	-	-	20
	Program: 502 - Parks and Facilities Maintenance Total:	**-**	**-**	**-**	**6,570**
Program: 999 - Transfers					
211-999-5900	To General 101	35,413	-	-	-
211-999-5907	To ROW 209	8,835	-	-	-
211-999-5910	To Gas Tax 205	9,625	-	-	-
	Program: 999 - Transfers Total:	**53,873**	**-**	**-**	**-**
	Expense Total:	**246,280**	**339,000**	**302,400**	**397,000**
	Fund: 211 - AB 939 SOLID WASTE FUND Surplus (Deficit):	**14,239**	**(91,400)**	**(54,400)**	**(151,250)**

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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 programing incorporated in this fund.

Fund: 213 - RECREATION SERVICES FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 503 - Vets Hall/Seaside					
213-503-4500	Rents & Leases	39,014	25,000	25,000	25,000
213-503-4522	Jazzercise	7,220	200	200	200
213-503-4528	Vets Hall Rentals	20,969	2,310	4,500	25,000
213-503-4806	Donations	-	1,525	1,525	-
	Program: 503 - Vets Hall/Seaside Total:	**67,203**	**29,035**	**31,225**	**50,200**
Program: 521 - Community Pool Services					
213-521-4260	Sign Permits	210	-	-	-
213-521-4519	Senior Program Revenue	1,430	-	-	-
213-521-4529	Uniform Sales	141	100	-	-
213-521-4530	Swim Lessons/ Learn to Swim Revenue	22,069	5,000	5,000	25,000
213-521-4531	Safety Class Tuition	400	-	-	-
213-521-4532	Punch Card Sales	34,070	57,000	60,000	65,000
213-521-4533	Aerobics Program	1,402	8,000	5,000	5,000
213-521-4535	Adult Day Pass Fees	7,215	9,000	9,000	9,000
213-521-4536	Senior Day Pass Fees	1,694	5,700	5,700	5,700
213-521-4537	Masters Swim Program (Monthly/Daily)	14,635	6,000	10,000	12,000
213-521-4540	Group Fees	-	900	900	900
213-521-4541	Concession - Taxable	5,012	3,000	3,000	3,000
213-521-4542	Locker Rentals	1,767	-	-	2,000
213-521-4543	Child Day Pass Fees	2,124	-	50	2,000
213-521-4545	Concession - Non Taxable	1,957	-	500	5,000
213-521-4546	Pool Special Event	27,979	10,000	5,000	20,000
213-521-4602	Gain/Loss on Investment	(15)	-	-	-
213-521-4802	Miscellaneous Income	267	100	100	100
213-521-4810	Reimbursement- State	6,200	25	6,000	2,000
	Program: 521 - Community Pool Services Total:	**128,556**	**104,825**	**110,250**	**156,700**
Program: 522 - Junior Lifeguards					
213-522-4524	Jr Lifeguard Fees	66,311	15,000	75,000	75,000
	Program: 522 - Junior Lifeguards Total:	**66,311**	**15,000**	**75,000**	**75,000**
Program: 523 - Swim Team Aquatics					
213-523-4538	Swim Team Tuitions	32,562	17,000	17,000	35,000
	Program: 523 - Swim Team Aquatics Total:	**32,562**	**17,000**	**17,000**	**35,000**
Program: 531 - Ocean Beach Services					
213-531-4360	State Grants	8,750	8,750	8,750	8,750
213-531-4500	Rents & Leases	-	2,000	2,000	2,000
213-531-4526	Ocean Recreation	941	500	500	1,500
	Program: 531 - Ocean Beach Services Total:	**9,691**	**11,250**	**11,250**	**12,250**

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Fund: 213 - RECREATION SERVICES FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 532 - Beach Store					
213-532-4525	Beach Concession	21,640	10,000	-	10,000
	Program: 532 - Beach Store Total:	**21,640**	**10,000**	**-**	**10,000**
Program: 541 - Special Events					
213-541-4520	Softball Revenue	-	-	-	6,000
213-541-4544	Tennis Tuition	310	2,600	2,600	2,600
	Program: 541 - Special Events Total:	**310**	**2,600**	**2,600**	**8,600**
Program: 542 - Community Garden					
213-542-4521	Community Garden Dues	12,913	12,000	12,000	12,000
213-542-4806	Donations	-	-	150	-
	Program: 542 - Community Garden Total:	**12,913**	**12,000**	**12,150**	**12,000**
Program: 999 - Transfers					
213-999-4901	From Revolving 216	26,740	25,300	25,300	25,300
213-999-4914	From Capital Improvements 301	-	15,000	15,000	15,000
213-999-4916	From General 101	349,246	409,944	336,359	356,505
213-999-4918	From Measure X 104	-	50,000	50,000	50,000
	Program: 999 - Transfers Total:	**375,986**	**500,244**	**426,659**	**446,805**
	Revenue Total:	**715,172**	**701,954**	**686,134**	**806,555**
Expense					
Program: 503 - Vets Hall/Seaside					
213-503-5100	Regular Wages	-	12,550	12,550	6,300
213-503-5102	Part-time Wages	7,262	4,800	4,800	7,200
213-503-5104	Overtime Pay	-	600	600	600
213-503-5106	Other Pay	-	-	-	250
213-503-5120	Health Insurance	-	3,300	3,300	950
213-503-5121	Dental Insurance	-	250	250	50
213-503-5122	Life Insurance	-	50	50	50
213-503-5123	Disability Insurance	-	50	50	50
213-503-5130	PERS CLASSIC Contribution	-	1,500	1,500	700
213-503-5132	PERS Prepay UAAL	-	2,200	2,200	2,000
213-503-5140	Medicare Tax	105	300	300	200
213-503-5150	Flexible Benefits Program	-	250	250	250
213-503-5151	Fitness Benefit	-	-	-	50
213-503-5301	Contract Services	364	3,000	3,000	3,000
213-503-5350	Landscape Maintenance	9,451	5,200	5,200	7,900
213-503-5362	Janitorial Services	14,375	12,500	17,500	15,750
213-503-5400	Utility - Electric	3,933	4,300	4,320	4,450
213-503-5410	Utility - Natural Gas	856	800	1,750	1,800
213-503-5420	Utility - Sewer	3,431	3,400	3,450	3,550
213-503-5430	Utility - Water	2,320	2,300	2,100	2,200
213-503-5440	Utility - Communications/Telephone	1,662	1,650	1,680	1,750
213-503-5560	Supplies & Materials	1,395	500	500	500
213-503-5561	Janitorial Supplies	317	600	600	600
213-503-5564	Equipment Maintenance	69	2,000	500	2,000
	Program: 503 - Vets Hall/Seaside Total:	**45,540**	**62,100**	**66,450**	**62,150**

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Fund: 213 - RECREATION SERVICES FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 521 - Community Pool Services					
213-521-5100	Regular Wages	97,889	120,900	120,900	120,055
213-521-5102	Part-time Wages	143,497	146,000	146,000	200,500
213-521-5104	Overtime Pay	6,451	2,000	2,000	2,000
213-521-5106	Other Pay	983	2,300	2,300	2,300
213-521-5120	Health Insurance	18,752	32,000	22,500	29,200
213-521-5121	Dental Insurance	1,360	1,800	1,800	1,400
213-521-5122	Life Insurance	463	500	500	450
213-521-5123	Disability Insurance	434	350	350	500
213-521-5130	PERS CLASSIC Contribution	3,168	3,250	3,250	3,200
213-521-5131	PERS PEPRA Contribution	3,748	5,750	5,750	2,300
213-521-5132	PERS Prepay UAAL	6,950	5,050	5,050	5,000
213-521-5140	Medicare Tax	3,618	4,050	4,050	4,400
213-521-5141	Unemployment Insurance	11,792	12,070	12,000	6,000
213-521-5150	Flexible Benefits Program	867	2,600	2,600	2,200
213-521-5151	Fitness Benefit	-	200	200	650
213-521-5152	Cell Phone Allowance	-	800	800	800
213-521-5165	Pension Trust	2,250	-	-	-
213-521-5171	Uniform Allowance	1,300	1,100	1,100	1,100
213-521-5199	Contra Account - Pension Trust	(2,250)	-	-	-
213-521-5221	Employee Training	-	2,500	4,000	2,500
213-521-5301	Contract Services	12,668	15,000	12,000	10,000
213-521-5345	Equipment Repairs/Replacement	1,378	3,000	3,000	3,000
213-521-5350	Landscape Maintenance	3,531	5,400	5,400	7,700
213-521-5360	Software Subscription/Maintenance	765	1,000	1,000	1,000
213-521-5400	Utility - Electric	18,620	20,000	21,600	22,200
213-521-5410	Utility - Natural Gas	20,452	23,500	33,600	34,800
213-521-5420	Utility - Sewer	12,553	15,000	15,010	15,500
213-521-5430	Utility - Water	20,725	20,100	18,600	19,200
213-521-5440	Utility - Communications/Telephone	2,717	2,700	3,080	3,500
213-521-5500	Printing & Advertising	254	250	250	250
213-521-5510	Dues & Subscriptions	240	250	250	250
213-521-5512	Meetings & Travel	484	650	650	650
213-521-5545	Purchases for Resale	(2,255)	1,500	1,500	1,500
213-521-5546	Cash (Over)/Short	91	-	-	-
213-521-5550	Supplies for Resale	2,817	500	1,000	3,000
213-521-5560	Supplies & Materials	19,544	5,000	5,000	12,000
213-521-5561	Janitorial Supplies	171	2,000	2,000	2,000
213-521-5562	Chemicals	45,384	40,000	40,000	40,000
	Program: 521 - Community Pool Services Total:	**461,411**	**499,070**	**499,090**	**561,105**

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Fund: 213 - RECREATION SERVICES FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 522 - Junior Lifeguards					
213-522-5100	Regular Wages	-	28,700	28,700	28,700
213-522-5102	Part-time Wages	68,422	40,400	30,000	40,000
213-522-5104	Overtime Pay	1,617	1,000	1,000	1,000
213-522-5106	Other Pay	-	400	400	850
213-522-5120	Health Insurance	-	6,750	6,750	6,400
213-522-5121	Dental Insurance	-	350	350	300
213-522-5122	Life Insurance	-	100	100	100
213-522-5123	Disability Insurance	-	100	100	100
213-522-5130	PERS CLASSIC Contribution	-	350	350	350
213-522-5131	PERS PEPRA Contribution	-	1,800	1,800	1,850
213-522-5132	PERS Prepay UAAL	-	600	600	500
213-522-5140	Medicare Tax	1,013	750	750	650
213-522-5150	Flexible Benefits Program	-	750	750	650
213-522-5151	Fitness Benefit	-	-	-	200
213-522-5171	Uniform Allowance	-	800	800	800
213-522-5345	Equipment Repairs/Replacement	(0)	4,000	3,000	3,000
213-522-5440	Utility - Communications/Telephone	355	200	240	250
213-522-5512	Meetings & Travel	2,400	3,000	250	2,000
213-522-5548	Field Trips	3,863	-	-	-
213-522-5560	Supplies & Materials	13,678	2,500	2,500	12,000
	Program: 522 - Junior Lifeguards Total:	**91,348**	**92,550**	**78,440**	**99,700**
Program: 523 - Swim Team Aquatics					
213-523-5100	Regular Wages	-	3,100	3,100	3,150
213-523-5102	Part-time Wages	16,916	12,000	12,000	20,000
213-523-5104	Overtime Pay	234	350	350	350
213-523-5106	Other Pay	-	-	-	150
213-523-5120	Health Insurance	-	450	450	450
213-523-5121	Dental Insurance	-	50	50	50
213-523-5122	Life Insurance	-	50	50	50
213-523-5123	Disability Insurance	-	50	50	50
213-523-5130	PERS CLASSIC Contribution	-	350	350	350
213-523-5132	PERS Prepay UAAL	-	550	550	500
213-523-5140	Medicare Tax	249	200	200	300
213-523-5150	Flexible Benefits Program	-	100	100	50
213-523-5151	Fitness Benefit	-	50	50	50
213-523-5360	Software Subscriptions/Maintenance	-	-	650	-
213-523-5510	Dues & Subscriptions	470	500	500	500
213-523-5512	Meetings & Travel	223	100	100	250
213-523-5548	Field Trips	1,378	-	-	-
213-523-5560	Supplies & Materials	1,500	1,500	1,500	5,000
	Program: 523 - Swim Team Aquatics Total:	**20,969**	**19,400**	**20,050**	**31,250**

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Fund: 213 - RECREATION SERVICES FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 531 - Ocean Beach Services					
213-531-5100	Regular Wages	-	3,100	3,100	3,150
213-531-5102	Part-time Wages	19,056	6,500	2,500	1,100
213-531-5104	Overtime Pay	732	300	300	300
213-531-5106	Other Pay	-	-	-	150
213-531-5120	Health Insurance	-	450	450	450
213-531-5121	Dental Insurance	-	50	50	50
213-531-5122	Life Insurance	-	50	50	50
213-531-5123	Disability Insurance	-	50	50	50
213-531-5130	PERS CLASSIC Contribution	-	400	400	350
213-531-5132	PERS Prepay UAAL	-	550	550	500
213-531-5140	Medicare Tax	287	50	50	50
213-531-5150	Flexible Benefits Program	-	50	50	50
213-531-5151	Fitness Benefit	-	-	-	50
213-531-5440	Utility - Communications/Telephone	-	2,400	-	250
213-531-5560	Supplies & Materials	294	-	-	-
	Program: 531 - Ocean Beach Services Total:	**20,369**	**13,950**	**7,550**	**6,550**
Program: 532 - Beach Store					
213-532-5100	Regular Wages	-	3,100	3,100	3,150
213-532-5102	Part-time Wages	16,366	3,000	1,500	1,150
213-532-5104	Overtime Pay	13	100	100	100
213-532-5106	Other Pay	-	-	-	150
213-532-5120	Health Insurance	-	450	450	450
213-532-5121	Dental Insurance	-	50	50	50
213-532-5122	Life Insurance	-	50	50	50
213-532-5123	Disability Insurance	-	50	50	50
213-532-5130	PERS CLASSIC Contribution	-	350	350	350
213-532-5132	PERS Prepay UAAL	-	550	550	500
213-532-5140	Medicare Tax	237	50	50	50
213-532-5150	Flexible Benefits Program	-	100	100	50
213-532-5151	Fitness Benefit	-	-	-	50
213-532-5350	Landscape Maintenance	592	200	200	-
213-532-5440	Utility - Communications/Telephone	2,713	200	2,800	400
213-532-5545	Purchases for Inventory	10,881	1,250	-	6,000
213-532-5546	Cash (Over)/Short	20	-	-	-
213-532-5560	Supplies & Materials	318	500	500	500
	Program: 532 - Beach Store Total:	**31,140**	**10,000**	**9,850**	**13,050**
Program: 541 - Special Events					
213-541-5360	Software Subscription/Maintenance	84	-	-	-
213-541-5560	Supplies & Materials	462	-	-	-
	Program: 541 - Special Events Total:	**545**	**-**	**-**	**-**

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Fund: 213 - RECREATION SERVICES FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 542 - Community Garden					
213-542-5102	Part-time Wages	15,983	24,000	24,000	24,000
213-542-5104	Overtime Pay	19	400	400	400
213-542-5140	Medicare Tax	232	350	350	350
213-542-5301	Contract Services	7,490	2,000	2,000	3,000
213-542-5360	Software Subscription/Maintenance	240	-	-	-
213-542-5362	Janitorial Services	2,273	1,100	1,550	1,700
213-542-5420	Utility - Sewer	677	750	710	750
213-542-5440	Utility - Communications/Telephone	1,123	1,050	960	1,050
213-542-5512	Meetings & Travel	159	-	-	-
213-542-5560	Supplies & Materials	1,908	2,500	2,000	1,500
	Program: 542 - Community Garden Total:	**30,104**	**32,150**	**31,970**	**32,750**
Program: 999 - Transfers					
213-999-5900	To General 101	20,971	-	-	-
	Program: 999 - Transfers Total:	**20,971**	**-**	**-**	**-**
	Expense Total:	**722,398**	**729,220**	**713,400**	**806,555**
	Fund: 213 - RECREATION SERVICES FUND Surplus (Deficit):	**(7,226)**	**(27,266)**	**(27,266)**	**-**

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Housing Fund

The Housing Fund is used to account for the Workforce Homebuyers Down Payment Loan Program to expand homeownership opportunities in the City.

Fund: 214 - HOUSING FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 311 - Housing					
214-311-4570	Administrative Fees- Afforable Housing Progra	10,000	-	-	-
214-311-4600	Interest Income	6,903	4,000	5,000	1,250
214-311-4601	Net Adjustment Fair Value	9,613	-	-	-
214-311-4602	Gain/Loss on Investment	495	7,500	-	350
214-311-4603	Interest Income, Loan	3,000	-	-	-
214-311-4802	Miscellaneous Income	11,889	-	7,500	-
	Program: 311 - Housing Total:	**41,900**	**11,500**	**12,500**	**1,600**
	Revenue Total:	**41,900**	**11,500**	**12,500**	**1,600**
Expense					
Program: 311 - Housing					
214-311-5201	Professional Services	30,635	35,900	35,900	36,725
214-311-5560	Supplies & Materials	55	-	-	-
	Program: 311 - Housing Total:	**30,690**	**35,900**	**35,900**	**36,725**
	Expense Total:	**30,690**	**35,900**	**35,900**	**36,725**
	Fund: 214 - HOUSING FUND Surplus (Deficit):	**11,210**	**(24,400)**	**(23,400)**	**(35,125)**

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Measure A Fund

The Measure A Fund is used to account for funding received through 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.

Fund: 215 - MEASURE A FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 431 - Street Maintenance					
215-431-4332	Measure A Revenue	855,187	794,500	794,500	796,800
215-431-4600	Interest Income	62,483	20,000	20,000	5,000
215-431-4601	Net Adjustment Fair Value	44,859	-	-	-
215-431-4602	Gain/Loss on Investment	3,189	-	-	-
	Program: 431 - Street Maintenance Total:	**965,718**	**814,500**	**814,500**	**801,800**
Program: 441 - Right of Way Maintenance					
215-441-4802	Miscellaneous Income	700	-	-	-
	Program: 441 - Right of Way Maintenance Total:	**700**	**-**	**-**	**-**
	Revenue Total:	**966,418**	**814,500**	**814,500**	**801,800**
Expense					
Program: 221 - Management Information Services					
215-221-5360	Software Subscription/Maintenance	-	-	9,500	40,500
215-221-5565	Computer Hardware/Replacement	-	11,000	11,000	11,000
	Program: 221 - Management Information Services Total:	**-**	**11,000**	**20,500**	**51,500**
Program: 411 - Transportation, Parking and Lighting					
215-411-5100	Regular Wages	47,044	82,900	82,900	106,500
215-411-5104	Overtime Pay	918	3,000	3,000	4,100
215-411-5106	Other Pay	2,344	2,900	2,900	6,950
215-411-5108	Interpreter Pay	26	200	200	200
215-411-5120	Health Insurance	7,423	20,000	20,000	26,000
215-411-5121	Dental Insurance	636	2,300	2,300	2,800
215-411-5122	Life Insurance	144	300	300	350
215-411-5123	Disability Insurance	155	300	300	350
215-411-5130	PERS CLASSIC Contribution	3,788	7,650	7,650	9,150
215-411-5131	PERS PEPRA Contribution	917	1,350	1,350	2,100
215-411-5132	PERS Prepay UAAL	3,339	11,300	11,300	14,000
215-411-5140	Medicare Tax	717	1,300	1,300	1,700
215-411-5150	Flexible Benefits Program	460	1,600	1,600	2,000
215-411-5151	Fitness Benefit	-	200	200	600
215-411-5204	Transit- Senior/ADA Transport	17,429	17,500	17,500	17,500
215-411-5228	Engineering Services	43,064	352,000	183,500	327,000
215-411-5301	Contract Services	120,349	5,000	5,000	33,000
215-411-5500	Printing & Advertising	257	-	-	-
215-411-5510	Dues & Subscriptions	7,107	16,500	1,500	3,000
215-411-5560	Supplies & Materials	439	1,000	-	-
	Program: 411 - Transportation, Parking and Lighting Total:	**256,554**	**527,300**	**342,800**	**557,300**

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Fund: 215 - MEASURE A FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 431 - Street Maintenance					
215-431-5302	Street Maintenance	8,016	212,000	182,000	260,000
215-431-5345	Equipment Repairs/Replacement	8,700	20,000	44,200	30,000
215-431-5400	Utility - Electric	-	4,000	9,000	10,000
215-431-5566	Sign Replacement	10,353	30,000	30,000	40,000
215-431-5762	Vehicle Purchase	-	116,000	86,400	275,000
215-431-5764	Improvements	29,189	-	-	-
	Program: 431 - Street Maintenance Total:	**56,258**	**382,000**	**351,600**	**615,000**
Program: 441 - Right of Way Maintenance					
215-441-5356	Tree Maintenance	106,825	152,000	152,000	152,000
215-441-5357	Tree Replacement	-	30,000	30,000	30,000
	Program: 441 - Right of Way Maintenance Total:	**106,825**	**182,000**	**182,000**	**182,000**
Program: 451 - Watershed Management					
215-451-5353	Storm Drain Maintenance	-	20,000	20,000	20,000
	Program: 451 - Watershed Management Total:	**-**	**20,000**	**20,000**	**20,000**
Program: 999 - Transfers					
215-999-5900	To General 101	70,374	-	-	-
215-999-5907	To ROW 209	2,736	-	-	-
215-999-5910	To Gas Tax 205	10,707	-	-	-
215-999-5911	To Capital Improvement 301	325,856	1,190,500	916,053	463,900
	Program: 999 - Transfers Total:	**409,673**	**1,190,500**	**916,053**	**463,900**
	Expense Total:	**829,310**	**2,312,800**	**1,832,953**	**1,889,700**
	Fund: 215 - MEASURE A FUND Surplus (Deficit):	**137,108**	**(1,498,300)**	**(1,018,453)**	**(1,087,900)**

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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.

Fund: 216 - REVOLVING FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 151 - Emergency Preparedness					
216-151-4360	State Grants	19,852	10,000	10,000	60,000
	Program: 151 - Emergency Preparedness Total:	**19,852**	**10,000**	**10,000**	**60,000**
Program: 421 - Solid Waste					
216-421-4360	State Grants	4,160	5,000	5,000	10,000
	Program: 421 - Solid Waste Total:	**4,160**	**5,000**	**5,000**	**10,000**
Program: 521 - Community Pool Services					
216-521-4390	Private Grants	23,595	-	-	15,000
216-521-4806	Donations	39	6,000	6,000	-
	Program: 521 - Community Pool Services Total:	**23,634**	**6,000**	**6,000**	**15,000**
Program: 542 - Community Garden					
216-542-4360	State Grants	26,740	25,300	25,300	25,300
	Program: 542 - Community Garden Total:	**26,740**	**25,300**	**25,300**	**25,300**
	Revenue Total:	**74,385**	**46,300**	**46,300**	**110,300**
Expense					
Program: 151 - Emergency Preparedness					
216-151-5301	Contract Services	13,388	10,000	10,000	60,000
216-151-5560	Supplies & Materials	6,464	-	-	-
	Program: 151 - Emergency Preparedness Total:	**19,852**	**10,000**	**10,000**	**60,000**
Program: 421 - Solid Waste					
216-421-5301	Contract Services	1,373	-	-	-
216-421-5560	Supplies & Materials	240	5,000	5,000	10,000
	Program: 421 - Solid Waste Total:	**1,613**	**5,000**	**5,000**	**10,000**
Program: 502 - Parks and Facilities Maintenance					
216-502-5560	Supplies & Materials	894	-	-	-
	Program: 502 - Parks and Facilities Maintenance Total:	**894**	**-**	**-**	**-**
Program: 521 - Community Pool Services					
216-521-5301	Contract Services	1,054	-	-	15,000
216-521-5345	Equipment Repairs/Replacement	-	6,000	6,000	-
216-521-5560	Supplies & Materials	2,086	-	-	-
216-521-5564	Equipment Maintenance	4,282	-	-	-
216-521-5764	Improvements	5,000	-	-	-
	Program: 521 - Community Pool Services Total:	**12,422**	**6,000**	**6,000**	**15,000**
Program: 531 - Ocean Beach Services					
216-531-5560	Supplies & Materials	1,692	-	-	-
	Program: 531 - Ocean Beach Services Total:	**1,692**	**-**	**-**	**-**
Program: 999 - Transfers					
216-999-5909	To Recreation Services 213	26,740	25,300	25,300	25,300
	Program: 999 - Transfers Total:	**26,740**	**25,300**	**25,300**	**25,300**
	Expense Total:	**63,212**	**46,300**	**46,300**	**110,300**
	Fund: 216 - REVOLVING FUND Surplus (Deficit):	**11,174**	**-**	**-**	**-**

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PEG Fee Fund

The Public, Educational, and Governmental (PEG) Fee Fund is used to account for channel fees. Revenues from this source are restricted to be used towards providing government access programming to City residents, such as Government Access Television (GATV) related equipment, maintenance, and operations.

Fund: 217 - PEG FEES		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 161 - Communication and Community Promotions					
217-161-4131	COX Cable PEG Fees	56,742	46,000	46,000	46,000
217-161-4600	Interest Income	2,991	1,500	1,500	375
217-161-4601	Net Adjustment Fair Value	2,964	-	-	-
217-161-4602	Gain/Loss on Investment	224	-	-	-
217-161-4802	Miscellaneous Income	2,188	-	2,000	2,000
	Program: 161 - Communication and Community Promotions Total:	**65,109**	**47,500**	**49,500**	**48,375**
Expense					
Program: 161 - Communication and Community Promotions					
217-161-5201	Professional Services	61,516	77,000	77,000	77,000
217-161-5510	Dues & Subscriptions	-	400	400	400
217-161-5560	Supplies & Materials	903	1,000	1,000	1,000
217-161-5761	Major Equipment	-	11,700	11,700	11,700
	Program: 161 - Communication and Community Promotions Total:	**62,419**	**90,100**	**90,100**	**90,100**
Program: 221 - Management Information Services					
217-221-5345	Equipment Repairs/Replacement	2,237	1,500	3,050	1,500
217-221-5360	Software Subscription/Maintenance	9,081	10,000	10,000	10,000
	Program: 221 - Management Information Services Total:	**11,317**	**11,500**	**13,050**	**11,500**
	Expense Total:	**73,736**	**101,600**	**103,150**	**101,600**
	Fund: 217 - PEG FEES Surplus (Deficit):	**(8,628)**	**(54,100)**	**(53,650)**	**(53,225)**

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Capital Improvement Project Fund

The Capital Improvements Projects Fund is used to account for capital asset acquisition, construction and improvements of capital facilities and infrastructure, funded by general government resources, designated development impact fees (such as traffic mitigation fees, bridge fees, etc.), and inter-governmental grants. Funds collected under this program may be used only for the purpose collected.

Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Revenue					
Program: 211 - Central Services					
301-211-4555	General Government	4,537	15,500	15,500	5,000
	Program: 211 - Central Services Total:	**4,537**	**15,500**	**15,500**	**5,000**
Program: 302 - Advance Planning					
301-302-4558	Landscape Bonds	(3,000)	-	-	-
	Program: 302 - Advance Planning Total:	**(3,000)**	**-**	**-**	**-**
Program: 401 - Public Works Administration					
301-401-4550	Highway & Bridges	14,736	108,050	108,050	15,000
301-401-4552	Traffic Control	4,184	28,950	28,950	4,000
301-401-4812	Reimbursement- Insurance Claim	3,217,859	529,950	223,600	-
	Program: 401 - Public Works Administration Total:	**3,236,780**	**666,950**	**360,600**	**19,000**
Program: 403 - Capital Improvements					
301-403-4360	State Grants	156,282	333,900	272,900	321,200
301-403-4370	Federal Grants	701,746	661,600	76,425	1,124,500
301-403-4380	County Grants	525,513	2,039,100	587,700	1,265,800
301-403-4390	Private Grant Funds	12,039	50,000	58,000	1,192,400
	Program: 403 - Capital Improvements Total:	**1,395,579**	**3,084,600**	**995,025**	**3,903,900**
Program: 431 - Street Maintenance					
301-431-4551	Storm Drainage	61,806	19,100	19,100	10,000
301-431-4553	Streets & Thoroughfares	1,481	11,000	11,000	1,500
	Program: 431 - Street Maintenance Total:	**63,287**	**30,100**	**30,100**	**11,500**
Program: 502 - Parks and Facilities Maintenance					
301-502-4560	Park Land Acquisition	18,328	19,850	19,850	18,000
301-502-4561	Park & Recreation Facilities Improvement	-	131,200	131,200	25,000
301-502-4562	Aquatics Facilities	1,634	11,500	11,500	1,700
301-502-4564	Quimby Fees	19,803	70,450	70,450	20,000
	Program: 502 - Parks and Facilities Maintenance Total:	**39,764**	**233,000**	**233,000**	**64,700**
Program: 900 - Non-Departmental					
301-900-4600	Interest Income	16,591	10,000	2,000	500
301-900-4601	Net Adjustment Fair Value	29,056	-	-	-
301-900-4602	Gain/Loss on Investment	2,147	300	-	-
	Program: 900 - Non-Departmental Total:	**47,795**	**10,300**	**2,000**	**500**

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Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND		Prior Year Actuals FY2019/20	Current Budget FY 2020/21	Estimated Actual FY 2020/21	Adopted Budget FY 2021/22
Program: 999 - Transfers					
301-999-4902	From Major Asset Replacement 103	9,750	81,400	20,500	-
301-999-4906	From Measure A Fund 215	325,856	1,190,500	916,053	463,900
301-999-4907	From Tidelands Trust Fund 207	3,649	53,600	28,600	13,800
301-999-4911	From PBIA 210	14,678	-	-	-
301-999-4913	From Measure D 212	-	131,650	131,197	-
301-999-4916	From General Fund 101	533,143	12,600	4,200	-
301-999-4917	From General Reserves 102	-	159,200	-	590,000
301-999-4918	From Measure X 104	28,392	2,366,100	1,810,100	1,943,955
301-999-4919	From RMRA 203	243,431	431,000	431,000	267,400
	Program: 999 - Transfers Total:	**1,158,898**	**4,426,050**	**3,341,650**	**3,279,055**
	Revenue Total:	**5,943,640**	**8,466,500**	**4,977,875**	**7,283,655**
Expense					
Program: 403 - Capital Improvements					
301-403-5780	Major Capital Projects	5,905,148	8,491,500	4,634,550	8,626,450
	Program: 403 - Capital Improvements Total:	**5,905,148**	**8,491,500**	**4,634,550**	**8,626,450**
Program: 502 - Parks and Facilities Maintenance					
301-502-5764	Improvements	7,660	-	-	-
301-502-5787	Land Acquisition	200,046	-	-	-
	Program: 502 - Parks and Facilities Maintenance Total:	**207,706**	**-**	**-**	**-**
Program: 999 - Transfers					
301-999-5905	To Park Maintenance 204	-	12,500	12,500	-
301-999-5909	To Recreation Services 213	-	15,000	15,000	15,000
	Program: 999 - Transfers Total:	**-**	**27,500**	**27,500**	**15,000**
	Expense Total:	**6,112,854**	**8,519,000**	**4,662,050**	**8,641,450**
	Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND Surplus (Deficit):	**(169,215)**	**(52,500)**	**315,825**	**(1,357,795)**
	Report Surplus (Deficit):	**1,987,487**	**(3,688,517)**	**(171,075)**	**(4,264,425)**

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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.

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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:

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- 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

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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

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.

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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.

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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

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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.

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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.

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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-model 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.

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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.

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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.

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RWQCB	Regional Water Quality Control Board	Created by the Legislature in 1967 to ensure the highest reasonable quality for waters of the State, while allocating those waters to achieve the optimum balance of beneficial uses
SBCAG	Santa Barbra County Association of Governments	SBCAG is the Federally designated Metropolitan Planning Organization for Santa Barbara County and responsible for all transportation projects within the County under Title 23, U.S. Code or the Federal Transit Act.
SCACEO	Statewide California Association of Code Enforcement Officials	A non-profit professional organization founded in 1986, that provides education, certification, support and assistance to all code enforcement professionals
SCE	Southern California Edison	SCE is the electric utility provider for the City. SCE pays an annual franchise fee based on a percentage of their sales within the City
SDI	State Disability Insurance	The City participates in the State Disability Insurance Program (at employee expense) to provide coverage for short-term non-industrial injuries.
SEIU	Service Employees International Union	The SEIU Local 620 is the recognized representative of the City's General Service and Public Works Bargaining Units.
SEMS	Standardized Emergency Management System	SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdictional emergencies in California. The City must use SEMS to be eligible for funding of their personnel related costs under state disaster assistance programs.
STIP	State Transportation Improvement Program	STIP is a multi-year capital improvement program of transportation projects funded by State Highway funds.
SWMP	Storm Water Management Program	SWMP is the City's program to protect the coastal waters and creeks using Best Management Practices, such as catch basin filters and establishing erosion control methods to prevent silt runoff from construction sites.
TEA	Transportation Enhancement Act	TEA is one of several programs created by congress in the 1991 Intermodal Surface Transportation Efficiency Act. TEA is the first Federal program to initiate focus on providing funding for sidewalks, bike lanes, and the conversion of abandoned railroad corridors into trails.
TPAC	Technical Planning Advisory Committee	An advisory body to the Santa Barbara County Association of Governments which includes staff representative of each city and county, and the Air Pollution Control District.

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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

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2020/21 Fiscal Year Accomplishments by Program

General Government Department

PROGRAM:	City Administration	
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, transparently and efficiently carry out fiduciary duties, and ensure the delivery of municipal services in an equitable manner that meets community needs and expectations.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Prepare for City Council review and adoption of the City's Annual Work Program with Strategic Initiatives and specific Department Work Program matters.	1. Meet weekly with Department Heads to coordinate and advance approved work plans. 2. Provide an annual Work Program report. 3. Conduct Department Head Performance Reviews wherein individual employee performance plans reflect, in part, implementation of the annual Department/City Work Program.	Partially completed. Department Head performance evaluations were not completed due to the Pandemic.
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.	1. Hold regular meetings with the City Council Finance Committee. 2. Prepare and submit the draft budget for City Council consideration at its regular meetings in June. 3. Prepare and maintain a long-term financial plan.	All measures completed. Due to Pandemic related impacts to the budget, the Finance Committee met monthly throughout the fiscal year.
Implement annual Budget Performance Measurements.	1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures 2. Provide an annual report on measurable outputs to the City Council as a part of the budget.	Partially completed. The 2020-21 Fiscal Year Budget includes adjusted performance measures as well as the annual report on performance measures. Department Head training on performance measurement did not occur.

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Monitor external and internal factors affecting the City government organization and make organizational adjustments as determined appropriate.	Participation in regional organizations and events such as the UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.	Completed. The UCSB Forecast project conducted a number of Pandemic related webinars that were attended by the City Manager, Administrative Services Director, and occasionally other staff.
Public Outreach	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.	Completed. The City Manager and other staff speak at community group/organization meetings throughout the year. Use of virtual meeting formats permitted this effort to expand during the Pandemic and included speaking to community service organizations and business groups. The City Council formed a COVID-19 Communications Committee as a part of its response to the Pandemic. This group initially met on a virtual platform weekly and later transitioned to every other week. The City Manager and other staff support this Committee through their participation. The City's Social Media platforms use was increased and evolved to respond to the Pandemic and a discrete website, The HUB, was created to communicate Pandemic related information and resource connections to the community. For the majority of the fiscal year The Current, the City's monthly newsletter, was published weekly and a Mayor's column added. The newsletter is currently being published every other week.

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Manage contracts for law enforcement and legal services and franchise agreements.	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.	Completed. The City Manager's office assisted the City Council with initiating the Dispute Resolution procedures under the Law Enforcement Services Agreement, collaborating with the other Contract Cities in the County and leading the City's Dispute Resolution team in meetings with the Sheriff. This work is ongoing.
Monitor and evaluate customer satisfaction via surveys, interviews, and similar tools and take actions necessary to improve customer service.	Respond to a minimum of 10 customer service concerns annually by working with Department heads and implementing change where needed.	The City Manager responded directly and/or coordinated response with staff members concerning over 10 customer service matters.
Improve and maintain collaborative relations with other public agencies in the region and with the business community.	1. Participation in monthly meetings of the Southcoast Executives and the Carpinteria Valley Managers Group. 2. Participation in quarterly meetings of the Santa Barbara County Managers and Administrators group. 3. Participation in the South Coast Task Force on Youth Safety and regional coordination on homelessness. 4. Membership/Participation on the Chamber of Commerce Board of Directors. 5. Coordination/Participation in at least four City Council committee meetings annually that involve interagency coordination/communication.	All measures completed. During the year, the Carpinteria Valley Chamber of Commerce merged with the two other local Chambers to form the Santa Barbara South Coast Chamber of Commerce, serving the coastal region of the county from Goleta to Carpinteria. The City Manager and Mayor participate in the annual State of the City event and the City Manager attends monthly Carpinteria Business Roundtable meetings; however, the new Chamber has elected to not invite government representatives to join its Board of Directors. Council Committees met with representatives of the School District, MTD, and Water and Sanitary Districts.

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Implement required/necessary local responses to federal and state mandated programs.	1. Ensure that a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan is maintained 2. Participate on the Operational Area Council. 3. Ensure that a legally sufficient and economically feasible Storm Water Management program permit is maintained. 4. Support the City's representatives to SBCAG and the Council ad hoc Transportation Committee in order to ensure that the City's interests are represented concerning regional land use planning, transit and transportation projects.	All measures addressed. An update of the Hazard Mitigation plan has been initiated through grant funding.
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.	1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc. 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.	Completed. The City Council is provided the opportunity at each of its regular meetings to direct legislative advocacy, including taking positions on local, state or federal legislation. The City took positions on a number of pieces of state legislation during the year. A significant success was the City's facilitation of the drafting and passage AB 2782, which, beginning January 1, 2021, will make all space leases subject to local mobile home park rent control.
Maintain property values and quality of life in the City's residential neighborhoods and commercial districts.	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.	The recommendations of the Neighborhood Preservation Committee continue to be considered and influence annual work planning and policy considerations.

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PROGRAM:	Communication & Community Promotions	
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. The goals of the Volunteer Services sub-program are: Goal #1: Strengthen our ability to recruit, engage, recognize, support and partner with volunteers across all programs and all levels. 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. 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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Coordinate and monitor release of public information on behalf of the City.	1. Serve as Public Information Officer as needed. 2. Coordinate release of information with City Manager and Department Heads. 3. Respond to calls for release of information as directed by City Manager.	Completed. The City engages a communications consultant to assist in this work, including developing and releasing information via social media and e-newsletter. During this Pandemic year, this work took on significant importance and involved a much greater commitment of resources.
Maintain Video/Audio Equipment for Government Access Channel 21 (On-going).	Coordinate repair and maintenance of video/audio equipment as needed.	Completed. The shift to conducting first hybrid in-person/virtual meetings then virtual meetings, required a significant investment in modification/upgrading of equipment and staff training during this year. These investments are expected to yield long-term benefits including the ability to routinely operate a virtual platform as an portion for public access to City meetings.
SB TV Administration	Administer City agreement with public access TV service provider SB TV.	Completed.

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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).	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. 2. Oversee rebroadcasting of meetings. 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.	Completed. The staff member responsible for this oversight and management work retired during the fiscal year and the position became subject to a hiring freeze imposed during the Pandemic. This required other staff picking up some of the work and the City's contractor, SBTV, taking on additional responsibilities.
Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.	1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21 2. Communicate decision on whether to air submitted programming within 5 business days after review.	Completed. The staff member responsible for this oversight and management work retired during the fiscal year and the position became subject to a hiring freeze imposed during the Pandemic. This required other staff picking up some of the work and the City's contractor, SBTV, taking on additional responsibilities.
Provide coverage of City sponsored/ approved events.	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.	Many community events, such as parades, have been cancelled in order to comply with health orders that prohibit gatherings. Some events were able to transition to virtual formats and some of those, such as the State of the City, were broadcast.

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Use a variety of communication venues (e.g., social media, e-newsletter, etc.) to disseminate City information to residents and visitors.	1. 4 to 6 posts weekly on each platform 2. Disseminate monthly e-newsletter	Completed/exceeded. This work effort expanded significantly during the Pandemic. The City Council formed a COVID-19 Communications Committee as a part of its response to the Pandemic. This group initially met on a virtual platform weekly and later transitioned to every other week. The City Manager and other staff support this Committee through their participation. The City's Social Media use was increased and evolved to respond to the Pandemic and a discrete website, The HUB, was created to communicate Pandemic related information and resource connections to the community. For the majority of the fiscal year the City's e-newsletter, The Current, has been published weekly and a Mayor's column added. The newsletter is currently being published every other week.
Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).	Oversee and participate in preparation and editing of three City Newsletters.	Suspended. Due to an increase in e-news and social media publications, the printed City Newsletter, which is published in the Coastal View News, has been suspended.
Comprehensive update of the City's website.	Oversee completion of the City's new website improvements.	Completed. The City's updated website, launched in March 2020, continued to be expanded with content during the year. The HUB, a site where all local pandemic related information and resources is provided, was added during the year and project subpages have been developed for projects and

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		programs of significant public interest.
Participate and represent the City in various community events.	1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee. 2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.	The City Manager participated in various events that transitioned to virtual platforms during the year. No in-person events occurred due to health officer orders that restricted gatherings.
Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.	1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas. 2. Ensure meetings are officially noticed and in compliance with California's Brown Act. 3. E-mail agenda and copy of minutes of previous meeting to each of five Board members. 4. Provide copy of approved minutes to City Council and City Manager.	Completed.
Ensure coordination between the staff DTBAB representative and the HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown.	Staff DTBAB representative, the Coordinator of Volunteer Services, and the City's Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.	The HOST program was suspended during the 2020/21 year and is tentatively scheduled to return in July 2021. The Carpinteria First Committee has been dissolved.

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Provide resources and support for the DTBAB.	1. Attend scheduled meetings, plan short term and long-term projects and events. 2. Maintain annual calendar of events. 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." 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.	Although events were suspended during the year, staff continued to support the DTBAB as virtual meetings were held and certain work progressed.
Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.	1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget. 2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.	Completed.
Assist in preparing annual Assessment District No. 4 report for City Council.	1. Meet with DTBAB Chairman to review year's calendar of events, revenue and expenditures. 2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees. 3. Prepare annual report to City Council for signature of Board members.	Completed
Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.	1. Work with department directors to increase volunteer opportunities. 2. Work with the Neighbor to Neighbor Committee to increase community awareness and civic engagement.	Suspended.
Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.	Design and host a volunteer recognition event for all City volunteers.	In process, not completed.

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Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	1. Update Volunteer contact information. Create and distribute semi-annual communications to City volunteers. 2. Add new volunteers to City newsletter distribution list.	Much volunteer work has been suspended during the Pandemic; however, communications continued as needed throughout the year.
Develop and implement standard operating procedures for the HOST program.	1. Facilitate HOST volunteer update training. Hold new HOST volunteer Day Captain orientation and training. 2. Review and update HOST kiosk materials distribution policy and kiosk utilization policy.	The HOST program was suspended during the 2020/21 year and is tentatively scheduled to return in July 2021.
Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.	1. Update HOST Kiosk panels as needed. 2. Review and update information available for distribution in the Kiosk.	The HOST program was suspended during the 2020/21 year and is tentatively scheduled to return in July 2021.
Develop a Neighbor to Neighbor (NTN) pilot program.	1. Continue working with the NTN Committee to create NTN program materials for outreach, instruction and education. 2. Expand the NTN program into more neighborhoods.	After a successful pilot event at Memorial Park in August of 2019, the program was suspended in 2020 due to the Pandemic. It is expected the program will be restarted in FY 2021/22
Complete the 2020 Census	Complete the 2020 Census project through community outreach.	Completed.

PROGRAM:	Economic Vitality	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
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.	A retirement and Pandemic related hiring freeze resulted in the suspension of this work.

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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.	Direct business assistance work was expanded significantly during the Pandemic and included direct grant assistance as well as one-on-one consultations on health order compliance, allowable business modifications, and resource referrals.
Enhancement of City sales tax revenues.	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. 2. Meet quarterly with City's sales tax auditor to review data and identify opportunities (e.g., new businesses in the City, etc.).	Completed.
Represent City on applicable economic development related committees and attend applicable business functions.	1. Participation in City's Economic Vitality Committee meetings. 2. Staff participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.	Completed.
Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues.	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.	Suspended. In addition to Pandemic related impacts, this program is expected to be updated via the newly created Santa Barbara South Coast Chamber of Commerce.
Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.	1. Update database every other month (or as needed) and e-mail periodic inventory updates to real estate contacts.	A retirement and Pandemic related hiring freeze resulted in the suspension of this work.

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Consider changes to the Carpinteria First Committee which may include dissolution of the committee and merging with the Downtown "T" Business Advisory Board.	1. Discuss committee options with City Manager. 2. Discuss options with Carpinteria First Committee members and Downtown "T" Business Advisory Board members. 3. Bring committee options item to the City Council for review and approval.	Completed. This Committee has been dissolved.

PROGRAM:	Community Services Support	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Timely submittal of Community Service grant applications and Program Descriptions to providers.	Provide Community Service grant applications and Program Descriptions to the various providers approximately 90 days prior to the first City budget hearing.	New applications not required. The City Council approved an automatic rollover of funding for FY 2020/21 due to the Pandemic.
Timely submittal of 2020-21 contracts, MOU's, and grant agreements to Community Service providers.	Forward applicable agreements to the City's various community service providers within 60 days of the passage of the City budget.	New agreements not required. The City Council approved an automatic rollover of funding for FY 2020/21 due to the Pandemic.
Complete Community Service contracts, MOU's, and grant agreements with service providers.	Obtain appropriate signatures and transmit completed agreements to service providers.	New agreements not required. The City Council approved an automatic rollover of funding for FY 2020/21 due to the Pandemic.

PROGRAM:	Records Management	
The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**

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Ensure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.	1. Prepare 6 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies. 2. Provide written notice to all property owners within 300' radius of projects as required. 3. Prepare notices of vacancies for all boards/commissions.	1. Prepared and published 6 notices. 2. Completed for all required noticing. 3. Prepared and posted 6 vacancy notices and completed process for biannual recruitment for 10 Boards and Commissions.
Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	1. Publish, distribute, and post minimum of 24 City Council agenda packets. 2. Publish and post 4-6 agenda packets for special meetings.	Completed a total of 23 regular and 3 special agenda packets with 253 associated agenda items.
Maintain the City records in an organized and accessible manner & ensure timely compliance with all Public Records Act Requests.	1. Process packets for distribution. 2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings. 3. Respond to 10 Public Records Act Requests.	1. Packets were prepared and timely distributed pursuant to policy. 2. Minutes were completed for all City Council meetings. 3. Responded to 12 PRA requests.
Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.	Process minimum of 50 records (files) for destruction annually.	No records processed for destruction.
Ensure compliance with requirements of the Fair Political Practices Commission.	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.	Processed a total of 57 Statement of Economic Statements (Form 700) and 27 Campaign Statement filings.
Provide for the City's processing of Agreements.	Maintain current agreements and process 40 new agreements annually.	Processed 34 City Council approved agreements and 29 City Manager approved agreements.

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PROGRAM:	Elections	
The goal of the Election Program is to administer and coordinate municipal elections.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Conduct a general municipal election on November 3, 2020. 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.	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. 2. Prepare candidate Election Guide and assemble candidate packets of all the required forms and/or information. 3. Coordinate entire election process with Santa Barbara County Elections Division. 4. Work with candidates to assure that all required filings are completed in a timely manner. 5. Provide assistance to all candidates during the election process.	Performance measures 1 through 5 were completed.
Provide for the timely assuming of office by all elected councilmembers.	1. Work with the County Elections to complete canvass of election. 2. Prepare resolutions certifying election for Council Adoption. 3. Administer oaths of office and file final required documents for newly elected officials.	City Council Election was successfully completed in November of 2020. All administrative requirements for seating new and returning members were completed and a new City Council was seated in December of 2020.

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PROGRAM:	Staff Recruitment, Retention and Development	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.	1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy. 2. Place recruitment ads of all open positions to be filled through open recruitment. 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. 4. Prepare testing and interview materials of all open positions. 5. Select minimum of three qualified individuals to serve on Oral Board for each interview process. 6. Schedule the most qualified applicants to participate in selection process within 60 days of first notice. 7. Confer with Oral Board and Department Head to establish eligibility list. 8. Check minimum of three references on successful candidate. 9. Send offer letters to successful candidates within 10 days of Oral Board and appropriate letters advising each candidate of status. 10. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.	In process, not completed. HR is re-evaluating portions of the recruitment process and looking into a recruitment application platform which is suited for public sector capabilities to make the application process more efficient.

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Coordinate and administer Employee Benefits Programs to coincide with CalPERS annual open enrollment timeframe.	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, flexible spending account program, disability plans, retirement, and fitness program. 2. Coordinate the integration of the several annual enrollment dates to one period to coincide with CalPERS annual open enrollment instead of three different dates. 3. Coordinate and monitor annual sign up of all full-time employees and Council members in the City's Cafeteria Benefit Program, AFLAC, and Transamerica Insurance.	Completed.
Review and update position descriptions for conformance with responsibilities and duties being performed.	1. Within ten days of first notice of a position vacancy, analyze staffing needs for affected department and review job description. 2. Conduct on-going review of job descriptions for conformance with duties being performed.	Completed.
Refine the annual employee performance evaluations and assist Supervisors in preparing annual performance evaluations.	1. Assist Supervisors in preparing formal annual employee performance reviews of all 35 full-time employees between February 1st and April 30, 2021, matching performance to department goals and objectives. 2. Foster better communication between supervisors and employees. 3. Assure that appointment and promotion of employee is based on merit and performance evaluation.	In process, not completed. HR is re-evaluating the process to ensure increase performance to department goals and objectives.
Maintain appropriate information and secure files documenting the employment records of each City employee.	1. Maintain appropriate documentation in a confidential personnel file of all full-time, part-time and seasonal City employees. 2. Control confidentiality of all applications and personnel files. 3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.	In process, not completed.

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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.	Periodically review policies to ensure compliance with Federal and State laws.	In process, not completed.
Annual updates of Employee Handbook for distribution to employees.	1. Revise the Employee Handbook, referencing current administrative and personnel rules and regulations. 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.	In process, not completed.
Encourage employee participation in training opportunities, including safety, technical and computer training, and supervisory/ leadership workshops sponsored by CJPIA, web-based training and other 3rd party training workshops and seminars.	1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 35 full-time employees consistent with the training goals established for each classification. 2. Schedule employees to attend computer training classes, and safety training programs. 3. Monitor on-the-job training of all new hires at three months, six months and one year. 4. Monitor safety training and certification program for recreation personnel.	In process, not completed. Due to Pandemic trainings were not provided and were on hold. HR was worked with LinkedIn to provide staff access to the learning site for 30-days but utilization results are pending.

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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.	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. 2. Interpret human resources policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments. 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, web-based training and other 3rd party training workshops/seminars.	In process, on-going due to pandemic and constant changing laws and regulations.
Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.	1. Respond to all inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes. 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.	On-going.
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 2021.	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. 2. Confer with City Manager, and labor attorney, when appropriate, regarding negotiations process and related personnel issues. 3. Upon agreement, prepare documents and resolutions for Council approval following negotiations.	In process, not completed.

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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.	1. Review the non-negotiable documents for Management and Miscellaneous employees and for part-time, hourly-rated and seasonal employees. 2. Make changes as appropriate. Prepare resolutions for approval by the City Council.	In process, not completed.
Develop reciprocity with other agencies concerning classification and compensation surveys.	1. Respond to approximately three surveys from other agencies relating to personnel-related issues, job classifications, compensation and benefits. 2. Respond to personnel-related surveys from CJPIA.	Completed.
Coordinate Employee Service and Recognition Programs.	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 once a year. 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.	In process, not completed. In person events are currently on hold due to COVID Pandemic.
Monitor Contract Services under Human Resources Department.	Inform employees on the comprehensive Employee Assistance Program (EAP), which offers professional assistance to City employees and their immediate families. Also inform employees on flexible spending account, voluntary vision, accident and critical illness insurance offered through AFLAC and Transamerica Insurance.	Completed.
Evaluate and improve procedures for maintaining computerized personnel programs.	Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.	In process, not completed.

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PROGRAM:	Risk Management	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Follow proven practices of risk management in order to minimize the City's liability exposure	1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren & Company within required time frame and review monthly summary reports. 2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program. 3. Coordinate annual Risk Management Evaluations and audit inspections. 4. Maintain confidential DMV pull-notice driving reports.	The shifting of work to Pandemic related risk management was required during the year. This included myriad actions aimed at protecting employee and public health.
Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy.	1. Follow required reporting procedures to ensure that all workers' compensation claim forms are submitted in a timely manner. 2. Review monthly summary reports. 3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties. 4. Confer with Supervisor to ensure follow-up safety measures are taken. 5. Reduce lost time from injuries by 50%.	Completed.
Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.	1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program. 2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat Monthly Departmental Safety Meetings, and other OSHA required training. 3. Schedule at least 6-10 CJPIA safety training classes annually.	In process, not completed. Due to Pandemic trainings were not provided and were on hold for the majority of the year.

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Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards. 2. Encourage staff attendance at training workshops. 3. Apprise staff of new Federal and Cal OSHA regulations and standards.	Completed.
Conduct annual review of Department Emergency Procedures.	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.	In process, not completed.
Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommended by CJPIA.	1. Coordinate annual Fire Prevention Plan with the Program Manager. 2. Coordinate annual fire extinguisher training for employees with the Program Manager. 3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.	
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.	Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.	Ongoing.
Work with Parks, Recreation & Public Facilities Department 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.	1. Meet with Parks, Recreation & Public Facilities Department Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment 2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.	In process, not completed. Due to Pandemic trainings were not provided and were on hold for the majority of the year.

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Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	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 2. Ensure that tree-trimming maintenance programs are established as claim prevention measures. 3. Monitor liability claims with a goal to reduce claims by 50%.	In process, not completed.
Schedule meetings with the Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy.	1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis. 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	Ongoing.
Coordinate review of planned and on-going ADA related projects.	1. Monitor ADA compliance. 2. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.	In process, not completed.
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.	1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses. 2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory. 3. Prepare and monitor Division's annual budget.	Ongoing.

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PROGRAM:	Law Enforcement	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
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.	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.	Not completed.
The Sheriff's Office will provide reports, including contents and frequency, as specified within the Agreement for Law Enforcement Services.	Compliance with terms of the Agreement for Law Enforcement Services concerning routine reporting.	Completed.

PROGRAM:	Emergency Preparedness	
Goal #1: Strengthen community emergency preparedness outreach and identify opportunities to foster relationships among individuals, communities and organizations to encourage trust and build consensus. Goal #2: Develop and implement a training program to ensure City staff are prepared to lead the community in the event of an emergency. Goal #3: Enhance City's ability to respond to emergencies and reach residents and visitors with vital information on severe weather and other emergencies.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
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.	1. Reach 500 Carpinteria residents and businesses with emergency preparedness information. 2. Coordinate multi–agency community preparedness event.	Emergency preparedness, response and recovery work shifted due to the multi-year pandemic emergency/national disaster. Significant efforts were made during FY 2020-21 to work collaboratively with the County to disseminate critical public health information.

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Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	1. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy. 2. Facilitate Carpinteria CERT and Teen CERT trainings. 3. Incorporate the new CERT curriculum released by FEMA in late 2019.	Suspended.
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.	1. Facilitate quarterly City staff trainings on NIMS, SEMS and other critical disaster preparedness and response topics. 2. Update Disaster Services Worker tools and resources for City staff. 3. Increase emergency response capabilities at City Hall.	Suspended. Training suspended as staff has been involved in response to the ongoing Pandemic emergency.
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.	Facilitate one multi-jurisdiction disaster exercise annually.	Suspended. Training suspended as staff has been involved in response to the ongoing Pandemic emergency.
Offer continuing education for Elected Officials.	Offer emergency training course for elected officials.	Suspended. Training suspended as staff has been involved in response to the ongoing Pandemic emergency.
Develop and update critical emergency response plans.	1. Update the City's Emergency Operations Plan to comply with new State requirements. 2. Create a Continuity of Government Plan. 3. Update the EOC Activation Handbook. 4. Update the Employee Notification & Reporting Plan. 5. Work with Red Cross to update emergency shelter list. 6. Meet with emergency shelter owners to develop working relationships prior to disaster requests.	Work Suspended.

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Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital emergency preparedness and response information.	Meet with State Parks administrators annually to discuss emergency events including evacuation preparedness and response information for visitors.	A State Parks representative is participating in the City's COVID-19 Communications Committee, which has allowed for a very successful coordinated response to the Pandemic.
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.	1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards. 2. Continue work on the Transportation Emergency Preparedness Plan with Santa Barbara and Ventura Counties.	Not Completed/Conducted.

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Administrative Services Department

PROGRAM:	Financial Management Services	
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Provide for the complete, accurate and timely recording of accounting transactions.	1. Implementation of new financial software- Incode 10 ESS Time & Attendance module to assist in processing payroll with more efficient revenue tracking and to improve fiscal transparency. 2. Process, review, sign and file Accounts Payable checks. 3. Process IRS Forms 1099 on time for eligible vendors. 4. Process petty cash transactions. 5. Process monthly fund interest allocation calculations. 6. Process semi-annual cash bond interest allocation.	1. We have implemented the new Time and Attendance Software and are in the process of training departments. 2-6. Completed.
Safeguard City assets.	1. Maintain fixed assets accounting system. 2. Complete monthly bank reconciliations.	1. We are utilizing the Fixed Asset module in our new financial software- in the process of cleaning up historical data.
Provide for the City's cash flow needs.	1. Process bank wire transfers. 2. Process cash receipt transactions. 3. Prepare bank deposits. 4. Process monthly Community Development private projects accounting statements. 5. Perform collections on 160 PBIA assessments. 6. Process SB90 mandated reimbursement claims. 7. Collect City Business License Taxes and fees. 8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council.	1-4. Completed 5. The assessments were waived for FY21 due to the pandemic. 6-8. Completed

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Obtain unqualified audit opinions on all audits.	1. Complete annual financial audit. 2. Complete Measure A and D audits. 3. Complete Transportation Development Act (TDA) audit. 4. Receive the Government Finance Officers Association's award for Excellence in Financial Reporting.	1-4. Completed
Provide for the timely payment of employees.	1. Process 26 biweekly payrolls for 36 full time and approximately 96 part-time employees. 2. Provide personnel cost information to assist in development of the budget.	1-2. Completed with new in-house Payroll and Position Budgeting software
Provide for the timely payment of taxing authorities.	1. Process 26 biweekly payments of federal, state and state disability deposits. 2. Process quarterly tax withholding reports. 3. Process annual W-2 forms for each employee.	1-2. Now completed in-house
Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding.	1. Review time cards. 2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations.	1-2. Completed
Provide financial administration for retirement programs.	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. 2. Reconcile quarterly retirement program statements.	1-2. Completed

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Provide a plan to ensure the short and long term financing of City programs.	1. Update the five-year long-term financial plan document. 2. Produce a one-year program/performance budget. 3. Produce a detailed line-item appropriation budget. 4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award. 5. Produce monthly reports to monitor actual versus budgeted results and take corrective action.	1. To be completed in FY22 2-4. Completed 5. Completed and created new monthly CIP Budget to Actual report
Comply with all County, State, and Federal financial reporting mandates.	Annual Reports: 1. Complete the Franchise Tax Board's annual sales tax remittance report. 2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report. 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. 4. Complete the State Controller's Annual Street Report. 5. Complete the State Controller's Annual Report of Financial Transactions. 6. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting District, and the Right of Way Assessment District. 7. Complete IRS Form 5500 for compliance with IRS Code. Quarterly Reports: 1. Investment reports to Council and the California Debt Advisory Commission.	Completed all required financial reports.
Provide informational reports per local ordinances	1. Provide expenditures report for review by Council at regular meetings. 2. Assist with the annual Development Impact Fee review.	1-2. Completed

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Administer the Department in an efficient and cost effective manner.	1. Attend City Council meetings as required. 2. Attend required safety meetings. 3. Attend 48 staff meetings. 4. Complete performance review for the Senior Financial Analyst and Accounting Technician.	1-4. Completed
Keep informed on finance issues.	1. Attend several monthly CSMFO chapter meetings. 2. Attend annual CSMFO conference.	1-2. Attended virtually.

PROGRAM:	Central Services	
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Provide a safe, comfortable work environment for employees and for members of the public attending meetings.	1. Manage utility and contract costs under budgeted amounts. 2. Maintain investment in City Hall facilities to avoid deferred maintenance costs.	1-2. Completed
Provide a responsive and open environment at City Hall.	Respond to 100% of approximately 2,600 phone calls and walk-in visitors to City Hall annually.	1-2. Completed
Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall.	Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff.	Completed with the assistance of the Public Works and Parks, Recreation and Public Facilities Staff.

PROGRAM:	Management Information Services	
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Provide technological hardware and software productivity resources.	1. Procure a contract for the performance of a City-wide Information Technology (IT) needs assessment. 2. Upon determination of required services, proceed with a Request for Proposal for an updated IT Services contract. 3. Upgrade workstations. 4. Increase memory and speed.	1-2. Delayed- will prepare the RFP in FY21 for needs assessment, and secure contract in FY22 for the assessment and IT services. 3-4. Completed according to purchasing schedule.

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Ensure system reliability and data security.	1. Perform daily tape backups. 2. Providing security for shared data. 3. Protect data by developing a backup strategy for individual users.	1-3. Completed
Maximize the ease of use of system programs.	1. Facilitate cross training, and train staff users on the new financial software. 2. Monitor individual requirements.	1-2. In Progress
Manage network applications.	Modify changes as needed.	Completed.
Maintain a user-friendly and accessible website as a means of communication with the public.	1. Post 100% of City Council, Planning Commission and Architectural Review Board agendas and staff reports before the meeting dates. 2. Perform various staff and City related updates/ modifications to the City's website. 3. Work with MIS consultant, as necessary, on any security, web host or other technical issues.	1-2. Completed by various departments. 3. Complete.

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Community Development Department

PROGRAM:	Community Development Administration	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit annual progress report for the Housing Element by April 2021 and for the General Plan by May 2021.	The Housing Element annual progress report was submitted on March 18, 2021 and the General Plan annual report on April 27, 2021. Both Reports are posted on the City's website.
Use new GIS technology to depict land use information in graphic reports.	Prepare semi-annual cumulative projects list and post on City website in July 2021 and January 2022.	The cumulative projects list will be ready to post on City website in July 2021 and January 2022.

PROGRAM:	Advance Planning	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Complete and circulate draft of the update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Land Use Plan.	1. Circulate draft for public review. 2. Hold public work sessions to obtain input.	The Overall Zone Code Update has been put on hold as the Department is focusing on the items below. Work on the Beach Neighborhood Sea Level Rise Overlay will commence this next fiscal year.

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Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.	1. Hold monthly General Plan/Coastal Land Use Plan Update meetings. 2. Hold public work sessions to obtain input.	1. The monthly General Plan/Coastal Land Use Plan Update meetings have been suspended as the City responds to Comments from the California Coastal Commission before the draft documents are released to the GP/CLUP Update Committee and the general public later this summer. 2. Public work sessions have been held to gather input.
Maintain up to date regulations that respond to community needs and expectations.	1. Complete updates to Municipal Code regulations regarding the Development Review Process. 2. Complete updates to Zone Code regulations associated with new state housing laws.	1. The Department has embarked on the process to update the Municipal Code regulations regarding the Development Review Process. The City has just entered into an Agreement for Consultant Services with RRM for the Downtown Design Overlay Program and to prepare two off-the-shelf ADU plans designed specifically for Carpinteria. 2. The Zone Code regulations associated with ADUs and Density Bonus has commenced. A public draft of the ADU Ordinance is expected out in June of this year.

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PROGRAM:	Housing	
The goal of the Housing Program is to provide safe and affordable housing of various types for all economic sectors of the community.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
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.	Communication with organizations that are committed to constructing affordable housing for low income households continue as the City holds several seats on the Joint Cities/County Affordable Housing Task Group which meets quarterly.
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.	City staff continues to attend HOME Consortium and CDBG meetings in order to 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.	The Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County has provided down payment loans to 11 City residents thus far since 2012.

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PROGRAM:	Development Review & Building	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Implement an efficient and informative development review process.	1. Provide accurate and timely noticing for all Planning Commission and ARB items. 2. Issue an application complete or incomplete letter to all project applications for Planning Commission review within 28 days of submittal.	1. The Community Development Department has provided accurate and timely noticing for all Planning Commission and ARB items. 2. The Community Development Department has issued an application complete or incomplete letter to all project applications for Planning Commission review within 30 days of submittal.
Maintain prompt building plan check review process.	1. Complete first review of all small addition or alteration projects within 14 days of submittal. 2. Complete first review of all complex projects within 30 days of submittal.	1. The Building Division has completed a first review of all small addition or alteration projects within 14 days of submittal. 2. The Building Division has completed a first review of all complex projects within 30 days of submittal.
Maintain prompt building inspection response time.	Respond to all inspection requests within 24 hours.	The Building Division has done its best to respond to all inspection requests within 24 hours.

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PROGRAM:	Code Compliance	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial investigations of all complaints received within three days of notification.	Code Compliance staff has completed initial investigations of all complaints received within three days of notification. Staff also attends the Homeless outreach lunch weekly, as our Code Compliance Officers are spending more time with Homelessness issues.
Work with Law Enforcement, field staff and volunteers to abate graffiti throughout the City.	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.	Code Compliance staff has monitored 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.
Abate abandoned or inoperable vehicles on private property.	Abate all reported and/or noted abandoned or inoperable vehicles throughout the City within 10 days.	Code Compliance staff has abated all reported and/or noted abandoned or inoperable vehicles throughout the City within 10 days.

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PROGRAM:	Animal Care & Control	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
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.	Code Compliance staff has maintained 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.	Code Compliance staff has responded to 100% of 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.	Code Compliance staff has completed adoptions for 100% of 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.	Code Compliance staff has made contacts to educate residents and visitors of the City's regulations. Citations are issued as necessary to ensure compliance with dog leash and dog waste laws.
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.	Code Compliance staff has continued with outreach efforts to the public, animal welfare organizations and local veterinarians. Neighborhood outreach events included one Animal Care Officer attending a fundraiser event for C-dog with his own dog.

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Public Works Department

PROGRAM:	Public Works Administration	
Improve operational efficiency by continuing to update administrative procedures, policy documents and programs; deliver essential services; and increase sustainable practices.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Create new Sustainability and Environment Division.	Submit ordinance amendment to City Council for adoption.	Ordinance No. 732 adopted in Nov 2019.
Update Street Tree Management Plan.	Submit plan to Tree Advisory Board for adoption.	Tree Advisory Board adopted in May 2021.
Increase public awareness of Public Works Department programs and operations.	1. Contribute Department articles to the City newsletter on quarterly basis. 2. Provide updated and on-going project information on the Department's web page. 3. Provide updated and on-going project bidding and award results for capital projects on the Department's web page. 4. Provide important documents to the public on the Department's web page. 5. Provide capital and other Public Works project information to the Coastal View newspaper and City's social media site.	1. On-going. 2. On-going. 3. On-going. 4. On-going. 5. On-going.
Improve response time and customer service approach to complaints and service requests.	1. Utilize computer-based service request and work order tracking system. 2. Monitor and track service requests with a 5-day maximum time between the request and the response.	1. New Department web page with Service Request Form link. 2. On-going.

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Optimize Department operations.	1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated. 2. Perform annual evaluations of all Public Works staff. 3. Turn-around plan checks consistent with the Permit Streamlining Act. 4. Coordinate with Administrative Services Department to monitor Department budget on a regular basis. 5. Conduct Annual Public Works Staff Retreat to strengthen staff and develop future goals and performance measures.	1. On-going. 2. On-going. 3. On-going. 4. On-going. 5. Conducted staff assembly for 2020 Annual Work Plan in Feb 2020.
Communicate Public Works Department accomplishments and future work plan to the City Manager and City Council.	1. Provide staff reports at City Council meetings on all Department action items. 2. Director to meet with City Manager weekly to discuss workload and upcoming matters. 3. Provide quarterly work-plan status reports to the City Manager and City Council. 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.	1. On-going. 2. On-going. 3. On-going. 4. Report of 2019 accomplishments presented in Dec 2019.

PROGRAM:	Transportation, Parking & Lighting	
Continue to improve transit service, better manage the on- and off-street parking inventory, and improve public parking lot lighting.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Provide cost effective management of signalized intersections.	1. Review new battery backup system performance. 2. Review Traffic Signal Timing and Performance.	1. All traffic signals equipped with battery backup system. 2. On-going.

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Promote Electric Shuttle Service.	1. Increase total one-way passenger trips by 1% for fiscal year by studying and then implementing more efficient routes. 2. Continue to utilize the quarterly newsletter and community scroll.	Due to COVID-19 pandemic, Seaside Shuttle suspended by SBMTD in Mar 2020 as a health prevention measure. Prior to COVID-19 pandemic, ridership increased by 8.4% between FY 2018-2019 and FY 2019-2020. (SBMTD)
Install, replace and/or upgrade City owned Public Lighting.	1. Install new and upgrade existing Parking Lot No. 2 Lighting. 2. Upgrade remaining traffic signals with LED lighting and replace loop detectors with video detection. 3. Replace, where possible, incandescent street light bulbs with LED bulb replacements.	1. Completed. 2. Not started. Reevaluate feasibility for video detection. 3. Complete.
Parking Lot Lighting Energy Analysis.	1. Prepare analysis of existing parking lot lighting and identify the need for upgrades/additions. 2. Prepare Environmental Review Document. 3. Construction Documents – Prepare Plans, Specifications and Estimates.	LED parking lot light upgrades completed.
Update Parking Management Plan.	1. Inventory of parking and parking restrictions in the Downtown and Beach areas. 2. Study opportunities for increasing public parking such as expansion of City parking lots. 3. Study feasibility of on-street outdoor seating decks. 4. Produce the Parking Management Plan that includes near and long-term solutions.	Downtown Carpinteria Parking Study in progress. Planning Commission received and provided comments to draft study in Apr 2021.

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PROGRAM:	Resource Conservation	
Reduce greenhouse gas emissions; develop local renewable power; provide equitable, clean resilient power at competitive electric rates; and implement energy conservation and other energy programs.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Strategic Energy Plan Implementation.	1. Identify total resource potential for distributed solar development on rooftops and parking lots. 2. Create list of priority sites for renewable energy development. 3. Develop a set of strategies to remove barriers to renewable energy development in diverse program areas ranging from drafting regulatory frameworks to creating new financing mechanisms.	1. Completed. 2. Completed. 3. On-going.
Community Choice Energy.	Provide equitable, clean resilient power at competitive electric rates.	On-going.
Santa Barbara County Regional Climate Collaborative.	1. Bring political leaders, practitioners, and stakeholders together to coordinate in finding solutions to address climate change. 2. Prepare Dune and Shoreline Management Plan.	1. On-going. 2. On-going.

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PROGRAM:	Solid Waste	
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.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), and E-waste.	1. Conduct Annual Household and Household Hazardous Waste collection event. (April). 2. Present options to expand Household Hazardous Waste collection service in Carpinteria. 3. Advertise ABOP, E-Waste, and HHW collection events monthly via the Coastal View Newspaper and the City's social media pages. 4. Continue to update and distribute educational materials targeting restaurants, automotive and other businesses, as well as residents and construction and demolition specialists.	1. On-going. 2. Not started. 3. On-going. 4. On-going.
Relocate the Used Oil Recycling Center.	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.	Completed.
Work with waste haulers and other departments to enforce the 65% diversion requirement for construction and demolition projects.	1. Use building and dumpster permits to better track roll-off diversion rates from individual projects. 2. Require all applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.	1. On-going. 2. On-going.
Prepare and submit Progress Reports of City's Recycling Program to State Agencies.	1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year. 2. Prepare and submit an Annual Report on the City's Diversion Rate.	1. On-going. 2. On-going.

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Work with waste haulers, local jurisdictions, and other local organizations to comply with State Organics requirements.	1. Work with waste haulers to increase enrollment in the food waste diversion program. 2. Continue participating with Santa Barbara County Food Rescue to divert usable food to organizations for distribution.	1. On-going. 2. On-going.
Renew Marborg Roll-Off Franchise Agreement.	Submit to City Council for approval.	Not started.
Execute Street Sweeping Services Contract.	Submit to City Council for approval.	City Council approved in Sep 2019.
Regional Disaster Debris Management Plan.	1. Collaborate with other local jurisdictions and the selected consultant to draft a Regional Disaster Debris Management Plan. 2. Submit to City Council for adoption.	1. City Council approved MOU to develop plan in Jul 2019. 2. Not started.
Multi-Jurisdictional Coordination.	1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly. 2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.	1. On-going. 2. On-going.

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PROGRAM:	Watershed Management	
Protect local watershed, restore critical ecosystems, and implement storm water quality solutions that integrate the urban area with the natural environments.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Continue implementation of the NPDES Phase II MS4 Permit requirements (effective July 1, 2013).	1. Public Education. 2. Public Outreach. 3. Illicit Discharge Detection and Elimination. 4. Construction Runoff Control implementation. 5. Post-Construction Storm Water Control Measures. 6. Good Housekeeping/Pollution Prevention on Municipal activities. 7. Program Management. 8. Water Quality Monitoring and Sampling (quarterly). 9. Phase II MS4 Trash Amendment Implementation 10. Program Effectiveness Assessment (annually). 11. Total Maximum Daily Load Compliance. 12. Annual Reporting Program.	On-going.
Regional Coordination.	1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM) and Integrated Regional Water Management (IRWM) meetings. 2. Continue to work with the County of Santa Barbara and other local agencies to implement a water quality monitoring program, which 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.	On-going.
Implementation of the Phase II MS4 Trash Amendment.	Prepare for implementation of the draft plan pending comments from Regional Water Quality Control Board.	Still awaiting comments.

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Storm Drain Maintenance.	1. Cleaning of trash, debris, sediment, and hydrocarbon capture systems bi-annually. 2. Upgrade/repair damaged storm drain units. 3. Repair/replace 'Drains to Ocean' labels in Spanish and English on storm drains prior to wet season. 4. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).	1. On-going. 2. On-going. 3. Completed. 4. Completed.
Floodplain Management.	1. Continue to prioritize projects that reduce flooding, sediment and pollution discharge into Carpinteria's creeks and Salt Marsh. 2. Enroll in FEMA Community Rating System (CRS) to reduce flood insurance premiums for properties in the special flood hazard areas.	1. Via Real Stormwater Project. In Jun 2020, Federal Emergency Management Agency (FEMA) approved federal-aid funds from Hazard Mitigation Grant Program (HMGP) to start the engineering design. The engineering design was initially estimated to be complete within the first quarter of 2021. Due to the pandemic in 2020, normal business operations were interrupted that temporality suspended engineering activities. The engineering design is estimated to be complete in fall 2021. 2. Not started.

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PROGRAM:	Street Maintenance	
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.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Continue to provide cost effective on-going maintenance of street markings and legends throughout the City.	1. Re-paint roadway and street striping yearly in the late spring. 2. Re-paint school crosswalks and legends yearly in August.	1. On-going. 2. On-going.

Continue to maintain condition and safety of streets.	1. Make minor repairs to asphalt concrete roadways. 2. Repair potholes in a timely manner. 3. Perform at least one annual pavement maintenance/rehabilitation project as funds are available.	1. On-going. 2. On-going. 3. 2020 Pavement Rehabilitation Project completed in Sep 2020, and 2021 Pavement Maintenance Project completed in Jun 2021.

PROGRAM:	Right-of-Way Maintenance	
Maintain curbs, gutters, sidewalks, street landscaping, benches, trash receptacles, and bicycle racks in good condition; update Street Tree Management Plan; and prepare Special Conditions Streets Management Plan.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Provide safe sidewalks that are free of uplifted sections and potential trip hazards.	Complete contract work devoted to concrete repair and replacement funded by Measure A.	On-going.
Provide cost effective management of City street trees, enhance inventory and, minimize claims from falling branches or trees.	1. Update Street Tree Management Plan. 2. Prepare Special Conditions Streets Management Plan. 3. Remove 100% of dead and/or diseased trees located in the City's right-of-way. 4. Plant new trees per Tree Advisory Board recommendations and Street Tree Management Plan. 5. Inspect and trim 871 trees per year. 871 is one third of the 2,613 trees in the right-of-way.	1. On-going. 2. On-going. 3. On-going.
Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.	Replace trash receptacles with rain lids.	Completed.
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. 4. Conduct annual repairs based on a prioritized list of locations requiring maintenance.	1. On-going. 2. On-going. 3. Due to the pandemic in 2020, normal business operations were interrupted that temporality suspended sidewalk inspection survey activities. Last sidewalk inspection survey update completed in Nov 2019. 4. On-going.

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PROGRAM:	Capital Improvements	
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.		
FY 2020-21 Objectives	**Performance Measures**	**Results/ Status**
Adopt ordinance for City construction standard plans and specifications.	1. Strengthen City's design immunity. 2. Submit ordinance to City Council for adoption.	Ordinance No. 739 adopted in Mar 2020.
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.	1. No further action needed. Regional Active Transportation Plan will be used at this time. 2. No City project was awarded ATP Cycle 5 funds. 3. On-going.
Increase Pavement Condition Index.	1. Submit street selection to City Council for approval. 2. Construct, at a minimum, one pavement improvements project.	1. 2021 Pavement Maintenance Project was completed in Jun 2020. City Council authorized Notice Inviting Bids for 2021 Pavement Rehabilitation Project in Apr 2021. 2. 2020 Pavement Rehabilitation Project completed in Sep 2020.
Connect bikeways and pedestrian facilities.	Construct, at a minimum, one infill project that closes the gap on alternative transportation pathways.	Pedestrian Crossing Safety Improvements Project completed in Jun 2021.
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.	1. On-going. 2. Roads and overpasses for Linden Avenue and Casitas Pass Road Interchanges and Vial Real Extension Project completed in Sep 2020. Landscaping in progress.
Improve coordination with Carpinteria Valley Water District and Carpinteria Sanitary District.	1. Hold quarterly coordination meetings. 2. Pre-design planning to avoid utility conflicts.	1. On-going. 2. On-going.

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Parks, Recreation & Public Facilities Department

PROGRAM:	Parks, Recreation & Public Facilities Administration	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Increase participation in recreation programming through promotion and public relations.	1. Survey no less than 100 program participants for feedback and satisfaction level. 2. Increase program revenues by 5% overall.	The Department suspended most programming due to pandemic conditions. A reduced Junior Lifeguard Program enrolled about 80 participants.
Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	1. Continue to provide assistance as needed for the Carpinteria Rincon Trail. 2. Develop concept designs for new park land uses such as Bluffs 3 and a concept dog park. 3. Develop Linden Beach lifeguard tower and plaza design.	1. The Rincon Trail continues to move forward. 2. A concept design for Rincon Bluffs Preserve and for a concept dog park were proposed. 3. A concept design for the Linden Plaza has been prepared.
Obtain Permits for Skate Park.	Work with the Carpinteria Skate Park Foundation to obtain permits for the Project.	A CDP and DP have been obtained for the Skate park.
Obtain Permits for Bluffs 2 trail.	Having permits in hand.	A permit application has been files with the Community Development Department.
Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.	1. Provide training as needed to lifeguard and recreational staff in time for summer season. 2. Each department full time staff member shall attend at least one training seminar before June 2020 to improve skills and professionalism.	All lifeguards were trained in compliance with USLA standards for beach lifeguards and Red Cross for pool lifeguards.
Maintain and improve Park and Beach Safety.	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.	The ongoing task was completed. Beach lifeguards were sometimes repurposed to close the beach during summer holiday weekends.

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Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.	Complete 100% of all employee evaluations on time as defined by the Human Resources Department.	Completed.

PROGRAM:	Community Pool Services	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Increase pool patronage.	1. Increase pool patronage revenues by 5%. 2. Promote pool programs in City newsletters and other media.	Pool use was highly restricted due to pandemic protocols.
Recondition Pool Deck.	1. Select appropriate coating. 2. Arrange for application.	Approximately 1,000 square feet of pool deck was reconditioned using a concrete resurfacing produce. Results are satisfactory.
Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool.	1. Hire and train a sufficient number of recreation staff. 2. Enroll over 300 hundred youth to participate in pool recreation programming. 3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.	This metric was not accomplished due to pandemic protocols.
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.	Staff meetings are held weekly with pool staff meetings conducted quarterly.
Host a fundraiser at the Carpinteria Community Pool to raise funds.	Develop and plan a fundraiser through media, newspaper ads, and City newsletters.	This was not completed due to pandemic protocols.

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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.	1. Clean locker rooms daily. 2. Respond to Customer concerns with prompt response. 3. Have four pool staff meetings where facility maintenance procedures and implementation are reviewed.	Partially completed, but the pool locker rooms were closed for most of the year due to pandemic protocols. New sanitization methods to disinfect surfaces and indoor air quality have been implemented, i.e. Merv 13 air filters and UV-c lights.

PROGRAM:	Ocean Beach Services	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
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.	1. Daily litter pick-up from June 10th to September 3rd including trash, cigarette butts and sharps. 2. Beach raking by use of a tractor at least 4 times a week throughout the summer.	Completed as planned.
Provide high quality lifeguard service for the ocean beach by training staff in CPR, First Aid, and beach safety operations.	All new lifeguard hires will receive specialized training for the beach and the pool that conforms to relevant standards. Returning lifeguard staff receive a refresher course in practical skills.	All lifeguards were trained in compliance with USLA standards for beach lifeguards and Red Cross for pool lifeguards.
Provide high quality, cost effective, safe and efficient youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.	1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors. 2. Enroll over four hundred youth to participate in our ocean programming. 3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.	The Department suspended most programming due to pandemic conditions. A reduced Junior Lifeguard Program enrolled about 80 participants.
Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.	Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.	Completed as planned.

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Build and remove the Winter Protection Berm.	1. Build the berm prior to December 2020. 2. Monitor and, if needed, maintain the berm until spring of 2020. 3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2021.	Completed as planned.
Pursue Concept plan for the end of Linden Avenue seeking approval from State Beach and seek funding for the project.	To gain approval from the State and secure project funding.	Concept design has been prepared. Meetings with State park delayed due in part because of pandemic complications.

PROGRAM:	Special Events	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Attract 10 or more teams to the Adult Softball League.	Attract 150 adults to play Generate funds to offset fields operations and maintenance.	Program suspended due to the pandemic.
Analyze event for cost effectiveness.	Evaluate each special event for improvements and improve the profit margin on the event.	N/A
Seek new and cost effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.	No work was performed on this item.

PROGRAM:	Parks & Public Facilities Maintenance	
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.		
FY2020/21 Objectives	**Performance Measures**	**Results/ Status**
Install privacy wall at Community Farm Site.	1. Seek permits as needed. 2. Issue construction contract.	Project delayed due to property transfer delays with the State.
Obtain permits for Skate Park at 5775 Carpinteria Avenue	Complete application process and obtain a permit	Completed. Project now moves to construction
Maintain Athletic field surfaces for high quality and safe play.	Procure and distribute 140 cubic yards of organic amendment to select athletic fields to improve turf conditions.	Not completed.

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Continue to promote and facilitate work on the Carpinteria Rincon Trail.	1. Continue work with a design/engineering firm, Caltrans and SBCAG to complete the trail. 2. Seek Land Acquisition from Caltrans needed for the trail's completion.	Work continues with the Rincon Trail.
Complete Heath Ranch and Monte Vista Park play structure replacement.	1. Seek Necessary Permits. 2. Replace Play Structure.	Heath Ranch playground replacement now ordered and scheduled for July 2021. Monte Vista Park delayed due to lack of funding.
Seek new maintenance contract to serve City Parks.	1. Develop Request for Proposals. 2. Review and select maintenance contractor. 3. Seek City Council approval.	Project completed.

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RESOLUTION NO. 6058

A **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2021/22**

WHEREAS, on June 14, 2021 the City Manager presented his proposed Budget for Fiscal Year 2021/22 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 14, 2021 and received public comments on the 2021/22 proposed municipal budget; and

WHERAS, the City Council continued the hearing to the June 28, 2021 meeting; and

WHEREAS, the City Council held a duly advertised public hearing on June 28, 2021 and received further public comments on the 2021/22 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 I.

The City Manager's Proposed Budget for Fiscal Year 2021/22, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted, effective July 1, 2021.

SECTION 2.

The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2020/21 are also hereby approved as amended for the 2020/21 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.

DRAFT

PASSED, APPROVED AND ADOPTED on June 28, 2021 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
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 28, 2021.

_____
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

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RESOLUTION NO. 6059

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ESTABLISHING THE APPROPRIATION LIMIT FOR THE CITY OF CARPINTERIA FOR FISCAL YEAR 2021/22

WHEREAS, Article XIIIB 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 XIIIB, and

WHEREAS, the California Department of Finance has provided Uniform Guidelines to further clarify the intent of Article XIIIB, and

WHEREAS, the City Manager has calculated the 2021/22 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 I.

That the final appropriation limit for appropriations subject to limitation for the City of Carpinteria for Fiscal Year 2021/22 is hereby set at $19,643,130 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.

DRAFT

PASSED, APPROVED AND ADOPTED on June 28, 2021 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
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 28, 2021.

_____
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

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Exhibit A

Appropriation Limit

Calculation of Limitation

Appropriation limit for fiscal year ended June 30, 2021:		$	21,276,168
Adjustment Factors:	% Ratio		
Population Factor (County)	-1.0184		
Economic Factor (Per Capita)	1.0573		
Population Factor x Economic Ratio (per capita personal income)			-1.0768
Appropriation limit for fiscal year ended June 30, 2022:		$	19,643,130

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 spedning 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 contrained in the current budget by these limits.

Fiscal Year		Appropriations Limit		Subject to Limit		Difference
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	$	10,622,400	$	9,835,513
2020-2021	$	21,276,168	$	11,206,800	$	10,069,368
2021-2022	$	19,643,130	$	12,094,600	$	7,548,530

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RESOLUTION NO. 6060

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 2021/22

WHEREAS, Article XIIIB 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 XIIIB, and

WHEREAS, the California Department of Finance has provided Uniform Guidelines to further clarify the intent of Article XIIIB, and

WHEREAS, the City Manager has calculated the 2021/22 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 I.

That the final appropriation limit for appropriations subject to limitation for the City of Carpinteria Street Lighting District No.1 for Fiscal Year 2021/22 is hereby set at $694,085 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.

DRAFT

PASSED, APPROVED AND ADOPTED on June 28, 2021 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
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 28, 2021.

_____
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

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Exhibit A

Appropriation Limit

Calculation of Limitation

Appropriation limit for fiscal year ended June 30, 2021:		$	751,788
Adjustment Factors:	% Ratio		
Population Factor (County)	-1.0184		
Economic Factor (Per Capita)	1.0573		
Population Factor x Economic Ratio (per capita personal income)			-1.0768
Appropriation limit for fiscal year ended June 30, 2022:		$	694,085

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 spedning 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 contrained in the current budget by these limits.

Fiscal Year		Appropriations Limit		Subject to Limit		Difference
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	$	187,600	$	507,474
2019-2020	$	722,875	$	190,500	$	532,375
2020-2021	$	751,788	$	192,000	$	559,788
2021-2022	$	694,085	$	201,000	$	493,085

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City of Carpinteria

General Fund
Five-Year Financial Plan: 2017-22

May 2017

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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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INTRODUCTION

OVERVIEW

Background

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

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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.

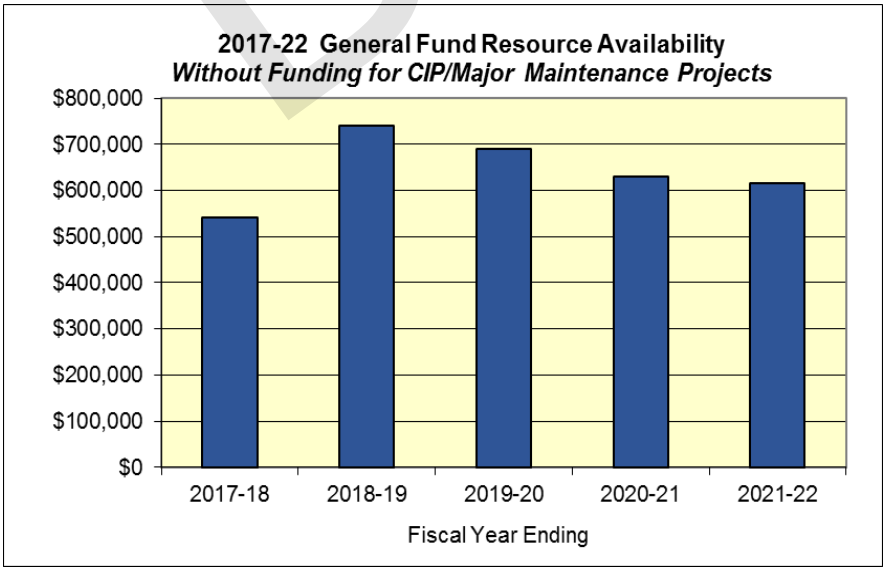
Ultimately, this forecast cannot answer the question: "Can the City afford new initiatives?" This is a basic question of priorities, not of financial capacity per se. However, making trade-offs is what the budget process is all about: determining the highest priority uses of the City's limited resources. And by identifying and analyzing key factors affecting the City's long-term fiscal heath, 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

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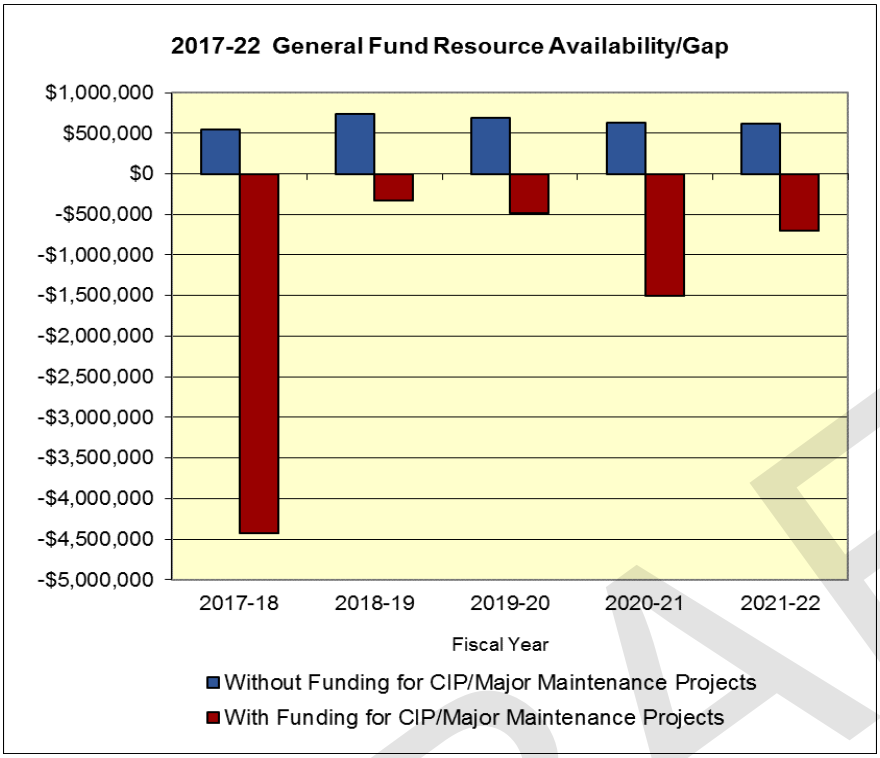
like pensions and retiree health care. Put in perspective, this would allow a comparable level of funding to 2016-17, where in addition to operations the General Fund supported $500,000 in paving projects.



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.

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- 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

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.

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- 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% though 2018, with continuing (albeit modest) growth in employment, personal income and taxable retail sales.

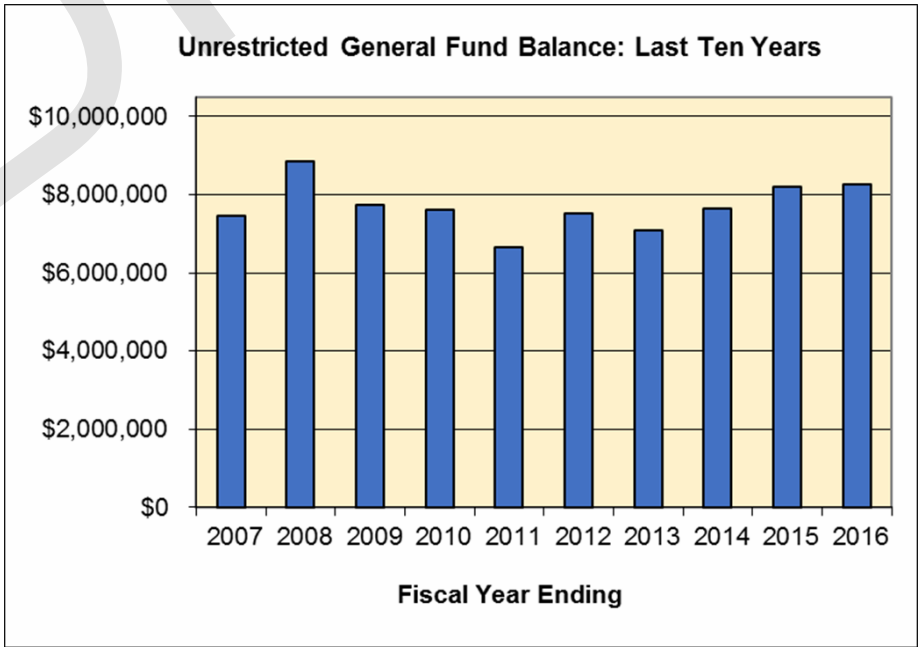
However, at 92 months, we are now in the third longest period of economic expansion in over 80 years; and closing in on the other two.

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.

❷ *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.



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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.

General Fund Balance	Amount
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
Unassigned	**1,734,662**
Total Unrestricted Fund Balance, June 30, 2016	8,262,888
Total Fund Balance, June 30, 2016	$8,671,406

2015-16 Audited Fund Balance

❸ *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.

❹ *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).

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❺ *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.

❻ *General Fund Subsidies*

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

2016-17 Budget: General Fund Subsidies	
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.

❼ *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

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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.

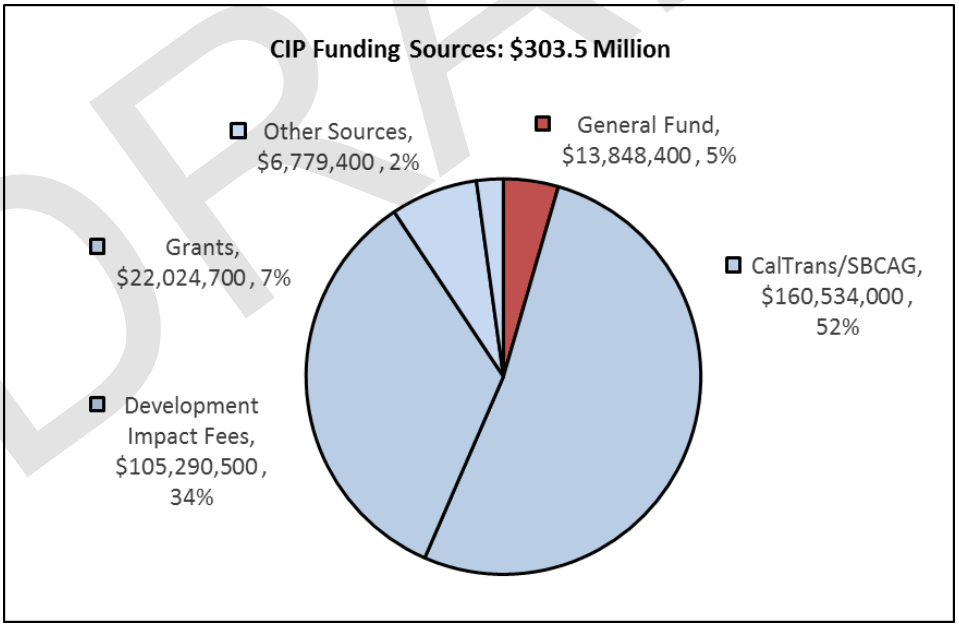
Regardless of City approvals, it is uncertain what the market for these projects will look like three to five years from now. Accordingly, no new revenues from new development are projected in the forecast.

❽ *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.

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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
Playground 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
Total	$4,029,500	$138,000	$238,000	$1,200,000	$377,500	$7,865,400	$13,848,400

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		234,375	234,375		468,750	
Pavement	937,500				937,500	
Total	**937,500**	**234,375**	**234,375**	**93,750**	**1,500,000**	
Street Trees				93,750	93,750	2018-19
Curb & Gutter & Sidewalk		234,375	234,375		468,750	
Pavement	937,500				937,500	
Total	**937,500**	**234,375**	**234,375**	**93,750**	**1,500,000**	
Street Trees				93,750	93,750	2019-20
Curb & Gutter & Sidewalk		234,375	234,375		468,750	
Pavement	937,500				937,500	
Total	**937,500**	**234,375**	**234,375**	**93,750**	**1,500,000**	
Street Trees				93,750	93,750	2020-21
Curb & Gutter & Sidewalk		234,375	234,375		468,750	
Pavement	937,500				937,500	
Total	**937,500**	**234,375**	**234,375**	**93,750**	**1,500,000**	
Street Trees				93,750	93,750	2021-22
Curb & Gutter & Sidewalk		234,375	234,375		468,750	
Pavement	937,500				937,500	
Total	**937,500**	**234,375**	**234,375**	**93,750**	**1,500,000**	

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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:

General Fund CIP/Major Maintenance Projects					
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

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

Background

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

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.

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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

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

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.

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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?

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

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.

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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.

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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.

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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:

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- 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:

General Fund CIP/Major Maintenance Projects

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

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.

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- 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.

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Operating Costs

GENERAL FUND FIVE YEAR FISCAL FORECAST: 2017-2022

	2014-15	2015-16	2016-17		FORECAST				
	Actual	Actual	Budget	Revised	2017-18	2018-19	2019-20	2020-21	2021-22
REVENUES									
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
Total Revenues	**8,917,600**	**9,302,100**	**9,250,600**	**9,474,500**	**9,914,300**	**10,211,700**	**10,534,500**	**10,868,700**	**11,214,800**
EXPENDITURES									
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
Total Expenditures	**8,039,700**	**8,275,100**	**8,899,200**	**8,899,200**	**9,200,100**	**9,293,600**	**9,664,400**	**10,055,600**	**10,410,300**
CIP/Major Maintenance Projects									
OTHER SOURCES (USES)									
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)
Total Other Sources (Uses)	**(184,700)**	**(782,400)**	**(670,000)**	**(670,000)**	**(173,400)**	**(176,900)**	**(180,400)**	**(184,000)**	**(187,700)**
Sources Over (Under) Uses	**693,200**	**244,600**	**(318,600)**	**(94,700)**	**540,800**	**741,200**	**689,700**	**629,100**	**616,800**
FUND BALANCE, BEGINNING OF YEAR	7,733,600	8,426,800	8,428,500	8,671,400	8,576,700	9,117,500	9,858,700	10,548,400	11,177,500
FUND BALANCE, END OF YEAR	**8,426,800**	**8,671,400**	**8,109,900**	**8,576,700**	**9,117,500**	**9,858,700**	**10,548,400**	**11,177,500**	**11,794,300**
GENERAL FUND BALANCE, END OF YEAR									
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
Total	**8,426,800**	**8,671,400**	**8,109,900**	**8,576,700**	**9,117,500**	**9,858,700**	**10,548,400**	**11,177,500**	**11,794,300**

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Operating Costs and CIP/Major Maintenance Projects

GENERAL FUND FIVE YEAR FISCAL FORECAST: 2017-2022

	2014-15	2015-16	2016-17		FORECAST				
	Actual	Actual	Budget	Revised	2017-18	2018-19	2019-20	2020-21	2021-22
REVENUES									
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
Total Revenues	**8,917,600**	**9,302,100**	**9,250,600**	**9,474,500**	**9,914,300**	**10,211,700**	**10,534,500**	**10,868,700**	**11,214,800**
EXPENDITURES									
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
Total Expenditures	**8,039,700**	**8,275,100**	**8,899,200**	**8,899,200**	**9,200,100**	**9,293,600**	**9,664,400**	**10,055,600**	**10,410,300**
CIP/Major Maintenance Projects					4,967,000	1,075,500	1,175,500	2,137,500	1,315,000
OTHER SOURCES (USES)									
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)
Total Other Sources (Uses)	**(184,700)**	**(782,400)**	**(670,000)**	**(670,000)**	**(173,400)**	**(176,900)**	**(180,400)**	**(184,000)**	**(187,700)**
Sources Over (Under) Uses	**693,200**	**244,600**	**(318,600)**	**(94,700)**	**(4,426,200)**	**(334,300)**	**(485,800)**	**(1,508,400)**	**(698,200)**
FUND BALANCE, BEGINNING OF YEAR	7,733,600	8,426,800	8,428,500	8,671,400	8,576,700	4,150,500	3,816,200	3,330,400	1,822,000
FUND BALANCE, END OF YEAR	**8,426,800**	**8,671,400**	**8,109,900**	**8,576,700**	**4,150,500**	**3,816,200**	**3,330,400**	**1,822,000**	**1,123,800**
GENERAL FUND BALANCE, END OF YEAR									
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)
Total	8,426,800	8,671,400	8,109,900	8,576,700	4,150,500	3,816,200	3,330,400	1,822,000	1,123,800

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ASSUMPTIONS SUMMARY

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
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%
REVENUES & OTHER SOURCES							
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%
EXPENDITURES & OTHER USES							
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
General Fund accounts for	PEPRA Employees	155,000	158,100	161,300	164,500	167,800	171,200
about 85% of total staffing costs	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
85% of Classic and PEPRA UAL	PEPRA Employees	200	800	900	900	900	200
to the General Fund; all Legacy UAL	Legacy Public Safety	132,900	163,800	206,300	246,700	266,700	286,800
costs allocated to the General Fund	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

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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
Total Operating Expenditures		8,743,800	9,038,700	9,243,600	9,614,400	10,005,600	10,360,300
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
Total (CIP)/Major Maintenance Projects			4,967,000	1,075,500	1,175,500	2,137,500	1,315,000
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%

GENERAL FUND BALANCE

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).

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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 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:

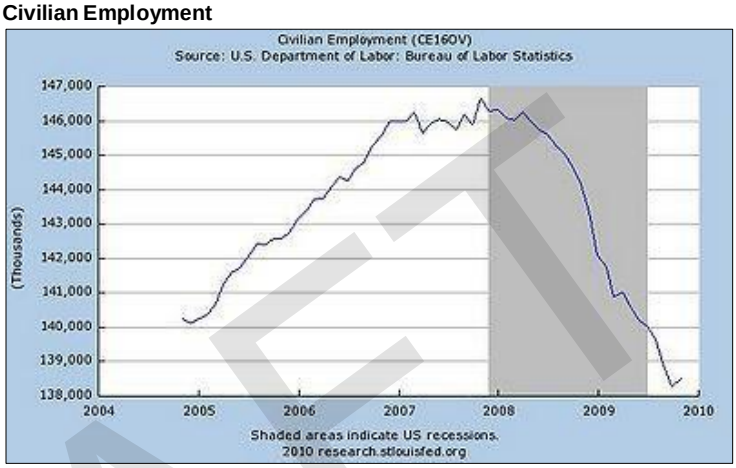
Employment

- 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.

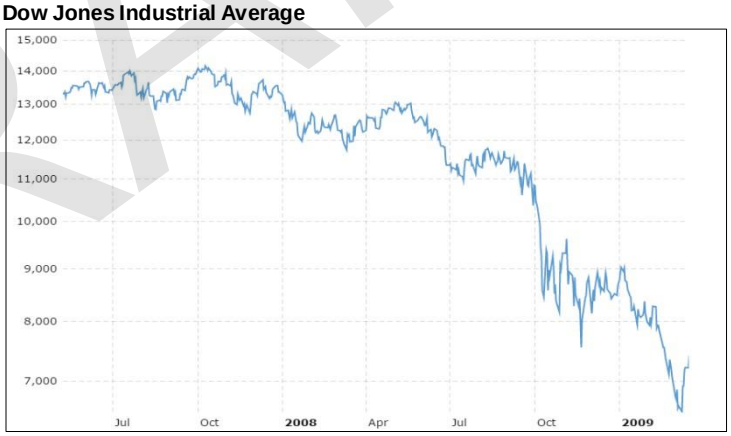
Stock Market

- 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

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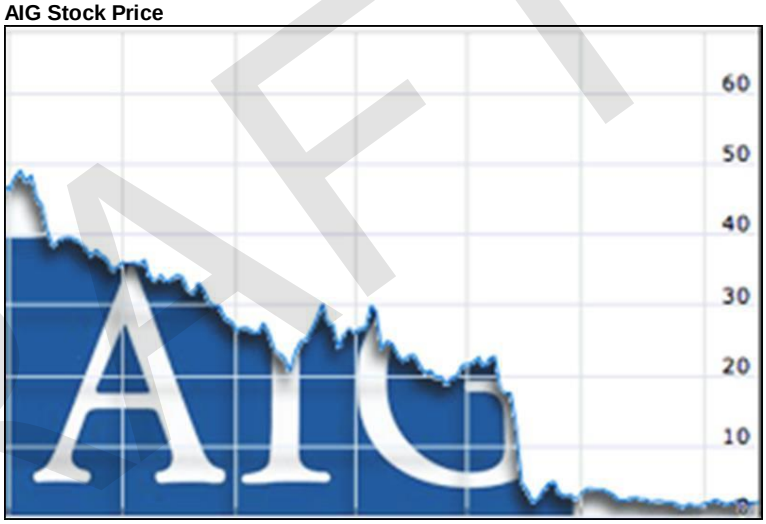
HISTORICAL TRENDS

- 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

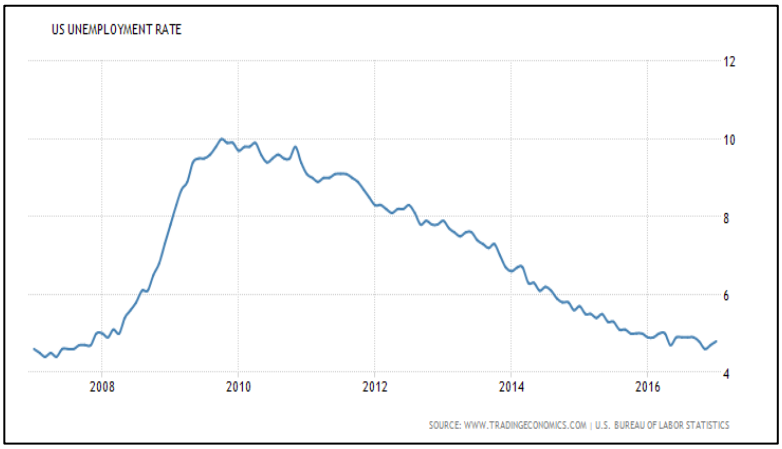
- The bankruptcy of AIG, the largest insurance company in the world, reflects financial markets spinning out of control as collateralized default swaps and their other insured financial obligations failed.

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).

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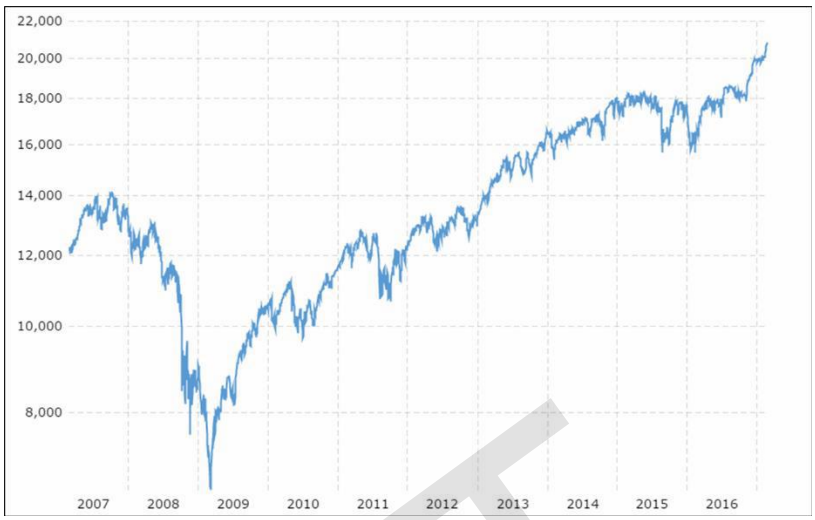
HISTORICAL TRENDS

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

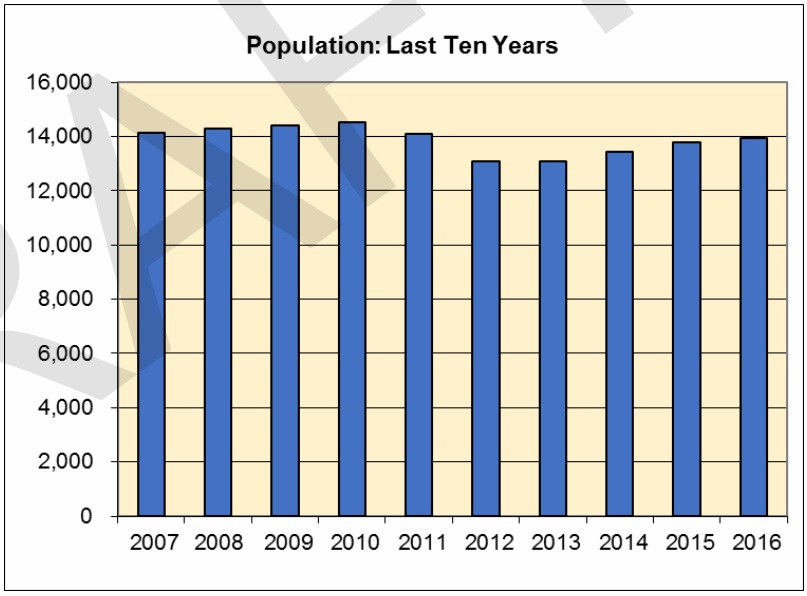
Population		
Fiscal Year Ending	Amount	% Change
2006	14,172	
2007	14,123	-0.3%
2008	14,271	1.0%
2009	14,409	1.0%
2010	14,528	0.8%
2011	14,103	-2.9%
2012	13,076	-7.3%
2013	13,099	0.2%
2014	13,442	2.6%
2015	13,798	2.6%
2016	13,928	0.9%

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



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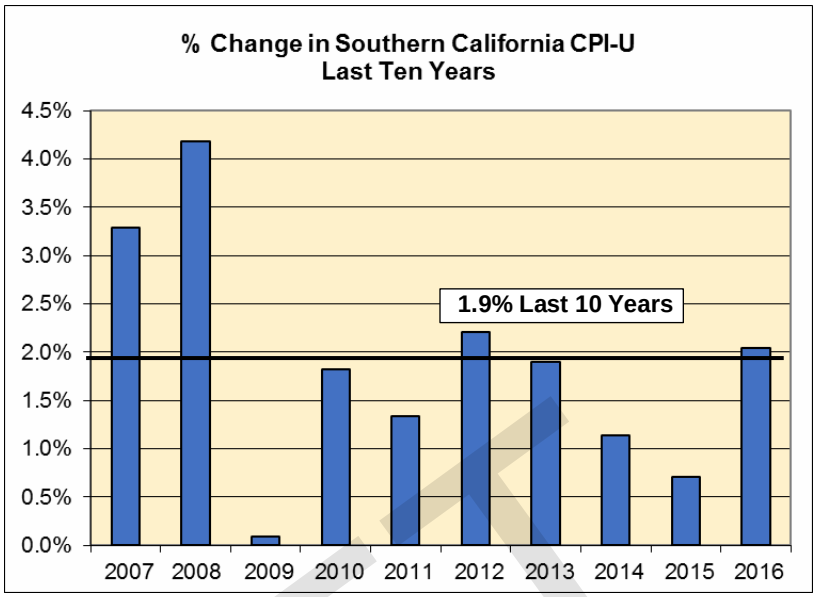
HISTORICAL TRENDS

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%).

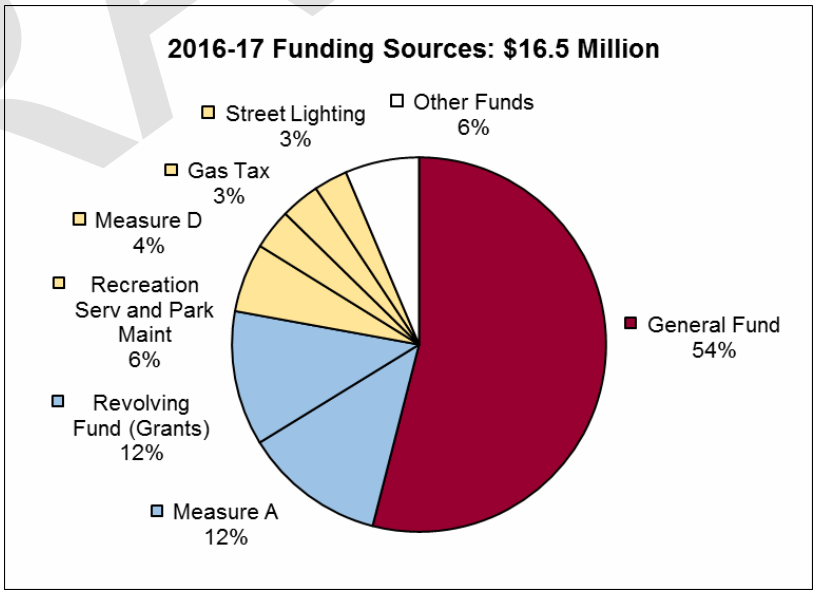
Source: U.S. Bureau of Labor Statistics

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%
Total	**$16,481**	**100%**

In Thousands of Dollars

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



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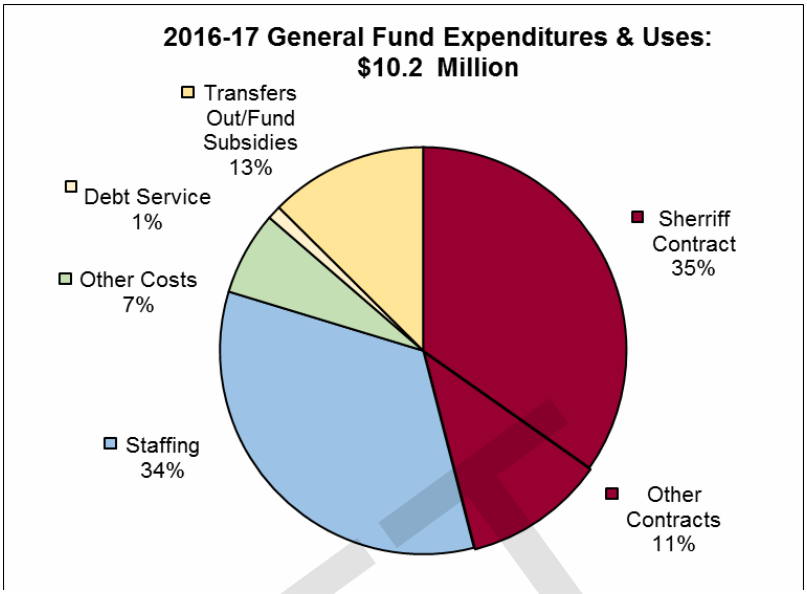
HISTORICAL TRENDS

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%
Total	**$10,178**	**100%**

In Thousands of Dollars

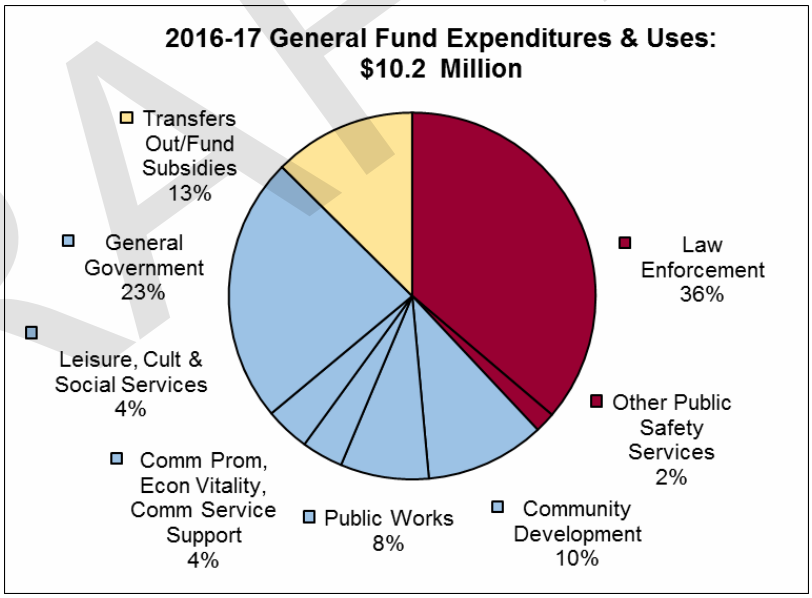
Contracts for Sheriff (35%) and other services (11%) account for almost 50% of General Fund uses (including transfers to other funds). Staffing costs are the next highest cost, accounting for about one-third of General Fund expenditures and uses.



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	401	4%
General Government	2,391	23%
Transfers Out/Fund Subsidies	1,279	13%
Total	**$10,178**	**100%**

In Thousands of Dollars

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



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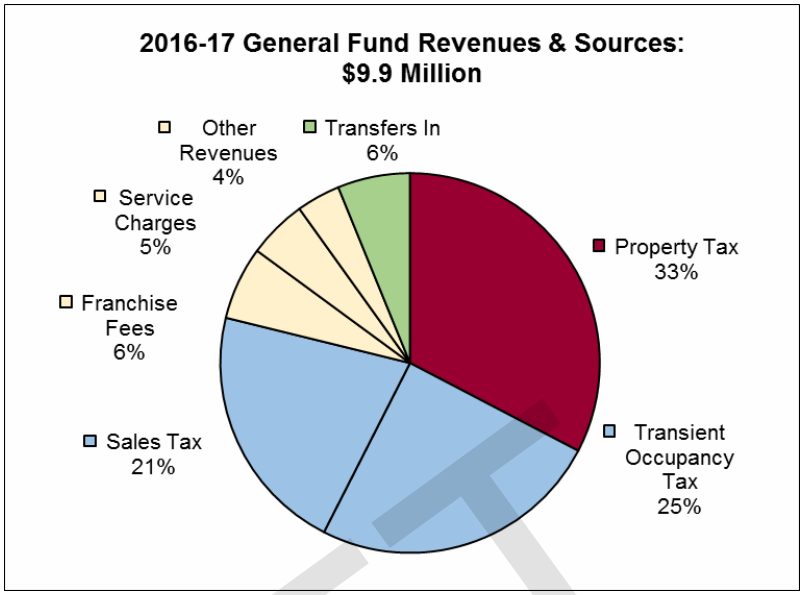
HISTORICAL TRENDS

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%
Total	**$9,860**	**100%**

In Thousands of Dollars

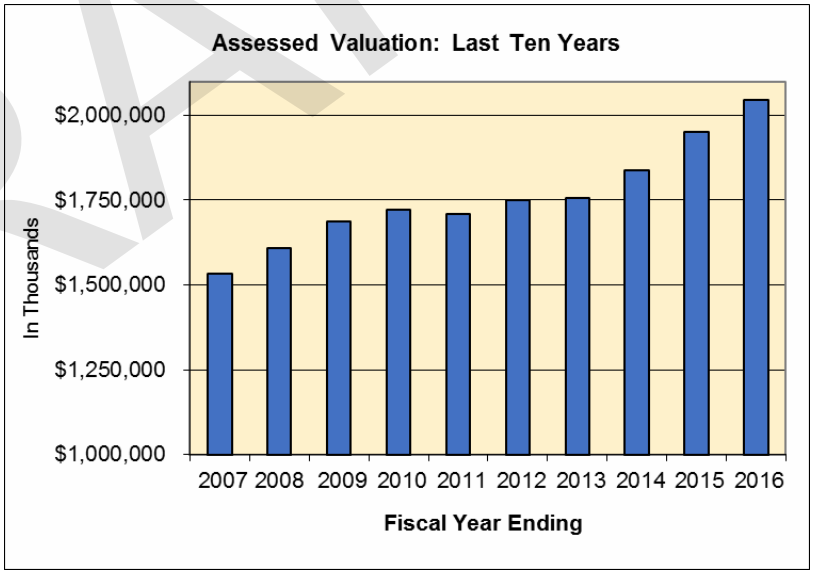
Three revenue sources account for 80% of total General Fund sources (85% of revenues excluding transfers in from other funds). Property tax is the top revenue (33%) followed by transient occupancy tax (25%) and sales tax (21%).



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.

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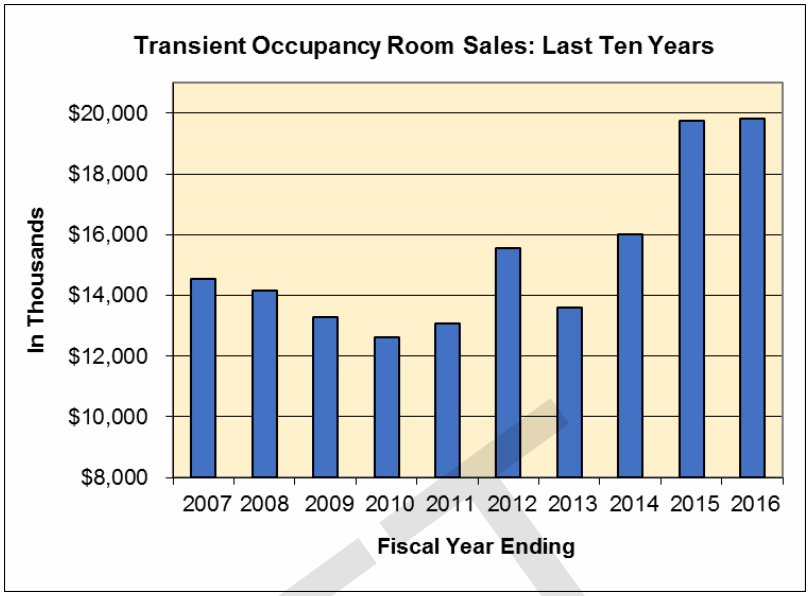
HISTORICAL TRENDS

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

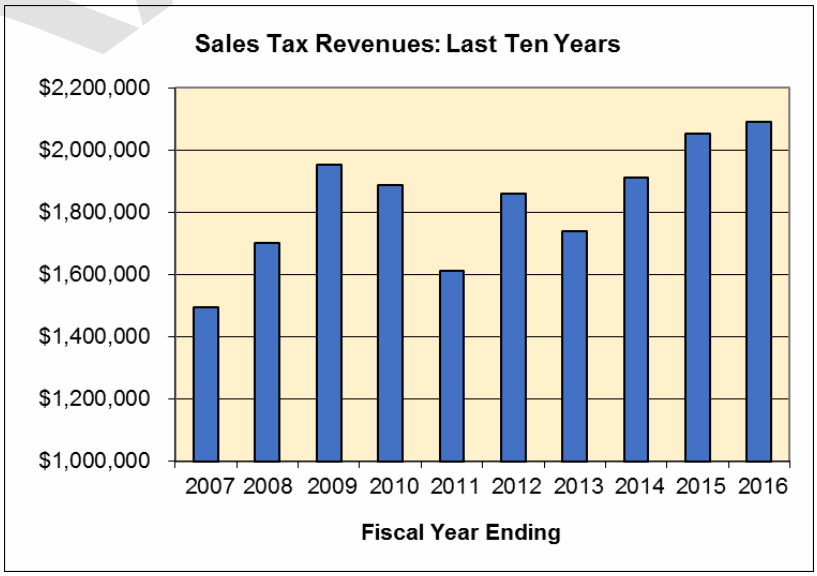
TOT rate increased from 10% to 12% in 2012-13



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%.

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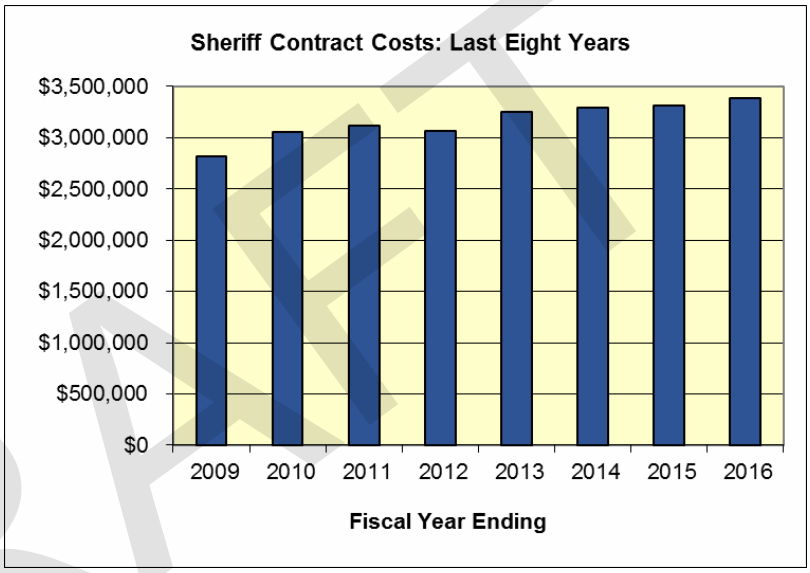
HISTORICAL TRENDS

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).

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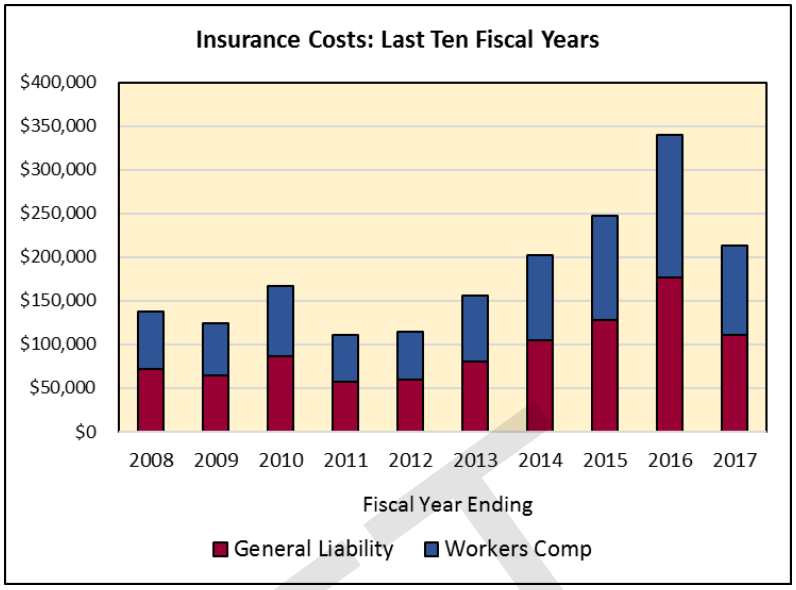
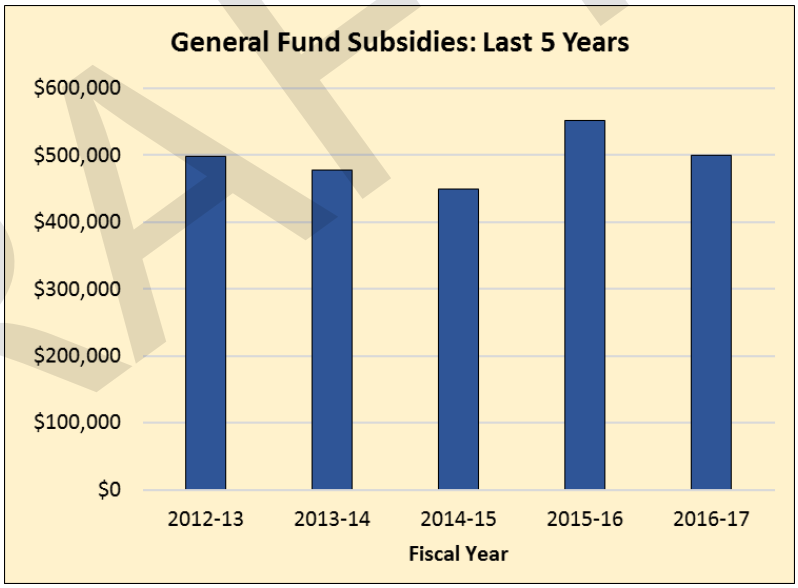
HISTORICAL TRENDS

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
Total	$498,821

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,



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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.

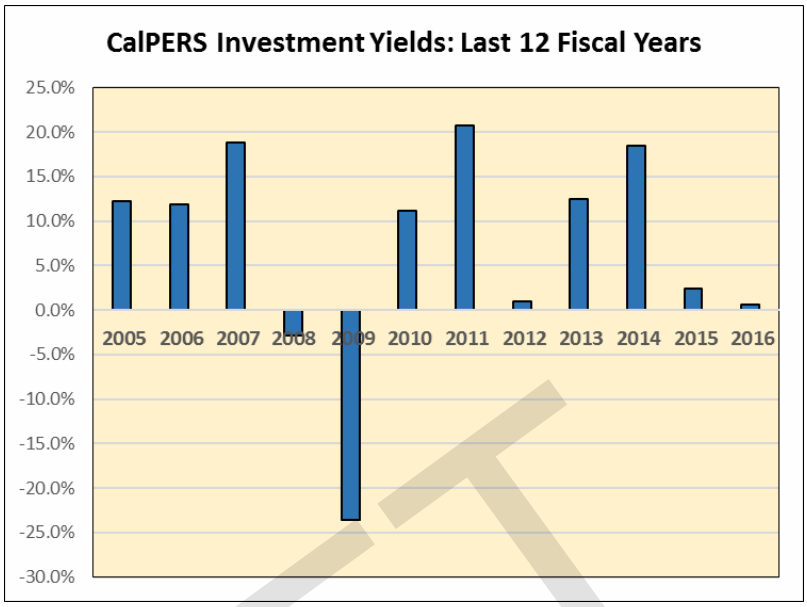
Funding Pension Benefits. There are many actuarial factors that determine contribution rates, including inflation, employee earnings and life expectancy assumptions. However, the assumption for the "discount rate" - the projected long-term yield on investments – is one of the most important. For example,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

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.

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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*
Classic Miscellaneous Employees		
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
PEPRA Employees		
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
Legacy Police		
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

		Normal Cost		UAL Payments	
Valuation Date	Fiscal Year Impact	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%

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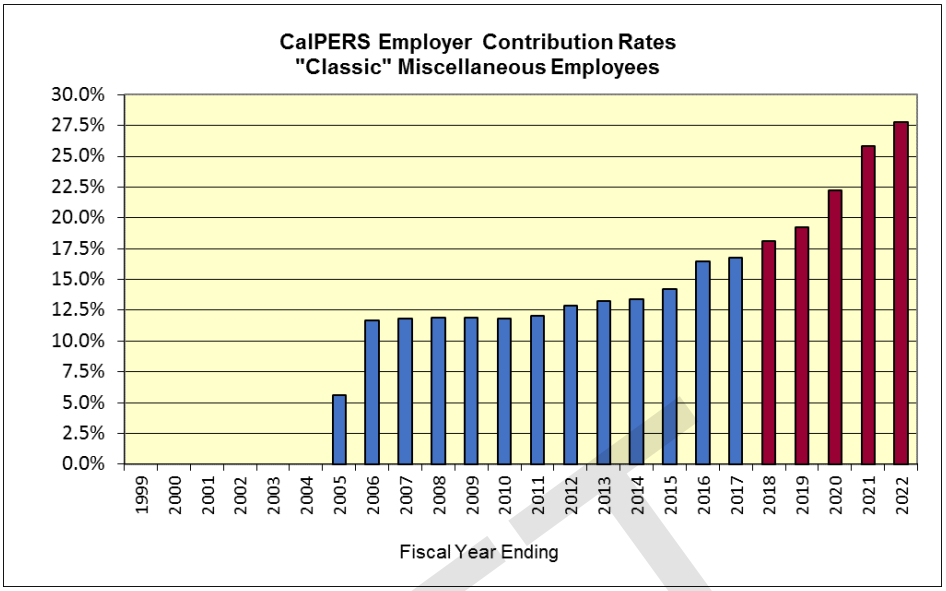
Classic Miscellaneous Employees

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%.



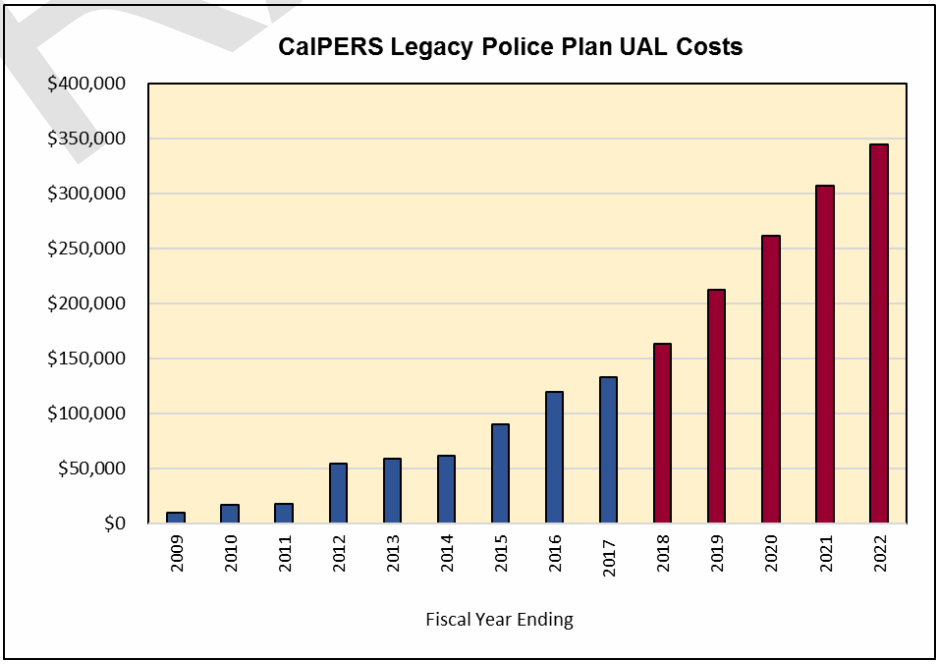
Note: Beginning in 2015-16, CalPERS discontinued including the amortization of unfunded actuarial liabilities (UAL) as part of the employer contribution rate: only the "normal" contribution rate is stated this way, with the UAL stated separately as a fixed amount. For comparison purposes, the fixed UAL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

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.



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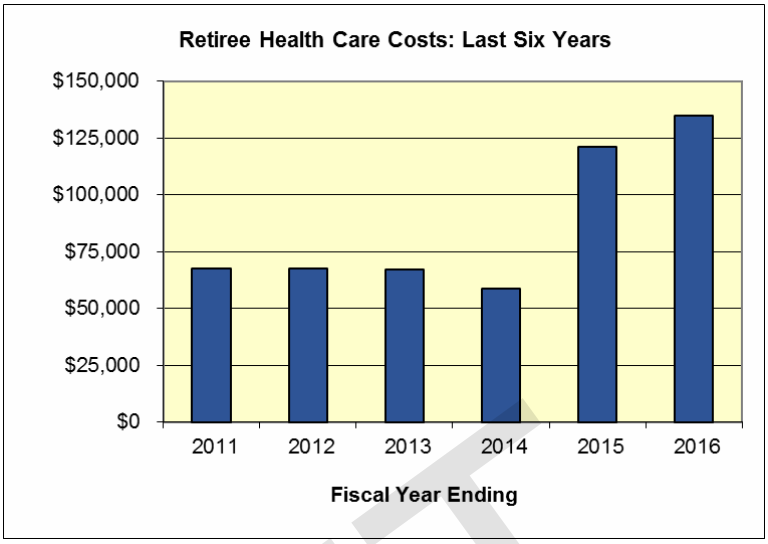
HISTORICAL TRENDS

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.

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NEW REVENUE OPTIONS

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,

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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.

Local Revenue Measures Since 2001
Through November 2016

	Total	Pass	Passing%
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%
Total	3478	2385	69%

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

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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

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.

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- ***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	Voter: 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

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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

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.

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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

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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.

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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.

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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.

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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

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- 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

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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 Cites, City Attorney's Department Spring Conference, May 2010*

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- *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

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