



CITY OF CARPINTERIA

ADOPTED BUDGET

FISCAL YEAR 2022/23

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: City Beach from Kayak

Cover Photo: Lea Boyd

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ADOPTED BUDGET
FISCAL YEAR 2022/23
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MEMORANDUM



Date: June 23, 2022

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

From: Dave Durflinger, City Manager

Subject: Fiscal Year 2022/23 Budget

The Fiscal Year (FY) 2022/23 budget is submitted for your consideration. The preparation of the FY 2023 budget comes as the United States and much of the world emerges from two-years of the COVID-19 pandemic and related economic impacts. While, Carpinteria has weathered the economic storm better than most cities, it has not been immune from the negative impacts on the local economy and City revenues and expenses. While City revenues are now projected to exceed pre-pandemic levels, it will continue to be challenged to address a backlog of capital projects, deferred maintenance and the rising cost of meeting service needs and expectations.

The City entered into the pandemic recession from a solid financial position with strong reserves and a conservative spending ethic, and this, as it has in the past, once again served the City well 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; even expanding services during the pandemic, establishing a municipal library and raise level of service for parks and facilities maintenance.

The proposed FY 2023 budget prioritizes investing strategically in projects, programs and services that will make our community safety net even stronger when the next disaster strikes, support development of projects that expand important leisure and active recreation opportunities, and strengthen the local economy and opportunities for residents to grow and thrive. The budget will also serve to restore financial reserves and staffing (drawn down and frozen during the pandemic).

Consistent with regional, state and national economic projections, City budget estimates indicate a fast and strong recovery. This should position the City well to address capital project and infrastructure maintenance goals, and to ensure that it can offer an employee compensation package that allows it to recruit, develop, reward and retain an employee team capable of meeting the needs and expectations of the Carpinteria community.

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 measures that are a part of determining the efficiency and effectiveness of local government services.

The FY 2023 budget will provide funding for all existing projects, programs and services offered for by the City, including public safety services, planning and building services, public works and engineering services, and parks, recreation & public facilities services. The budget also includes funding for the implementation of myriad federal and state mandated programs for addressing issues of regional and statewide concern such as water quality, coastal resource protection and public access to the coast, homelessness, emergency preparedness, sea level rise, and affordable housing.

The Budget projects total revenue to increase by approximately \$26.8 million or 19.7% and expenses by \$31.8 million or 54.7%. The revenue projections for both the Estimated Actual year-end and budget year financials exceed pre-pandemic levels and also reflect recovery of major revenue sources and American Rescue Plan Act (ARPA) contributions. The large difference between budget year and Estimated Actual year-end expenditures, in large part, reflect the normal disparity between actual and budgeted expenditures, which are influenced by position vacancies and major project expenses rolling from one fiscal year to the next.

The General Fund is where the majority of discretionary revenues are recorded, and where the majority of the general municipal services are provided.

General Fund	Prior Year Actual FY 2021	Current Budget FY 2022	Estimated Actual FY 2022	Adopted Budget FY 2023	Year over Year % Chg
Revenues	\$ 10,297,055	\$ 11,397,100	\$ 11,768,250	\$ 11,923,550	1.32%
Transfers In	-	2,535,950	1,269,000	2,924,785	130.48%
Total Revenues & Transfers In	10,297,055	13,933,050	13,037,250	14,848,335	13.89%
Expenditures	9,166,363	11,379,350	10,761,050	12,386,300	15.10%
Transfers Out	490,440	1,548,344	737,694	3,378,035	357.92%
Total Expenditures & Transfers Out	9,656,803	12,927,694	11,498,744	15,764,335	37.10%
Revenues Over/(Under) Expenditures	640,252	1,005,356	1,538,506	(916,000)	
Fund Balance, July 1	7,989,582	8,629,834	8,629,834	10,168,340	
Estimated Ending Fund Balance,	\$ 8,629,834	\$ 9,635,190	\$ 10,168,340	\$ 9,252,340	-9.01%

The budget for FY 2023 includes General Fund revenues and transfers-in of \$14.8 million, and expenditures and transfers-out of \$15.8 million. The change to the ending fund balance is a decrease of \$916 thousand, for a total ending fund balance of \$9.3 million. The primary decrease is related to projected increase in law enforcement services contract costs, personnel cost increases, new municipal library expenses, and contributions to pavement maintenance and capital project costs.

The Measure X Fund is used towards public safety, community services, infrastructure and other important services.

Measure X	Prior Year Actual FY 2021	Current Budget FY 2022	Estimated Actual FY 2022	Adopted Budget FY 2023	Year over Year % Chg
Revenues	\$ 3,414,935	\$ 3,771,500	\$ 4,004,000	\$ 3,975,000	-0.72%
Transfers In	-	151,750	76,000	75,000	-1.32%
Total Revenues & Transfers In	3,414,935	3,923,250	4,080,000	4,050,000	-0.74%
Expenditures	1,166,958	1,787,100	1,491,650	2,148,900	44.06%
Transfers Out	1,657,856	2,665,555	2,140,050	3,407,400	59.22%
Total Expenditures & Transfers Out	2,824,814	4,452,655	3,631,700	5,556,300	52.99%
Revenues Over/(Under) Expenditures	590,121	(529,405)	448,300	(1,506,300)	
Fund Balance, July 1	3,055,010	3,645,131	3,645,131	4,093,431	
Estimated Ending Fund Balance,	\$ 3,645,131	\$ 3,115,726	\$ 4,093,431	\$ 2,587,131	-36.80%

The budget for FY 2023 includes Measure X revenues and transfers-in of \$4.0 million, and expenditures and transfers-out of \$5.6 million. The change to the ending fund balance is a decrease of \$1.5 million, for a total ending fund balance of \$2.6 million. The primary decrease is related to projected increase in law enforcement services contract costs, personnel cost increases, new municipal library expenses, and contributions to pavement maintenance and capital project costs.

All City Funds are used towards a program-based budget to provide citywide services.

All Funds	Prior Year Actual FY 2021	Current Budget FY 2022	Estimated Actual FY 2022	Adopted Budget FY 2023	Year over Year % Chg
Revenues	\$ 18,373,319	\$ 26,858,600	\$ 22,451,800	\$ 26,864,900	19.66%
Transfers In	3,347,853	8,669,658	5,277,894	9,847,135	86.57%
Total Revenues & Transfers In	21,721,172	35,528,258	27,729,694	36,712,035	32.39%
Expenditures	17,323,620	28,192,850	20,574,900	31,831,600	54.71%
Transfers Out	3,347,853	8,669,658	5,277,894	9,847,135	86.57%
Total Expenditures & Transfers Out	20,671,473	36,862,508	25,852,794	41,678,735	61.22%
Revenues Over/(Under) Expenditures	1,049,699	(1,334,250)	1,876,900	(4,966,700)	
Fund Balance, July 1	17,365,051	18,414,750	18,414,750	20,291,650	
Estimated Ending Fund Balance,	\$ 18,414,750	\$ 17,080,500	\$ 20,291,650	\$ 15,324,950	-24.48%

The budget for FY 2023 includes revenues and transfers-in for All Funds of \$36.7 million, and expenditures and transfers-out of \$41.7 million. The change to the ending fund balance is a decrease of \$5.0 million, due primarily to the proposed use of balances from special and grant Funds to pay for capital and major maintenance project costs.

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 help to pay for such projects. Most revenue for capital project and maintenance projects come from 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 programs that provide the City with

restricted revenues for specific projects often require that the City make a financial contribution ("match") using discretionary revenue. In recent years, the City has begun allocating significant amounts from the Measure X Fund (the City's local sales tax) in order to address the backlog of capital projects and deferred maintenance.

Total discretionary revenue funds, including the General Fund, Measure X Fund, and ARPA Fund revenues are estimated at \$15.9 million with the related discretionary Funds spending estimate of \$14.5 million and net transfers of (\$5.4 million).

Total restricted revenue funds, including intergovernmental transfers such as Measure A and Gas Tax, assessment district proceeds, and grant revenues, are projected at just over \$3.7 million. Total expenditures from these dedicated funds are estimated at \$5.7 million and net transfers of \$445 thousand.

Capital improvement fund revenues are estimated at \$5.6 million, expenditures at \$11.6 million and net transfers of \$4.9 million.

At over \$6 million, or nearly 40% of all discretionary revenue, the City's combined State and local sales tax has surpassed property tax revenue as the City's largest single revenue source. However, the City has just three full fiscal years of Measure X financial results to draw upon for experience and revenues have grown significantly in each of those years. This lack of experience along with the evolving and volatile nature of local sales tax revenue, has led to a recommendation in the budget for another year of allocating conservatively, including limiting the allocation amount committed to ongoing expenses. Measure X Sales tax revenue is projected to be very near the same as the Estimated Actual for year-end, i.e., approximately \$4 million. Spending of approximately \$4.6 million includes transfers of just over half of that to other Funds, including significant investments in capital projects and major maintenance such as street paving.

The City's transient occupancy tax (TOT) revenue, projected at just over \$3 million, reflects no growth over the Estimated Actual year-end revenue, which now exceeds pre-pandemic levels. This is due to estimates that no additional hotel/motel rooms will come on line while the sunset of the amortization period for short-term vacation rentals that are located outside the vacation rental zone will result in less revenue generating potential.

The City's property tax revenue is projected to increase modestly to approximately \$4.8 million. The property tax remains a strong and stable revenue source with a growth projection that reflects residential real estate sales at significantly increased prices and remodel/renovation investments in existing developed properties.

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, while currently in dispute, are projected to increase significantly. City personnel costs, including all full, part-time, and part-time seasonal employees, make up approximately 23% of all City spending, the unrestricted Fund make up (General 37.9% and Measure X Fund 19.0%) of the total spending.

As components of total personnel costs, health insurance and pension costs continue to rise significantly on an annualized basis and are once again an important driver in total compensation costs. The total budgeted compensation cost (including

salaries, pension, health insurance and other benefits), is projected to increase to \$445 thousand, an increase of approximately 10.5%. The salary component of total compensation costs is projected to increase \$229 thousand due to new positions and salary adjustments in response to the recent Total Compensation study.

b. Projects and Programs: The FY 2023 budget will allow for the continuation of all existing City projects, programs and services, as well as expanded and new services, such as the Library. 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.

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 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.

Fifteen capital and major maintenance projects are projected to be worked on during the fiscal year, involving estimated spending of nearly \$11.6 million. The FY 2023 includes funding for work on the following capital projects:

- Franklin Creek, Rincon and Bluffs II Trail Improvements
- Via Real Bike Lanes, Bailard to Carpinteria Creek
- Lifeguard Tower Replacement
- Carpinteria Skatepark
- Concha Park
- East Via Real Stormwater Improvements
- 2022 Pavement Rehabilitation Project
- 2022 Pavement Maintenance Project
- Linden Avenue Improvements
- Carpinteria Avenue & Palm Avenue Intersection Improvements
- Carpinteria High School Crosswalk Safety Improvements
- Monte Vista Park Playground Replacement
- Former Whitney Property Freeway Privacy Wall.

FY 2021/22 Accomplishments

Listed below are examples of significant outcomes resulting from the investments made through the FY 2022 fiscal year budget. A comprehensive list of recurring performance measures and related accomplishments is included as Section H of this budget document.

- **Advanced Planning Work.** Work on the General Plan/Local Coastal Plan Update had stalled during the COVID-19 restrictions that precluded the type of in-person meetings desired, now with working out the terms and responsibilities of a third modification to the multi-year contract with our consultants, work will proceed in this

fiscal year. The three-year term Advanced Planning division created in November 2020, has been working on zoning code updates to: add or amend Accessory Dwelling Unit (ADU), Density Bonus, and Coastal Development Permit regulations; establish off-the-shelf building plans tailored to Carpinteria neighborhoods and the Downtown district, and update of the City General Plan Housing Element. The work to regulate soft-story buildings, flavored tobacco products, and smoking in multi-family residences are also planned to resume this fiscal year. Two new work efforts, the regulation of Formula Businesses and updates to the City's Wireless Facilities regulations, have also been initiated.

- **Current Planning Work.** Large projects expected to move through the City's development review process or to construction include the Rincon Trail, decommissioning and remediation of the Carpinteria Oil and Gas Plant, development of the privately owned portions of Bluffs I and Bluffs III, adaptive reuse of the old hardware building in the 700 block of Linden Avenue, and the new Via Real Hotel.
- **Code Compliance.** The division continued its assistance to business owners and the public in complying with the oft-changing COVID-19 related pandemic measures. Assistance to the City's homeless population has been on the rise and is expected to increase.
- **Administration and Legal Counsel.** The General Government Department continued to keep the City Council and community informed during the evolving stages of the COVID-19 pandemic, and provided support for the creation and implementation of appropriate local policies and regulations necessary for response. The Department also led work to establish the new municipal Library and Racial Equity and Social Justice Programs, and Department level reorganizations.
- **Administrative Services.** Operating Budget Excellence Award for Fiscal Year 2021/22 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 Annual Comprehensive Financial Report (AFCR) for fiscal year ended June 30, 2020.
- **Public Works.** Completed construction of 2021 Pavement Maintenance Project (August 2021) and 2021 Pavement Rehabilitation Project (June 2022). Completed Sidewalk Maintenance Zone 1 repairs (March 2022). Completed design of Via Real Stormwater Project (February 2022). Completed special studies including Downtown Carpinteria Parking Study (June 2021), Street Tree Management Plan (July 2021), Special Conditions Street Tree Management Plan (July 2021), Pedestrian Bridge Inspection Program (July 2021), Local Roadway Safety Plan (April 2022), Pavement Management System Update (June 2022), and five-year Capital Improvement Program (June 2022). Received approval of grant funds for Franklin Creek Trail Improvements Project (May 2022). Acquired former Whitney property (Assessor Parcel Number 001-070-012) from California Department of Transportation for City's Agriculture Preservation Program (April 2022). Continued citywide street tree planting. Throughout 2021, continued to provide COVID-19 prevention measure support including temporary traffic control operations for public right-of-way social distancing.

- **Parks, Recreation and Public Facilities.** Completed the replacement of the Heath Ranch Park playground. Completed the acquisition of 0.67 acres of creek side land on Carpinteria Creek (Manion Parcels). Began Construction of the Carpinteria Skate Park. Obtained the Coastal Development permit for a segment of the Carpinteria Coastal Vista trail. Made application for grant funding for significant projects such as the Rincon Bluffs preserve, Concha Park and the Linden Beach Plaza.

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 Administrative Services Director Licette Maldonado and Vice Mayor Clark and Councilmember Carty of the City Council Finance/Budget Committee. Without their work throughout the past fiscal year this budget document would not be possible.

Dave Durflinger
City Manager



Community and Organizational Profile

The City of Carpinteria is a California general law city providing local government services to a population of 12,967¹. 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 and Library services.

Services are provided through a variety of methods including: direct service by City employees, contracts with other public agencies and with private providers (e.g., the City contracts with Santa Barbara County Sheriff's Department for law enforcement services), agreements with franchise operators and with non-profits, and by volunteers. Sanitary sewer, water and fire protection services are provided in the City and the greater unincorporated Carpinteria Valley by independent special districts. Flood control services in the City are provided by a dependent special district of the County. The City, through its membership in the Central Coast Community Energy joint powers authority, provides 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 40 full time positions and 154 part-time and 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. The City is scheduled to build a skatepark in 2022 and is planning a neighborhood pocket park. 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

¹ City/County Population Estimates, State Department of Finance, Demographic Research Unit, January 1, 2022, <https://dof.ca.gov/forecasting/demographics/estimates-e1/>

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, the City is adding a municipal library and electric energy utility services to the menu of services it provides to the community. The City will take over management and operation of the Carpinteria Library beginning July 1, 2022, and as a member of the Central Coast Community Energy, is a purveyor of electricity. 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 either ADA or 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, have developed plans to comply with state laws that aim to significantly reduce the amount of organic materials, e.g., landscaping and food waste, that goes to the landfill. The cost of the services required to implement these new waste stream diversion laws will necessarily be passed on to residential and commercial customers through E.J. Harrison's rate structure.

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. 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. More recently, climate change has resulted in new laws requiring coastal cities to plan for sea level rise, including planning and implementation of adaptations to higher future sea levels and related coastal flooding, and the states passage of myriad laws aimed at increasing housing production and affordability in the state, are requiring cities to continuously react and evolve their housing policies, regulations and procedures.

Ensuring public and private development and other activities comply with state and local laws as well as community needs and expectations requires highly skilled professional staff and consultant services at great cost.

The Program/Performance Based Budget

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

The Basics of a Program/Performance Based Budget

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

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

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

Expenditures by Program

Program #	Program Name	Prior Year Actuals FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
101	Legislative & Policy	\$ 152,714	0.9%	\$ 179,050	0.6%	\$ 180,000	0.9%	\$ 196,600	0.6%
102	Commissions Boards and Committees	6,190	0.0%	68,250	0.2%	67,850	0.3%	63,450	0.2%
111	City Administration	338,531	2.0%	430,350	1.5%	426,700	2.1%	520,500	1.6%
121	Legal Services	917,646	5.3%	866,000	3.1%	772,500	3.8%	802,500	2.5%
131	Records Management	126,697	0.7%	127,300	0.5%	111,650	0.5%	159,500	0.5%
132	Elections	25,115	0.1%	66,650	0.2%	66,750	0.3%	148,750	0.5%
141	Staff Recruitment, Retention and Development	255,770	1.5%	374,300	1.3%	372,600	1.8%	338,400	1.1%
142	Risk Management	409,706	2.4%	473,650	1.7%	472,050	2.3%	538,550	1.7%
151	Emergency Preparedness	104,380	0.6%	164,900	0.6%	144,750	0.7%	115,400	0.4%
161	Communication and Community Promotions	221,089	1.3%	269,900	1.0%	270,350	1.3%	293,500	0.9%
162	Economic Vitality	54,760	0.3%	31,700	0.1%	31,700	0.2%	286,600	0.9%
163	Community Services Support	394,046	2.3%	443,400	1.6%	454,950	2.2%	233,700	0.7%
171	Law Enforcement	4,210,359	24.3%	4,941,700	17.5%	4,941,700	24.0%	5,646,900	17.7%
181	Racial Equity	0	0.0%	116,800	0.4%	116,800	0.6%	151,400	0.5%
201	Financial Management Services	349,480	2.0%	470,750	1.7%	432,850	2.1%	622,950	2.0%
211	Central Services	250,607	1.4%	264,400	0.9%	255,050	1.2%	224,800	0.7%
221	Management Information Services	230,722	1.3%	314,800	1.1%	307,000	1.5%	342,800	1.1%
301	Community Development Administration	99,148	0.6%	103,600	0.4%	103,300	0.5%	117,950	0.4%
302	Advance Planning	367,835	2.1%	853,150	3.0%	511,200	2.5%	770,000	2.4%
311	Housing	62,402	0.4%	100,650	0.4%	80,600	0.4%	112,000	0.4%
321	Development Review and Building	552,863	3.2%	598,250	2.1%	604,400	2.9%	656,350	2.1%
331	Code Compliance	344,781	2.0%	433,400	1.5%	432,850	2.1%	428,850	1.3%
341	Animal Care and Control	98,356	0.6%	111,250	0.4%	109,900	0.5%	124,250	0.4%
401	Public Works Administration	209,116	1.2%	391,100	1.4%	293,800	1.4%	384,950	1.2%
403	Capital Improvements	4,014,608	23.2%	10,524,750	37.3%	4,307,700	20.9%	11,836,700	37.2%
411	Transportation, Parking and Lighting	443,255	2.6%	568,350	2.0%	454,200	2.2%	669,600	2.1%
421	Solid Waste	235,033	1.4%	303,450	1.1%	286,600	1.4%	381,950	1.2%
431	Street Maintenance	580,763	3.4%	1,166,150	4.1%	655,200	3.2%	1,229,000	3.9%
441	Right of Way Maintenance	370,277	2.1%	466,250	1.7%	457,600	2.2%	473,000	1.5%
451	Watershed Management	123,810	0.7%	186,050	0.7%	171,500	0.8%	174,250	0.5%
461	Resource Conservation	51,734	0.3%	55,150	0.2%	54,300	0.3%	111,300	0.3%
501	Parks and Recreation Administration	235,843	1.4%	366,300	1.3%	337,550	1.6%	412,550	1.3%
502	Parks & Facilities Maintenance	701,196	4.0%	901,300	3.2%	844,200	4.1%	1,228,250	3.9%
503	Vets Hall/Seaside	62,136	0.4%	62,700	0.2%	71,050	0.3%	107,650	0.3%
521	Community Pool Services	475,513	2.7%	638,850	2.3%	669,600	3.3%	693,400	2.2%
522	Junior Lifeguards	70,681	0.4%	99,700	0.4%	105,550	0.5%	155,500	0.5%
523	Swim Team Aquatics	17,972	0.1%	31,450	0.1%	41,450	0.2%	20,250	0.1%
531	Ocean Beach Services	124,131	0.7%	155,600	0.6%	152,550	0.7%	156,700	0.5%
532	Beach Store	6,008	0.0%	13,050	0.0%	12,950	0.1%	13,550	0.0%
541	Special Events	0	0.0%	100	0.0%	1,600	0.0%	2,500	0.0%
542	Community Garden	28,344	0.2%	32,950	0.1%	32,350	0.2%	34,250	0.1%
550	City Library	0	0.0%	425,400	1.5%	357,650	1.7%	850,550	2.7%
Total Expenditures		17,323,620	100%	28,192,850	100%	20,574,900	100%	31,831,600	100%

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. The budget is also informed by the work of the Committee, which meets on a monthly basis through the year to receive real-time financial updates. As a result of these discussions, a preliminary budget is prepared for the upcoming fiscal year.

The preliminary budget is presented 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 an Annual Comprehensive Financial Report (ACFR) 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 ACFR 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.

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 statute 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 Statute 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 in parks, open space and recreation facilities costs.

Fund	Amount
Park Maintenance Fund	\$ 338,100
R-O-W Assessment District Fund	67,700
Recreation Services Fund	554,450
Library Fund	660,750
General Reserve - Special	50,500
Total	\$ 1,671,500
Fund	Amount
General Fund	\$ 790,750
Measure X Fund	880,750
Total	\$ 1,671,500

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 ACFR, which are not addressed through the annual budget process. Specifically, in addition to the General Fund Available Fund Balance (also referred to as the unassigned fund balance) year-end estimate of \$590,137, the following major reserve balances are estimated for FY 2023.

Financial and Economic Uncertainty Reserve:	\$5,223,240
General Reserve - Special Projects:	1,000,000
Capital Asset Replacement Reserve:	1,000,000
Restricted – Pension Trust Fund:	1,438,613
Nonspendable	<u>350</u>
Total:	\$8,662,203

The Financial and Economic Uncertainty Reserve will meet policy level at 40% of General Fund expenditures. The General and Capital Asset Replacement Reserves have been drawn down from their respective \$1 million policy levels for use in pandemic response and supporting various capital projects.

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

Constitutional Gann Spending Limits

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

The Gann spending limitation is calculated by taking the prior year's limitation \$19,643,130 and adjusting it by the growth factor in the California Per Capita Personal Income times the greater of the change in the population within the City of Carpinteria or the change in the population of Santa Barbara County. The City appropriate limit of proceeds of taxes that may be appropriated for fiscal year ended June 30, 2023 is \$21,155,763. 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.

Personnel

Consistent with the City Council goal to maintain an effective workforce through competitive salaries and benefits, the FY 2023 projected personnel costs are estimated to increase 16.4% from FY 2022, which has been affected by numerous vacancies through the current fiscal year. The FY 2023 budget includes adjusted compensation pursuant recommendations of the recently completed Total Compensation Study and funding for a total of 40 full time equivalent (FTE) positions, an increase of 1 FTE. The increase in the staffing level is due to the reorganization of Administrative Services and is consistent with the City Council’s goals and objectives, departmental operations and work plans. The shift in allocations is primarily due to the increase in volume of financial activity that includes new staff for the new library operations and aggressive activity in the Capital Improvement Plan. Overall, staff increases were offset by eliminating the part time position in the department. Department Heads will continue to evaluate positions that become vacant through attrition as an opportunity to reassess staffing needs within the organizational structure to ensure the City continues to provide the highest level of service in the most effective way possible. See table below for authorized positions for the last five year.

AUTHORIZED FULL TIME POSITIONS- LAST FIVE YEARS

	2018/19	2019/20	2020/21*	2021/22	2022/23
GENERAL GOVERNMENT					
City Manager	1	1	1	1	1
Assistant City Manager	0	0	1	1	1
Assistant to the City Manager	1	1	0	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	1	1	1
Receptionist/Office Assistant	1	1	1	1	1
<i>General Government Department Sub-total:</i>	6	6	7	7	7
ADMINISTRATIVE SERVICES					
Administrative Services Director	1	1	1	1	1
Finance Supervisor	0	0	0	0	0
Senior Financial Analyst	1	1	1	1	0
Accounting Technician	0	1	1	1	1
Finance Manager	0	0	0	0	1
Accounting Specialist	0	0	0	0	1
<i>Administrative Services Department Sub-total:</i>	2	3	3	3	4
COMMUNITY DEVELOPMENT					
Community Development Director	1	1	1	1	1
Principal Planner	0	1	2	2	2
Senior Planner	1	1	0	0	0
Associate Planner	1	1	2	2	2
Assistant Planner	1	1	0	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	0	0	0
Code Compliance Officer II	1	1	2	2	2
<i>Community Development Department Sub-total:</i>	9	10	10	10	10
PUBLIC WORKS DEPARTMENT					
Public Works Director	1	1	1	1	1
Management Analyst I/II	0	0	0	0	1
Assistant to the Public Works Director	1	1	1	1	0
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	2	2	2	2
Maintenance Worker I	2	1	1	1	1
Maintenance Technician	1	1	0	0	0
<i>Public Works Department Sub-total:</i>	11	11	10	10	10
PARKS, RECREATION & PUBLIC FACILITIES					
Parks, Recreation & Public Facilities Director	1	1	1	1	1
Management Analyst I/II	0	0	0	0	1
Management Assistant	1	1	1	1	0
Aquatics Superintendent	0	0	1	1	1
Pool Superintendent	1	1	0	0	0
Aquatics Program Coordinator	1	1	1	1	1
Parks & Facilities Maintenance Supervisor	0	0	1	1	1
Sr. Parks & Facilities Maintenance Technician	0	0	1	1	1
Parks & Facilities Maintenance Technician	1	1	0	0	0
Parks & Facilities Maintenance Worker	0	0	1	1	1
City Librarian	0	0	1	1	1
Library Specialist	0	0	1	1	0
Community Engagement Library Specialist	0	0	1	1	1
<i>Parks, Recreation & Public Facilities Department Sub-total:</i>	5	5	10	10	9
GRAND TOTAL - Full Time Staff:	33	35	40	40	40

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

HOURLY RATED PART-TIME & SEASONAL AUTHORIZED PART TIME POSITIONS- LAST FIVE YEARS

	2018/19	2019/20	2020/21*	2021/22	2022/23**
GENERAL GOVERNMENT					
Community Promotions - GATV	1	1	0	0	0
Human Resources Assistant	0.5	0.5	0.5	0.5	1
<i>General Government Department Sub-total:</i>	1.5	1.5	0.5	0.5	1
ADMINISTRATIVE SERVICES					
Accounting Clerk	0.5	0.5	0.5	0.5	0
Management Intern	0	0	0	0	1
<i>Administrative Services Department Sub-total:</i>	0.5	0.5	0.5	0.5	1
COMMUNITY DEVELOPMENT					
Crossing Guard	1	1	1.5	1.5	4
<i>Community Development Department Sub-total:</i>	1	1	1.5	1.5	4
PUBLIC WORKS DEPARTMENT					
Public Works Maintenance Worker	0.5	0.5	0.5	0.5	1
<i>Public Works Department Sub-total:</i>	0.5	0.5	0.5	0.5	1
PARKS, RECREATION & PUBLIC FACILITIES					
Administrative Assistant I	0	0	0	0	1
Aqua Aerobics Instructor I	3	3	1.5	1.5	0
Aqua Aerobics Instructor	0	0	0	0	5
Aquatics Beach Program Coordinator	0	0	0.5	0.5	3
Assistant Aquatic Program Coordinator	0	0	0.5	0.5	1
Assistant Swim Coach	0	0	1	1	1
Beach Lifeguard I	5	5	5	5	0
Beach Lifeguard II	0	0	1	1	0
Beach Lifeguard	0	0	0	0	20
Beach Lifeguard Supervisor	0	0	0.5	0.5	3
Beach Program Coordinator	0	0	0	0	1
Clerk/Cashier I	0	0	2.5	2.5	0
Clerk/Cashier	0	0	0	0	3
Coach/ Swim Team	3.5	3.5	2	2	6
Community Garden Coordinator	0.5	0.5	0.5	0.5	1
Junior Lifeguard Instructor	11	11	10	10	30
Lifeguard Program Coordinator	0	0	0.5	0.5	0
Management Intern/Senior Pool Lifeguard	0	0	1	1	0
Managing Cashier/Clerk	4	4	4	4	8
Office Clerk	0	0	0.5	0.5	0
Parks Maintenance Worker	0.5	0.5	0.5	0.5	1
Pool Lifeguard I	6	6	5.5	5.5	0
Pool Lifeguard	0	0	0	0	40
Recreation Leader II/ Pool Lifeguard II	0	0	0.5	2	0
Recreation Leader	0	0	0	0	12
Sr. Beach Supervisor	0	0	0	0	1
Sr. Pool Lifeguard	0	0	1	1.5	6
Library Technician	0	0	1.5	1.5	4
Library Page	0	0	0.5	0.5	0
<i>Parks, Recreation & Public Facilities Department Sub-total:</i>	33.5	33.5	40.5	42.5	147
GRAND TOTAL - Part Time Staff:	37	37	43.5	45.5	154

CITY COUNCIL, COMMISSION & BOARD MEMBERS RECEIVING STIPENDS

	2018/19	2019/20	2020/21	2021/22	2022/23
GENERAL GOVERNMENT					
City Council	2.5	2.5	2.5	2.5	5
Planning Commission	2.5	2.5	2.5	2.5	5
Architectural Review Board	2.5	2.5	2.5	2.5	5
Library Advisory Commission	0	0	0	0	5
GRAND TOTAL - Part Time Stipend Staff:	7.5	7.5	7.5	7.5	20

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

**The count reflects the number of positions authorized ¹⁸Not full time equivalent

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 2018-22 Plan have been implemented, include establishment of a Pension Stabilization Fund and a new revenue source. The City recently completed an update of the Five-Year Financial Plan for the period of 2023-28.

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. For FY 2023 the projected budget is \$4.0 million that will continue to fund the gap for capital projects, community services support program, library operations, and law enforcement enhancements.

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 \$73 million for a wide range of services and capital projects over the next 5 years. The Department's services include street maintenance, transportation, parking lot and street lighting, solid waste, watershed management, vehicle and facility maintenance and

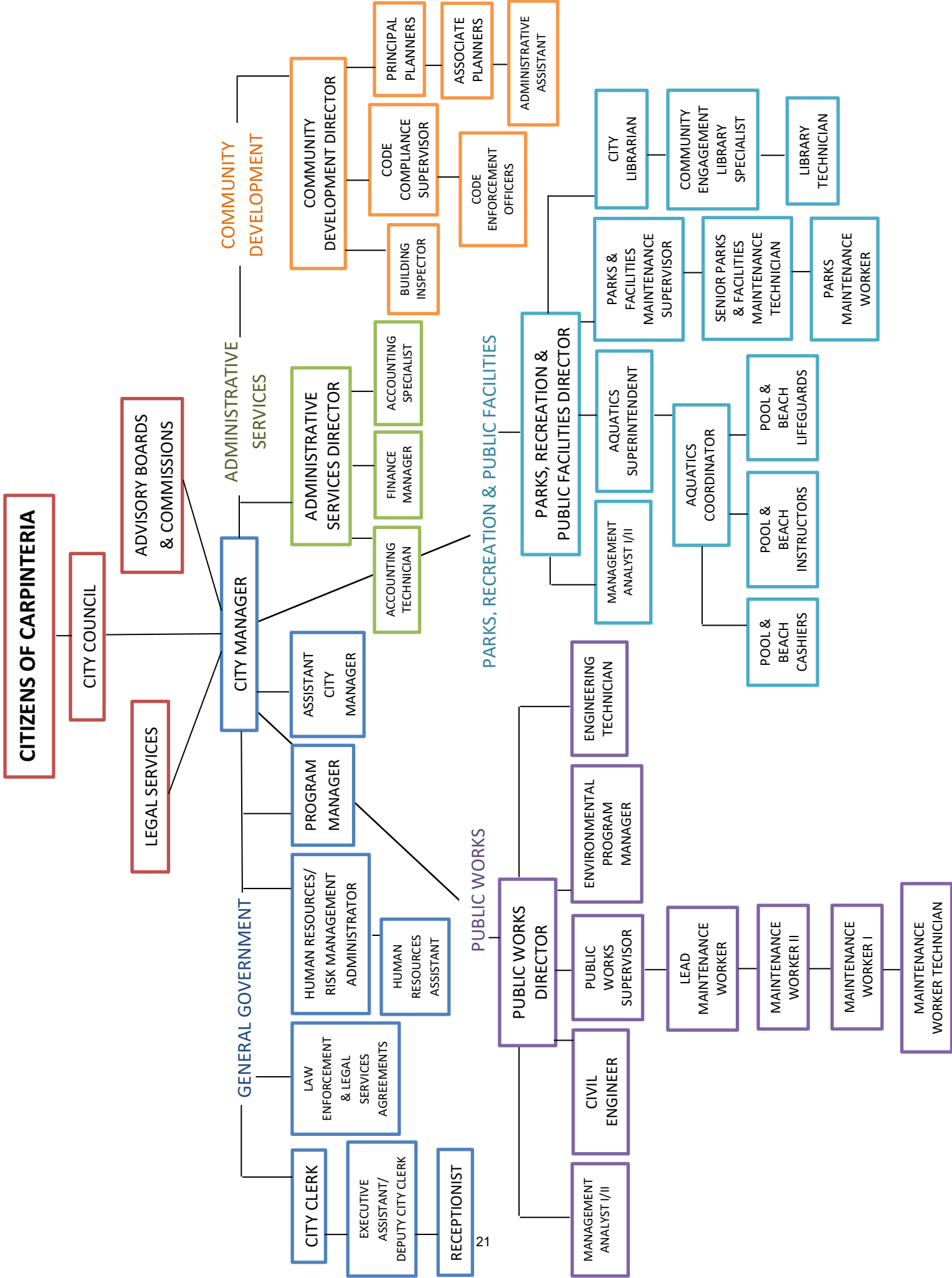
capital project management. Funding for these areas of responsibility come from a variety of sources such as Gas Tax, Measure A, Mitigation Fee Act funds, Integrated Waste Management Act funds, grants, assessment districts, and Measure X.

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.



California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2021-2022

Presented to the

City of Carpinteria

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

February 28, 2022



Marcus Pimentel

Marcus Pimentel
CSMFO President

Michael Manno

Michael Manno, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

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) 2023 revenues of \$26,864,900 are about 19.7% or \$4.4 million, more than estimated actual budget revenues for FY 2022. The most significant contributions to this increase in All Funds estimated revenue are intergovernmental revenues from state and federal sources, in particular, monies from capital project and planning grants and from the American Recovery Plan Act (ARPA) for COVID-19 pandemic response and recovery.

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 2023 year.

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

Fund	Amount
General Reserve (capital asset replacement)	\$ 567,076
Road Maintenance Rehab	2,700
Gas Tax	119,550
Street Lighting District	56,750

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 Fund (before subsidies)	\$ (686,585)
General Reserve (special projects)	(56,241)
Measure X (before subsidies)	(625,550)
Traffic Safety	(1,300)
Local Transportation	(21,400)
Tidelands Trust	(26,350)
PBIA	(2,150)
AB 939	(244,450)
Housing	(17,900)
Measure A	(1,351,150)
Peg Fees	(60,650)
Capital Improvement Project	(998,050)

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	\$ 338,100
R-O-W Assessment District Fund	67,700
Recreation Services Fund	554,450
Library Fund	660,750
General Reserve - Special	50,500
Total	\$ 1,671,500
Fund	Amount
General Fund	\$ 790,750
Measure X Fund	880,750
Total	\$ 1,671,500

All Fund Appropriations

Total FY 2023 budgeted appropriations for all municipal funds are \$31,831,600, an increase of 54.7% or \$11.2 million from estimated actual FY 2022 year-end expenditures. 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. (As discussed in detail in other sections of this Budget document, total planned capital project spending exceeds \$11.5 million.) Some of the other more significant non-General Fund program appropriations include:

Fund	Amount
Capitol Improvements	\$ 11,836,700
Street Maintenance	1,229,000
Transportation, Parking and Lighting	669,600
Solid Waste	381,950

All Funds Budget Summary by Fund

FUND	Audited Fund Balances 6/30/2021	Fiscal Year 2021/22 Estimated Actual Budget				Reserve Change	Estimated Fund Balances June 30, 2022
		Revenues	Expenditures	Transfers	Subsidies		
101 General Fund (AFB)	\$ 1,433,398	\$ 11,759,250	\$ 10,675,500	\$ 1,269,000	\$ (547,694)	\$ (437,020)	\$ 2,801,434
101 General Reserve - Economic Uncertainties	4,052,258	-	-	-	-	437,020	4,489,278
101 General Fund (Nonspendable/Restricted)	1,438,963	-	-	-	-	-	1,438,963
102 General Reserve - Special Projects	1,193,641	6,000	3,900	(190,000)	-	-	1,005,741
103 Capital Asset Replacement GF	511,574	3,000	81,650	-	-	-	432,924
104 Measure X Fund	3,645,131	4,004,000	1,491,650	(1,576,550)	(487,500)	-	4,093,431
105 American Rescue Plan Act	-	1,611,000	-	(1,611,000)	-	-	-
201 Traffic Safety Fund	1,825	25,050	18,800	2,100	-	-	10,175
202 Library Fund	-	-	327,500	-	327,500	-	-
203 Road Maintenance Rehab Fund	160,695	267,500	-	(428,050)	-	-	145
204 Park Maintenance Fund	(53,241)	259,900	448,500	21,100	220,741	-	-
205 Gas Tax Fund	167,690	328,100	198,550	28,000	-	-	325,240
206 Local Transportation Fund	63,109	13,600	60,100	7,500	-	-	24,109
207 Tidelands Trust Fund	193,284	327,500	265,750	8,000	-	-	263,034
208 Street Lighting Fund	334,264	208,250	142,900	2,600	-	-	402,214
209 R-O-W Assessment District Fund	(12,572)	195,600	284,550	26,000	75,522	-	-
210 PBIA Fund	26,962	100	18,150	2,200	-	-	11,112
211 AB 939 Fund	330,631	246,000	354,300	24,000	-	-	246,331
213 Recreation Services Fund	25,219	380,750	925,700	108,300	411,431	-	-
214 Housing Fund	677,266	14,000	36,800	-	-	-	654,466
215 Measure A Fund	1,761,434	836,800	896,900	(280,300)	-	-	1,421,034
216 Revolving Fund	-	195,300	170,000	(25,300)	-	-	-
217 Peg Fees Fund	141,211	44,500	93,700	6,000	-	-	98,011
301 Capital Improvement Projects Fund	2,322,008	1,725,600	4,080,000	2,606,400	-	-	2,574,008
Total All Funds	\$ 18,414,750	\$ 22,451,800	\$ 20,574,900	\$ -	\$ -	\$ -	\$ 20,291,650

FUND	Estimated Fund Balances June 30, 2022	Fiscal Year 2022/23 Proposed Budget				Reserve Change	Estimated Fund Balances June 30, 2023
		Revenues	Expenditures	Transfers	Subsidies		
101 General Fund	\$ 2,801,434	\$ 11,921,050	\$ 12,267,350	\$ (340,285)	\$ (790,750)	\$ (733,962)	\$ 590,137
101 General Reserve - Economic Uncertainties	4,489,278	-	-	-	-	733,962	5,223,240
101 General Fund (Nonspendable/Restricted)	1,438,963	-	-	-	-	-	1,438,963
102 General Reserve - Special Projects	1,005,741	2,000	73,950	15,709	50,500	-	1,000,000
103 Capital Asset Replacement GF	432,924	500	45,000	611,576	-	-	1,000,000
104 Measure X Fund	4,093,431	3,975,000	2,148,900	(2,451,650)	(880,750)	-	2,587,131
105 American Rescue Plan Act	-	1,601,000	-	(1,601,000)	-	-	-
201 Traffic Safety Fund	10,175	17,550	20,850	2,000	-	-	8,875
202 Library Fund	-	197,100	857,850	-	660,750	-	-
203 Road Maintenance Rehab Fund	145	292,700	-	(290,000)	-	-	2,845
204 Park Maintenance Fund	-	220,500	579,600	21,000	338,100	-	-
205 Gas Tax Fund	325,240	362,300	269,750	27,000	-	-	444,790
206 Local Transportation Fund	24,109	14,100	42,500	7,000	-	-	2,709
207 Tidelands Trust Fund	263,034	325,500	274,500	(77,350)	-	-	236,684
208 Street Lighting Fund	402,214	227,250	173,000	2,500	-	-	458,964
209 R-O-W Assessment District Fund	-	196,950	289,650	25,000	67,700	-	-
210 PBIA Fund	11,112	15,050	19,200	2,000	-	-	8,962
211 AB 939 Fund	246,331	245,500	512,950	23,000	-	-	1,881
213 Recreation Services Fund	-	380,500	1,043,050	108,100	554,450	-	-
214 Housing Fund	654,466	1,500	19,400	-	-	-	636,566
215 Measure A Fund	1,421,034	968,300	1,352,200	(967,250)	-	-	69,884
216 Revolving Fund	-	206,200	142,100	(64,100)	-	-	-
217 Peg Fees Fund	98,011	44,250	110,400	5,500	-	-	37,361
301 Capital Improvement Projects Fund	2,574,008	5,650,100	11,589,400	4,941,250	-	-	1,575,958
Total All Funds	\$ 20,291,650	\$ 26,864,900	\$ 31,831,600	\$ -	\$ -	\$ -	\$ 15,324,950

All Funds FY 2022/23 Budget

All Funds	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
Revenues								
Property Taxes	\$ 4,571,266	24.9%	\$ 4,596,800	17.1%	\$ 4,777,900	21.3%	\$ 4,995,100	18.6%
Sales Taxes	5,271,570	28.7%	5,863,000	21.8%	6,174,700	27.5%	6,135,800	22.8%
Franchise Fees	733,272	4.0%	730,500	2.7%	727,100	3.2%	727,100	2.7%
Transient Occupancy Tax	2,209,191	12.0%	2,900,000	10.8%	3,062,200	13.6%	3,062,200	11.4%
Other Taxes	192,095	1.0%	217,000	0.8%	210,000	0.9%	210,000	0.8%
Total Taxes	12,977,394	70.6%	14,307,300	53.3%	14,951,900	66.6%	15,130,200	56.3%
Licenses & Permits	258,506	1.4%	260,000	1.0%	255,850	1.1%	235,850	0.9%
Intergovernmental	2,757,370	15.0%	10,172,400	37.9%	5,110,850	22.8%	9,697,150	36.1%
Fines & Forfeitures	62,316	0.3%	75,350	0.3%	92,700	0.4%	76,200	0.3%
Charges for Services	1,559,015	8.5%	1,522,700	5.7%	1,545,600	6.9%	1,280,650	4.8%
Interest	83,027	0.5%	48,300	0.2%	84,650	0.4%	36,450	0.1%
Special Assessments	214,786	1.2%	215,400	0.8%	213,400	1.0%	211,900	0.8%
Miscellaneous	460,905	2.5%	257,150	1.0%	196,850	0.9%	196,500	0.7%
TOTAL REVENUE	\$ 18,373,319	100%	\$ 26,858,600	100%	\$ 22,451,800	100%	\$ 26,864,900	100%
Expenditures								
Regular Wages	\$ 2,708,835	15.6%	\$ 3,323,150	11.8%	\$ 3,309,850	16.1%	\$ 3,844,300	12.1%
Part-time Wages	407,675	2.4%	523,250	1.9%	556,750	2.7%	646,500	2.0%
Overtime Wages	28,644	0.2%	33,700	0.1%	36,900	0.2%	42,000	0.1%
Other Wages	116,472	0.7%	186,100	0.7%	196,100	1.0%	212,550	0.7%
Total Wages	3,261,626	18.8%	4,066,200	14.4%	4,099,600	19.9%	4,745,350	14.9%
Health Benefits	\$ 788,712	4.6%	\$ 959,550	3.4%	\$ 965,250	4.7%	\$ 1,115,200	3.5%
Retirement	871,614	5.0%	1,009,650	3.6%	1,010,500	4.9%	1,201,900	3.8%
Medicare Tax	77,655	0.4%	70,850	0.3%	70,900	0.3%	63,800	0.2%
Other Benefits	87,802	0.5%	134,200	0.5%	120,500	0.6%	166,150	0.5%
Total Benefits	1,825,783	10.5%	2,174,250	7.7%	2,167,150	10.5%	2,547,050	8.0%
TOTAL WAGES & BENEFIT	\$ 5,087,409	29%	\$ 6,240,450	22%	\$ 6,266,750	30%	\$ 7,292,400	23%
Professional Services	\$ 2,048,149	11.8%	\$ 3,014,500	10.7%	\$ 2,401,350	11.7%	\$ 3,097,750	9.7%
Public Safety	3,948,328	22.8%	4,652,500	16.5%	4,652,500	22.6%	5,331,000	16.7%
Contract Services	807,307	4.7%	1,504,080	5.3%	1,043,000	5.1%	1,503,550	4.7%
Utilities	440,380	2.5%	476,700	1.7%	472,200	2.3%	490,300	1.5%
Other Operating Expenses	786,364	4.5%	1,083,950	3.8%	1,061,550	5.2%	1,275,700	4.0%
Non-Operating Expenses	162,248	0.9%	153,000	0.5%	164,550	0.8%	483,700	1.5%
Major Capital	196,904	1.1%	770,220	2.7%	433,000	2.1%	767,800	2.4%
Capital Projects	3,846,531	22.2%	10,297,450	36.5%	4,080,000	19.8%	11,589,400	36.4%
Total Other Expenditures	12,236,211	70.6%	21,952,400	77.9%	14,308,150	69.5%	24,539,200	77.1%
TOTAL EXPENDITURES	\$ 17,323,620	100%	\$ 28,192,850	100%	\$ 20,574,900	100%	\$ 31,831,600	100%
NET INCOME / (LOSS)	\$ 1,049,699		\$ (1,334,250)		\$ 1,876,900		\$ (4,966,700)	

All Funds Expenditures by Function

All Funds	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
General Government	\$7,217,005	41.7%	\$8,553,950	30.3%	\$8,430,350	41.0%	\$9,495,750	29.8%
Administrative Services	830,810	4.8%	1,049,950	3.7%	994,900	4.8%	1,190,550	3.7%
Community Development	1,525,385	8.8%	2,200,300	7.8%	1,842,250	9.0%	2,209,400	6.9%
Public Works	6,028,595	34.8%	13,661,250	48.5%	6,680,900	32.5%	15,260,750	47.9%
Parks, Recreation and Public Facilities	1,721,825	9.9%	2,727,400	9.7%	2,626,500	12.8%	3,675,150	11.5%
Total Expenditures	\$17,323,620	100%	\$28,192,850	100%	\$20,574,900	100%	\$31,831,600	100%

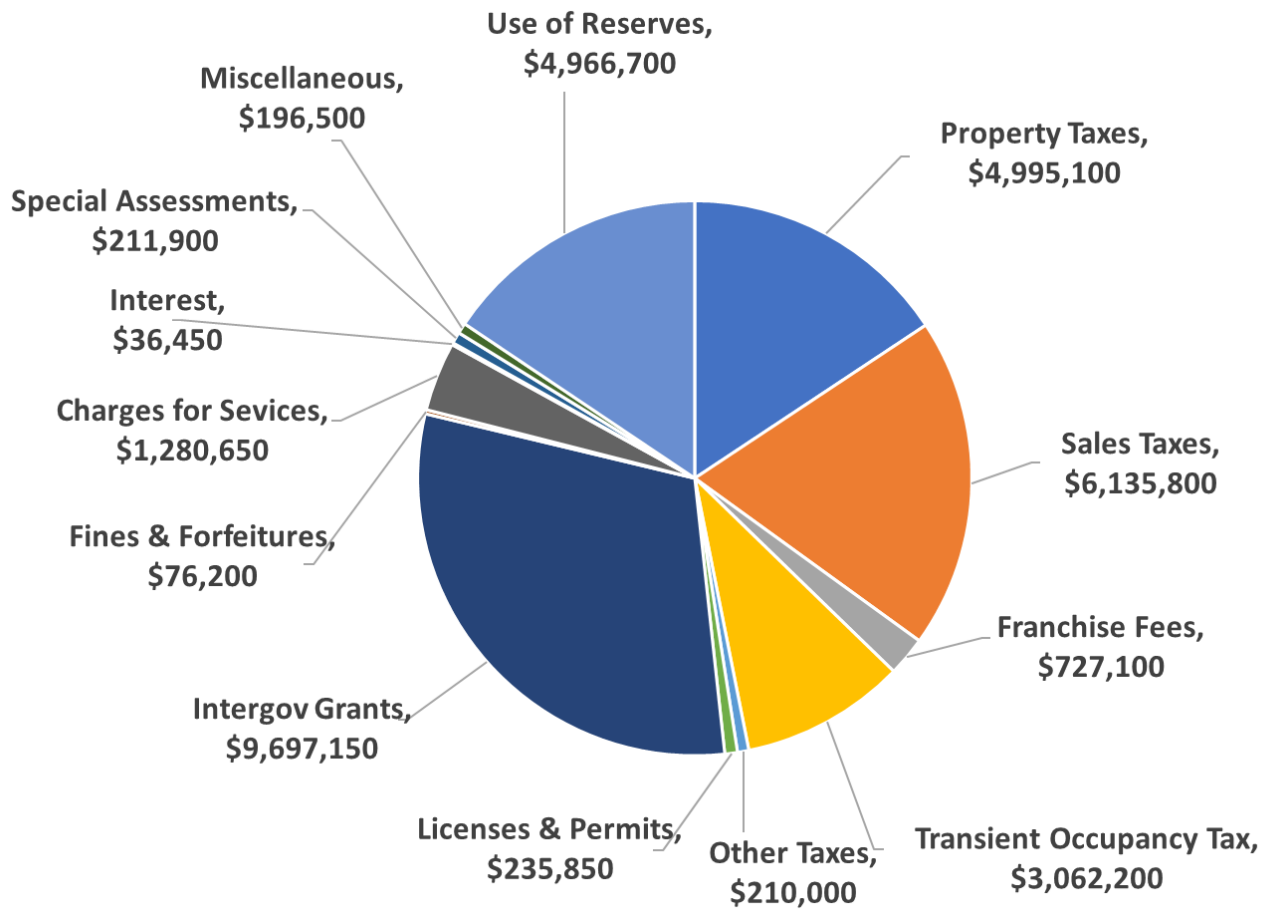
All Funds Expenditures by Type

All Funds	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
Wages & Benefits	\$ 5,087,409	29.4%	\$ 6,240,450	22.1%	\$ 6,266,750	30.5%	\$ 7,292,400	22.9%
Professional Services	2,048,149	11.8%	3,014,500	10.7%	2,401,350	11.7%	3,097,750	9.7%
Public Safety	3,948,328	22.8%	4,652,500	16.5%	4,652,500	22.6%	5,331,000	16.7%
Contract Services	807,307	4.7%	1,504,080	5.3%	1,043,000	5.1%	1,503,550	4.7%
Utilities	440,380	2.5%	476,700	1.7%	472,200	2.3%	490,300	1.5%
Other Operating Exp.	786,364	4.5%	1,083,950	3.8%	1,061,550	5.2%	1,275,700	4.0%
Non-Operating Exp.	162,248	0.9%	153,000	0.5%	164,550	0.8%	483,700	1.5%
Major Capital	196,904	1.1%	770,220	2.7%	433,000	2.1%	767,800	2.4%
Capital Projects	3,846,531	22.2%	10,297,450	36.5%	4,080,000	19.8%	11,589,400	36.4%
Total Expenditures	\$17,323,620	100%	\$28,192,850	100%	\$20,574,900	100%	\$31,831,600	100%

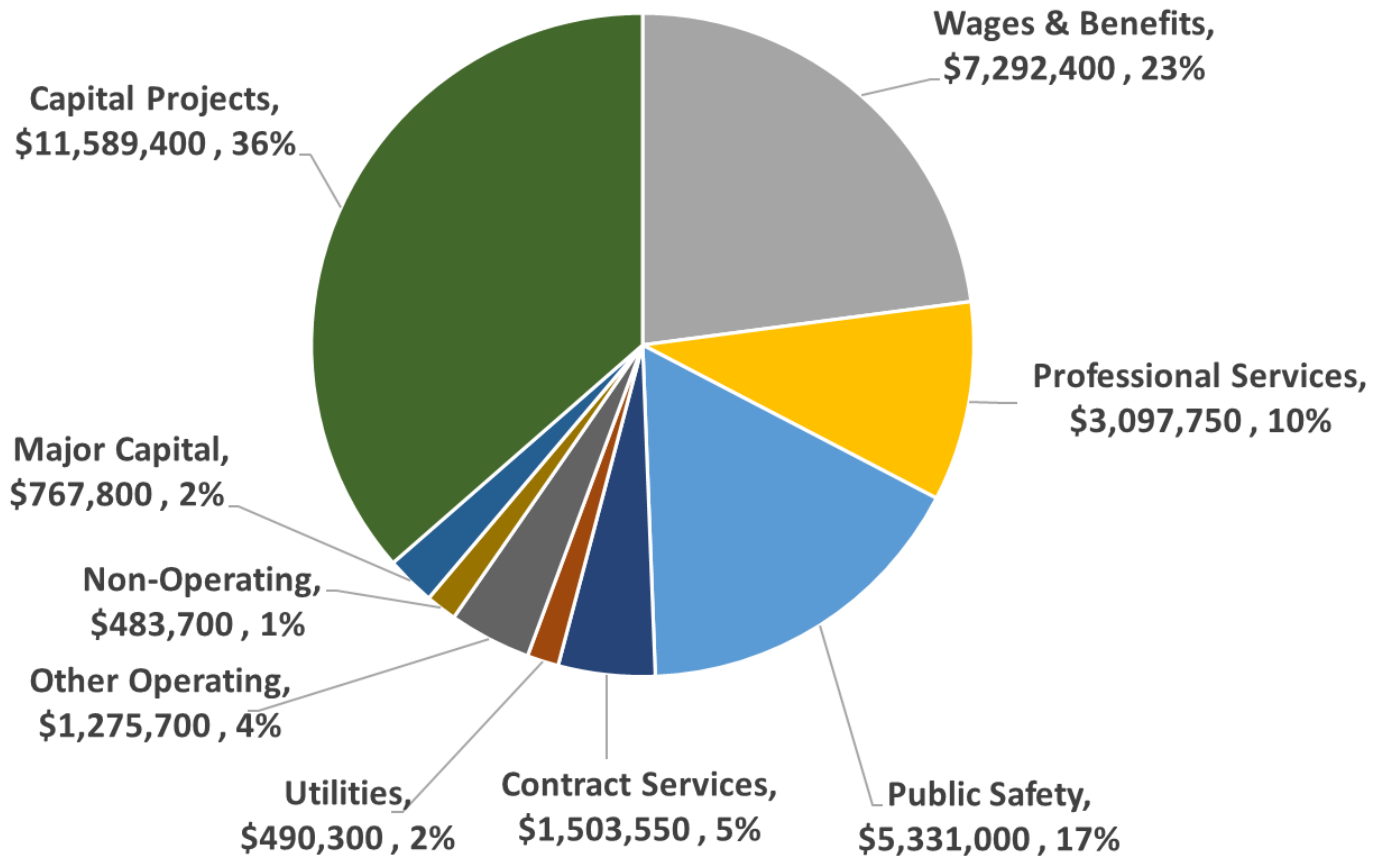
All Funds Expenditures by Program

Program #	Program Name	Prior Year Actuals FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
101	Legislative & Policy	\$ 152,714	0.9%	\$ 179,050	0.6%	\$ 180,000	0.9%	\$ 196,600	0.6%
102	Commissions Boards and Committees	6,190	0.0%	68,250	0.2%	67,850	0.3%	63,450	0.2%
111	City Administration	338,531	2.0%	430,350	1.5%	426,700	2.1%	520,500	1.6%
121	Legal Services	917,646	5.3%	866,000	3.1%	772,500	3.8%	802,500	2.5%
131	Records Management	126,697	0.7%	127,300	0.5%	111,650	0.5%	159,500	0.5%
132	Elections	25,115	0.1%	66,650	0.2%	66,750	0.3%	148,750	0.5%
141	Staff Recruitment, Retention and Development	255,770	1.5%	374,300	1.3%	372,600	1.8%	338,400	1.1%
142	Risk Management	409,706	2.4%	473,650	1.7%	472,050	2.3%	538,550	1.7%
151	Emergency Preparedness	104,380	0.6%	164,900	0.6%	144,750	0.7%	115,400	0.4%
161	Communication and Community Promotions	221,089	1.3%	269,900	1.0%	270,350	1.3%	293,500	0.9%
162	Economic Vitality	54,760	0.3%	31,700	0.1%	31,700	0.2%	286,600	0.9%
163	Community Services Support	394,046	2.3%	443,400	1.6%	454,950	2.2%	233,700	0.7%
171	Law Enforcement	4,210,359	24.3%	4,941,700	17.5%	4,941,700	24.0%	5,646,900	17.7%
181	Racial Equity	0	0.0%	116,800	0.4%	116,800	0.6%	151,400	0.5%
201	Financial Management Services	349,480	2.0%	470,750	1.7%	432,850	2.1%	622,950	2.0%
211	Central Services	250,607	1.4%	264,400	0.9%	255,050	1.2%	224,800	0.7%
221	Management Information Services	230,722	1.3%	314,800	1.1%	307,000	1.5%	342,800	1.1%
301	Community Development Administration	99,148	0.6%	103,600	0.4%	103,300	0.5%	117,950	0.4%
302	Advance Planning	367,835	2.1%	853,150	3.0%	511,200	2.5%	770,000	2.4%
311	Housing	62,402	0.4%	100,650	0.4%	80,600	0.4%	112,000	0.4%
321	Development Review and Building	552,863	3.2%	598,250	2.1%	604,400	2.9%	656,350	2.1%
331	Code Compliance	344,781	2.0%	433,400	1.5%	432,850	2.1%	428,850	1.3%
341	Animal Care and Control	98,356	0.6%	111,250	0.4%	109,900	0.5%	124,250	0.4%
401	Public Works Administration	209,116	1.2%	391,100	1.4%	293,800	1.4%	384,950	1.2%
403	Capital Improvements	4,014,608	23.2%	10,524,750	37.3%	4,307,700	20.9%	11,836,700	37.2%
411	Transportation, Parking and Lighting	443,255	2.6%	568,350	2.0%	454,200	2.2%	669,600	2.1%
421	Solid Waste	235,033	1.4%	303,450	1.1%	286,600	1.4%	381,950	1.2%
431	Street Maintenance	580,763	3.4%	1,166,150	4.1%	655,200	3.2%	1,229,000	3.9%
441	Right of Way Maintenance	370,277	2.1%	466,250	1.7%	457,600	2.2%	473,000	1.5%
451	Watershed Management	123,810	0.7%	186,050	0.7%	171,500	0.8%	174,250	0.5%
461	Resource Conservation	51,734	0.3%	55,150	0.2%	54,300	0.3%	111,300	0.3%
501	Parks and Recreation Administration	235,843	1.4%	366,300	1.3%	337,550	1.6%	412,550	1.3%
502	Parks & Facilities Maintenance	701,196	4.0%	901,300	3.2%	844,200	4.1%	1,228,250	3.9%
503	Vets Hall/Seaside	62,136	0.4%	62,700	0.2%	71,050	0.3%	107,650	0.3%
521	Community Pool Services	475,513	2.7%	638,850	2.3%	669,600	3.3%	693,400	2.2%
522	Junior Lifeguards	70,681	0.4%	99,700	0.4%	105,550	0.5%	155,500	0.5%
523	Swim Team Aquatics	17,972	0.1%	31,450	0.1%	41,450	0.2%	20,250	0.1%
531	Ocean Beach Services	124,131	0.7%	155,600	0.6%	152,550	0.7%	156,700	0.5%
532	Beach Store	6,008	0.0%	13,050	0.0%	12,950	0.1%	13,550	0.0%
541	Special Events	0	0.0%	100	0.0%	1,600	0.0%	2,500	0.0%
542	Community Garden	28,344	0.2%	32,950	0.1%	32,350	0.2%	34,250	0.1%
550	City Library	0	0.0%	425,400	1.5%	357,650	1.7%	850,550	2.7%
Total Expenditures		17,323,620	100%	28,192,850	100%	20,574,900	100%	31,831,600	100%

**All Funds
Sources of Funds
\$31,831,600**



**All Funds
Uses of Funds
\$31,831,600**



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 transient occupancy tax (aka. hotel bed tax). Measure X revenues come from a 1.25% local sales tax. The largest General Fund expenses are for professional services, including law enforcement and legal counsel services, and employee personnel costs. The largest Measure X Fund expenses are for capital improvement projects, parks and public facilities maintenance activities, law enforcement services, and library services.

GENERAL FUND

The Fiscal Year (FY) 2023 Budget projects that the General Fund will have an operational deficit of \$916,000.

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 FY 2023 fiscal year with an AFB of \$2,801,434. The chart below indicates the beginning AFB appropriations, expenditures, revenues and Transfers In & Out.

2021/22 Budget Year:		2022/23 Budget Year:	
\$ 1,433,398	AFB as of July 1, 2021	\$ 2,801,434	AFB as of July 1, 2022
(10,761,050)	Expenditures	(12,386,300)	Expenditures
(190,000)	Transfers Out of GF	(980,000)	Transfers Out of GF
1,269,000	Transfers In to GF	1,267,000	Transfers In to GF
(547,694)	Other Fund Subsidies	(740,250)	Other Fund Subsidies
(170,470)	Reserve Decrease	(1,295,297)	Reserve Decrease
11,768,250	Projected GF Revenues	11,923,550	Projected GF Revenues
\$ 2,801,434	AFB as of June 30, 2022	\$ 590,137	AFB as of June 30, 2023

General Fund Revenues

Projected revenues (excluding Interfund transfer) for FY 2023 are \$11,923,550, an increase of \$155,300, or 1.3%, from the estimated actual FY 2022 revenue.

General Fund Expenditures

Projected Expenditures (excluding Interfund transfer) for FY 2023 are \$12,386,300, an increase of \$1,625,250, or 15.1% from, the estimated actual FY 2022 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, while expenditures out of the Park Maintenance Fund increase with inflation and the growth of the City's parks system. 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 must be reduced to lower costs. The General Fund is also a funding source for capital improvement projects, which requires a transfer to the Capital Improvement Projects Fund.

The budget includes General Fund subsidy transfers totaling \$740,250 and \$980,000 for capital projects and one-time American Rescue Plan Act (ARPA) Funds of \$1,267,000. Finally, the budget also maintains and restores all reserves to policy levels. A total of \$1,607,285 has shifted from the AFB to the various reserves.

General Fund FY 2022/23 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 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
Revenue								
Property Taxes	\$ 4,368,584	42.4%	\$ 4,395,300	38.6%	\$ 4,572,400	38.9%	\$ 4,769,600	40.0%
Sales Taxes	1,868,020	18.1%	2,099,000	18.4%	2,185,700	18.6%	2,176,800	18.3%
Franchise Taxes	689,056	6.7%	686,500	6.0%	685,100	5.8%	685,100	5.7%
Transient Occupancy Taxes	2,209,192	21.5%	2,900,000	25.4%	3,062,200	26.0%	3,062,200	25.7%
Other Taxes	41,159	0.4%	62,000	0.5%	62,000	0.5%	62,000	0.5%
Total Taxes	9,176,011	89.1%	10,142,800	89.0%	10,567,400	89.8%	10,755,700	90.2%
Licenses & Permits	258,386	2.5%	260,000	2.3%	255,700	2.2%	235,700	2.0%
Intergovernmental	399,346	3.9%	409,000	3.6%	304,000	2.6%	552,000	4.6%
Fines & Forfeitures	48,609	0.5%	59,400	0.5%	69,400	0.6%	60,400	0.5%
Charges for Services	307,853	3.0%	447,400	3.9%	447,300	3.8%	266,800	2.2%
Interest	56,835	0.6%	15,500	0.1%	39,250	0.3%	17,750	0.1%
Miscellaneous	50,015	0.5%	63,000	0.6%	85,200	0.7%	35,200	0.3%
TOTAL REVENUE	\$ 10,297,055	100%	\$ 11,397,100	100%	\$ 11,768,250	100%	\$ 11,923,550	100%
Regular Wages	\$ 2,036,271	22.2%	\$ 2,359,100	20.7%	\$ 2,359,100	21.9%	\$ 2,608,500	21.1%
Part-time Wages	73,540	0.8%	88,900	0.8%	97,900	0.9%	70,300	0.6%
Overtime Wages	8,189	0.1%	10,350	0.1%	9,650	0.1%	11,000	0.1%
Other Wages	79,337	0.9%	140,900	1.2%	140,900	1.3%	146,850	1.2%
Total Wages	2,197,337	24.0%	2,599,250	22.8%	2,607,550	24.2%	2,836,650	22.9%
Health/Life/Dental Insurance	599,223	6.5%	702,700	6.2%	704,950	6.6%	778,000	6.3%
Retirement	725,567	7.9%	827,600	7.3%	827,600	7.7%	962,600	7.8%
Taxes	38,410	0.4%	39,400	0.3%	39,400	0.4%	38,800	0.3%
Other Benefits	64,459	0.7%	79,850	0.7%	71,450	0.7%	80,000	0.6%
Total Benefits	1,427,659	15.6%	1,649,550	14.5%	1,643,400	15.3%	1,859,400	15.0%
TOTAL WAGES & BENEFITS	\$ 3,624,996	39.5%	\$ 4,248,800	37.3%	\$ 4,250,950	39.5%	\$ 4,696,050	37.9%
Professional Services	\$ 1,183,766	12.9%	\$ 1,775,700	15.6%	\$ 1,361,900	12.7%	\$ 1,712,600	13.8%
Public Safety	3,448,328	37.6%	4,052,500	35.6%	4,052,500	37.7%	4,644,900	37.5%
Contract Services	161,009	1.8%	230,150	2.0%	182,950	1.7%	211,100	1.7%
Utilities	63,783	0.7%	73,900	0.6%	73,900	0.7%	80,000	0.6%
Other Operating Expenses	538,632	5.9%	721,950	6.3%	689,200	6.4%	801,050	6.5%
Non-Operating Expenses	119,098	1.3%	72,500	0.6%	62,000	0.6%	61,650	0.5%
Major Capital	26,751	0.3%	203,850	1.8%	87,650	0.8%	178,950	1.4%
Total Other Expenditures	5,541,367	60.5%	7,130,550	62.7%	6,510,100	60.5%	7,690,250	62.1%
TOTAL EXPENDITURES	\$ 9,166,363	100%	\$ 11,379,350	100%	\$ 10,761,050	100%	\$ 12,386,300	100%
NET INCOME / (LOSS)	\$ 1,130,692		\$ 17,750		\$ 1,007,200		\$ (462,750)	
Transfers (In)	-		2,535,950		1,269,000		2,924,785	
Transfers (Out)	(35,208)		(1,170,000)		(190,000)		(2,637,785)	
Subsidies Received/(Provided)	(455,232)		(378,344)		(547,694)		(740,250)	
Operational Excess/(Deficit)	640,252		1,005,356		1,538,506		(916,000)	
Change in AFB	640,252		1,005,356		1,538,506		(916,000)	
Beginning Fund Balance	7,989,582		8,629,834		8,629,834		10,168,340	
ENDING AFB	\$ 8,629,834		\$ 9,635,190		\$ 10,168,340		\$ 9,252,340	
Nonspendable	\$ 350		\$ 350		\$ 350		\$ 350	
Pension Stabilization	1,438,613		1,438,613		1,438,613		1,438,613	
Total Restricted Reserves	1,438,963		1,438,963		1,438,963		1,438,963	
Uncertainty Reserve	4,052,258		4,644,121		4,489,278		5,223,240	
General Reserve - Special Projects	1,193,641		-		1,005,741		1,000,000	
Capital Asset Replacement - GF	511,574		393,074		432,924		1,000,000	
Total Committed Reserves	5,757,473		5,037,195		5,927,943		7,223,240	
Unassigned Fund Balance (AFB)	1,433,398		3,159,032		2,801,434		590,137	
Total Fund Balances	\$ 8,629,834		\$ 9,635,190		\$ 10,168,340		\$ 9,252,340	

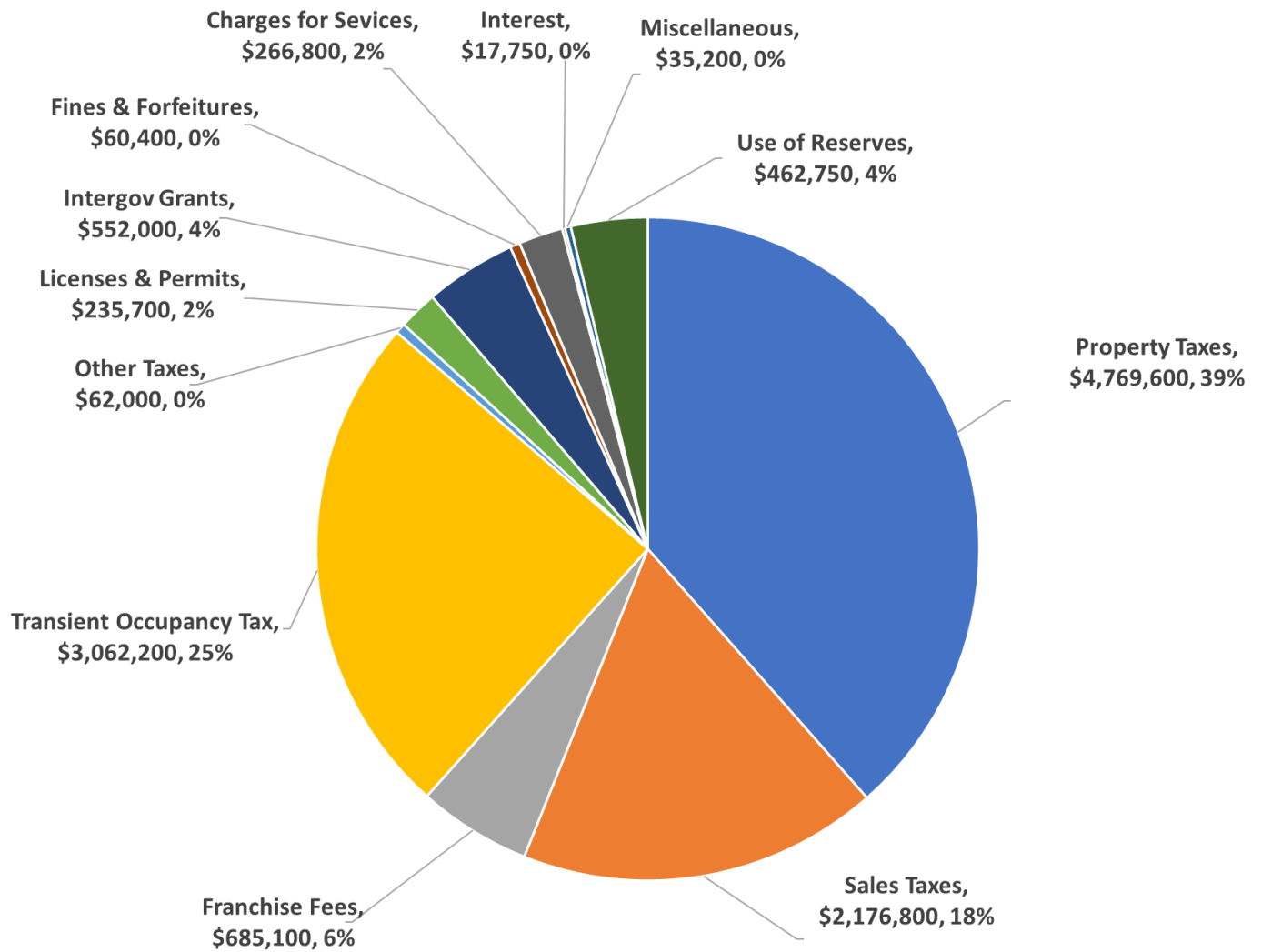
General Fund Expenditures by Function

General Fund	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
General Government	\$ 6,164,030	67.2%	\$ 7,233,950	63.6%	\$ 7,151,150	66.5%	\$ 8,033,000	64.9%
Administrative Services	801,441	8.7%	957,450	8.4%	909,200	8.4%	1,117,850	9.0%
Community Development	1,482,480	16.2%	1,981,400	17.4%	1,706,300	15.9%	1,979,700	16.0%
Public Works	552,109	6.0%	839,600	7.4%	727,300	6.8%	806,500	6.5%
Parks, Recreation and Public Facilities	166,303	1.8%	366,950	3.2%	267,100	2.5%	449,250	3.6%
Total Expenditures	\$ 9,166,363	100%	\$ 11,379,350	100%	\$ 10,761,050	100%	\$ 12,386,300	100%

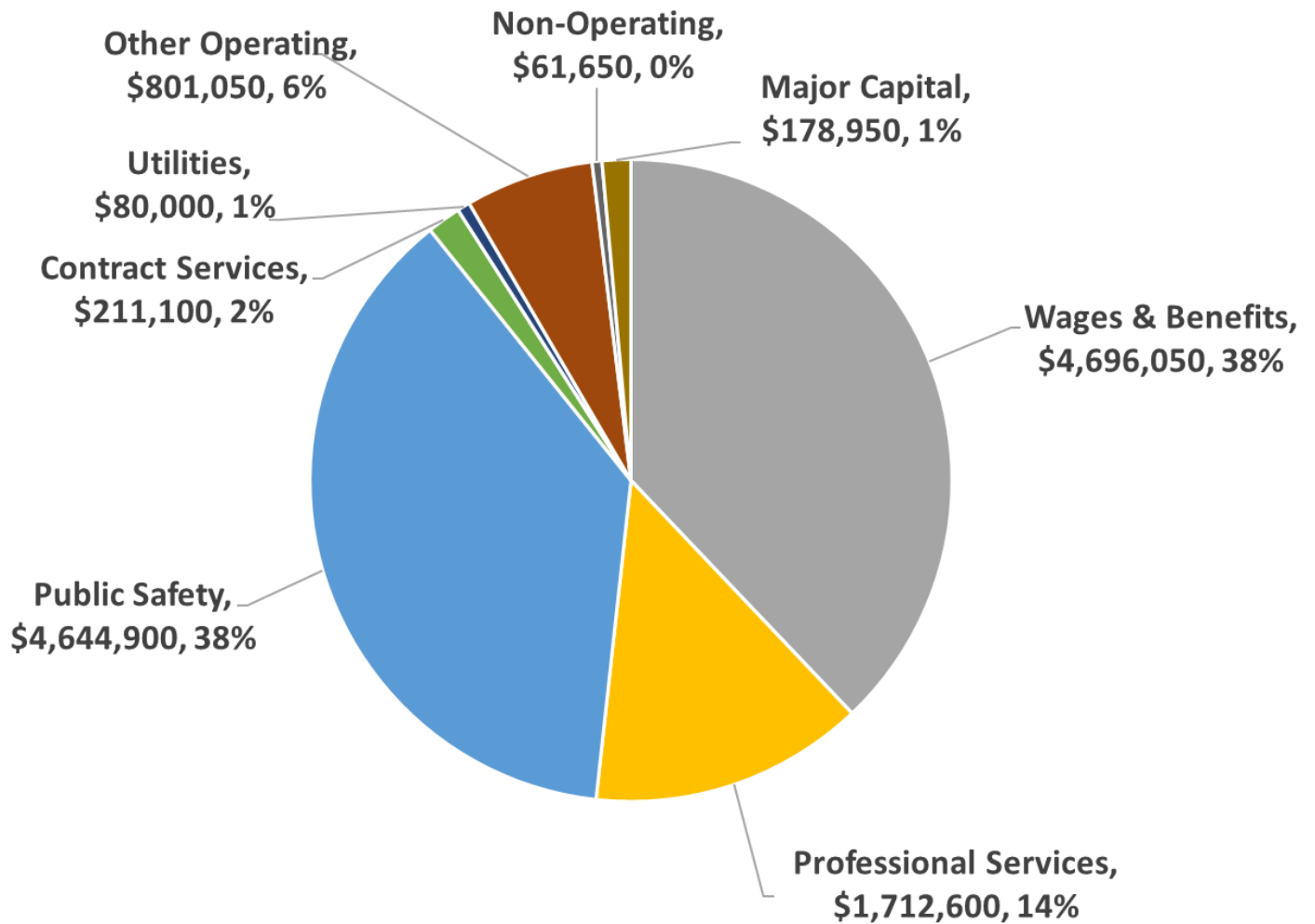
General Fund Expenditures by Type

General Fund	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
Wages & Benefits	\$ 3,624,996	39.5%	\$ 4,248,800	37.3%	\$ 4,250,950	39.5%	\$ 4,696,050	37.9%
Professional Services	1,183,766	12.9%	1,775,700	15.6%	1,361,900	12.7%	1,712,600	13.8%
Public Safety	3,448,328	37.6%	4,052,500	35.6%	4,052,500	37.7%	4,644,900	37.5%
Contract Services	161,009	1.8%	230,150	2.0%	182,950	1.7%	211,100	1.7%
Utilities	63,783	0.7%	73,900	0.6%	73,900	0.7%	80,000	0.6%
Other Operating Exp.	538,632	5.9%	721,950	6.3%	689,200	6.4%	801,050	6.5%
Non-Operating Exp.	119,098	1.3%	72,500	0.6%	62,000	0.6%	61,650	0.5%
Major Capital	26,751	0.3%	203,850	1.8%	87,650	0.8%	178,950	1.4%
Total Expenditures	\$ 9,166,363	100%	\$ 11,379,350	100%	\$ 10,761,050	100%	\$ 12,386,300	100%

**General Fund
Sources of Funds
\$12,386,300**



**General Fund
Uses of Funds
\$12,386,300**



MEASURE X

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.

The FY 2023 Budget projects that the Measure X Fund will have an operational deficit of \$1,506,300.

The Measure X Fund includes transfers to other Funds totaling just over \$2.5 million, with most of this appropriation going to support capital projects and street maintenance.

Available Fund Balance (AFB)

The City estimates that Measure X will begin the FY 2023 fiscal year with an AFB of \$4,093,431.

Measure X Revenues

Projected revenues (excluding Interfund transfer) for FY 2023 are \$3,975,000, an estimated decrease of \$29,000, or -0.7%, from the estimated actual FY 2022 revenue.

Measure X Expenditures

Projected Expenditures (excluding Interfund transfer) for FY 2023 are \$2,148,900, an increase of \$657,250, or 44.6%, over the estimated actual FY 2022 expenditure amount.

Interfund Transfers

The operating transfers include subsidies to various programs prioritized by the City Council as a matter of policy. For example, significant subsidy is provided to the Park Maintenance and the Recreation Services Funds that allow for a greater amount and higher level of Parks and public facilities maintenance, and expanded recreation services. Measure X is the primary funding source for the Library. Finally, Measure X is a significant funding source for annual capital improvement projects.

The budget includes subsidy transfers totaling \$250,000 for Park Maintenance, ROW Assessment District and Recreation Services, as well as \$630,750 for City Library. There is also an operating transfer of \$2,526,650 for capital projects and second reimbursement of ARPA funds for \$75,000. For a list of projects please refer to Operating Programs section, Public Works – Capital Improvements program.

Measure X Fund FY 2022/23 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 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
Revenue										
Sales Taxes	\$ 3,403,550	99.7%	\$ 3,764,000	99.8%	\$ 3,989,000	99.6%	\$ 3,959,000	99.6%		
Interest	11,385	0.3%	7,500	0.2%	15,000	0.4%	10,000	0.3%		
Miscellaneous	-	0.0%	-	0.0%	-	0.0%	6,000	0.2%		
TOTAL REVENUE	\$ 3,414,935	100%	\$ 3,771,500	100%	\$ 4,004,000	100%	\$ 3,975,000	100%		
Wages & Benefits	161,855	13.9%	308,050	17.2%	308,100	20.7%	408,700	19.0%		
Professional Services	437,090	37.5%	628,500	35.2%	463,000	31.0%	334,000	15.5%		
Public Safety	465,000	39.8%	600,000	33.6%	600,000	40.2%	686,100	31.9%		
Contract Services	45	0.0%	156,050	8.7%	4,000	0.3%	230,000	10.7%		
Utilities	275	0.0%	950	0.1%	950	0.1%	1,200	0.1%		
Other Non-Operating	7,887	0.7%	7,550	0.4%	7,550	0.5%	22,350	1.0%		
Non-Operating Expenses	37,720	3.2%	75,000	4.2%	97,050	6.5%	416,550	19.4%		
Major Capital	57,086	4.9%	11,000	0.6%	11,000	0.7%	50,000	2.3%		
TOTAL EXPENDITURES	\$ 1,166,958	100%	\$ 1,787,100	100%	\$ 1,491,650	100%	\$ 2,148,900	100%		
NET INCOME / (LOSS)	\$ 2,247,977		\$ 1,984,400		\$ 2,512,350		\$ 1,826,100			
Transfers In	-		151,750		76,000		75,000			
Transfers (Out)	(1,557,856)		(2,205,305)		(1,652,550)		(2,526,650)			
Subsidies Received/(Provided)	(100,000)		(460,250)		(487,500)		(880,750)			
Operational Excess/(Deficit)	590,121		(529,405)		448,300		(1,506,300)			
Change in Fund Balance	590,121		(529,405)		448,300		(1,506,300)			
Beginning Fund Balance	3,055,010		3,645,131		3,645,131		4,093,431			
TOTAL FUND BALANCE	\$ 3,645,131		\$ 3,115,726		\$ 4,093,431		\$ 2,587,131			

Measure X Fund Expenditures by Function

Measure X Fund	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
General Government	\$ 939,811	80.5%	\$ 1,197,700	67.0%	\$ 1,139,250	76.4%	\$ 1,319,050	61.4%
Administrative Services	-	0.0%	6,000	0.3%	4,000	0.3%	2,000	0.1%
Community Development	-	0.0%	165,300	9.2%	80,350	5.4%	189,450	8.8%
Public Works	-	0.0%	150,000	8.4%	-	0.0%	261,300	12.2%
Parks, Recreation and Public Facilities	227,147	19.5%	268,100	15.0%	268,050	18.0%	377,100	17.5%
Total Expenditures	\$ 1,166,958	100%	\$ 1,787,100	100%	\$ 1,491,650	100%	\$ 2,148,900	100%

Measure X Fund Expenditures by Type

Measure X Fund	Prior Year Actual FY 2021		Current Budget FY 2022		Estimated Actual Budget FY 2022		Adopted Budget FY 2023	
Wages & Benefits	\$ 161,855	13.9%	\$ 308,050	17.2%	\$ 308,100	20.7%	\$ 408,700	19.0%
Professional Service	437,090	37.5%	628,500	35.2%	463,000	31.0%	334,000	15.5%
Public Safety	465,000	39.8%	600,000	33.6%	600,000	40.2%	686,100	31.9%
Contract Services	45	0.0%	156,050	8.7%	4,000	0.3%	230,000	10.7%
Utilities	275	0.0%	950	0.1%	950	0.1%	1,200	0.1%
Other Non-Operating Exp.	7,887	0.7%	7,550	0.4%	7,550	0.5%	22,350	1.0%
Non-Operating Exp.	37,720	3.2%	75,000	4.2%	97,050	6.5%	416,550	19.4%
Major Capital	57,086	4.9%	11,000	0.6%	11,000	0.7%	50,000	2.3%
Total Expenditures	\$ 1,166,958	100%	\$ 1,787,100	100%	\$ 1,491,650	100%	\$ 2,148,900	100%

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.

I. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 101 - Legislative & Policy				
Expense				
51 - Personnel Services	142,095	159,650	160,300	168,600
55 - Other Operating Expenses	10,619	19,400	19,700	28,000
Expense Total:	152,714	179,050	180,000	196,600

III. Personnel Allocations**Position:**

Councilmembers

Allocation:

2.5 (Stipend- Part Time)

TOTAL Full-Time Equivalent Staff (FTE):	2.5
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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, California Joint Powers Insurance Authority, BEACON, Santa Barbara County Association of Governments, Mayoral obligations and other community activities and programs that require or request Mayor or Council participation. The City Council practice, has been for the Meetings & Travel line item budget amount to be made available in equal amounts to each member and requests beyond the allocation for an individual member would require Council approval.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 121 - Legal Services				
Expense				
52 - Professional Services	915,184	862,500	770,000	800,000
53 - Contract Services	-	1,000	-	-
55 - Other Operating Expenses	2,463	2,500	2,500	2,500
Expense Total:	917,647	866,000	772,500	802,500

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.

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.

Tree Advisory Board

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

Integrated Pest Management (IPM) Advisory Committee

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

Traffic Safety Committee

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

Downtown "T" Business Advisory Board (DTBAB)

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

Bluffs Management Advisory Board

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

Community Development Block Grant (CDBG) Committee

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

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 102 - Commissions Boards and Committees				
Expense				
51 - Personnel Services	-	58,750	58,750	35,650
52 - Professional Services	900	1,500	1,500	7,800
55 - Other Operating Expenses	5,290	8,000	7,600	20,000
Expense Total:	6,190	68,250	67,850	63,450

III. Personnel Allocations

Position:

Assistant City Manager

Allocation:

0.15

Total FTE Staff: 0.15

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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 111 - City Administration				
Expense				
51 - Personnel Services	328,222	404,000	396,450	498,900
52 - Professional Services	10,150	25,000	25,000	15,000
55 - Other Operating Expenses	159	1,350	5,250	6,600
Expense Total:	338,531	430,350	426,700	520,500

III. Personnel Allocations

Position:	FTE Allocation:
Assistant City Manager	0.10
City Clerk	0.35
City Manager	0.95
Executive Assistant/ Deputy City Clerk	0.20
Program Manager	0.10
Receptionist Office Assistant	0.70
Total FTE Staff:	2.40

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.	
FY2022/23 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
Implement annual Budget Performance Measurements.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. Participation in the Chamber of Commerce Carpinteria Business Committee and support of the Downtown Business Advisory Board. 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.	<ol style="list-style-type: none"> 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.
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.	<ol style="list-style-type: none"> 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 e-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

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 161 - Communication and Community Promotions				
Revenue				
41 - Taxes	44,217	44,000	42,000	42,000
43 - Intergovernmental	6,385	-	-	-
46 - Interest	767	500	600	300
47 - Special Assessments	467	-	-	15,000
48 - Miscellaneous Revenue	1,735	2,000	2,000	2,000
Revenue Total:	53,571	46,500	44,600	59,300
Expense				
51 - Personnel Services	61,287	91,800	91,800	106,650
52 - Professional Services	101,562	116,200	145,200	136,600
53 - Contract Services	8,477	33,000	21,100	29,100
55 - Other Operating Expenses	38,075	28,900	12,250	21,150
57 - Capital Outlay	11,687	-	-	-
Expense Total:	221,088	269,900	270,350	293,500

III. Personnel Allocations

Position:	FTE Allocation:
Assistant City Manager	0.15
Public Works Management Analyst	0.05
Program Manager	0.35
Receptionist/ Office Assistant	0.20
Public Works Maintenance Worker	0.05
Total FTE Staff:	.80

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.

Management Analyst: Provides staff support to the Downtown "T" Business Advisory Board and assists in coordination of activities and events in the Downtown "T".

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 biweekly e-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 City information which includes; City brochures and promotional fliers, as well as printing and advertising costs for the Volunteer Services program, including the HOST program and Neighbor-to-Neighbor program.

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

Parking and Business Improvement Area (Assessment District No. 4): The annual general business assessment amount of \$119.25 for FY 2022-23 paid by businesses in the Downtown "T" area are restricted and must be used to fund business promotional activities, events, and minor maintenance on behalf of the Downtown merchants. Revenue for FY 2022-23 is estimated to be \$15,264.

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 (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:

- ◆ 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.

V. Goals, Objectives and Performance Measures

PROGRAM:	Communication & Community Promotions
<p>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:</p> <p>Goal #1: Strengthen our ability to recruit, engage, recognize, support and partner with volunteers across all programs and all levels.</p> <p>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.</p> <p>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.</p>	
FY2022/23 Objectives	Performance Measures
Coordinate and monitor release of public information on behalf of the City.	<ol style="list-style-type: none"> 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).	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
Use a variety of communication venues (e.g., social media, e-newsletter, etc.) to disseminate City information to residents and visitors.	<ol style="list-style-type: none"> 1. 4 to 6 posts weekly on each platform 2. Disseminate monthly e-newsletter
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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

Provide resources and support for the DTBAB.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Update Volunteer contact information. Create and distribute semi-annual communications to City volunteers. 2. Add new volunteers to City e-newsletter distribution list.
Develop and implement standard operating procedures for the HOST program.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 162 - Economic Vitality				
Expense				
51 - Personnel Services	55	30,700	30,700	35,600
53 - Contract Services	805	1,000	1,000	1,000
55 - Other Operating Expenses	-	-	-	-
56 - Non-Operating Expenses	53,900	-	-	250,000
Expense Total:	54,760	31,700	31,700	286,600

III. Personnel Allocations

Position:

Assistant City Manager

FTE Allocation:

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.	
FY2022/23 Objectives	Performance Measures
Provide City Council with at least three data and/or stakeholder-driven recommendations for assisting local businesses negatively impacted by the pandemic with mid and long-term recovery efforts.	Provision of at least three recommendations via data analysis and/or stakeholder-driven initiatives.

Create and implement a policy for awarding, tracking, and evaluating an investment of City funds to assist with mid and long-term business recovery efforts.	Implementation of an approved policy for awarding, tracking, and evaluating an investment of City funds to assist with mid and long-term business recovery efforts.
Initiate contact with representatives of commercial real estate companies, and other stakeholders, to identify potential City-led activities to assist with business attraction.	<ol style="list-style-type: none"> 1. Identification of at least two options to assist with business attraction. 2. Implementation of at least one City-led activity to assist with business attraction.
Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 may include up to two Council members, City management, and Chamber representatives.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 163 - Community Services Support				
Expense				
51 - Personnel Services	-	-	-	-
52 - Professional Services	285,698	290,400	290,400	-
56 - Non-Operating Expenses	108,348	153,000	164,550	233,700
Expense Total:	394,046	443,400	454,950	233,700

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.	
FY2022/23 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.
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.
Complete Community Service contracts, MOU's, and grant agreements with service providers.	Obtain appropriate signatures and transmit completed agreements to service providers.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 181 - Racial Equity				
Expense				
51 - Personnel Services	-	51,050	51,050	59,300
52 - Professional Services	-	65,750	65,750	92,100
Expense Total:	-	116,800	116,800	151,400

I. Personnel Allocations

Position:

Assistant City Manager

FTE Allocation:

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.

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 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.	
FY2022/23 Objectives	Performance Measures
Complete National League of Cities (NLC) Training series for City Council members.	Completion of trainings as outlined in NLC agreement with 100% Council member participation for each training topic.
Complete National League of Cities (NLC) Training series for full-time and certain part-time City staff.	Completion of trainings as outlined in NLC agreement with 90% staff participation for each training.
Complete NLC Train-the-Trainer course to allow for continued Racial Equity training of new employees.	Racial Equity training for all new full-time, and certain part-time, employees.
Guide to competition a Community Survey and Outreach campaign conducted by Just Communities.	Completion of Community Survey and Outreach campaign by Just Communities.

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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 131 - Records Management				
Expense				
51 - Personnel Services	105,260	89,600	89,550	107,350
52 - Professional Services	14,749	22,000	2,500	30,250
55 - Other Operating Expenses	6,688	15,700	19,600	21,900
Expense Total:	126,697	127,300	111,650	159,500

III. Personnel Allocations

Position:	FTE Allocation:
City Clerk	0.35
Deputy City Clerk	0.40
Total	.75

IV. Expenditure Summary

Personnel

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

Operating Expenses

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

Contract Services

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

V. Goals, Objectives and Performance Measures

PROGRAM:	Records Management
The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.	
FY2022/23 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.	<ol style="list-style-type: none"> 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.
Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 62 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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 132 - Elections				
Expense				
51 - Personnel Services	15,311	16,250	16,250	99,250
52 - Professional Services	9,484	50,000	50,000	48,950
55 - Other Operating Expenses	321	400	500	550
Expense Total:	25,116	66,650	66,750	148,750

III. Personnel Allocations

Position:	FTE Allocation:
City Clerk	0.30
Deputy City Clerk	0.40
Total FTE Staff:	0.70

IV. Expenditure Summary

Personnel

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

Operating Expenses

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

Contract Services

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

V. Goals, Objective and Performance Measures

PROGRAM:	Elections
The goal of the Election Program is to administer and coordinate municipal elections.	
FY2022/23 Objectives	Performance Measures
<p>Conduct a general municipal election on November 3, 2022.</p> <p>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.</p>	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 141 - Staff Recruitment, Retention and Development				
Expense				
51 - Personnel Services	214,848	250,400	251,700	221,350
52 - Professional Services	26,200	67,500	65,500	61,000
55 - Other Operating Expenses	14,722	56,400	55,400	56,050
Expense Total:	255,770	374,300	372,600	338,400

III. Personnel Allocations

Position:

Human Resources Administrator/ Risk Manager

Human Resources Assistant

FTE Allocation:

0.75

0.50

Total FTE Staff: 1.25

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.

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.	
FY2022/23 Objectives	Performance Measures
Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions incorporating NeoGov(recruitment software).	<ol style="list-style-type: none"> 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. Eligibility list with applicants that met minimum qualification. 8. Schedule the most qualified applicants to participate in selection process within 60 days of first notice. 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.
Evaluate and monitor the new electronic Employee Benefits Enrollment Portal EASE during Open Enrollment.	<ol style="list-style-type: none"> 1. Prepare communications for staff in preparation for open enrollment. 2. Coordinate with Benefits Broker that all eligible employees in employee benefit programs for full-time employees and five Council members, including dental, vision, life insurance, flexible spending account program, supplemental plans, and disability plans are properly entered in the EASE portal and can access portal. 3. Coordinate and monitor annual sign-up of all full-time employees and Council members in the City's Cafeteria AFLAC and CalPERS which are not part of EASE. Ane, submit changes and new enrollments manually.

Refine the annual employee performance evaluations and assist Supervisors in preparing annual performance evaluations.	<ol style="list-style-type: none"> 1. Revamp the current performance evaluation software, restructure the core factors for consistency for all staff, and retrain staff and supervisor software application system. 2. Assist Supervisors in preparing formal annual employee performance reviews of all 39 full-time employees between February 1st and April 30, 2023, 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.
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.	<ol style="list-style-type: none"> 1. Review policies to ensure compliance with Federal and State laws. 2. Update any pertinent policies once the review is completed and communicate changes to staff.
Annual updates of Employee Handbook for distribution to employees.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 39 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. 5. Coordinate with CJPIA to develop target-based training classes such as customer service, team building, communication, etc.

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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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, 2022.	<ol style="list-style-type: none"> 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 Agreements for Conditions of Employment for Management and Miscellaneous Personnel which expire June 30, 2022.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
Evaluate and improve procedures for maintaining computerized personnel programs.	Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.

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.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 142 - Risk Management				
Expense				
51 - Personnel Services	38,678	37,750	37,750	48,550
52 - Professional Services	-	500	500	2,500
55 - Other Operating Expenses	371,029	435,400	433,800	487,500
Expense Total:	409,707	473,650	472,050	538,550

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.

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.	
FY2022/23 Objectives	Performance Measures
Follow proven practices of risk management in order to minimize the City's liability exposure	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 171 - Law Enforcement				
Revenue				
41 - Taxes	76,838	77,000	87,500	89,200
43 - Intergovernmental	295,099	150,000	165,000	150,000
Revenue Total:	371,937	227,000	252,500	239,200
Expense				
51 - Personnel Services	257,424	289,200	289,200	315,900
52 - Professional Services	3,948,328	4,652,500	4,652,500	5,331,000
53 - Contract Services	4,606	-	-	-
57 - Capital Outlay	-	-	-	-
Expense Total:	4,210,358	4,941,700	4,941,700	5,646,900

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. A DSU serves Carpinteria 24/7 for 365 days per year.

IV. Expenditure Summary

Personnel

Program costs are primarily for direct personnel costs as determined by the agreement for law enforcement services between County and City. The City pays the applicable rate for each Deputy Service Unit (DSU) plus charges related to dispatch, certain administrative functions, and any services requested in addition to patrol.

Also included in the Sheriff's contract are allocations for 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.

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.	
FY2022/23 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.

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
	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 151 - Emergency Preparedness				
Revenue				
43 - Intergovernmental	5,852	60,000	40,000	20,000
Revenue Total:	5,852	60,000	40,000	20,000
Expense				
51 - Personnel Services	97,174	103,750	102,900	85,050
53 - Contract Services	5,376	60,000	40,000	20,000
54 - Utilities	878	1,000	1,000	2,400
55 - Other Operating Expenses	952	150	850	7,950
Expense Total:	104,380	164,900	144,750	115,400

III. Personnel Allocations

Position:	FTE Allocation:
City Manager	0.05
Program Manager	0.55
Total FTE Staff:	0.60

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.

V. Goals, Objectives and Performance Measures

PROGRAM:	Emergency Preparedness
<p>Goal #1: Strengthen community emergency preparedness outreach and identify opportunities to foster relationships among individuals, communities and organizations to encourage trust and build consensus.</p> <p>Goal #2: Develop and implement a training program to ensure City staff and Councilmembers are prepared to lead the community in the event of an emergency.</p> <p>Goal #3: Enhance City's ability to respond to emergencies and reach residents and visitors with vital information on severe weather and other emergencies.</p>	
FY2022/23 Objectives	Performance Measures
Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Facilitate biannual 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.
Develop and update critical emergency response plans.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none">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.



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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 201 - Financial Management Services				
Revenue				
42 - Licenses & Permits	16,390	14,000	10,000	10,000
44 - Fines & Forfeitures	11,578	4,000	4,000	4,000
46 - Interest	242	250	250	250
Revenue Total:	28,210	18,250	14,250	14,250
Expense				
51 - Personnel Services	299,162	324,000	324,100	445,850
52 - Professional Services	46,367	136,000	101,500	166,500
53 - Contract Services	433	500	300	500
55 - Other Operating Expenses	3,519	10,250	6,950	10,100
Expense Total:	349,481	470,750	432,850	622,950

III. Personnel Allocations

Position:	FTE Allocation:
Finance Manager	0.70
Accounting Technician	0.70
Administrative Services Director	0.70
Administrative Services Intern	0.50
Accounting Specialist	0.70
Total FTE Staff:	3.30

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.

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.	
FY2022/23 Objectives	Performance Measures
Provide for the complete, accurate and timely recording of accounting transactions.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Maintain fixed assets accounting system. 2. Complete monthly bank reconciliations.
Provide for the City's cash flow needs.	<ol style="list-style-type: none"> 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.
Obtain unqualified audit opinions on all audits.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Process 26 biweekly payrolls for 39 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.
Comply with all County, State, and Federal financial reporting mandates.	<p>Annual Reports:</p> <ol style="list-style-type: none"> 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. <p>Quarterly Reports:</p> <ol style="list-style-type: none"> 1. Investment reports to Council and the California Debt Advisory Commission.

Provide informational reports per local ordinances	<ol style="list-style-type: none">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.	<ol style="list-style-type: none">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.	<ol style="list-style-type: none">1. Attend several monthly CSMFO chapter meetings.2. Attend annual CSMFO conference.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 211 - Central Services				
Expense				
51 - Personnel Services	121,813	125,100	125,100	87,900
52 - Professional Services	1,543	-	-	-
53 - Contract Services	1,213	1,000	500	500
54 - Utilities	62,778	72,300	72,300	77,000
55 - Other Operating Expenses	57,438	60,000	51,150	53,400
57 - Capital Outlay	5,821	6,000	6,000	6,000
Expense Total:	250,606	264,400	255,050	224,800

II. Personnel Allocations

Position:	FTE Allocation:
Accounting Specialist	0.15
Accounting Technician	0.15
Administrative Services Director	0.15
Receptionist/ Office Assistant	0.10
Finance Manager	0.15
Total FTE Staff:	.70

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.	
FY2022/23 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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 221 - Management Information Services				
Expense				
51 - Personnel Services	63,302	65,650	65,650	74,900
52 - Professional Services	61,857	83,000	92,000	118,000
53 - Contract Services	69,180	142,150	125,350	121,400
55 - Other Operating Expenses	15,454	24,000	24,000	28,500
57 - Capital Outlay	20,930	-	-	-
Expense Total:	230,723	314,800	307,000	342,800

III. Personnel Allocations

Position:

Finance Manager

Accounting Technician

Accounting Specialist

Administrative Services Director

FTE Allocation:

0.15

0.15

0.15

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.	
FY2022/23 Objectives	Performance Measures
Provide technological hardware and software productivity resources.	<ol style="list-style-type: none"> 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.
Ensure system reliability and data security.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.



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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 301 - Community Development Administration				
Expense				
51 - Personnel Services	99,099	103,050	103,050	115,950
55 - Other Operating Expenses	49	550	250	2,000
Expense Total:	99,148	103,600	103,300	117,950

III. Personnel Allocations

Position:	FTE Allocation:
Administrative Assistant	1.60
Associate Planner	0.25
Community Development Director	0.20
Principal Planner	0.10
Total FTE Staff:	1.25

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.	
FY2022/23 Objectives	Performance Measures
Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit the 2022 annual progress report for the Housing Element by April 2023 and for the General Plan by May 2023.
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 2022 and January 2023.

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. 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. New for this year is an update to the City's Housing Element which is required to be adopted by the state department of Housing and Community Development (HCD) by February 15, 2023.

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 strategizing how to meet the region's and 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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 302 - Advance Planning				
Revenue				
43 - Intergovernmental	55,508	245,000	125,000	388,000
45 - Charges for services	5,051	5,500	5,500	5,000
Revenue Total:	60,559	250,500	130,500	393,000
Expense				
51 - Personnel Services	259,732	371,650	371,200	369,800
52 - Professional Services	108,103	480,000	140,000	400,200
55 - Other Operating Expenses	-	1,500	-	-
Expense Total:	367,835	853,150	511,200	770,000

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 is for a three-year term that runs from November 2020 until November 2023.

Operational Expenses

Projected expenses reflect costs associated with the preparation and publishing of the advanced planning projects contemplated for the 2022/23 fiscal year. This year's budget includes costs associated with the General Plan/Coastal Land Use Plan Update, the Downtown Design Overlay, updates to sections of the Zone Code associated with the new state housing laws such as Accessory Dwelling Unit (ADU) and Density Bonus, and the update to the City's Housing Element. The City continues to secure grant funding to support these work efforts.

Contract Services

The contract services budget includes costs associated with the General/Coastal Land Use Plan Update, the Downtown Design Overlay, and the Housing Element update as described above.

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.	
FY2022/23 Objectives	Performance Measures

<p>Complete the public review process and Local Coastal Plan Amendments (LCPA) for the Accessory Dwelling Units, Density Bonus, Coastal Development Permits, Downtown Design Overlay, and Formula Business Restrictions chapters of the City's Zoning code.</p>	<ol style="list-style-type: none"> 1. Initiate LCPAs 2. Hold work sessions as needed to obtain input 3. Circulate drafts for public review 4. Hold public meetings with Advisory Groups 5. Hold public meetings with Planning Commission 6. Hold public meetings with City Council 7. Apply with Coastal Commission for approval 8. Update Zoning Code
<p>Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.</p>	<ol style="list-style-type: none"> 1. Initiate LCPA 2. Hold work sessions as needed to obtain input 3. Circulate drafts for public review 4. Hold public meetings with Advisory Groups 5. Hold public meetings with Planning Commission 6. Hold public meetings with City Council 7. Apply with Coastal Commission for approval 8. Update General Plan/Coastal Land Use Plan
<p>Continue with the multi-year Update to the Housing Element.</p>	<ol style="list-style-type: none"> 2. Hold work sessions as needed to obtain input 3. Circulate drafts for public review 4. Hold public meetings with Advisory Groups 5. Hold public meetings with Planning Commission 6. Hold public meetings with City Council 7. Submit to State HCD 8. Update Housing Element

Housing

Housing Fund

Community Development Department

I. Program Summary

Community Development's Housing Program consists of efforts 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 and for the Rental Housing Mediation Program.
- ◆ Provide staff support to the Joint Cities-County Housing Task Group.
- ◆ Coordinate with SBCAG, the US Census Bureau and State Department of Finance on the collection and maintenance of housing and population statistics.

- ◆ Continued implementation of the Workforce Housing Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.
- ◆ Imp
- ◆ Implement the programs outlined in the 2015-2023 Housing Element.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 311 - Housing				
Revenue				
45 - Charges for services	-	-	-	-
46 - Interest	4,240	5,150	6,000	1,500
48 - Miscellaneous Revenue	171,930	8,000	8,000	-
Revenue Total:	176,170	13,150	14,000	1,500
Expense				
51 - Personnel Services	31,678	33,850	33,800	37,600
52 - Professional Services	30,724	66,800	46,800	74,400
55 - Other Operating Expenses	-	-	-	-
Expense Total:	62,402	100,650	80,600	112,000

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 planners. 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 providing homeless services through City Net, a regional non-profit organization connecting neighbors experiencing homelessness to transformative care and innovative housing solutions. The Department will continue with the contract agreement with the City of Santa Barbara to implement our Inclusionary Housing Program. There will also

be costs associated with the Housing Trust Fund's work to implement the Workforce Housing Down Payment Loan Program. 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 City Net (\$12,000 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.	
FY2022/23 Objectives	Performance Measures
Use City housing funds and staff efforts to leverage the greatest benefit possible for local residents.	Continue communication with organizations that are committed to constructing affordable housing for low income households.
Coordinate with the County on the Community Development Block Grant Program and the creation of other programs to fund affordable housing.	Attend HOME Consortium and CDBG meetings and facilitate use of funds for affordable housing projects.
Implement the Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.	Assist lower and above-moderate income households in purchasing a residence.

Development Review & Building

General Fund Community Development Department

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.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 321 - Development Review and Building				
Revenue				
42 - Licenses & Permits	197,358	200,100	200,100	180,100
45 - Charges for services	301,443	440,000	440,000	260,000
Revenue Total:	498,801	640,100	640,100	440,100
Expense				
51 - Personnel Services	461,077	469,500	470,000	543,500
52 - Professional Services	85,737	120,000	121,600	101,600
54 - Utilities	127	600	600	600
55 - Other Operating Expenses	5,922	8,150	12,200	10,650
Expense Total:	552,863	598,250	604,400	656,350

III. Personnel Allocations

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

Total FTE Staff:	<u>2.90</u>
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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

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

Similarly, contract planning staff from MRS Environmental Inc. are used to assist the Department in its review of the decommissioning operations at the Carpinteria Oil and Gas Processing Facility. Costs associated with this work are funded through permit review fees.

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

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

V. Goals, Objectives and Performance Measures

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.	
FY2022/23 Objectives	Performance Measures
Implement an efficient and informative development review process.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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 three part-time school crossing guards at Middle, Aliso, and Canalino Schools. 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.

As with last 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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 331 - Code Compliance				
Revenue				
42 - Licenses & Permits	5,705	4,000	3,500	3,500
44 - Fines & Forfeitures	45,311	59,000	76,500	60,000
46 - Interest	44	50	50	50
48 - Miscellaneous Revenue	8,130	2,500	2,500	2,500
Revenue Total:	59,190	65,550	82,550	66,050
Expense				
51 - Personnel Services	336,197	376,500	377,000	416,450
53 - Contract Services	2,000	2,400	2,400	2,400
55 - Other Operating Expenses	6,584	10,500	7,800	10,000
55 - Capital Outlay	-	44,000	45,650	-
Expense Total:	344,781	433,400	432,850	428,850

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	2.00
Total FTE Staff:	4.75

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 Planners.

Operational Expenses

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

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.	
FY2022/23 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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 341 - Animal Care and Control				
Revenue				
42 - Licenses & Permits	12,136	10,400	10,400	10,400
45 - Charges for services	218	600	500	500
Revenue Total:	12,354	11,000	10,900	10,900
Expense				
51 - Personnel Services	75,475	89,850	89,250	103,400
52 - Professional Services	21,868	20,000	20,000	20,000
55 - Other Operating Expenses	1,013	1,400	650	850
Expense Total:	98,356	111,250	109,900	124,250

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.	
FY2022/23 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 all 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 all 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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 401 - Public Works Administration				
Revenue				
44 - Fines & Forfeitures	-	200	200	200
45 - Charges for services	178,449	53,500	53,500	24,500
48 - Miscellaneous Revenue	780	200	200	200
Revenue Total:	179,229	53,900	53,900	24,900
Expense				
51 - Personnel Services	192,964	257,400	256,900	288,950
52 - Professional Services	-	95,000	25,000	65,000
53 - Contract Services	9,802	28,500	6,000	20,000
55 - Other Operating Expenses	6,351	10,200	5,900	11,000
Expense Total:	209,117	391,100	293,800	384,950

III. Personnel Allocations

Position:	FTE Allocation:
Management Analyst	0.40
Civil Engineer	0.30
Engineering Technician	0.30
Environmental Program Manager	0.20
Public Works Director	0.40
Public Works Supervisor	0.15
Total FTE Staff:	1.75

IV. Expenditure Summary

Personnel

There are 10.6 full-time equivalent (FTE) employees in 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 collection, street sweeping, street and right-of-way maintenance, and fleet/equipment maintenance.

Engineering Permits Service

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

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 2022/23 Objectives	Performance Measures
Improve response time to service requests.	Upgrade computer-based service request and work order tracking system.
Optimize Department operations.	<ol style="list-style-type: none"> 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.
Communicate Department accomplishments and future work plans to City Manager and City Council.	<ol style="list-style-type: none"> 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 workplan 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.	<ol style="list-style-type: none">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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 411 - Transportation, Parking and Lighting				
Revenue				
41 - Taxes	202,681	201,500	205,500	225,500
43 - Intergovernmental	-	-	28,000	-
44 - Fines & Forfeitures	349	750	750	750
46 - Interest	639	750	2,000	1,000
Revenue Total:	203,669	203,000	236,250	227,250
Expense				
51 - Personnel Services	140,342	184,550	183,400	229,100
52 - Professional Services	190,771	239,000	143,000	316,500
53 - Contract Services	6,909	33,000	13,000	8,000
54 - Utilities	102,222	103,800	103,800	105,000
55 - Other Operating Expenses	3,011	8,000	11,000	11,000
Expense Total:	443,255	568,350	454,200	669,600

III. Personnel Allocations

Position:	FTE Allocation:
Management Analyst	0.05
Civil Engineer	0.15
Engineering Technician	0.15
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.30
Maintenance Worker II	0.95
Public Works Supervisor	0.20
Total FTE Staff:	1.85

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 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.

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.	<ol style="list-style-type: none"> 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.

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

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 461 - Resource Conservation				
Revenue				
48 - Miscellaneous Revenue	7,114	5,800	6,000	6,000
Revenue Total:	7,114	5,800	6,000	6,000
Expense				
51 - Personnel Services	48,027	49,300	49,300	48,450
52 - Professional Services	-	-	-	62,850
53 - Contract Services	-	1,000	1,000	-
55 - Other Operating Expenses	3,707	4,850	4,000	-
Expense Total:	51,734	55,150	54,300	111,300

III. Personnel Allocations

Position:

Management Analyst
Environmental Program Manager
Public Works Director

FTE Allocation:

0.05
0.20
0.05

Total FTE Staff: 0.30

IV. Expenditure Summary

Personnel

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

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 2022/23 Objectives	Performance Measures
Strategic Energy Plan Implementation.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Bring political leaders, practitioners, and stakeholders together to coordinate in finding solutions to address climate change. 2. Complete Dune and Shoreline Management Plan.

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 Sweeping Corporation of America 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 collection of used oil 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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 421 - Solid Waste				
Revenue				
43 - Intergovernmental	1,380	10,000	10,000	21,300
45 - Charges for services	242,198	245,000	245,000	245,000
46 - Interest	1,228	750	1,000	500
48 - Miscellaneous Revenue	-	-	-	-
Revenue Total:	244,806	255,750	256,000	266,800
Expense				
51 - Personnel Services	150,944	176,300	191,550	198,000
52 - Professional Services	71,081	85,500	62,400	110,000
53 - Contract Services	2,160	9,500	4,000	20,650
55 - Other Operating Expenses	10,848	32,150	28,650	53,300
Expense Total:	235,033	303,450	286,600	381,950

III. Personnel Allocations

Position:	FTE Allocation:
Management Analyst	0.05
Engineering Technician	0.10
Environmental Program Manager	0.35
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.20
Public Works Maintenance Worker II	0.55
Public Works Supervisor	0.10
Total FTE Staff:	1.60

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.

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 2022/23 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).	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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:

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

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 451 - Watershed Management				
Expense				
51 - Personnel Services	102,868	116,300	116,300	121,750
53 - Contract Services	18,791	50,000	41,000	30,000
55 - Other Operating Expenses	2,151	19,750	14,200	22,500
Expense Total:	123,810	186,050	171,500	174,250

III. Personnel Allocations

Position:	FTE Allocation:
Management Analyst	0.05
Civil Engineer	0.05
Engineering Technician	0.05
Environmental Program Manager	0.20
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.05
Public Works Maintenance Worker II	0.30
Public Works Supervisor	0.10
Total FTE Staff:	0.90

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. Final reports are available at the end of each fiscal year for submittal.

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 entering the tenth year of the proposed 5-year permit cycle. A draft amended Permit has been released to the California Stormwater Quality Association (CASQA) and is under review. The City is a member of 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. The Trash Amendment has not been officially incorporated into the Phase II Permit; however, the City has been working towards full implementation of the plan, including installing full trash capture devices in storm drain inlets that were in areas that have been identified as high trash generating and doing a complete evaluation of the street sweeping program.

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 2022/23 Objectives	Performance Measures
Continue implementation of National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Storm Separate Sewer System (MS4) Permit requirements (effective July 1, 2013).	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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 seven vehicular bridges which includes the new Via Real Bridge over Carpinteria Creek that was a part of the Via Real extension. There are also seven 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.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 431 - Street Maintenance				
Revenue				
43 - Intergovernmental	1,445,880	1,429,650	1,408,800	1,632,800
45 - Charges for services	41,063	33,500	33,500	17,000
46 - Interest	9,737	6,950	9,200	4,600
48 - Miscellaneous Revenue	-	-	-	-
Revenue Total:	1,496,680	1,470,100	1,451,500	1,654,400
Expense				
51 - Personnel Services	160,212	177,150	173,900	163,150
52 - Professional Services	59,400	73,800	92,000	170,000
53 - Contract Services	179,559	470,730	139,700	499,700
54 - Utilities	11,946	15,750	13,250	16,800
55 - Other Operating Expenses	72,997	114,900	99,550	125,500
57 - Capital Outlay	96,649	313,820	136,800	253,850
Expense Total:	580,763	1,166,150	655,200	1,229,000

III. Personnel Allocations

Position:	FTE Allocation:
Management Analyst	0.05
Civil Engineer	0.05
Engineering Technician	0.05
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.20
Public Works Maintenance Worker II	0.55
Public Works Supervisor	0.25
Total FTE Staff:	1.20

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 June 2022 and is valid for three years.

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 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.

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 2022/23 Objectives	Performance Measures
Continue to maintain City streets and bridges in good condition.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Procure computer maintenance management system (CMMS) for field tablets. 2. Integrate GIS with CMMS.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 441 - Right of Way Maintenance				
Revenue				
44 - Fines & Forfeitures	117	200	50	50
46 - Interest	511	150	50	-
47 - Special Assessments	194,285	195,000	193,000	196,900
48 - Miscellaneous Revenue	-	-	2,500	-
Revenue Total:	194,913	195,350	195,600	196,950
Expense				
51 - Personnel Services	112,785	120,050	115,450	128,700
52 - Professional Services	930	10,000	15,000	5,000
53 - Contract Services	196,516	267,900	260,850	271,900
54 - Utilities	44,841	48,300	46,300	47,400
55 - Other Operating Expenses	15,205	20,000	20,000	20,000
Expense Total:	370,277	466,250	457,600	473,000

III. Personnel Allocations

Position:	FTE Allocation:
Public Works Director	0.05
Public Works Lead Maintenance Worker	0.15

Public Works Maintenance Worker II	0.45
Public Works Maintenance Worker- Part Time	1.00
Public Works Supervisor	0.15
Total FTE Staff:	1.80

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 2022/23 Objectives	Performance Measures
Continue to maintain City rights-of-way in good condition.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Conduct sidewalk inspection surveys for Sidewalk Maintenance Zones 1 and 2. 2. Repair sidewalks in Sidewalk Maintenance Zones 1 and 2.

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 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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 403 - Capital Improvements				
Revenue				
43 - Intergovernmental	813,619	4,939,800	1,584,600	5,582,850
48 - Miscellaneous Revenue	213,005	-	-	-
Revenue Total:	1,026,624	4,939,800	1,584,600	5,582,850
Expense				
51 - Personnel Services	168,077	227,300	227,700	247,300
57 - Capital Outlay	3,846,531	10,297,450	4,080,000	11,589,400
Expense Total:	4,014,608	10,524,750	4,307,700	11,836,700

III. Personnel Allocations

Position:	FTE Allocation:
Management Analyst	0.30
Civil Engineer	0.45
Engineering Technician	0.15

Environmental Program Manager	0.05
Public Works Director	0.30
Public Works Lead Maintenance Worker	0.05
Public Works Maintenance Worker II	0.15
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 2022/23 are:

CIP Code	Project Name
AT-05	Franklin Creek Trail Improvement Project
AT-10	Rincon Multi-Use Trail Project
AT-23	Linden Avenue Improvements Project- Carpinteria Avenue and Linden Avenue Overcrossing
GF-12	City Hall Storage Project
GF-16	City Hall Solar Energy Generation and Storage Project
HI-07	Carpinteria Avenue Bridge Replacement Project
-	Former Venoco Oil Pipeline 0470 Abandon Project
PR-05	Playground Equipment Replacements Project
PR-06	Lifeguard Tower Replacement Project
PR-31	Community Farm Project
PR-32	Carpinteria Skate Park Project
PR-35	Bluffs Two Trail Project
PR-36	Bluffs Three Park Project
PR-42	Concha Park Project
PR-44	Dune and Shoreline Management Plan
SD-02	East Via Real Stormwater Project

ST-21	Highway 101 Carpinteria to Santa Barbara Phase 4A Project
ST-58	2022 Pavement Rehabilitation Project
ST-63	2022 Pavement Maintenance Project
TC-01	Carpinteria Avenue and Palm Avenue Intersection Improvements Project
TC-02	Carpinteria High School Area Crosswalk Safety Improvements Project

Reference: Draft Capital Improvement Program Fiscal Year 2022/2023-Fiscal Year 2026/2027. May 2022

The scope of work descriptions, cost estimates and funding sources of the capital projects are shown in the 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	Completed. City Council accepted in November 2021
Local Roadway Safety Plan	Completed. City Council adopted in April 2022
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). Not all properties applied for City electrical permits for underground service conversion. Estimated completion of the overall Utility Undergrounding Program is underdetermined at this time.

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 2022/23 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).	<ol style="list-style-type: none"> 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.
Continue coordination meetings with Carpinteria Valley Water District and Carpinteria Sanitary District.	<ol style="list-style-type: none"> 1. Conduct quarterly coordination meetings. 2. Pre-design planning to avoid utility conflicts.
Improve pedestrian and school crossing safety.	<ol style="list-style-type: none"> 1. Develop Local Roadway Safety Plan. 2. Conduct public outreach.
Utility underground overhead facilities.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Incorporate pedestrian facility upgrades with pavement improvement projects. 2. Update ADA Transition Plan.

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
FRANKLIN CREEK TRAIL IMPROVEMENT PROJECT**

CIP CODE: AT-05

PUBLIC WORKS NUMBER: 15037

FINANCE NUMBER: PK-23-001



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes accessible surfacing, safety fencing, and adjacent accessibility connection improvements along east side Franklin Creek Trail between Carpinteria Avenue and Seventh Street. The objective of this project is to provide for a safe route to school.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design			\$275,100			\$275,100
Right-of-Way			\$22,000			\$22,000
Construction				\$803,300		\$803,300
Total			\$297,100	\$803,300		\$1,100,400

FUNDING SOURCE:

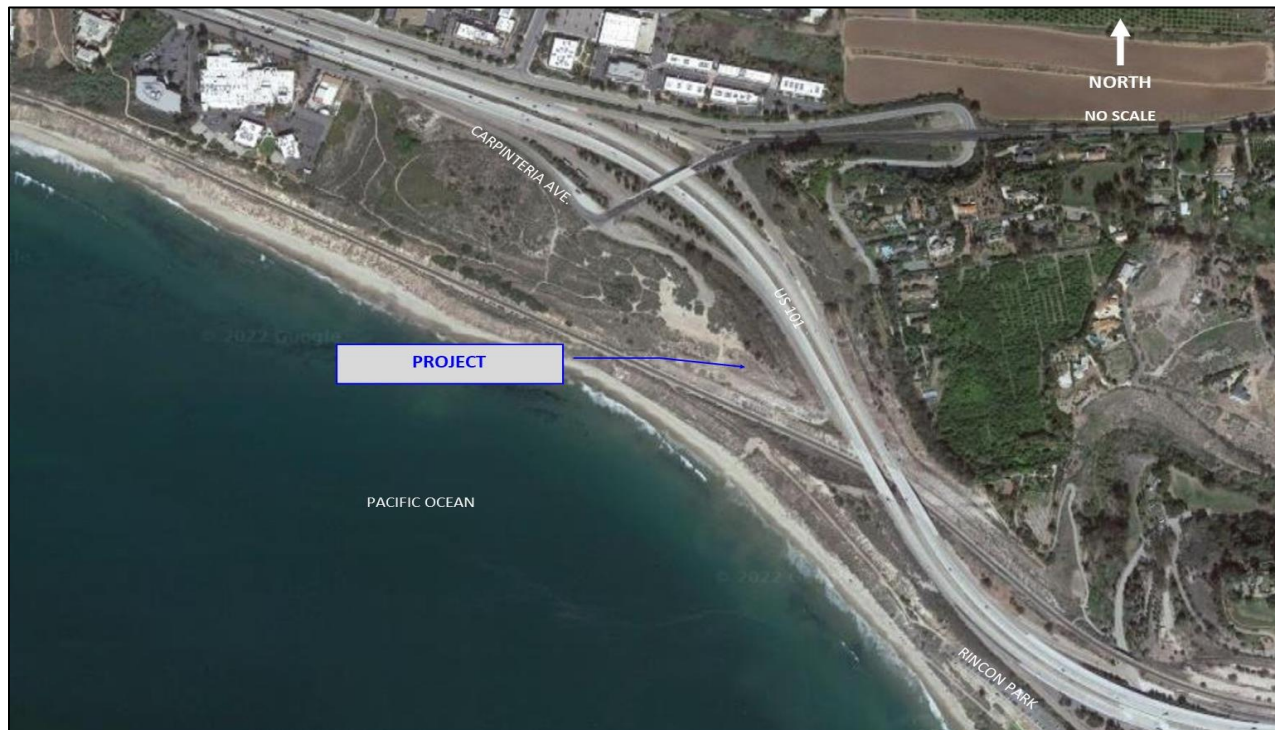
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure A			\$22,100	\$803,300		\$825,300
Mea A Grant			\$275,100			\$275,100
Total			\$297,100	\$803,300		\$1,100,400

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
RINCON MULTI-USE TRAIL PROJECT**

CIP CODE: AT-10

PUBLIC WORKS NUMBER: 15015

FINANCE NUMBER: PK-19-004



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new multi-use trail between Carpinteria Avenue and Rincon County Park. The objective of this project is to close one of the gaps in the California Coastal Trail. The California Department of Transportation is required to complete this project per the Conditional Use Permit/Coastal Development Permit of the Highway 101 Linden Avenue and Casitas Pass Road Interchanges and Via Real Extension Project.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$984,780	\$370,000	\$136,300			\$1,491,080
Right-of-Way	\$4,900		\$690,000			\$694,900
Construction				\$4,524,000	\$1,508,000	\$6,032,000
Total	\$989,680	\$370,000	\$826,300	\$4,524,000	\$1,508,000	\$8,217,980

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
State Grant	\$989,680	\$370,000	\$826,300	\$4,524,000	\$1,508,000	\$8,217,980
Total	\$989,680	\$370,000	\$826,300	\$4,524,000	\$1,508,000	\$8,217,980

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
LINDEN AVENUE IMPROVEMENTS PROJECT- CARPINTERIA AVENUE TO LINDEN AVENUE
OVERCROSSING**

CIP CODE: AT-23

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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$62,709	\$40,000	\$7,200			\$105,909
Right-of-Way						
Construction			\$263,100			\$263,100
Total	\$62,709	\$40,000	\$270,300			\$373,009

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
County Grant	\$62,709	\$40,000	\$270,300			\$373,009
Total	\$62,709	\$40,000	\$270,300			\$373,009

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
CITY HALL STORAGE PROJECT**

CIP CODE: GF-12
PUBLIC WORKS NUMBER: 15052
FINANCE NUMBER: PW-23-003



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new prefabricated storage building on City Hall campus. The objective of this project is to provide for additional file storage capacity and relocate existing files from storage rental facilities.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design		\$6,000	\$69,000			\$75,000
Right-of-Way						
Construction			\$425,000			\$425,000
Total		\$6,000	\$494,000			\$500,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure X		\$6,000	\$494,000			\$494,000
Total		\$6,000	\$494,000			\$500,000

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
CITY HALL SOLAR ENERGY GENERATION AND STORAGE PROJECT**

CIP CODE: GF-16
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 new solar energy generation (photovoltaic) and solar energy storage (battery) facilities. The objective of this project is to decrease long-term electric energy costs, provide for self-contained electric power, enhance resiliency, and decrease greenhouse gas emissions.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$4,200	\$20,000				\$24,200
Right-of-Way						
Construction			\$409,250			\$409,250
Total	\$4,200	\$20,000	\$409,250			\$433,450

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
General Fund	\$4,200					\$4,200
Measure X		\$20,000	\$36,850			\$56,850
State Grant			\$372,400			\$372,400
Total	\$4,200	\$20,000	\$409,250			\$433,450

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
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:

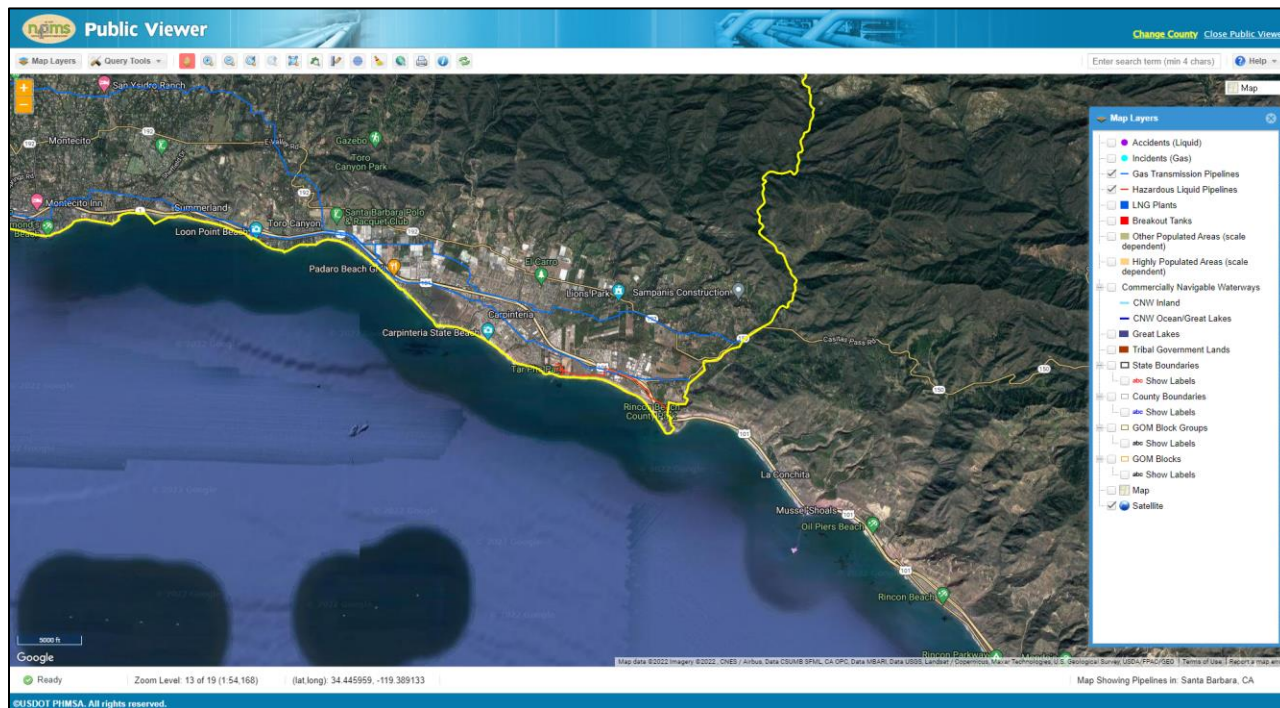
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$1,868,837	\$77,000	\$21,000			\$1,966,837
Right-of-Way	\$879,974					\$879,974
Construction					\$10,500,600	\$10,500,600
Total	\$2,748,811	\$77,000	\$21,000		\$10,500,600	\$13,347,411

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Federal Grant	\$2,178,396	\$68,000	\$17,700		\$9,296,200	\$11,560,296
Highway DIF	\$570,415	\$9,000	\$3,300		\$602,200	\$1,184,915
Measure A					\$602,200	\$602,200
Total	\$2,748,811	\$77,000	\$21,000		\$10,500,600	\$13,347,411

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
FORMER VENOCO OIL PIPELINE #470 ABANDONMENT PROJECT**

CIP CODE: Not Applicable
PUBLIC WORKS NUMBER: 15014
FINANCE NUMBER: NC-22-002



Source: National Pipeline Mapping System Public Viewer. U.S. Department of Transportation. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes abandoning a former oil pipeline. The objective of this project is for the interest of public safety and at the direction of the State of California Department of Forestry and Fire Protection, Office of the State Fire Marshal (State Fire Marshal).

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design		\$25,000	\$100,000			\$125,000
Right-of-Way			\$75,000			\$75,000
Construction			\$300,000			\$300,000
Total		\$25,000	\$475,000			\$500,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
State Grant		\$25,000	\$475,000			\$500,000
Total		\$25,000	\$475,000			\$500,000

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
MONTE VISTA PARK PLAYGROUND EQUIPMENT REPLACEMENT PROJECT**

CIP CODE: PR-05
PUBLIC WORKS NUMBER: 15025
FINANCE NUMBER: PK-23-002



Source: Conceptual Plan. City of Carpinteria. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes removal and replacement of playground equipment at Monte Vista Park. The objective of this project is to upgrade the playground equipment including accessibility.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design			\$10,000			\$10,000
Right-of-Way						
Construction			\$240,000			\$240,000
Total			\$250,000			\$250,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure X			\$250,000			\$250,000
Total			\$250,000			\$250,000

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
LIFEGUARD TOWER REPLACEMENT PROJECT**

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



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes removal and replacement of lifeguard tower at Linden Avenue beach-end. The objective of this project is to upgrade lifeguard tower.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design			\$15,000			\$15,000
Right-of-Way						
Construction			\$110,000			\$110,000
Total			\$125,000			\$125,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
State Grant			\$38,000			\$38,000
Tidelands			\$87,000			\$87,000
Total			\$125,000			\$125,000

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
COMMUNITY FARM PROJECT**

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



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new community farm, restroom, and privacy fence on the former Whitney Property (APN 001-070-012). The objective of this project is to provide for an agricultural education center designed around a small producing community farm.

ESTIMATED COST PER FISCAL YEAR:

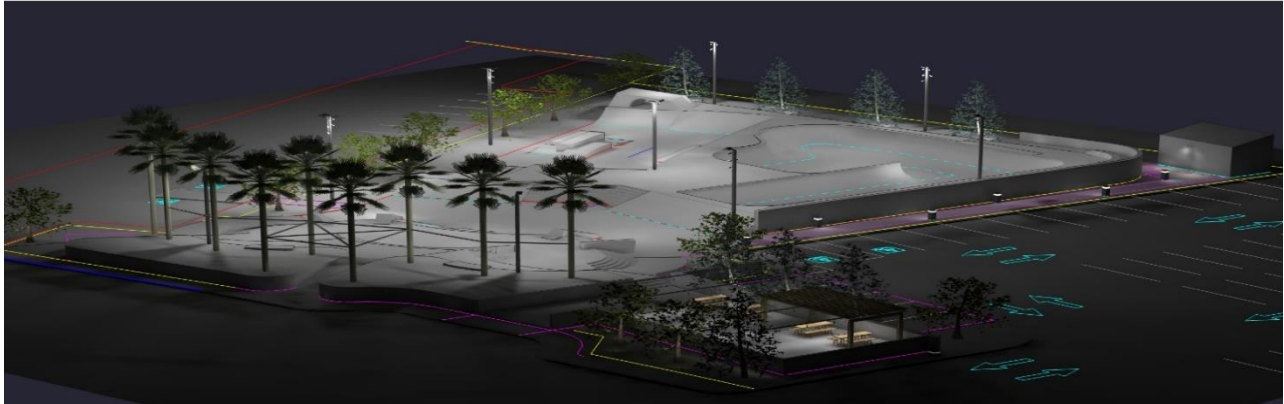
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$12,993		\$25,000	\$100,000		\$137,990
Right-of-Way						
Construction			\$275,000		\$2,000,000	\$2,275,000
Total	\$12,993		\$300,000	\$100,000	\$2,000,000	\$2,412,993

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure A	\$12,993					\$12,993
Measure X				\$50,000	\$500,000	\$550,000
Park DIF					\$100,000	\$100,000
State Grant			\$300,000	\$50,000	\$1,400,000	\$1,750,000
Total	\$12,993		\$300,000	\$100,000	\$2,000,000	\$2,412,993

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
CARPINTERIA SKATE PARK PROJECT**

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



Source: Concept Plan. City of Carpinteria. 2022

SCOPE OF WORK AND OBJECTIVE:

The scope of work includes a new skate park on the City Hall campus. The objective of this project is to build a public skate park with night lightning to serve the needs of the community

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$47,750					\$47,750
Right-of-Way						
Construction		\$300,000	\$2,146,000			\$2,446,000
Total	\$47,750	\$300,000	\$2,146,000			\$2,493,750

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
General Fund			\$980,000			\$980,000
Measure X			\$116,000			\$116,000
Park DIF			\$125,000			\$125,000
Private Fund	\$23,567	\$300,000	\$750,000			\$1,073,567
Quimby	\$24,183					\$24,186
State Grant			\$175,000			\$175,000
Total	\$47,750	\$300,000	\$2,146,000			\$2,493,750

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
BLUFFS II TRAIL PROJECT**

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



Source: Conceptual Plan. City of Carpinteria. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new 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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$19,455	\$15,000	\$50,600			\$85,055
Right-of-Way						
Construction			\$340,000			\$340,000
Total	\$19,455	\$15,000	\$390,600			\$425,055

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure A			\$38,000			\$38,000
Measure X		\$15,000	\$149,800			\$164,800
Parks DIF	\$19,455					\$19,455
State Grant			\$202,800			\$202,800
Total	\$19,455	\$15,000	\$390,600			\$425,055

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
BLUFFS PARK III PROJECT**

CIP CODE: PR-36
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:

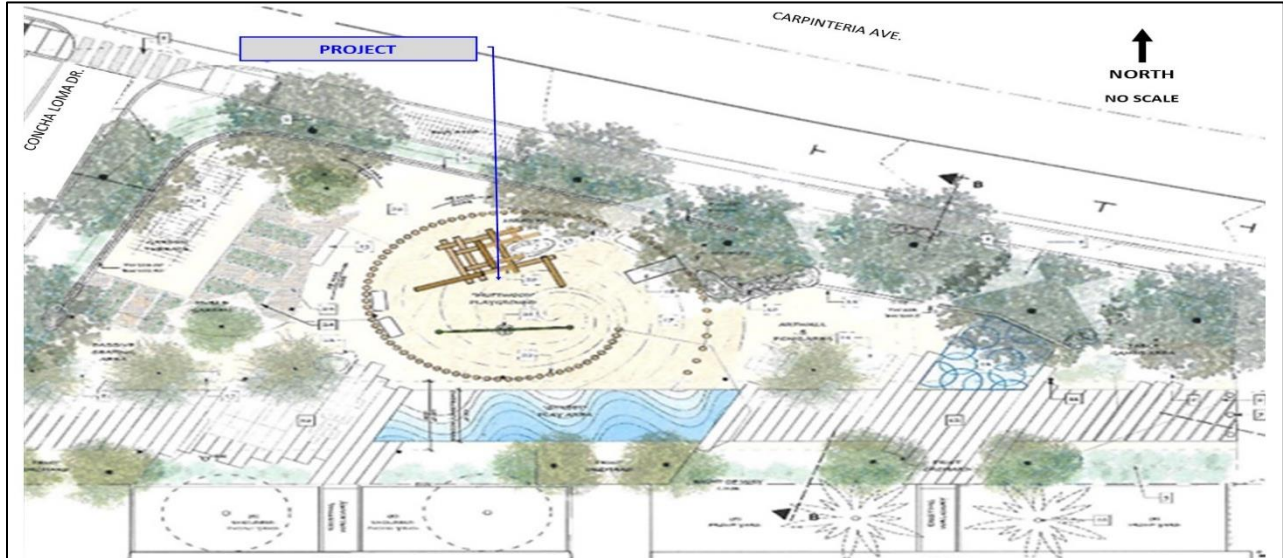
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$29,910		\$575,000			\$604,910
Right-of-Way						
Construction				\$1,775,000		\$1,775,000
Total	\$29,910		\$575,000	\$1,775,000		\$2,379,910

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Private Fund	\$29,910		\$575,000	\$1,775,000		\$2,379,910
Total	\$29,910		\$575,000	\$1,775,000		\$2,379,910

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
CONCHA PARK PROJECT**

CIP CODE: PR-42
PUBLIC WORKS NUMBER: 15126
FINANCE NUMBER: PK-19-002



Source: Concept Plan. City of Carpinteria. 2022

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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$8,288					\$8,288
Right-of-Way						
Construction		\$30,000	\$570,000			\$600,000
Total	\$8,288	\$30,000	\$570,000			\$608,288

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure X		\$23,600	\$570,000			\$593,600
Park DIF	\$8,288	\$6,400				\$14,688
Total	\$8,288	\$30,000	\$570,000			\$608,288

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
DUNE AND SHORELINE MANAGEMENT PLAN**

CIP CODE: PR-44
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 objective of this project is to protect 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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$130,109	\$110,000	\$115,000			\$355,109
Right-of-Way						
Construction						
Total	\$130,109	\$110,000	\$115,000			\$355,109

FUNDING SOURCE:

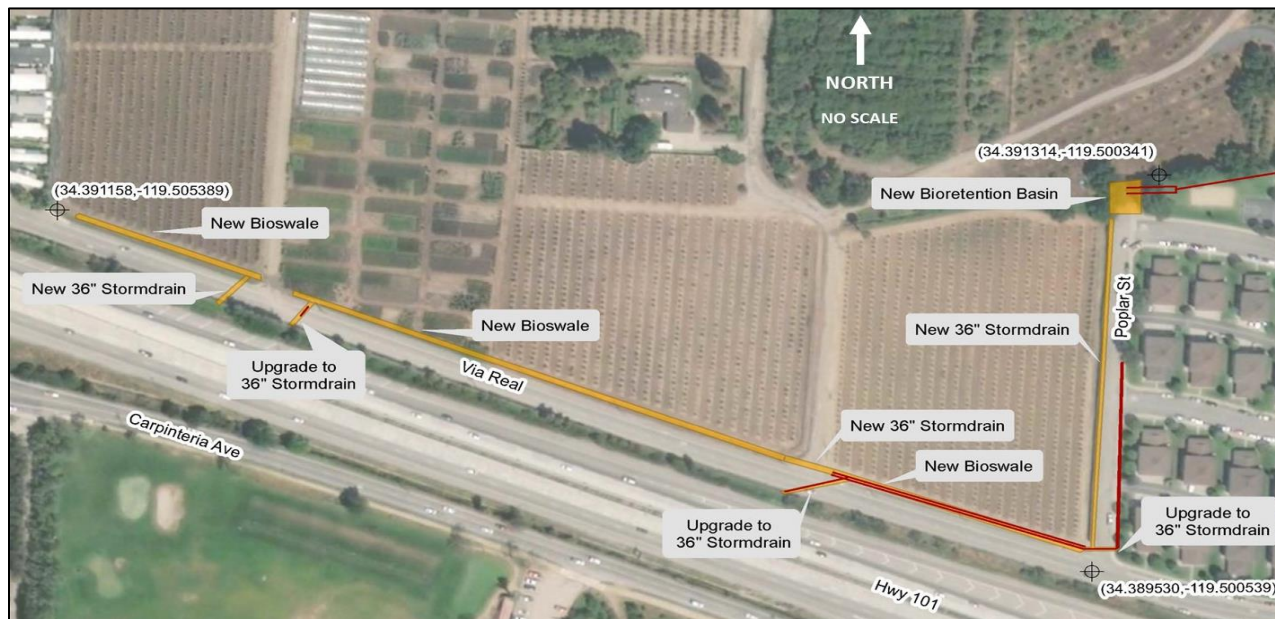
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
State Grant	\$114,900	\$93,500	\$100,650			\$309,050
Tidelands	\$15,209	\$16,500	\$14,350			\$46,059
Total	\$130,109	\$110,000	\$115,000			\$355,109

CITY OF CARPINTERIA CAPITAL IMPROVEMENT PROGRAM EAST VIA REAL STORMWATER PROJECT

CIP CODE: SD-02

PUBLIC WORKS NUMBER: 15019

FINANCE NUMBER: WM-21-001



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

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new storm drain in east Via Real and Poplar Street. The objective of this project is to improve stormwater drainage and quality.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$47,857	\$130,000				\$177,857
Right-of-Way						
Construction			\$1,569,700			\$1,569,700
Total	\$47,857	\$130,000	\$1,569,700			\$1,746,557

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Federal Grant	\$35,894	\$60,000	\$850,000			\$945,854
Measure A		\$27,000	\$230,400			\$257,400
State Grant			\$366,300			\$366,300
Storm DIF	\$11,963	\$43,000	\$123,000			\$177,963
Total	\$47,857	\$130,000	\$1,569,700			\$1,747,557

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
HIGHWAY 101 CARPINTERIA TO SANTA BARBARA PHASE 4A PROJECT**

CIP CODE: ST-21-002
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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design						
Right-of-Way						
Construction	\$28,719	\$22,000	\$26,300			\$77,019
Total	\$28,719	\$22,000	\$26,300			\$77,019

FUNDING SOURCE:

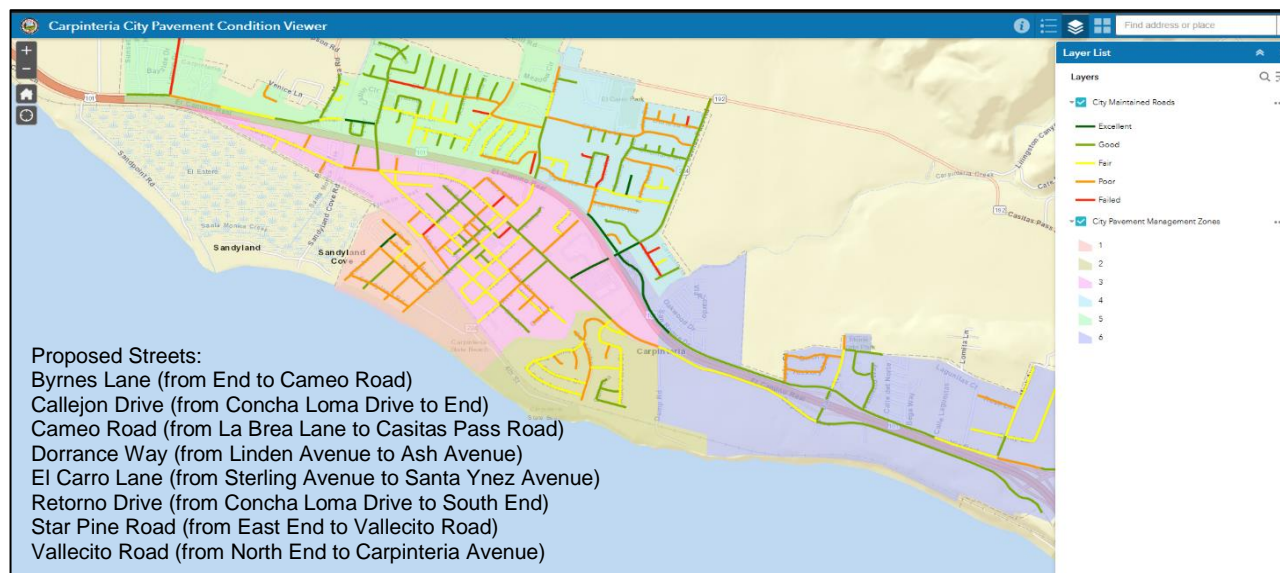
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
State Grant	\$28,719	\$22,000	\$26,300			\$77,019
Total	\$28,719	\$22,000	\$26,300			\$77,019

CITY OF CARPINTERIA CAPITAL IMPROVEMENT PROGRAM 2022 PAVEMENT REHABILITATION PROJECT

CIP CODE: ST-58

PUBLIC WORKS NUMBER: 15132

FINANCE NUMBER: ST-22-001



Source: Carpinteria Pavement Condition Viewer. City of Carpinteria. 2022

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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design			\$555,000			\$555,000
Right-of-Way						
Construction			\$415,000	\$1,245,000		\$1,660,000
Total			\$970,000	\$1,245,000		\$2,215,000

FUNDING SOURCE:

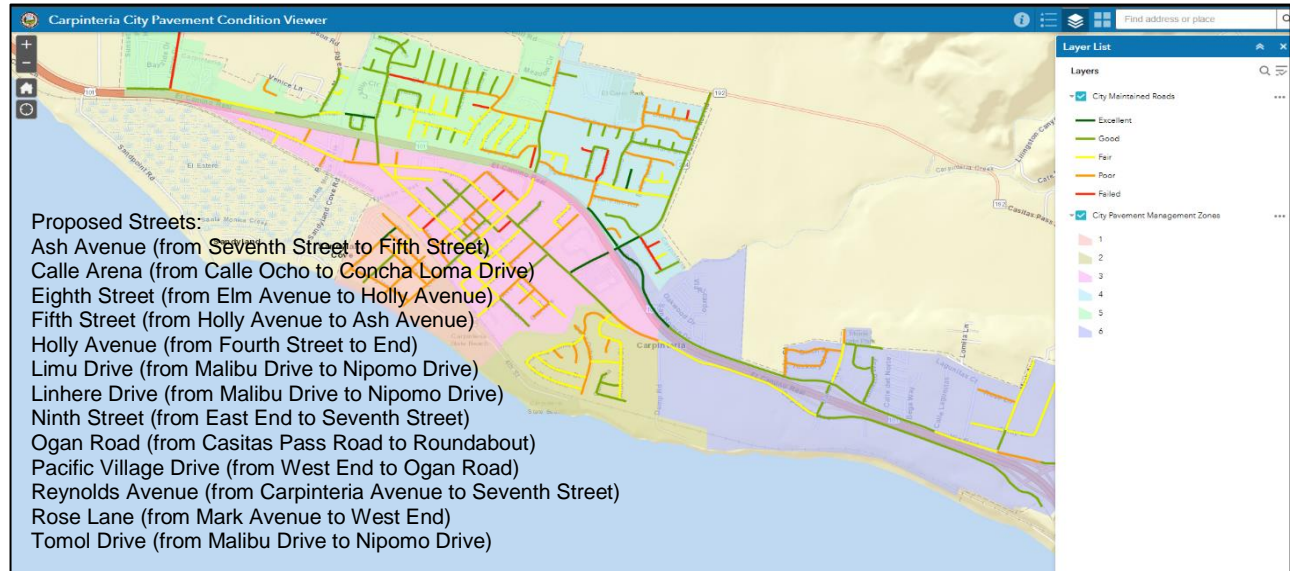
Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Federal Grant			\$555,000			\$555,000
Measure A				\$745,000		\$745,000
Measure X			\$110,000	\$500,000		\$800,000
Road Maint			\$290,000			\$100,000
Street DIF			\$15,000			\$15,000
Total			\$970,000	\$1,245,000		\$2,215,000

CITY OF CARPINTERIA CAPITAL IMPROVEMENT PROGRAM 2022 PAVEMENT MAINTENANCE PROJECT

CIP CODE: ST-63

PUBLIC WORKS NUMBER: 15131

FINANCE NUMBER: NC-22-001



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	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design						
Right-of-Way						
Construction		\$300,000	\$800,000			\$1,100,000
Total		\$300,000	\$800,000			\$1,100,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure X		\$300,000	\$800,000			\$1,100,000
Total		\$300,000	\$800,000			\$1,100,000

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
CARPINTERIA AVENUE AND PALM AVENUE INTERSECTIONS IMPROVEMENTS PROJECT**

CIP CODE: TC-01

PUBLIC WORKS NUMBER: 15121

FINANCE NUMBER: TR-21-002



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new traffic signal system at the intersection of Carpinteria Avenue and Palm Avenue. The objective of this project is to improve traffic flow and provide for a countermeasure to vehicular and pedestrian conflicts.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$16,020	\$45,000	\$12,000			\$73,020
Right-of-Way						
Construction			\$342,000			\$342,000
Total	\$16,020	\$45,000	\$354,000			\$415,020

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure A		\$45,000	\$265,000			\$310,000
Traffic DIF	\$16,020		\$89,000			\$105,020
Total	\$16,020	\$45,000	\$354,000			\$415,020

**CITY OF CARPINTERIA
CAPITAL IMPROVEMENT PROGRAM
CARPINTERIA HIGH SCHOOL AREA CROSSWALK SAFETY IMPROVEMENTS PROJECT**

CIP CODE: TC-03
PUBLIC WORKS NUMBER: 15125
FINANCE NUMBER: TR-21-003



Source: Google Maps. 2022

SCOPE OF WORK AND OBJECTIVE:

The general scope of work includes a new high intensity activated crosswalk system in front of Carpinteria High School. The objective of this project is to provide for a countermeasure to vehicular and pedestrian conflicts.

ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Design	\$5,250	\$40,000	\$90,000			\$135,250
Right-of-Way						
Construction			\$514,750			\$514,750
Total	\$5,250	\$40,000	\$604,750			\$650,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2021/2022	2022/2023	2023/2024	2024/2025	Total
Measure A	\$5,250	\$40,000	\$449,750			\$495,000
Traffic DIF			\$155,000			\$155,000
Total	\$5,250	\$40,000	\$604,750			\$650,000



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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 501 - Parks and Recreation Administration				
Expense				
51 - Personnel Services	235,234	287,450	299,100	360,350
52 - Professional Services	-	2,150	2,150	6,500
55 - Other Operating Expenses	610	700	300	700
57 - Capital Outlay	-	76,000	36,000	45,000
Expense Total:	235,844	366,300	337,550	412,550

III. Personnel Allocations

Position:	FTE Allocation:
Assistant City Manager	0.20
Aquatics Superintendent	0.10
Aquatics Program Coordinator	0.10
Management Analyst	0.50
Administrative Assistant	0.50
Parks, Recreation and Public Facilities Director	0.85
Total FTE Staff:	2.25

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.

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.	
FY2022/23 Objectives	Performance Measures
Increase participation in recreation programming through promotion and public relations.	<ol style="list-style-type: none"> 1. Survey no less than 100 program participants for feedback and satisfaction level. 2. Increase program revenues by 5% overall.
Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	<ol style="list-style-type: none"> 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.	Permits have been granted, (CDP, DP)
Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.	<ol style="list-style-type: none"> 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.

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 2022-2023 fiscal year:

Triton Swim and Water Polo Club

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



Masters Swimming

For adult swimmers, coached workouts are held Monday, Wednesday, and Friday in the evening and Tuesday and Thursday afternoons. All skill level swimmers are invited to improve their strength and endurance as well as gain better stroke technique and camaraderie.

Aqua Aerobics

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

Swimming Instruction

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

Carpinteria Unified School District Use

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

Facility Rentals

The community pool is offered to many other groups for use as needed on a rental basis. In the past, these have included Santa Barbara Swim Club for an age group swim meet,

traveling swim teams for workouts, marine survival training and others. This year the pool is expected to reach out to businesses or corporations to gain interest in pool facility rentals for fundraisers, parties, events, and gatherings.

Recreational Swim

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

Pool Concessions

The Goggle Shop at the community pool offers a variety of swimming related products for sale such as swim goggles, swim caps, towels, swim accessories, and sun block lotions. Concessions also include cold beverages and ice cream confections.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 521 - Community Pool Services				
Revenue				
42 - Licenses & Permits	120	-	150	150
43 - Intergovernmental	1,847	30,000	30,000	38,000
45 - Charges for services	125,562	152,700	165,000	163,850
46 - Interest	-	-	-	-
48 - Miscellaneous Revenue	8,203	1,150	1,150	15,800
Revenue Total:	135,732	183,850	196,300	217,800
Expense				
51 - Personnel Services	319,720	381,800	396,300	423,350
52 - Professional Services	3,360	14,000	14,000	20,000
53 - Contract Services	17,592	70,700	46,700	39,300
54 - Utilities	83,714	100,700	100,700	103,700
55 - Other Operating Expenses	51,127	59,650	74,900	80,050
57 - Capital Outlay	-	12,000	37,000	27,000
Expense Total:	475,513	638,850	669,600	693,400
Program: 523 - Swim Team Aquatics				
Revenue				
45 - Charges for services	17,631	35,000	40,000	40,000
Revenue Total:	17,631	35,000	40,000	40,000
Expense				
51 - Personnel Services	16,498	25,500	35,650	14,150
55 - Other Operating Expenses	853	5,950	5,800	6,100
Expense Total:	17,351	31,450	41,450	20,250

III. Personnel Allocations

Position:

FTE Allocation:

Aqua Aerobics Instructor	2.50
Aquatics Program Coordinator	0.55
Assistant Aquatics Program Coordinator	0.50
Aquatics Superintendent	0.80
Assistant Swim Coach	0.50
Beach Program Coordinator	0.50

City of Carpinteria	FY 2022/23 Operating Programs
Cashier/ Clerk	1.50
Managing Cashier/Clerk	4.00
Coach/ Swim Team	3.00
Administrative Assistant	0.125
Management Analyst	0.25
Parks, Recreation & Facilities Director	0.05
Pool Lifeguard	20.00
Senior Pool Lifeguard	3.00
Senior Parks & Facilities Maintenance Technician	0.15
Total FTE Staff:	37.42

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.

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.	
FY2022/23 Objectives	Performance Measures
Increase pool patronage.	<ol style="list-style-type: none"> 1. Increase pool patronage revenues by 5%. 2. Promote pool programs in City newsletters and other media.
Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool.	<ol style="list-style-type: none"> 1. Hire and train a sufficient number of recreation staff. 2. Enroll over 300 hundred youth to participate in swim team, swim lessons and water polo 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.	<ol style="list-style-type: none"> 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.

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

Depending upon availability of staff, 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.

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.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 522 - Junior Lifeguards				
Revenue				
45 - Charges for services	75,029	75,000	75,000	75,000
Revenue Total:	75,029	75,000	75,000	75,000
Expense				
51 - Personnel Services	64,473	82,450	85,300	134,750
53 - Contract Services	2,451	3,000	3,000	3,000
54 - Utilities	193	250	250	250
55 - Other Operating Expenses	3,564	14,000	17,000	17,500
Expense Total:	70,681	99,700	105,550	155,500
Program: 532 - Beach Store				
Revenue				
45 - Charges for services	-	10,000	10,000	10,000
Revenue Total:	-	10,000	10,000	10,000
Expense				
51 - Personnel Services	4,016	6,150	6,050	6,650
54 - Utilities	1,992	400	400	400
55 - Other Operating Expenses	-	6,500	6,500	6,500
Expense Total:	6,008	13,050	12,950	13,550

III. Personnel Allocations

Position:	FTE Allocation:
Aquatic/ Beach Program Coordinator	1.50
Aquatics Program Coordinator	0.35
Aquatics Superintendent	0.10
Beach Lifeguard I	9.00
Beach Lifeguard II	1.00
Beach Lifeguard Supervisor	1.50
Junior Lifeguard Instructor	15.00
Administrative Assistant	0.05
Management Analyst	0.10
Senior Beach Supervisor	0.50
Recreation Leader	6.00

Total FTE Staff: 35.10

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.

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.	
FY2022/23 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.	<ol style="list-style-type: none"> 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 with 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Build the berm prior to December 2022. 2. Monitor and, if needed, maintain the berm until spring of 2023. 3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2023.
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.

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 FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 541 - Special Events				
Revenue				
45 - Charges for services	2,885	4,100	7,600	7,600
Revenue Total:	2,885	4,100	7,600	7,600
Expense				
55 - Other Operating Expenses	-	100	1,600	2,500
Expense Total:	-	100	1,600	2,500

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.	
FY2022/23 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.
Analyze event for cost effectiveness.	Evaluate each special event for improvements and improve the profit margin on the event.
Seek new and cost effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.

Parks and 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.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 502 - Parks and Facilities Maintenance				
Revenue				
41 - Taxes	150,936	155,000	148,000	148,000
43 - Intergovernmental	57,901	57,900	70,400	70,500
45 - Charges for services	256,242	68,500	71,600	28,500
46 - Interest	408	-	-	-
48 - Miscellaneous Revenue	3,251	4,000	4,000	-
Revenue Total:	468,738	285,400	294,000	247,000
Expense				
51 - Personnel Services	255,033	346,450	349,650	399,600
52 - Professional Services	2,698	29,500	36,300	77,200
53 - Contract Services	214,022	263,100	269,150	284,100
54 - Utilities	113,362	111,950	111,950	114,400
55 - Other Operating Expenses	44,200	61,450	66,150	75,000
57 - Capital Outlay	61,817	88,850	11,000	277,950
Expense Total:	691,132	901,300	844,200	1,228,250
Program: 503 - Vets Hall/Seaside				
Revenue				
45 - Charges for services	28,140	60,500	61,000	66,200
48 - Miscellaneous Revenue	1,525	-	-	-
Revenue Total:	29,665	60,500	61,000	66,200
Expense				
51 - Personnel Services	24,117	18,650	18,850	19,050
52 - Professional Services	996	4,000	7,000	7,000
53 - Contract Services	21,294	20,900	22,050	22,400
54 - Utilities	12,754	14,950	14,950	15,200
55 - Other Operating Expenses	2,975	4,200	8,200	4,000
57 - Capital Outlay	-	-	-	40,000
Expense Total:	62,136	62,700	71,050	107,650
Program: 542 - Community Garden				
Revenue				
43 - Intergovernmental	22,794	25,300	25,300	26,100
45 - Charges for services	10,208	10,000	10,000	10,000
48 - Miscellaneous Revenue	150	-	-	-
Revenue Total:	33,152	35,300	35,300	36,100
Expense				
51 - Personnel Services	22,794	24,750	24,350	26,100
52 - Professional Services	-	50	50	50
53 - Contract Services	2,988	4,700	4,500	4,600
54 - Utilities	1,744	1,950	1,950	2,000
55 - Other Operating Expenses	817	1,500	1,500	1,500
Expense Total:	28,343	32,950	32,350	34,250

III. Personnel Allocations

Position:	FTE Allocation:
Community Garden Coordinator	0.50
Management Analyst	0.10
Administrative Assistant	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:	4.10

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.

V. Goals 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.	
FY2022/23 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.

Library Services

General and Measure X funds

Parks and Recreation and Public Facilities Department

I. Program Summary

Program to operate, maintain, and optimize a public library to serve the Carpinteria Community Library service area. A Library Advisory Commission will be staffed this year and meet monthly to establish a strategic plan among other things. A ribbon cutting will open the new fiscal year, with a full complement of staff including a City Librarian, a Community Engagement Librarian, and several Library Technicians. A volunteer program will be established and partnerships will be established with several community organizations. Programs for all ages are planned:

- **Free Orton-Gillingham**

Training teens to work with early elementary school students who are struggling with reading, this pilot program is facilitated by a professional reading instructor. If the summer program is successful, grants will be sought to continue the program through the year.

- **Stay and Play**

This is an early literacy program for care providers of pre-school children designed to educate informal caregivers (family, friends, and neighbors) in preparing preschool children for school readiness. It is also a supportive environment for childcare providers and an enrichment program for the children they care for.

- **Summer Reading Program**

Designed to prevent “summer slide” in reading skills for children, this program is a fun way to encourage reading, knowledge of library offerings, information literacy, and familiarity with library staff and environment. There are options for participation in person and online, in English and Spanish. The summer reading program also includes teens and adults.

- **Spanish Language Conversation Group**

This informal program promotes Spanish language learning and practice in a non-judgmental and encouraging environment.

- **English as a Second Language/Adult Literacy**

English Conversation Group where participants practice their English in a relaxing and casual environment. Any English language learner is welcome in this group. An adult literacy program will be developed over the course of the year. Adult Literacy is a one-to-one tutoring service for adults who want help improving reading, writing, and spelling skills in English, improving their ability to speak and understand English, working towards a General Education Diploma, and/or studying to become a US citizen. Volunteers are matched with learners that need help reaching their English goals.

- **Book Clubs**

Monthly book discussions for adults, including one in Spanish. The book club themes will be developed as the Community Assessments warrant.

- **Community Reads Program**

A Community Reads program encourages a whole community to read and/or listen to the same book and participate in topical programs and activities. Goals include building a sense of community and promoting literacy. This is a program that takes place over the course of several weeks.

Book-to-Action program

- Book to Action pairs the library with community partners to provide book-themed programming and related opportunities for lifelong learning and volunteering. Book to Action initiatives tackle important issues in the community and encourage reading, community discussion, and action through a series of events.

- **Materials Delivery for Homebound Patrons**

Provide physical materials to those patrons who are not able to get to the library.

- **Monthly Programs for All Ages**

In person and virtual programs based on current affairs, seasonal activities, and community interest.

Staff will conduct a Community Needs and Assets Assessment, to discover what the community needs and wants are, and what the community assets are, in order to create programming and collections that serve the community.

Library staff will purchase physical materials such as books, DVDs, and periodicals, as well as electronic content of e-books and audiobooks, in order to keep the collections interesting and useful.

Staffing: The Public Library requires a full-time staff of two with the help of several part-time staff. In FY 2022-23, the City will employ a full staff roster of 4.0 FTE.

Facility Maintenance: The Library facility will have been upgraded and repaired with new carpet, paint, and HVAC, as well as a new water bottle fill station, new library furniture, and some new IT upgrades. The City of Carpinteria now has a lease agreement with the County of Santa Barbara on the maintenance of the facility.

II. Budget Summary

	Prior Year Actuals FY2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Adopted Budget FY 2022/23
Program: 550 - City Library				
Revenue				
43 - Intergovernmental	-	-	-	147,100
48 - Miscellaneous Revenue	-	175,000	90,000	135,000
Revenue Total:	-	175,000	90,000	282,100
Expense				
51 - Personnel Services	-	132,350	116,350	415,650
52 - Professional Services	-	58,500	75,750	281,900
55 - Other Operating Expenses	-	5,000	5,000	35,000
57 - Capital Outlay	-	229,550	160,550	118,000
Expense Total:	-	425,400	357,650	850,550

II. Personnel Allocations

Position:	FTE Allocation:
City Librarian	1.00
Community Engagement Library Specialist	1.00
Library Technicians	2.00
Total FTE Staff:	4.00

III. Expense Summary

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, program supplies, and cleaning supplies.

Contract Services

This account is used to pay for outside services such as IT, Black Gold Library Cooperative, and professional services as needed over the course of the year. Repair and maintenance services such as HVAC filter replacement also fall into this category.

IV. Goals, Objectives & Performance Measures

PROGRAM:	Library Services
The Goal of the Library program is to plan and deliver responsive, inclusive, and accessible library services that support the informational and enrichment needs of those living and working in the Carpinteria Community Library service area.	
FY2022/23 Objectives	Performance Measures
Community Assessment, both needs and assets	<ol style="list-style-type: none"> 1. Assessment training for staff. 2. Plan, create, implement, and report on one community needs assessment. 3. Conduct no fewer than eight focus groups, and no fewer than 50 individual interviews.
Strategic Plan	Working with Library Advisory Commission, a three-year strategic plan will be developed.
Staff training	Provide training, as needed, to provide services as deemed appropriate.
Program development	Develop and implement 50 distinct programs.
Increase usage/participation	<ol style="list-style-type: none"> 1. Add 3000 new patrons. 2. Report 5000 active program participants.
Establish partnerships with local organizations	Develop relationships and mutually beneficial agreements with five local organizations.
Produce a one-community, one book program	Select one title and produce programming to encourage participation in community-wide activity.
Establish a volunteer program	Develop volunteer positions and recruit and train 10 volunteers to support library operations.
Apply for grants	Apply for five grants to support programs for patrons.



General Fund

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

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Revenue				
Program: 110 - City Manager				
101-111-4811 Reimbursement- Intergovernmental	19,180	-		
Program: 110 - City Manager Total:	19,180	-	-	-
Program: 130 - City Clerk				
101-131-4504 City Clerk Charges	15	300	300	300
Program: 130 - City Clerk Total:	15	300	300	300
Program: 160 - Economic Vitality				
101-161-4360 State Grants	6,385	-	-	-
101-162-4390 Private Grants	30,000	-	-	-
Program: 160 - Economic Vitality Total:	36,385	-	-	-
Program: 170 - Law Enforcement				
101-171-4120 Sales Tax Safety	76,838	77,000	87,500	89,200
101-171-4375 Federal Grant- COPS	295,099	150,000	165,000	150,000
Program: 170 - Law Enforcement Total:	371,937	227,000	252,500	239,200
Program: 200 - Financial Management Services				
101-201-4200 Business License Application Fee	16,390	14,000	10,000	10,000
101-201-4400 Finance Charges	11,578	4,000	4,000	4,000
101-201-4605 Cash Handling Charges	242	250	250	250
Program: 200 - Financial Management Services Total:	28,210	18,250	14,250	14,250
Program: 300 - CDD Administration & Planning				
101-302-4360 State Grants	14,279	180,000	60,000	378,000
101-302-4390 Private Grants	41,229	65,000	65,000	10,000
101-302-4547 General Plan Update Fee	5,051	5,500	5,500	5,000
Program: 300 - CDD Administration & Planning Total:	60,559	250,500	130,500	393,000
Program: 320 - Development Review and Building				
101-321-4220 Building/ Construction Permits	197,328	200,000	200,000	180,000
101-321-4260 Sign Permits	30	100	100	100
101-321-4503 Planning Charges	175,088	140,000	140,000	140,000
101-321-4509 Building Plan Check	126,355	300,000	300,000	120,000
Program: 320 - Development Review and Building Total:	498,801	640,100	640,100	440,100
Program: 330 - Code Compliance				
101-331-4210 Massage & Peddler Permits	5,705	4,000	3,500	3,500
101-331-4404 Parking Fines & Penalties	26,142	35,000	40,000	35,000
101-331-4406 Local Fines & Penalties	5,927	9,000	14,000	10,000
Program: 330 - Code Compliance Total:	37,774	48,000	57,500	48,500
Program: 340 - Animal Control				
101-341-4270 Dog Licenses	11,746	10,000	10,000	10,000
101-341-4271 Animal Keeping Permit	390	400	400	400
101-341-4565 Animal Control Fees	218	600	500	500
Program: 340 - Animal Control Total:	12,354	11,000	10,900	10,900

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Revenue				
Program: 400 - Public Works Administration				
101-401-4406 Local Fines & Penalties	-	200	200	200
101-401-4507 Public Works Charges	1,126	1,000	1,000	1,000
101-401-4802 Miscellaneous Income	780	200	200	200
Program: 400 - Public Works Administration Total:	1,906	1,400	1,400	1,400
Program: 402 - Engineering Permits				
101-402-4230 Engineering/ Street Permits	1,150	6,500	6,500	6,500
101-402-4240 Over-Size Load Permits	1,798	1,000	1,200	1,200
Program: 402 - Engineering Permits Total:	2,948	7,500	7,700	7,700
Program: 460 - Resource Conservation				
101-461-4802 Miscellaneous Income	7,114	5,800	6,000	-
Program: 460 - Resource Conservation Total:	7,114	5,800	6,000	-
Program: 900 - Non-departmental				
101-900-4100 Property Tax- Secured, Current Year	2,403,414	2,391,000	2,523,500	2,631,300
101-900-4101 Property Tax- Unsecured, Current Year	58,662	92,300	92,300	92,100
101-900-4102 Property Tax- Prior Year, Secured/Unsecured	50,510	39,600	39,600	40,400
101-900-4103 Property Tax- In Lieu	1,683,217	1,715,600	1,760,200	1,843,800
101-900-4111 Property Tax- Homeowners Exemption	10,534	11,000	11,000	11,000
101-900-4112 Property Tax- Documentary Transfer	116,333	100,000	100,000	100,000
101-900-4113 Property Tax- Supplemental Roll	45,914	45,800	45,800	51,000
101-900-4121 Sales Tax	1,791,182	2,022,000	2,098,200	2,087,600
101-900-4130 Franchise Fees - Cable	206,620	200,000	200,000	200,000
101-900-4135 Franchise Fees - Gas	32,573	31,500	43,100	43,100
101-900-4140 Franchise Fees - Refuse	310,965	315,000	315,000	315,000
101-900-4145 Franchise Fees - Electric	138,897	140,000	127,000	127,000
101-900-4150 Transient Occupancy Tax	1,550,478	2,100,000	2,262,200	2,262,200
101-900-4151 Transient Occupancy Tax - Short Term Rentals	658,713	800,000	800,000	800,000
101-900-4160 Business License Tax	41,159	62,000	62,000	62,000
101-900-4201 Short-Term Rental License	23,850	24,000	24,000	24,000
101-900-4300 DMV Parking Fees	12,354	14,000	14,000	14,000
101-900-4402 Court Fines & Penalties	1,294	1,200	1,200	1,200
101-900-4410 Property Tax- Interest/Penalties	3,668	10,000	10,000	10,000
101-900-4600 Interest Income	43,417	10,000	30,000	15,000
101-900-4601 Net Adjustment Fair Value	3,967	-	-	-
101-900-4602 Gain/Loss on Investment	2,667	-	-	-
101-900-4802 Miscellaneous Income	14,791	34,000	38,000	34,000
101-900-4804 SB90 Claims	1,012	1,000	1,000	1,000
101-900-4810 Reimbursement- State	3,375	14,500	14,500	-
101-900-4812 Reimbursement- Insurance Claim	(5,492)	-	-	-
101-900-4878 Sale of Property Gain/Loss	9,255	7,500	25,500	-
Program: 900 - Non-departmental Total:	9,213,330	10,182,000	10,638,100	10,765,700
Program: 990 - Transfers				
101-999-4920 From ARPA 105	-	2,535,950	1,269,000	1,267,000
Program: 990 - Transfers Total:	-	2,535,950	1,269,000	1,267,000
Revenue Total:	10,290,513	13,927,800	13,028,250	13,188,050

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 100 - City Council				
101-101-5101 Elected/Appointed Wages	17,050	18,600	18,600	18,600
101-101-5120 Health Insurance	111,661	125,000	125,000	131,250
101-101-5121 Dental Insurance	6,216	7,000	7,500	8,000
101-101-5122 Life Insurance	572	600	700	750
101-101-5123 Disability Insurance	35	50	100	150
101-101-5140 Medicare Tax	229	300	300	300
101-101-5150 Flexible Benefits Program	6,332	6,400	6,400	6,550
101-101-5151 Fitness Benefit	-	1,700	1,700	3,000
101-101-5500 Printing & Advertising	46	500	200	500
101-101-5505 Public Relations	1,742	3,850	4,500	5,000
101-101-5510 Dues & Subscriptions	8,326	10,900	10,900	12,000
101-101-5512 Meetings & Travel	350	3,400	3,600	10,000
101-101-5560 Supplies & Materials	156	750	500	500
101-102-5100 Regular Wages	-	37,000	37,000	21,550
101-102-5106 Other Pay	-	2,300	2,300	1,300
101-102-5120 Health Insurance	-	9,000	9,000	4,250
101-102-5121 Dental Insurance	-	500	500	400
101-102-5122 Life Insurance	-	100	100	50
101-102-5123 Disability Insurance	-	150	150	100
101-102-5130 PERS CLASSIC Contribution	-	1,000	1,000	3,100
101-102-5132 PERS Prepay UAAL	-	7,400	7,400	4,100
101-102-5140 Medicare Tax	-	500	500	300
101-102-5150 Flexible Benefits Program	-	500	500	200
101-102-5151 Fitness Benefit	-	100	100	100
101-102-5152 Cell Phone Allowance	-	200	200	200
101-102-5201 Professional Services	900	1,500	1,500	1,800
101-102-5500 Printing & Advertising	1,475	2,000	2,600	3,000
101-102-5512 Meetings & Travel	-	1,000	-	3,000
101-102-5590 Advisory Board Stipend	3,815	5,000	5,000	14,000
Program: 100 - City Council Total:	158,904	247,300	247,850	254,050
Program: 110 - City Manager				
101-111-5100 Regular Wages	197,994	242,000	242,000	307,450
101-111-5106 Other Pay	10,808	15,500	15,500	17,900
101-111-5108 Interpreter Pay	-	-	-	1,350
101-111-5120 Health Insurance	29,703	42,100	42,100	53,400
101-111-5121 Dental Insurance	2,141	3,100	3,100	4,650
101-111-5122 Life Insurance	1,852	600	600	750
101-111-5123 Disability Insurance	506	700	700	1,000
101-111-5130 PERS CLASSIC Contribution	21,391	25,800	25,800	35,100
101-111-5131 PERS PEPRRA Contribution	296	350	350	4,750
101-111-5132 PERS Prepay UAAL	33,271	41,600	41,600	46,700
101-111-5133 PERS Retiree Additional Contribution	3,870	3,500	3,500	3,500

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 110 - City Manager				
101-111-5134 Deferred Compensation	11,163	11,900	11,900	12,500
101-111-5140 Medicare Tax	3,123	3,800	3,800	4,450
101-111-5150 Flexible Benefits Program	3,719	4,200	4,200	3,150
101-111-5151 Fitness Benefit	44	500	500	1,450
101-111-5152 Cell Phone Allowance	780	800	800	800
101-111-5153 Auto Allowance	7,560	7,550	-	-
101-111-5201 Professional Services	10,150	25,000	25,000	15,000
101-111-5510 Dues & Subscriptions	-	250	250	1,500
101-111-5512 Meetings & Travel	159	1,000	5,000	5,000
101-111-5560 Supplies & Materials	-	100	-	100
Program: 110 - City Manager Total:	338,531	430,350	426,700	520,500
Program: 120 - City Attorney				
101-121-5270 Legal Services	738,357	685,000	685,000	685,000
101-121-5271 Litigation Legal Services	3,079	50,000	5,000	50,000
101-121-5272 Third Party Legal Services	57,259	50,000	65,000	50,000
101-121-5273 Legal Services - MHRS Ordinance	7,427	10,000	10,000	10,000
101-121-5301 Contract Services	-	1,000	-	-
101-121-5510 Dues & Subscriptions	2,463	2,500	2,500	2,500
Program: 120 - City Attorney Total:	808,584	798,500	767,500	797,500
Program: 130 - City Clerk				
101-131-5100 Regular Wages	59,706	57,600	57,600	69,500
101-131-5102 Part-time Wages	19,149	4,400	4,400	-
101-131-5104 Overtime Pay	32	100	50	-
101-131-5106 Other Pay	1,512	3,800	3,800	4,200
101-131-5120 Health Insurance	5,237	5,000	5,000	14,850
101-131-5121 Dental Insurance	323	300	300	650
101-131-5122 Life Insurance	195	200	200	300
101-131-5123 Disability Insurance	210	200	200	400
101-131-5130 PERS CLASSIC Contribution	6,069	6,400	-	5,100
101-131-5131 PERS PEPRRA Contribution	-	-	6,400	2,600
101-131-5132 PERS Prepay UAAL	9,461	9,000	9,000	6,800
101-131-5140 Medicare Tax	1,153	1,200	1,200	1,000
101-131-5141 Unemployment Insurance	741	-	-	-
101-131-5150 Flexible Benefits Program	688	700	700	1,000
101-131-5151 Fitness Benefit	70	200	200	450
101-131-5152 Cell Phone Allowance	715	500	500	500
101-131-5201 Professional Services	1,759	4,000	2,500	30,250
101-131-5500 Printing & Advertising	5,868	10,000	15,500	15,000
101-131-5510 Dues & Subscriptions	575	600	650	400
101-131-5512 Meetings & Travel	125	3,700	3,000	5,100
101-131-5560 Supplies & Materials	120	1,400	450	1,400

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 130 - City Clerk				
101-132-5100 Regular Wages	10,856	10,700	10,700	64,400
101-132-5106 Other Pay	275	700	700	3,900
101-132-5120 Health Insurance	931	900	900	14,400
101-132-5121 Dental Insurance	56	50	50	600
101-132-5122 Life Insurance	34	50	50	250
101-132-5123 Disability Insurance	36	50	50	350
101-132-5130 PERS CLASSIC Contribution	1,109	1,200	-	4,350
101-132-5131 PERS PEPRRA Contribution	-	-	1,200	2,600
101-132-5132 PERS Prepay UAAL	1,720	2,000	2,000	5,850
101-132-5140 Medicare Tax	159	150	150	950
101-132-5150 Flexible Benefits Program	122	100	100	900
101-132-5151 Fitness Benefit	13	50	50	400
101-132-5152 Cell Phone Allowance	-	300	300	300
101-132-5201 Professional Services	9,484	50,000	50,000	48,950
101-132-5560 Supplies & Materials	321	400	500	550
Program: 130 - City Clerk Total:	138,823	175,950	178,400	308,250
Program: 140 - Human Resources				
101-141-5100 Regular Wages	79,616	94,000	94,000	94,900
101-141-5102 Part-time Wages	30,699	40,000	40,000	44,200
101-141-5104 Overtime Pay	247	300	-	300
101-141-5106 Other Pay	1,988	6,800	6,800	5,750
101-141-5120 Health Insurance	8,023	18,200	18,200	8,200
101-141-5121 Dental Insurance	438	1,250	1,250	650
101-141-5122 Life Insurance	264	400	400	300
101-141-5123 Disability Insurance	276	400	400	400
101-141-5130 PERS CLASSIC Contribution	12,428	14,750	14,750	13,600
101-141-5132 PERS Prepay UAAL	19,033	22,000	22,000	18,050
101-141-5135 Retiree Health	50,423	43,400	45,000	28,000
101-141-5136 Retiree Life Insurance	244	250	250	250
101-141-5140 Medicare Tax	1,598	2,000	2,000	2,000
101-141-5141 Unemployment Insurance	5,984	2,000	2,000	-
101-141-5150 Flexible Benefits Program	934	1,400	1,400	1,000
101-141-5151 Fitness Benefit	-	400	400	450
101-141-5152 Cell Phone Allowance	780	800	800	800
101-141-5160 Health Insurance Fees - Retiree	213	250	250	300
101-141-5161 Health Insurance Fees	1,663	1,800	1,800	2,200
101-141-5201 Professional Services	26,000	65,000	65,000	56,000
101-141-5221 Employee Training	200	2,500	500	5,000
101-141-5501 Recruitment	3,885	30,000	30,000	10,000
101-141-5510 Dues & Subscriptions	655	5,000	5,000	5,800
101-141-5512 Meetings & Travel	1,653	5,000	5,000	7,800

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 140 - Human Resources				
101-141-5531 Employee/Public Relations	1,654	10,000	8,000	26,000
101-141-5532 Flexible Benefits Admin Fees	2,443	1,200	1,200	1,200
101-141-5533 Pre-placement Health	3,391	4,000	5,000	5,000
101-141-5560 Supplies & Materials	1,041	1,200	1,200	250
101-142-5100 Regular Wages	26,538	25,500	25,500	31,650
101-142-5106 Other Pay	663	1,200	1,200	1,900
101-142-5120 Health Insurance	2,809	2,700	2,700	2,750
101-142-5121 Dental Insurance	160	150	150	200
101-142-5122 Life Insurance	91	100	100	100
101-142-5123 Disability Insurance	93	100	100	150
101-142-5130 PERS CLASSIC Contribution	2,989	2,900	2,900	4,550
101-142-5132 PERS Prepay UAAL	4,636	4,000	4,000	6,000
101-142-5140 Medicare Tax	383	400	400	450
101-142-5150 Flexible Benefits Program	315	300	300	350
101-142-5151 Fitness Benefit	-	100	100	150
101-142-5152 Cell Phone Allowance	-	300	300	300
101-142-5221 Employee Training	-	500	500	2,500
101-142-5512 Meetings & Travel	50	1,700	100	500
101-142-5560 Supplies & Materials	674	1,400	1,400	1,500
101-142-5570 Liability Insurance	193,506	231,400	231,400	279,200
101-142-5571 Workers' Compensation	73,411	103,000	103,000	105,300
101-142-5572 Property Insurance/Bonding	103,388	97,900	97,900	101,000
Program: 140 - Human Resources Total:	665,476	847,950	844,650	876,950
Program: 150 - Emergency Preparedness				
101-151-5100 Regular Wages	66,075	69,100	69,100	58,150
101-151-5106 Other Pay	2,341	4,500	4,500	3,550
101-151-5120 Health Insurance	15,802	16,100	16,100	11,850
101-151-5121 Dental Insurance	845	950	950	1,150
101-151-5122 Life Insurance	195	200	200	200
101-151-5123 Disability Insurance	200	200	200	200
101-151-5130 PERS CLASSIC Contribution	1,930	1,950	1,950	1,450
101-151-5131 PERS PEPR Contribution	3,548	4,150	4,150	3,650
101-151-5132 PERS Prepay UAAL	3,131	2,500	2,500	2,050
101-151-5140 Medicare Tax	1,009	1,100	1,100	850
101-151-5150 Flexible Benefits Program	1,259	1,100	1,100	800
101-151-5151 Fitness Benefit	-	250	250	350
101-151-5152 Cell Phone Allowance	-	800	800	800
101-151-5153 Auto Allowance	840	850	-	-
101-151-5440 Utility - Communications/Telephone	878	1,000	1,000	2,400
101-151-5500 Printing & Advertising	-	-	-	1,800

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 150 - Emergency Preparedness				
101-151-5510 Dues & Subscriptions	75	150	350	250
101-151-5512 Meetings & Travel	-	-	-	2,500
101-151-5560 Supplies & Materials	401	-	500	3,400
Program: 150 - Emergency Preparedness Total:	98,528	104,900	104,750	95,400
Program: 160 - Economic Vitality				
101-161-5100 Regular Wages	37,465	58,000	58,000	54,700
101-161-5104 Overtime Pay	4	50	50	-
101-161-5106 Other Pay	722	2,550	2,550	3,250
101-161-5108 Interpreter Pay	390	400	400	-
101-161-5120 Health Insurance	11,484	12,000	12,000	11,200
101-161-5121 Dental Insurance	734	1,000	1,000	1,150
101-161-5122 Life Insurance	140	200	200	200
101-161-5123 Disability Insurance	135	150	150	250
101-161-5130 PERS CLASSIC Contribution	-	2,000	2,000	3,100
101-161-5131 PERS PEPRRA Contribution	2,821	2,800	2,800	2,550
101-161-5132 PERS Prepay UAAL	83	4,000	4,000	4,150
101-161-5140 Medicare Tax	565	800	800	800
101-161-5150 Flexible Benefits Program	801	800	800	700
101-161-5151 Fitness Benefit	10	250	250	350
101-161-5152 Cell Phone Allowance	715	800	800	800
101-161-5201 Professional Services	5,220	16,200	15,200	6,600
101-161-5301 Contract Services	5,365	27,400	7,000	15,000
101-161-5500 Printing & Advertising	26,574	20,000	7,500	5,000
101-161-5512 Meetings & Travel	121	200	200	2,000
101-161-5560 Supplies & Materials	1,519	3,500	200	9,500
101-162-5100 Regular Wages	-	20,800	20,800	21,550
101-162-5106 Other Pay	-	1,300	1,300	1,300
101-162-5120 Health Insurance	44	3,100	3,100	4,250
101-162-5121 Dental Insurance	-	100	100	400
101-162-5122 Life Insurance	3	50	50	50
101-162-5123 Disability Insurance	2	50	50	100
101-162-5130 PERS CLASSIC Contribution	-	2,100	2,100	3,100
101-162-5132 PERS Prepay UAAL	-	2,500	2,500	4,100
101-162-5140 Medicare Tax	-	300	300	300
101-162-5150 Flexible Benefits Program	5	200	200	200
101-162-5151 Fitness Benefit	-	50	50	100
101-162-5152 Cell Phone Allowance	-	150	150	150
101-162-5301 Contract Services	805	1,000	1,000	1,000
101-162-5602 Community Services Agreements/Contracts	53,900	-	-	-
101-163-5279 SB County Branch Library	30,000	30,000	30,000	-

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 160 - Economic Vitality				
101-163-5601 Community Services Grants	55,198	50,000	50,000	50,000
101-163-5602 Community Services Agreements/Contracts	10,000	22,500	12,000	11,650
Program: 160 - Economic Vitality Total:	244,825	287,300	239,600	219,550
Program: 170 - Law Enforcement				
101-171-5132 PERS Prepay UAAL	256,980	289,200	289,200	315,600
101-171-5133 PERS Retiree Additional Contribution	444	-	-	300
101-171-5253 SB County Mental Health	2,445	2,500	2,500	3,000
101-171-5254 SB County Sheriff	3,384,643	4,000,000	4,000,000	4,591,900
101-171-5255 SB County Sheriff Augmentation	61,240	50,000	50,000	50,000
101-171-5345 Equipment Repairs/Replacement	4,606	-	-	-
Program: 170 - Law Enforcement Total:	3,710,359	4,341,700	4,341,700	4,960,800
Program: 200 - Financial Management Services				
101-201-5100 Regular Wages	203,744	200,000	200,000	285,400
101-201-5102 Part-time Wages	3,367	24,900	24,900	5,800
101-201-5104 Overtime Pay	-	100	200	200
101-201-5106 Other Pay	8,197	12,300	12,300	14,850
101-201-5120 Health Insurance	34,844	38,000	38,000	68,650
101-201-5121 Dental Insurance	1,770	2,300	2,300	6,200
101-201-5122 Life Insurance	616	700	700	800
101-201-5123 Disability Insurance	601	700	700	1,300
101-201-5130 PERS CLASSIC Contribution	11,573	11,550	11,550	16,300
101-201-5131 PERS PEPRRA Contribution	7,852	7,850	7,850	13,100
101-201-5132 PERS Prepay UAAL	18,331	17,000	17,000	21,950
101-201-5140 Medicare Tax	3,140	3,400	3,400	4,250
101-201-5150 Flexible Benefits Program	2,834	3,100	3,100	4,000
101-201-5151 Fitness Benefit	734	500	500	1,850
101-201-5152 Cell Phone Allowance	1,560	1,600	1,600	1,200
101-201-5201 Professional Services	3,390	94,500	60,000	120,000
101-201-5210 Annual Audit	35,593	40,000	40,000	45,000
101-201-5236 Banking & Credit Card Fees	7,384	1,500	1,500	1,500
101-201-5301 Contract Services	433	500	300	500
101-201-5510 Dues & Subscriptions	1,629	1,150	1,150	1,000
101-201-5512 Meetings & Travel	1,163	8,000	5,000	8,000
101-201-5530 Interest/Penalty Fees	75	100	100	100
101-201-5560 Supplies & Materials	652	1,000	700	1,000
Program: 200 - Financial Management Services Total:	349,480	470,750	432,850	622,950
Program: 210 - Central Services				
101-211-5100 Regular Wages	80,253	78,500	78,500	56,900
101-211-5104 Overtime Pay	25	100	100	-
101-211-5106 Other Pay	1,745	4,000	4,000	3,050
101-211-5108 Interpreter Pay	1,560	1,550	1,550	200

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 210 - Central Services				
101-211-5120 Health Insurance	22,296	23,400	23,400	13,200
101-211-5121 Dental Insurance	1,196	1,700	1,700	1,100
101-211-5122 Life Insurance	281	300	300	150
101-211-5123 Disability Insurance	260	250	250	250
101-211-5130 PERS CLASSIC Contribution	2,431	2,500	2,500	3,500
101-211-5131 PERS PEPRA Contribution	4,687	4,800	4,800	2,500
101-211-5132 PERS Prepay UAAL	4,016	4,000	4,000	4,700
101-211-5140 Medicare Tax	1,223	1,300	1,300	800
101-211-5150 Flexible Benefits Program	1,642	1,800	1,800	800
101-211-5151 Fitness Benefit	197	500	500	350
101-211-5152 Cell Phone Allowance	-	400	400	400
101-211-5301 Contract Services	1,213	1,000	500	500
101-211-5345 Equipment Repairs/Replacement	1,543	-	-	-
101-211-5400 Utility - Electric	21,924	26,700	26,700	27,000
101-211-5410 Utility - Natural Gas	5,504	8,000	8,000	9,000
101-211-5420 Utility - Sewer	2,735	3,600	3,600	4,000
101-211-5430 Utility - Water	9,309	10,000	10,000	12,000
101-211-5440 Utility - Communications/Telephone	23,307	24,000	24,000	25,000
101-211-5500 Printing & Advertising	1,395	2,600	1,500	1,500
101-211-5509 Postage	7,800	9,000	8,500	9,000
101-211-5510 Dues & Subscriptions	293	400	400	400
101-211-5536 Equipment/Office Rent & Leases	28,910	22,000	22,000	23,000
101-211-5560 Supplies & Materials	16,970	23,000	16,000	16,000
101-211-5581 Vehicle Operations & Maintenance	1,293	1,500	750	1,500
101-211-5582 Fuel Expense	778	1,500	2,000	2,000
101-211-5761 Major Equipment	5,192	-	-	-
101-211-5763 Furniture & Fixtures	629	6,000	6,000	6,000
Program: 210 - Central Services Total:	250,607	264,400	255,050	224,800
Program: 220 - Management Information Services				
101-221-5100 Regular Wages	43,659	43,900	43,900	48,600
101-221-5106 Other Pay	1,756	2,650	2,650	2,750
101-221-5120 Health Insurance	7,681	9,000	9,000	10,400
101-221-5121 Dental Insurance	399	500	500	800
101-221-5122 Life Insurance	136	150	150	150
101-221-5123 Disability Insurance	134	150	150	200
101-221-5130 PERS CLASSIC Contribution	2,482	2,500	2,500	3,500
101-221-5131 PERS PEPRA Contribution	1,682	1,700	1,700	1,850
101-221-5132 PERS Prepay UAAL	3,928	3,000	3,000	4,700
101-221-5140 Medicare Tax	662	700	700	700
101-221-5150 Flexible Benefits Program	625	800	800	600

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 220 - Management Information Services				
101-221-5151 Fitness Benefit	157	200	200	250
101-221-5152 Cell Phone Allowance	-	400	400	400
101-221-5201 Professional Services	61,857	70,000	70,000	90,000
101-221-5345 Equipment Repairs/Replacement	1,415	2,000	1,000	2,000
101-221-5360 Software Subscription/Maintenance	48,314	63,650	63,650	82,200
101-221-5560 Supplies & Materials	269	1,000	1,000	1,000
101-221-5565 Computer Hardware/Replacement	5,268	20,000	20,000	20,000
101-221-5761 Major Equipment	20,930	-	-	-
Program: 220 - Management Information Services Total:	201,353	222,300	221,300	270,100
Program: 300 - CDD Administration & Planning				
101-301-5100 Regular Wages	66,755	68,800	68,800	74,050
101-301-5104 Overtime Pay	166	500	500	500
101-301-5106 Other Pay	1,457	3,700	3,700	3,850
101-301-5108 Interpreter Pay	195	200	200	200
101-301-5120 Health Insurance	11,524	11,100	11,100	11,200
101-301-5121 Dental Insurance	799	750	750	1,250
101-301-5122 Life Insurance	182	150	150	200
101-301-5123 Disability Insurance	223	200	200	300
101-301-5130 PERS CLASSIC Contribution	5,337	5,250	5,250	8,700
101-301-5131 PERS PEPRA Contribution	1,521	1,600	1,600	1,000
101-301-5132 PERS Prepay UAAL	8,267	8,000	8,000	11,600
101-301-5140 Medicare Tax	977	1,000	1,000	1,050
101-301-5150 Flexible Benefits Program	835	800	800	850
101-301-5151 Fitness Benefit	79	200	200	400
101-301-5152 Cell Phone Allowance	780	800	800	800
101-301-5512 Meetings & Travel	-	500	-	1,500
101-301-5560 Supplies & Materials	49	50	250	500
101-302-5100 Regular Wages	174,256	225,700	225,700	219,850
101-302-5104 Overtime Pay	124	1,000	500	500
101-302-5106 Other Pay	4,842	13,300	13,300	12,600
101-302-5108 Interpreter Pay	585	600	600	600
101-302-5120 Health Insurance	36,949	50,700	50,700	43,650
101-302-5121 Dental Insurance	2,619	3,700	3,700	2,850
101-302-5122 Life Insurance	507	600	600	700
101-302-5123 Disability Insurance	571	750	750	950
101-302-5130 PERS CLASSIC Contribution	10,991	10,850	10,850	16,500
101-302-5131 PERS PEPRA Contribution	5,997	9,900	9,900	8,000
101-302-5132 PERS Prepay UAAL	17,086	17,000	17,000	22,100
101-302-5140 Medicare Tax	2,518	3,350	3,350	3,200
101-302-5150 Flexible Benefits Program	2,092	2,700	2,700	2,500

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 300 - CDD Administration & Planning				
101-302-5151 Fitness Benefit	140	800	800	1,150
101-302-5152 Cell Phone Allowance	455	400	400	400
101-302-5201 Professional Services	108,103	345,000	100,000	300,000
101-302-5512 Meetings & Travel	-	1,500	-	-
Program: 300 - CDD Administration & Planning Total:	466,983	791,450	544,150	753,500
Program: 310 - Housing				
101-311-5100 Regular Wages	22,232	23,100	23,100	25,100
101-311-5104 Overtime Pay	84	300	250	500
101-311-5106 Other Pay	347	1,300	1,300	1,300
101-311-5120 Health Insurance	3,239	3,300	3,300	3,300
101-311-5121 Dental Insurance	196	200	200	350
101-311-5122 Life Insurance	53	50	50	50
101-311-5123 Disability Insurance	67	50	50	100
101-311-5130 PERS CLASSIC Contribution	1,666	1,650	1,650	2,350
101-311-5131 PERS PEPRA Contribution	583	650	650	650
101-311-5132 PERS Prepay UAAL	2,603	2,500	2,500	3,100
101-311-5140 Medicare Tax	325	350	350	350
101-311-5150 Flexible Benefits Program	249	250	250	250
101-311-5151 Fitness Benefit	28	50	50	100
101-311-5152 Cell Phone Allowance	7	100	100	100
101-311-5201 Professional Services	-	30,000	-	-
Program: 310 - Housing Total:	31,678	63,850	33,800	37,600
Program: 320 - Development Review and Building				
101-321-5100 Regular Wages	307,358	307,800	307,800	338,150
101-321-5104 Overtime Pay	741	1,000	1,500	1,500
101-321-5106 Other Pay	9,709	16,000	16,000	16,950
101-321-5108 Interpreter Pay	1,170	1,200	1,200	1,150
101-321-5120 Health Insurance	57,561	58,000	58,000	61,050
101-321-5121 Dental Insurance	4,490	4,500	4,500	7,200
101-321-5122 Life Insurance	951	900	900	1,200
101-321-5123 Disability Insurance	1,063	1,000	1,000	1,700
101-321-5130 PERS CLASSIC Contribution	23,103	22,650	22,650	42,100
101-321-5131 PERS PEPRA Contribution	8,090	7,850	7,850	3,350
101-321-5132 PERS Prepay UAAL	35,617	36,700	36,700	55,950
101-321-5140 Medicare Tax	4,543	4,600	4,600	4,900
101-321-5150 Flexible Benefits Program	4,655	4,500	4,500	4,600
101-321-5151 Fitness Benefit	363	1,200	1,200	2,100
101-321-5152 Cell Phone Allowance	1,664	1,600	1,600	1,600
101-321-5201 Professional Services	85,737	120,000	120,000	100,000
101-321-5440 Utility - Communications/Telephone	127	600	600	600

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 320 - Development Review and Building				
101-321-5500 Printing & Advertising	-	150	5,300	1,950
101-321-5510 Dues & Subscriptions	5,282	5,650	5,650	5,650
101-321-5512 Meetings & Travel	-	1,100	250	1,800
101-321-5560 Supplies & Materials	-	250	-	250
101-321-5581 Vehicle Operations & Maintenance	640	1,000	1,000	1,000
101-321-5582 Fuel Expense	-	-	1,600	1,600
Program: 320 - Development Review and Building Total:	552,863	598,250	604,400	656,350
Program: 330 - Code Compliance				
101-331-5100 Regular Wages	197,050	218,800	218,800	235,000
101-331-5104 Overtime Pay	1,653	2,000	500	1,000
101-331-5106 Other Pay	3,648	11,500	11,500	11,750
101-331-5120 Health Insurance	61,361	60,500	60,500	65,300
101-331-5121 Dental Insurance	4,152	4,400	4,400	6,450
101-331-5122 Life Insurance	713	700	700	1,000
101-331-5123 Disability Insurance	730	700	700	1,250
101-331-5130 PERS CLASSIC Contribution	16,234	17,550	17,550	24,700
101-331-5131 PERS PEPRA Contribution	4,131	4,500	4,500	4,800
101-331-5132 PERS Prepay UAAL	25,404	28,000	28,000	32,900
101-331-5140 Medicare Tax	2,928	3,350	3,350	3,400
101-331-5150 Flexible Benefits Program	3,466	3,500	3,500	3,600
101-331-5151 Fitness Benefit	124	1,000	1,000	1,650
101-331-5152 Cell Phone Allowance	2,509	2,400	2,400	2,000
101-331-5171 Uniform Allowance	300	800	800	800
101-331-5301 Contract Services	2,000	2,400	2,400	2,400
101-331-5500 Printing & Advertising	-	2,200	-	500
101-331-5510 Dues & Subscriptions	285	500	500	500
101-331-5512 Meetings & Travel	939	3,500	1,500	3,200
101-331-5560 Supplies & Materials	274	300	300	300
101-331-5581 Vehicle Operations & Maintenance	3,349	2,000	2,000	2,000
101-331-5582 Fuel Expense	1,351	2,000	3,500	3,500
Program: 330 - Code Compliance Total:	332,600	372,600	368,400	408,000
Program: 340 - Animal Control				
101-341-5100 Regular Wages	42,985	53,200	53,200	59,550
101-341-5104 Overtime Pay	900	1,100	500	1,000
101-341-5106 Other Pay	205	2,200	2,200	2,300
101-341-5120 Health Insurance	19,295	18,400	18,400	20,450
101-341-5121 Dental Insurance	1,304	1,400	1,400	1,750
101-341-5122 Life Insurance	158	150	150	300
101-341-5123 Disability Insurance	184	200	200	400
101-341-5130 PERS CLASSIC Contribution	2,855	3,750	3,750	5,500

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 340 - Animal Control				
<u>101-341-5131</u> PERS PEPRA Contribution	1,396	1,550	1,550	1,600
<u>101-341-5132</u> PERS Prepay UAAL	4,479	5,000	5,000	7,350
<u>101-341-5140</u> Medicare Tax	638	800	800	850
<u>101-341-5150</u> Flexible Benefits Program	988	1,000	1,000	1,050
<u>101-341-5151</u> Fitness Benefit	35	300	300	500
<u>101-341-5152</u> Cell Phone Allowance	52	800	800	800
<u>101-341-5201</u> Professional Services	21,868	20,000	20,000	20,000
<u>101-341-5500</u> Printing & Advertising	486	750	-	200
<u>101-341-5510</u> Dues & Subscriptions	250	250	250	250
<u>101-341-5560</u> Supplies & Materials	277	400	400	400
Program: 340 - Animal Control Total:	98,356	111,250	109,900	124,250
Program: 400 - Public Works Administration				
<u>101-401-5100</u> Regular Wages	129,871	169,000	169,000	188,150
<u>101-401-5104</u> Overtime Pay	1,412	1,000	500	1,000
<u>101-401-5106</u> Other Pay	8,880	11,000	11,000	11,100
<u>101-401-5120</u> Health Insurance	15,717	28,100	28,100	38,250
<u>101-401-5121</u> Dental Insurance	1,276	2,200	2,200	2,450
<u>101-401-5122</u> Life Insurance	430	550	550	600
<u>101-401-5123</u> Disability Insurance	417	500	500	800
<u>101-401-5130</u> PERS CLASSIC Contribution	9,419	12,700	12,700	13,900
<u>101-401-5131</u> PERS PEPRA Contribution	3,564	4,050	4,050	6,950
<u>101-401-5132</u> PERS Prepay UAAL	14,991	22,000	22,000	18,650
<u>101-401-5140</u> Medicare Tax	2,019	2,600	2,600	2,750
<u>101-401-5150</u> Flexible Benefits Program	1,700	2,100	2,100	2,300
<u>101-401-5151</u> Fitness Benefit	75	600	600	1,050
<u>101-401-5152</u> Cell Phone Allowance	3,192	1,000	1,000	1,000
<u>101-401-5201</u> Professional Services	-	95,000	25,000	65,000
<u>101-401-5301</u> Contract Services	9,802	28,500	6,000	20,000
<u>101-401-5500</u> Printing & Advertising	1,529	2,500	400	2,500
<u>101-401-5510</u> Dues & Subscriptions	2,475	3,900	2,000	3,700
<u>101-401-5512</u> Meetings & Travel	2,312	3,300	3,000	4,300
<u>101-401-5560</u> Supplies & Materials	35	500	500	500
<u>101-403-5100</u> Regular Wages	115,736	146,600	146,600	162,200
<u>101-403-5104</u> Overtime Pay	519	600	1,000	500
<u>101-403-5106</u> Other Pay	8,011	9,300	9,300	9,400
<u>101-403-5108</u> Interpreter Pay	39	50	50	-
<u>101-403-5120</u> Health Insurance	16,028	28,600	28,600	35,800
<u>101-403-5121</u> Dental Insurance	1,440	2,000	2,000	2,250
<u>101-403-5122</u> Life Insurance	339	450	450	500
<u>101-403-5123</u> Disability Insurance	355	500	500	700

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 400 - Public Works Administration				
101-403-5130 PERS CLASSIC Contribution	6,972	11,900	11,900	9,700
101-403-5131 PERS PEPRA Contribution	4,131	2,900	2,900	7,200
101-403-5132 PERS Prepay UAAL	10,893	19,000	19,000	13,050
101-403-5140 Medicare Tax	1,802	2,200	2,200	2,350
101-403-5150 Flexible Benefits Program	1,748	1,900	1,900	1,950
101-403-5151 Fitness Benefit	19	500	500	900
101-403-5152 Cell Phone Allowance	46	800	800	800
Program: 400 - Public Works Administration Total:	377,194	618,400	521,500	632,250
Program: 450 - Watershed Management				
101-451-5100 Regular Wages	66,769	75,000	75,000	74,500
101-451-5104 Overtime Pay	1,058	1,000	1,000	1,000
101-451-5106 Other Pay	3,124	5,000	5,000	3,900
101-451-5108 Interpreter Pay	78	100	100	-
101-451-5120 Health Insurance	11,289	13,500	13,500	16,750
101-451-5121 Dental Insurance	1,111	1,400	1,400	1,750
101-451-5122 Life Insurance	230	250	250	300
101-451-5123 Disability Insurance	221	250	250	400
101-451-5130 PERS CLASSIC Contribution	6,303	6,800	6,800	7,900
101-451-5131 PERS PEPRA Contribution	881	1,000	1,000	1,450
101-451-5132 PERS Prepay UAAL	9,588	9,000	9,000	10,550
101-451-5140 Medicare Tax	1,015	1,100	1,100	1,100
101-451-5150 Flexible Benefits Program	1,078	1,200	1,200	1,200
101-451-5151 Fitness Benefit	94	300	300	550
101-451-5152 Cell Phone Allowance	29	400	400	400
101-451-5301 Contract Services	18,163	30,000	21,000	30,000
101-451-5500 Printing & Advertising	1,356	1,500	1,200	1,500
101-451-5510 Dues & Subscriptions	450	16,050	12,000	16,200
101-451-5512 Meetings & Travel	-	900	1,000	3,500
101-451-5560 Supplies & Materials	344	1,300	-	1,300
Program: 450 - Watershed Management Total:	123,181	166,050	151,500	174,250
Program: 460 - Resource Conservation				
101-461-5100 Regular Wages	32,693	33,600	33,600	-
101-461-5106 Other Pay	1,272	2,100	2,100	-
101-461-5120 Health Insurance	3,986	4,100	4,100	-
101-461-5121 Dental Insurance	258	300	300	-
101-461-5122 Life Insurance	113	100	100	-
101-461-5123 Disability Insurance	103	100	100	-
101-461-5130 PERS CLASSIC Contribution	3,253	3,200	3,200	-
101-461-5131 PERS PEPRA Contribution	314	350	350	-
101-461-5132 PERS Prepay UAAL	5,022	4,000	4,000	-

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 460 - Resource Conservation				
101-461-5140 Medicare Tax	479	500	500	-
101-461-5150 Flexible Benefits Program	418	450	450	-
101-461-5151 Fitness Benefit	94	100	100	-
101-461-5152 Cell Phone Allowance	23	400	400	-
101-461-5301 Contract Services	-	1,000	1,000	-
101-461-5510 Dues & Subscriptions	1,075	1,200	850	-
101-461-5512 Meetings & Travel	-	500	-	-
101-461-5536 Equipment/Office Rent & Leases	2,632	3,150	3,150	-
Program: 460 - Resource Conservation Total:	51,734	55,150	54,300	-
Program: 500 - Parks & Facilities Improvement and Maintenance				
101-501-5100 Regular Wages	68,016	74,400	74,400	89,850
101-501-5102 Part-time Wages	3,276	1,000	10,000	1,700
101-501-5104 Overtime Pay	911	600	-	-
101-501-5106 Other Pay	3,564	2,800	2,800	5,500
101-501-5120 Health Insurance	10,951	12,300	12,300	20,100
101-501-5121 Dental Insurance	842	1,000	1,000	1,000
101-501-5122 Life Insurance	184	200	200	250
101-501-5123 Disability Insurance	216	200	200	350
101-501-5130 PERS CLASSIC Contribution	7,748	8,050	8,050	9,300
101-501-5131 PERS PEPRA Contribution	-	-	-	1,900
101-501-5132 PERS Prepay UAAL	12,037	13,000	13,000	12,400
101-501-5140 Medicare Tax	1,092	1,200	1,200	1,300
101-501-5150 Flexible Benefits Program	869	900	900	900
101-501-5151 Fitness Benefit	-	250	250	400
101-501-5152 Cell Phone Allowance	806	800	800	800
101-501-5500 Printing & Advertising	136	-	-	-
101-501-5510 Dues & Subscriptions	317	200	200	200
101-501-5512 Meetings & Travel	-	-	100	500
101-501-5560 Supplies & Materials	157	500	-	-
101-502-5100 Regular Wages	6,643	26,000	26,000	27,350
101-502-5104 Overtime Pay	312	600	3,000	3,000
101-502-5106 Other Pay	256	1,000	1,000	1,000
101-502-5120 Health Insurance	2,281	8,800	8,800	9,650
101-502-5121 Dental Insurance	182	900	900	1,050
101-502-5122 Life Insurance	15	50	50	150
101-502-5123 Disability Insurance	20	100	100	200
101-502-5130 PERS CLASSIC Contribution	693	2,800	2,800	3,900
101-502-5132 PERS Prepay UAAL	1,043	3,000	3,000	5,200
101-502-5140 Medicare Tax	106	400	400	400
101-502-5150 Flexible Benefits Program	123	100	100	500

	Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 101 - GENERAL FUND				
Expense				
Program: 500 - Parks & Facilities Improvement and Maintenance				
101-502-5151 Fitness Benefit	-	150	150	250
101-502-5201 Professional Services	-	-	200	10,000
101-502-5301 Contract Services	4,136	10,000	10,000	10,500
101-502-5345 Equipment Repairs/Replacement	-	2,000	3,500	13,000
101-502-5350 Landscape Maintenance	14,321	8,700	8,700	9,000
101-502-5357 Tree Replacement	-	-	-	1,000
101-502-5362 Janitorial Services	18,893	21,000	23,000	24,000
101-502-5510 Dues & Subscriptions	1,377	1,400	1,400	1,500
101-502-5560 Supplies & Materials	1,987	1,500	1,500	2,000
101-502-5561 Janitorial Supplies	2,795	6,000	6,000	5,000
101-502-5567 Landscaping Supply Repairs & Replacement	-	1,200	1,200	1,200
101-502-5761 Major Equipment	-	-	-	15,000
101-502-5764 Improvements	-	-	-	39,000
Program: 500 - Parks & Facilities Improvement and Maintenance Total:	166,303	213,100	227,200	330,300
Program: 990 - Transfers				
101-999-5901 To Capital Asset Reserve 103	-	-	-	611,576
101-999-5905 To Park Maintenance 204	123,838	115,391	140,741	218,100
101-999-5907 To ROW 209	29,673	29,222	45,522	17,700
101-999-5909 To Recreation Services 213	301,721	233,731	361,431	474,450
101-999-5911 To Capital Improvement 301	4,200	-	-	-
101-999-5912 To General Reserve 102	-	50,459	-	1,046,209
101-999-5917 To Library Fund 202	-	-	-	30,000
Program: 990 - Transfers Total:	459,432	428,803	547,694	2,398,035
Expense Total:	9,625,795	11,610,303	11,223,194	14,665,385
Fund: 101 - GENERAL FUND Surplus (Deficit):	664,718	2,317,497	1,805,056	(1,477,335)
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS				
Revenue				
Program: 900 - Non-departmental				
102-900-4600 Interest Income	13,927	3,750	6,000	2,000
102-900-4601 Net Adjustment Fair Value	(10,402)	-	-	-
102-900-4602 Gain/Loss on Investment	910	-	-	-
Program: 900 - Non-departmental Total:	4,435	3,750	6,000	2,000
Program: 990 - Transfers				
102-999-4916 From General 101	-	50,459	-	1,046,209
Program: 990 - Transfers Total:	-	50,459	-	1,046,209
Revenue Total:	4,435	54,209	6,000	1,048,209
Expense				
Program: 500 - Parks & Facilities Improvement and Maintenance				
102-502-5356 Tree Maintenance	-	-	3,900	-
102-502-5764 Improvements	-	77,850	-	73,950
Program: 500 - Parks & Facilities Improvement and Maintenance Total:	-	77,850	3,900	73,950

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS					
Expense					
Program: 990 - Transfers					
102-999-5911	To Capital Improvement 301	-	1,170,000	190,000	980,000
Program: 990 - Transfers Total:		-	1,170,000	190,000	980,000
Expense Total:		-	1,247,850	193,900	1,053,950
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS Surplus (Deficit):		4,435	(1,193,641)	(187,900)	(5,741)
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE					
Revenue					
Program: 900 - Non-departmental					
103-900-4600	Interest Income	6,157	1,500	3,000	500
103-900-4601	Net Adjustment Fair Value	(4,458)	-	-	-
103-900-4602	Gain/Loss on Investment	407	-	-	-
Program: 900 - Non-departmental Total:		2,107	1,500	3,000	500
Program: 990 - Transfers					
103-999-4916	From General 101	-	-	-	611,576
Program: 990 - Transfers Total:		-	-	-	611,576
Revenue Total:		2,107	1,500	3,000	612,076
Expense					
Program: 330 - Code Compliance					
103-331-5762	Vehicle Purchase	-	44,000	45,650	-
Program: 330 - Code Compliance Total:		-	44,000	45,650	-
Program: 500 - Parks & Facilities Improvement and Maintenance					
103-501-5762	Vehicle Purchase	-	76,000	36,000	45,000
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		-	76,000	36,000	45,000
Program: 990 - Transfers					
103-999-5911	To Capital Improvement 301	31,008	-	-	-
Program: 990 - Transfers Total:		31,008	-	-	-
Expense Total:		31,008	120,000	81,650	45,000
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE Surplus (Deficit):		(28,902)	(118,500)	(78,650)	567,076

Measure X Fund

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

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 104 - MEASURE X FUND					
Revenue					
Program: 460 - Resource Conservation					
104-461-4802	Miscellaneous Income	-	-	-	6,000
Program: 460 - Resource Conservation Total:		-	-	-	6,000
Program: 900 - Non-departmental					
104-900-4122	Sales Tax - Local	3,403,550	3,764,000	3,989,000	3,959,000
104-900-4600	Interest Income	35,810	7,500	15,000	10,000
104-900-4601	Net Adjustment Fair Value	(26,674)	-	-	-
104-900-4602	Gain/Loss on Investment	2,250	-	-	-
Program: 900 - Non-departmental Total:		3,414,935	3,771,500	4,004,000	3,969,000
Program: 990 - Transfers					
104-999-4920	From ARPA 105	-	151,750	76,000	75,000
Program: 990 - Transfers Total:		-	151,750	76,000	75,000
Revenue Total:		3,414,935	3,923,250	4,080,000	4,050,000
Expense					
Program: 120 - City Attorney					
104-121-5270	Legal Services	109,063	67,500	5,000	5,000
Program: 120 - City Attorney Total:		109,063	67,500	5,000	5,000
Program: 130 - City Clerk					
104-131-5201	Professional Services	12,990	18,000	-	-
Program: 130 - City Clerk Total:		12,990	18,000	-	-
Program: 160 - Economic Vitality					
104-161-5201	Professional Services	59,340	60,000	60,000	60,000
104-162-5601	Community Services Grants	-	-	-	250,000
104-163-5201	Professional Services	5,698	10,400	10,400	-
104-163-5279	SB County Branch Library	250,000	250,000	250,000	-
104-163-5601	Community Services Grants	37,720	75,000	75,000	144,500
104-163-5602	Community Services Agreements/Contracts	-	-	22,050	22,050
Program: 160 - Economic Vitality Total:		352,758	395,400	417,450	476,550
Program: 170 - Law Enforcement					
104-171-5254	SB County Sheriff	465,000	600,000	600,000	686,100
Program: 170 - Law Enforcement Total:		465,000	600,000	600,000	686,100
Program: 180 - Racial Equity					
104-181-5100	Regular Wages	-	34,000	34,000	35,900
104-181-5106	Other Pay	-	2,100	2,100	2,150
104-181-5120	Health Insurance	-	5,000	5,000	7,100
104-181-5121	Dental Insurance	-	150	150	650
104-181-5122	Life Insurance	-	50	50	100
104-181-5123	Disability Insurance	-	100	100	150
104-181-5130	PERS CLASSIC Contribution	-	3,600	3,600	5,150
104-181-5132	PERS Prepay UAAL	-	5,000	5,000	6,800

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 104 - MEASURE X FUND					
Expense					
Program: 180 - Racial Equity					
104-181-5100	Regular Wages	-	34,000	34,000	35,900
104-181-5106	Other Pay	-	2,100	2,100	2,150
104-181-5120	Health Insurance	-	5,000	5,000	7,100
104-181-5121	Dental Insurance	-	150	150	650
104-181-5122	Life Insurance	-	50	50	100
104-181-5123	Disability Insurance	-	100	100	150
104-181-5130	PERS CLASSIC Contribution	-	3,600	3,600	5,150
104-181-5132	PERS Prepay UAAL	-	5,000	5,000	6,800
104-181-5140	Medicare Tax	-	500	500	500
104-181-5150	Flexible Benefits Program	-	300	300	350
104-181-5151	Fitness Benefit	-	100	100	150
104-181-5152	Cell Phone Allowance	-	150	150	300
104-181-5201	Professional Services	-	63,600	63,600	89,800
104-181-5440	Utility - Communications/Telephone	-	150	150	300
104-181-5512	Meetings & Travel	-	2,000	2,000	2,000
Program: 180 - Racial Equity Total:		-	116,800	116,800	151,400
Program: 220 - Management Information Services					
104-221-5360	Software Subscription/Maintenance	-	6,000	4,000	2,000
Program: 220 - Management Information Services Total:		-	6,000	4,000	2,000
Program: 300 - CDD Administration & Planning					
104-302-5100	Regular Wages	-	20,000	20,000	23,900
104-302-5106	Other Pay	-	600	600	1,450
104-302-5120	Health Insurance	-	6,000	6,000	5,700
104-302-5121	Dental Insurance	-	600	600	150
104-302-5122	Life Insurance	-	100	100	50
104-302-5123	Disability Insurance	-	100	100	100
104-302-5131	PERS PEPRRA Contribution	-	2,000	2,000	1,850
104-302-5132	PERS Prepay UAAL	-	100	100	50
104-302-5140	Medicare Tax	-	300	300	350
104-302-5150	Flexible Benefits Program	-	300	300	250
104-302-5151	Fitness Benefit	-	-	50	100
104-302-5152	Cell Phone Allowance	-	200	200	300
104-302-5201	Professional Services	-	135,000	40,000	100,200
Program: 300 - CDD Administration & Planning Total:		-	165,300	70,350	134,450
Program: 310 - Housing					
104-311-5201	Professional Services	-	-	10,000	55,000
Program: 310 - Housing Total:		-	-	10,000	55,000
Program: 430 - Street Maintenance					
104-431-5302	Street Maintenance	-	150,000	-	150,000
Program: 430 - Street Maintenance Total:		-	150,000	-	150,000
Program: 460 - Resource Conservation					
104-461-5100	Regular Wages	-	-	-	30,600
104-461-5106	Other Pay	-	-	-	1,900
104-461-5120	Health Insurance	-	-	-	4,750
104-461-5121	Dental Insurance	-	-	-	350
104-461-5122	Life Insurance	-	-	-	100
104-461-5123	Disability Insurance	-	-	-	150
104-461-5130	PERS Classic Contribution	-	-	-	3,800
104-461-5131	PERS Pepra Contribution	-	-	-	300
104-461-5132	PERS Prepay UAAL	-	-	-	5,050
104-461-5140	Medicare Tax	-	-	-	450
104-461-5150	Flexible Benefits Program	-	-	-	400

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 104 - MEASURE X FUND					
Expense					
Program: 460 - Resource Conservation					
104-461-5151	Fitness Benefit	-	-	-	200
104-461-5152	Cell Phone Allowance	-	-	-	400
104-461-5301	Contract Services	-	-	-	58,000
104-461-5500	Printing& Advertising	-	-	-	500
104-461-5510	Dues & Subscriptions	-	-	-	350
104-461-5512	Meeting & Travel	-	-	-	1,500
104-461-5536	Equipment/Office Rent & Leases	-	-	-	2,000
104-461-5560	Supplies & Materials	-	-	-	500
Program: 460 - Resource Conservation Total:		-	-	-	111,300
Program: 500 - Parks & Facilities Improvement and Maintenance					
104-502-5100	Regular Wages	94,972	135,000	135,000	160,350
104-502-5102	Part-time Wages	10,064	-	-	-
104-502-5104	Overtime Pay	292	500	500	1,500
104-502-5106	Other Pay	2,374	3,800	3,800	8,450
104-502-5120	Health Insurance	37,082	64,000	64,000	64,800
104-502-5121	Dental Insurance	2,208	4,000	4,000	5,400
104-502-5122	Life Insurance	351	600	600	600
104-502-5123	Disability Insurance	307	500	500	650
104-502-5130	PERS CLASSIC Contribution	1,571	1,500	1,500	2,350
104-502-5131	PERS PEPRA Contribution	6,303	6,700	6,700	11,000
104-502-5132	PERS Prepay UAAL	2,606	3,500	3,500	3,350
104-502-5140	Medicare Tax	1,565	1,500	1,500	2,350
104-502-5150	Flexible Benefits Program	1,430	2,700	2,700	2,750
104-502-5151	Fitness Benefit	-	800	800	1,250
104-502-5152	Cell Phone Allowance	527	500	500	1,000
104-502-5171	Uniform Allowance	204	400	400	400
104-502-5180	Individual Equipment/Safety	-	700	700	500
104-502-5201	Professional Services	-	24,000	24,000	24,000
104-502-5301	Contract Services	-	-	-	20,000
104-502-5345	Equipment Repairs/Replacement	45	50	-	-
104-502-5440	Utility - Communications/Telephone	275	800	800	900
104-502-5500	Printing & Advertising	46	50	50	100
104-502-5536	Equipment/Office Rent & Leases	7,800	5,400	5,400	5,400
104-502-5560	Supplies & Materials	41	100	100	10,000
104-502-5763	Furniture & Fixtures	33,559	10,000	10,000	20,000
104-502-5764	Improvements	23,526	1,000	1,000	30,000
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		227,147	268,100	268,050	377,100
Program: 990 - Transfers					
104-999-5905	To Park Maintenance 204	50,000	80,000	80,000	120,000
104-999-5907	To ROW 209	-	30,000	30,000	50,000
104-999-5909	To Recreation Services 213	50,000	50,000	50,000	80,000
104-999-5911	To Capital Improvement 301	1,557,856	2,205,305	1,652,550	2,526,650
104-999-5917	To Library Fund 202	-	300,250	327,500	630,750
Program: 990 - Transfers Total:		1,657,856	2,665,555	2,140,050	3,407,400
Expense Total:		2,824,814	4,452,655	3,631,700	5,556,300
Fund: 104 - MEASURE X FUND Surplus (Deficit):		590,121	(529,405)	448,300	(1,506,300)

American Rescue Plan Act Fund

The American Rescue Plan Act (ARPA) Fund is used to account for Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, part of ARPA, delivers \$350 billion to state, local and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 105 - AMERICAN RESCUE PLAN ACT (ARPA) FUNDS					
Revenue					
Program: 900 - Non-departmental					
105-900-4370	Federal Grants	-	3,202,000	1,601,000	1,601,000
105-900-4600	Interest Income	-	10,000	10,000	-
Program: 900 - Non-departmental Total:		-	3,212,000	1,611,000	1,601,000
Revenue Total:		-	3,212,000	1,611,000	1,601,000
Expense					
Program: 990 - Transfers					
105-999-5900	To General 101	-	2,535,950	1,269,000	1,267,000
105-999-5902	To Traffic Safety 201	-	4,100	2,100	2,000
105-999-5903	To Tidelands 207	-	48,250	24,500	24,000
105-999-5904	To PBIA 210	-	4,300	2,200	2,000
105-999-5905	To Park Maintenance 204	-	42,100	21,100	21,000
105-999-5906	To Street Lighting 208	-	5,250	2,600	2,500
105-999-5907	To ROW 209	-	51,000	26,000	25,000
105-999-5909	To Recreation Services 213	-	165,400	83,000	82,000
105-999-5910	To Gas Fund 205	-	55,700	28,000	27,000
105-999-5913	To AB 939 211	-	46,950	24,000	23,000
105-999-5915	To Measure A 215	-	76,350	39,000	38,000
105-999-5916	To Peg 217	-	10,300	6,000	5,500
105-999-5918	To Measure X 104	-	151,750	76,000	75,000
105-999-5919	To Local Transportation 206	-	14,600	7,500	7,000
Program: 990 - Transfers Total:		-	3,212,000	1,611,000	1,601,000
Expense Total:		-	3,212,000	1,611,000	1,601,000

Traffic Safety Fund

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

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 201 - TRAFFIC SAFETY FUND					
Revenue					
Program: 330 - Code Compliance					
201-331-4408	California Vehicle Code Penalties	13,242	15,000	22,500	15,000
201-331-4600	Interest Income	46	50	50	50
201-331-4601	Net Adjustment Fair Value	(6)	-	-	-
201-331-4602	Gain/Loss on Investment	4	-	-	-
201-331-4802	Miscellaneous Income	6,919	2,500	2,500	2,500
201-331-4810	Reimbursement- State	1,211	-	-	-
Program: 330 - Code Compliance Total:		21,415	17,550	25,050	17,550
Program: 990 - Transfers					
201-999-4920	From ARPA 105	-	4,100	2,100	2,000
Program: 990 - Transfers Total:		-	4,100	2,100	2,000
Revenue Total:		21,415	21,650	27,150	19,550
Expense					
Program: 170 - Law Enforcement					
201-171-5254	SB County Sheriff	35,000	-	-	-
Program: 170 - Law Enforcement Total:		35,000	-	-	-
Program: 330 - Code Compliance					
201-331-5102	Part-time Wages	9,071	16,000	18,000	20,000
201-331-5131	PERS PEPRA Contribution	166	500	500	500
201-331-5132	PERS Prepay UAAL	5	50	50	50
201-331-5140	Medicare Tax	132	250	250	300
201-331-5141	Unemployment Insurance	2,421	-	-	-
201-331-5560	Supplies & Materials	386	-	-	-
Program: 330 - Code Compliance Total:		12,181	16,800	18,800	20,850
Expense Total:		47,181	16,800	18,800	20,850
Fund: 201 - TRAFFIC SAFETY FUND Surplus (Deficit):		(25,766)	4,850	8,350	(1,300)

Library Fund

The Library Fund is used to account for revenue and expenses related to the Carpinteria Library which will be transferred to the City from the County of Santa Barbara on July 1, 2022.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 202 - LIBRARY FUND					
Revenue					
Program: 550 - City Library					
202-550-4365	Per Capita County Funding	-	-	-	147,100
202-550-4806	Donations	-	-	-	50,000
Program: 550 - City Library Total:		-	-	-	197,100
Program: 990 - Transfers					
202-999-4916	From General 101	-	-	-	30,000
202-999-4918	From Measure X 104	-	300,250	327,500	630,750
Program: 990 - Transfers Total:		-	300,250	327,500	660,750
Revenue Total:		-	300,250	327,500	857,850
Expense					
Program: 100 - City Council					
202-102-5590	Advisory Board Stipend	-	-	-	6,000
Program: 100 - City Council Total:		-	-	-	6,000
Program: 220 - Management Information Services					
202-221-5201	Professional Services	-	13,000	20,000	20,000
202-221-5360	Software Subscription/Maintenance	-	-	3,000	5,000
202-221-5565	Computer Hardware/ Replacement	-	3,000	3,000	7,500
Program: 220 - Management Information Services Total:		-	16,000	26,000	32,500
Program: 500 - Parks & Facilities Improvement and Maintenance					
202-501-5100	Regular Wages	-	20,000	20,000	28,700
202-501-5106	Other Pay	-	1,000	1,000	1,750
202-501-5120	Health Insurance	-	3,000	3,000	5,700
202-501-5121	Dental Insurance	-	100	100	500
202-501-5122	Life Insurance	-	100	100	50
202-501-5123	Disability Insurance	-	100	100	100
202-501-5130	PERS CLASSIC Contribution	-	3,000	3,000	4,100
202-501-5132	PERS Prepay UAAL	-	3,500	3,500	5,450
202-501-5140	Medicare Tax	-	400	400	400
202-501-5150	Flexible Benefits Program	-	250	250	250
202-501-5151	Fitness Benefit	-	50	50	100
202-501-5152	Cell Phone Allowance	-	200	200	200
202-501-5440	Utility - Communications/Telephone	-	150	150	4,500
202-501-5512	Meetings & Travel	-	2,000	2,000	2,000
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		-	33,850	33,850	53,800
Program: 550 - City Library					
202-550-5100	Regular Wages	-	80,000	70,000	199,400
202-550-5102	Part-time Wages	-	16,000	10,000	113,100
202-550-5106	Other Pay	-	3,000	3,000	12,150
202-550-5120	Health Insurance	-	9,000	9,000	30,750
202-550-5121	Dental Insurance	-	600	600	5,250
202-550-5122	Life Insurance	-	400	400	750
202-550-5123	Disability Insurance	-	300	300	850
202-550-5130	PERS CLASSIC Contribution	-	9,000	8,000	16,000

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 202 - LIBRARY FUND					
Program: 550 - City Library					
<u>202-550-5131</u>	PERS PEPRRA Contribution	-	-	1,000	6,700
<u>202-550-5132</u>	PERS Prepay UAAL	-	10,000	10,000	21,400
<u>202-550-5140</u>	Medicare Tax	-	2,000	2,000	4,500
<u>202-550-5150</u>	Flexible Benefits Program	-	1,000	1,000	2,600
<u>202-550-5151</u>	Fitness Benefit	-	750	750	1,200
<u>202-550-5152</u>	Cell Phone Allowance	-	300	300	1,000
<u>202-550-5201</u>	Professional Services	-	40,500	53,500	10,000
<u>202-550-5202</u>	Library Programs	-	-	-	20,000
<u>202-550-5203</u>	Library Operating Services	-	10,000	10,000	70,000
<u>202-550-5301</u>	Contract Services	-	-	-	3,500
<u>202-550-5345</u>	Equipment Repairs/Replacement	-	-	500	13,000
<u>202-550-5350</u>	Landscape Maintenance	-	-	-	2,700
<u>202-550-5362</u>	Janitorial Services	-	-	-	10,000
<u>202-550-5400</u>	Utility - Electric	-	-	-	3,000
<u>202-550-5410</u>	Utility - Natural Gas	-	-	-	500
<u>202-550-5420</u>	Utility - Sewer	-	-	-	500
<u>202-550-5430</u>	Utility - Water	-	-	-	2,400
<u>202-550-5440</u>	Utility - Communications/Telephone	-	-	500	2,500
<u>202-550-5500</u>	Printing & Advertising	-	-	5,000	10,000
<u>202-550-5510</u>	Dues & Subscriptions	-	5,000	750	800
<u>202-550-5512</u>	Meeting & Travel	-	-	500	6,000
<u>202-550-5520</u>	Books	-	-	-	50,000
<u>202-550-5521</u>	Periodicals	-	-	-	3,000
<u>202-550-5522</u>	Digital Materials	-	-	-	50,000
<u>202-550-5523</u>	Library of Things	-	-	-	20,000
<u>202-550-5560</u>	Supplies & Materials	-	5,000	5,000	35,000
<u>202-550-5561</u>	Janitorial Supplies	-	-	-	2,000
<u>202-550-5567</u>	Landscaping Supply Repairs & Replacement	-	-	2,000	2,000
<u>202-550-5761</u>	Major Equipment	-	42,550	58,550	-
<u>202-550-5763</u>	Furniture & Fixtures	-	15,000	15,000	-
<u>202-550-5764</u>	Improvements	-	-	-	33,000
Program: 550 - City Library Total:		-	250,400	267,650	765,550
Expense Total:		-	300,250	327,500	857,850

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND					
Revenue					
Program: 430 - Street Maintenance					
203-431-4166	New Construction Fee	-	300	300	-
203-431-4314	Road Maintenance Rehab Program (SB1)	247,211	267,400	266,500	292,200
203-431-4600	Interest Income	2,164	1,250	1,000	500
203-431-4601	Net Adjustment Fair Value	(1,025)	-	-	-
203-431-4602	Gain/Loss on Investment	149	-	-	-
Program: 430 - Street Maintenance Total:		248,499	268,950	267,800	292,700
Revenue Total:		248,499	268,950	267,800	292,700
Expense					
Program: 990 - Transfers					
203-999-5911	To Capital Improvement 301	431,000	267,400	428,050	290,000
Program: 990 - Transfers Total:		431,000	267,400	428,050	290,000
Expense Total:		431,000	267,400	428,050	290,000
Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND Surplus (Deficit):		(182,501)	1,550	(160,250)	2,700

Park Maintenance Fund

The Park Maintenance Fund is used to account for the receipt of special tax to be levied. The revenue from this fund are collected based upon authority of a public vote held on June 3, 1997 whereby over two-thirds of the voters approved. Expenditures from this fund are for parks maintenance needs including equipment replacement, water, grounds keeping and other enhancements.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 204 - PARK MAINTENANCE FUND					
Revenue					
Program: 500 - Parks & Facilities Improvement and Maintenance					
204-502-4169	Property Tax- Park Maintenance Tax	150,936	155,000	148,000	148,000
204-502-4316	Bluffs Endowment	57,901	57,900	70,400	70,500
204-502-4500	Rents & Leases	2,077	2,000	2,100	2,000
204-502-4513	Park Rentals	1,504	12,000	15,000	-
204-502-4600	Interest Income	373	-	-	-
204-502-4602	Gain/Loss on Investment	35	-	-	-
204-502-4806	Donations	3,251	4,000	4,000	-
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		216,077	230,900	239,500	220,500
Program: 530 - Ocean Beach Services					
204-531-4700	Assessment- Berm	20,034	20,400	20,400	-
Program: 530 - Ocean Beach Services Total:		20,034	20,400	20,400	-
Program: 990 - Transfers					
204-999-4914	From Capital Improvements 301	7,723	-	-	-
204-999-4916	From General 101	123,838	115,391	140,741	218,100
204-999-4918	From Measure X 104	50,000	80,000	80,000	120,000
204-999-4920	From ARPA 105	-	42,100	21,100	21,000
Program: 990 - Transfers Total:		181,562	237,491	241,841	359,100
Revenue Total:		417,673	488,791	501,741	579,600
Expense					
Program: 500 - Parks & Facilities Improvement and Maintenance					
204-501-5100	Regular Wages	38,837	41,000	41,000	48,950
204-501-5102	Part-time Wages	1,092	2,200	4,000	600
204-501-5104	Overtime Pay	304	400	-	-
204-501-5106	Other Pay	2,228	1,500	1,500	3,000
204-501-5120	Health Insurance	5,980	6,900	6,900	10,000
204-501-5121	Dental Insurance	466	600	600	550
204-501-5122	Life Insurance	97	100	100	150
204-501-5123	Disability Insurance	113	100	150	200
204-501-5130	PERS CLASSIC Contribution	4,436	4,400	4,400	5,850
204-501-5131	PERS PEPRRA Contribution	-	-	-	650
204-501-5132	PERS Prepay UAAL	6,837	6,000	6,000	7,750
204-501-5140	Medicare Tax	611	600	600	700
204-501-5150	Flexible Benefits Program	425	550	550	450
204-501-5151	Fitness Benefit	-	100	100	200
204-501-5152	Cell Phone Allowance	16	300	300	300
204-502-5100	Regular Wages	33,186	6,500	6,500	6,850
204-502-5102	Part-time Wages	8,654	9,800	12,000	11,100
204-502-5104	Overtime Pay	1,551	1,600	1,000	1,500
204-502-5106	Other Pay	1,277	250	250	250
204-502-5120	Health Insurance	12,313	2,300	2,300	2,400

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 204 - PARK MAINTENANCE FUND					
Expense					
Program: 500 - Parks & Facilities Improvement and Maintenance					
204-502-5121	Dental Insurance	989	250	250	250
204-502-5122	Life Insurance	94	50	50	50
204-502-5123	Disability Insurance	123	50	50	50
204-502-5130	PERS CLASSIC Contribution	3,551	750	750	1,000
204-502-5132	PERS Prepay UAAL	5,215	1,200	1,200	1,300
204-502-5140	Medicare Tax	653	250	250	250
204-502-5150	Flexible Benefits Program	657	650	650	150
204-502-5151	Fitness Benefit	-	50	50	50
204-502-5170	Uniform Cleaning	622	1,000	1,000	1,000
204-502-5171	Uniform Allowance	173	200	200	200
204-502-5180	Individual Equipment/Safety	339	350	350	350
204-502-5301	Contract Services	11,349	5,000	5,000	5,000
204-502-5345	Equipment Repairs/Replacement	2,487	10,500	10,500	7,000
204-502-5350	Landscape Maintenance	101,295	115,500	115,500	118,500
204-502-5356	Tree Maintenance	5,304	12,000	12,000	23,500
204-502-5357	Tree Replacement	-	1,000	1,000	2,000
204-502-5362	Janitorial Services	26,429	29,400	29,400	30,000
204-502-5400	Utility - Electric	3,632	4,350	4,350	4,500
204-502-5420	Utility - Sewer	2,804	3,000	3,000	4,000
204-502-5430	Utility - Water	106,650	103,800	103,800	105,000
204-502-5536	Equipment/Office Rent & Leases	714	1,000	2,200	2,500
204-502-5560	Supplies & Materials	13,602	15,000	18,500	15,000
204-502-5561	Janitorial Supplies	2,938	6,000	6,000	6,000
204-502-5566	Sign Replacement	-	-	-	3,000
204-502-5567	Landscaping Supply Repairs & Replacement	9,730	15,000	20,000	20,000
204-502-5581	Vehicle Operations & Maintenance	566	1,000	1,000	1,000
204-502-5582	Fuel Expense	293	1,000	1,200	1,500
204-502-5764	Improvements	4,731	-	-	100,000
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		423,363	413,550	426,500	554,600
Program: 530 - Ocean Beach Services					
204-531-5201	Professional Services	330	-	-	-
204-531-5301	Contract Services	20,845	22,000	22,000	25,000
Program: 530 - Ocean Beach Services Total:		21,175	22,000	22,000	25,000
Expense Total:		444,538	435,550	448,500	579,600
Fund: 204 - PARK MAINTENANCE FUND Surplus (Deficit):		(26,865)	53,241	53,241	-

Gas Tax Fund

The Gas Tax Fund is used to account for State Gas Tax Funds received as the City's share of the state –wide tax on gasoline and other motor vehicle fuels. Gas Tax Funds may only be used for construction, reconstruction and maintenance of public streets, drains and other right of way expenses, including labor costs.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 205 - GAS TAX FUND					
Revenue					
Program: 430 - Street Maintenance					
205-431-4320	Section 2103	88,968	120,850	102,500	118,600
205-431-4322	Section 2106	38,999	44,250	42,600	45,800
205-431-4324	Section 2107	91,931	100,200	103,200	112,200
205-431-4326	Section 2107.5	3,000	3,000	3,000	3,000
205-431-4328	Section 2105	67,937	78,750	75,800	82,200
205-431-4507	Public Works Charges	2,666	-	-	-
205-431-4600	Interest Income	1,776	500	1,000	500
205-431-4601	Net Adjustment Fair Value	(1,462)	-	-	-
205-431-4602	Gain/Loss on Investment	107	-	-	-
Program: 430 - Street Maintenance Total:		293,921	347,550	328,100	362,300
Program: 990 - Transfers					
205-999-4920	From ARPA 105	-	55,700	28,000	27,000
Program: 990 - Transfers Total:		-	55,700	28,000	27,000
Revenue Total:		293,921	403,250	356,100	389,300
Expense					
Program: 430 - Street Maintenance					
205-431-5100	Regular Wages	61,024	69,800	69,800	70,550
205-431-5104	Overtime Pay	1,671	2,500	2,000	2,000
205-431-5106	Other Pay	3,395	4,700	4,700	3,400
205-431-5108	Interpreter Pay	117	100	100	-
205-431-5120	Health Insurance	13,426	14,200	14,200	19,300
205-431-5121	Dental Insurance	1,533	1,700	1,700	2,100
205-431-5122	Life Insurance	217	250	250	300
205-431-5123	Disability Insurance	221	250	250	400
205-431-5130	PERS CLASSIC Contribution	5,416	6,300	6,300	7,350
205-431-5131	PERS PEPRA Contribution	1,079	1,200	1,200	1,450
205-431-5132	PERS Prepay UAAL	8,164	8,000	8,000	9,750
205-431-5140	Medicare Tax	959	1,100	1,100	1,000
205-431-5150	Flexible Benefits Program	1,130	1,250	1,250	1,200
205-431-5151	Fitness Benefit	-	400	400	550
205-431-5152	Cell Phone Allowance	16	300	300	300
205-431-5170	Uniform Cleaning	997	1,600	1,000	1,700
205-431-5171	Uniform Allowance	1,994	2,500	900	2,600
205-431-5180	Individual Equipment/Safety	689	900	350	700
205-431-5302	Street Maintenance	3,982	-	-	-
205-431-5345	Equipment Repairs/Replacement	7,994	47,630	17,000	30,000
205-431-5440	Utility - Communications/Telephone	627	750	750	800
205-431-5500	Printing & Advertising	2,420	-	1,000	1,000
205-431-5510	Dues & Subscriptions	-	1,000	500	1,000
205-431-5512	Meetings & Travel	-	1,000	750	1,000

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 205 - GAS TAX FUND					
Expense					
Program: 430 - Street Maintenance					
205-431-5536	Equipment/Office Rent & Leases	7,714	4,300	4,300	7,500
205-431-5560	Supplies & Materials	21,145	29,600	25,000	30,000
205-431-5581	Vehicle Operations & Maintenance	12,694	15,000	5,000	15,000
205-431-5582	Fuel Expense	13,923	23,000	23,000	30,000
205-431-5761	Major Equipment	-	26,520	-	20,000
Program: 430 - Street Maintenance Total:		172,547	265,850	191,100	260,950
Program: 500 - Parks & Facilities Improvement and Maintenance					
205-502-5100	Regular Wages	-	3,300	3,300	3,400
205-502-5104	Overtime Pay	-	400	500	2,500
205-502-5106	Other Pay	-	150	150	150
205-502-5120	Health Insurance	-	1,100	1,100	1,200
205-502-5121	Dental Insurance	-	100	100	150
205-502-5122	Life Insurance	-	50	50	50
205-502-5123	Disability Insurance	-	50	50	50
205-502-5130	PERS CLASSIC Contribution	-	500	500	500
205-502-5132	PERS Prepay UAAL	-	1,500	1,500	650
205-502-5140	Medicare Tax	-	50	50	50
205-502-5150	Flexible Benefits Program	-	100	100	50
205-502-5151	Fitness Benefit	-	50	50	50
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		-	7,350	7,450	8,800
Expense Total:		172,547	273,200	198,550	269,750
Fund: 205 - GAS TAX FUND Surplus (Deficit):		121,374	130,050	157,550	119,550

Local Transportation Fund

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

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 206 - LOCAL TRANSPORTATION FUND					
Revenue					
Program: 430 - Street Maintenance					
206-431-4330	BKWY, ART3; SEC 9	11,117	13,400	13,400	14,000
206-431-4600	Interest Income	833	200	200	100
206-431-4601	Net Adjustment Fair Value	(539)	-	-	-
206-431-4602	Gain/Loss on Investment	59	-	-	-
Program: 430 - Street Maintenance Total:		11,470	13,600	13,600	14,100
Program: 990 - Transfers					
206-999-4920	From ARPA 105	-	14,600	7,500	7,000
Program: 990 - Transfers Total:		-	14,600	7,500	7,000
Revenue Total:		11,470	28,200	21,100	21,100
Expense					
Program: 430 - Street Maintenance					
206-431-5100	Regular Wages	36,375	37,600	37,600	21,700
206-431-5104	Overtime Pay	1,056	1,000	1,000	1,000
206-431-5106	Other Pay	2,183	2,800	2,800	1,050
206-431-5108	Interpreter Pay	78	100	100	-
206-431-5120	Health Insurance	6,845	6,800	6,800	6,100
206-431-5121	Dental Insurance	871	1,000	1,000	800
206-431-5122	Life Insurance	120	100	100	100
206-431-5123	Disability Insurance	115	100	100	150
206-431-5130	PERS CLASSIC Contribution	3,588	3,500	3,500	2,700
206-431-5131	PERS PEPRA Contribution	397	400	400	200
206-431-5132	PERS Prepay UAAL	5,309	5,000	5,000	3,600
206-431-5140	Medicare Tax	574	600	600	300
206-431-5150	Flexible Benefits Program	644	700	700	400
206-431-5151	Fitness Benefit	-	200	200	200
206-431-5152	Cell Phone Allowance	10	200	200	200
206-431-5302	Street Maintenance	798	4,000	-	4,000
206-431-5560	Supplies & Materials	-	1,000	-	-
Program: 430 - Street Maintenance Total:		58,963	65,100	60,100	42,500
Expense Total:		58,963	65,100	60,100	42,500
Fund: 206 - LOCAL TRANSPORTATION FUND Surplus (Deficit):		(47,493)	(36,900)	(39,000)	(21,400)

Tidelands Trust Fund

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

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 207 - TIDELANDS TRUST FUND					
Revenue					
Program: 530 - Ocean Beach Services					
207-531-4500	Rents & Leases	271,433	325,000	325,000	325,000
207-531-4600	Interest Income	2,263	500	1,000	500
207-531-4601	Net Adjustment Fair Value	(1,813)	-	-	-
207-531-4602	Gain/Loss on Investment	184	-	-	-
207-531-4810	Reimbursement-State	2,962	1,500	1,500	-
Program: 530 - Ocean Beach Services Total:		275,029	327,000	327,500	325,500
Program: 990 - Transfers					
207-999-4920	From ARPA 105	-	48,250	24,500	24,000
Program: 990 - Transfers Total:		-	48,250	24,500	24,000
Revenue Total:		275,029	375,250	352,000	349,500
Expense					
Program: 500 - Parks & Facilities Improvement and Maintenance					
207-501-5100	Regular Wages	40,789	46,000	46,000	56,000
207-501-5102	Part-time Wages	1,092	2,200	4,000	600
207-501-5104	Overtime Pay	620	500	500	500
207-501-5106	Other Pay	1,918	1,500	1,500	3,250
207-501-5120	Health Insurance	6,940	10,000	10,000	11,600
207-501-5121	Dental Insurance	493	800	800	950
207-501-5122	Life Insurance	114	250	250	150
207-501-5123	Disability Insurance	112	250	250	250
207-501-5130	PERS CLASSIC Contribution	3,650	4,200	4,200	4,650
207-501-5131	PERS PEPR Contribution	661	1,000	1,000	1,800
207-501-5132	PERS Prepay UAAL	5,645	5,000	5,000	6,250
207-501-5140	Medicare Tax	643	1,000	1,000	800
207-501-5150	Flexible Benefits Program	591	1,000	1,000	650
207-501-5151	Fitness Benefit	-	400	400	300
207-501-5152	Cell Phone Allowance	13	200	200	200
207-502-5100	Regular Wages	3,322	3,300	-	-
207-502-5102	Part-time Wages	4,327	4,500	6,000	5,500
207-502-5104	Overtime Pay	156	500	-	-
207-502-5106	Other Pay	323	50	150	-
207-502-5120	Health Insurance	1,177	50	100	-
207-502-5121	Dental Insurance	93	50	50	-
207-502-5122	Life Insurance	8	50	50	-
207-502-5123	Disability Insurance	11	50	50	-
207-502-5130	PERS CLASSIC Contribution	355	50	50	-
207-502-5131	PERS PEPR Contribution	13	50	50	-

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 207 - TIDELANDS TRUST FUND					
Expense					
Program: 500 - Parks & Facilities Improvement and Maintenance					
207-502-5132	PERS Prepay UAAL	522	50	50	-
207-502-5140	Medicare Tax	118	50	100	-
207-502-5150	Flexible Benefits Program	61	50	50	-
207-502-5301	Contract Services	65	2,000	2,000	2,000
207-502-5345	Equipment Repairs/Replacement	577	7,000	5,000	5,000
207-502-5350	Landscape Maintenance	14,236	24,750	32,050	32,100
207-502-5362	Janitorial Services	14,885	16,200	15,000	15,500
207-502-5560	Supplies & Materials	87	3,000	1,000	1,500
207-502-5561	Janitorial Supplies	2,938	6,000	4,000	6,000
207-502-5567	Landscaping Supply Repairs & Replacement	1,985	500	500	2,500
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		108,540	142,550	142,350	158,050
Program: 530 - Ocean Beach Services					
207-531-5102	Part-time Wages	37,991	70,000	70,000	71,800
207-531-5104	Overtime Pay	1,311	1,000	1,000	1,000
207-531-5120	Health Insurance	877	-	-	-
207-531-5121	Dental Insurance	105	-	-	-
207-531-5122	Life Insurance	31	-	-	-
207-531-5123	Disability Insurance	27	-	-	-
207-531-5140	Medicare Tax	570	1,000	1,000	1,050
207-531-5141	Unemployment Insurance	5,355	5,200	5,200	-
207-531-5150	Flexible Benefits Program	66	-	-	-
207-531-5171	Uniform Allowance	-	1,000	1,000	1,000
207-531-5301	Contract Services	7,790	8,000	4,000	3,000
207-531-5345	Equipment Repairs/Replacement	12,332	8,000	8,000	5,000
207-531-5420	Utility - Sewer	609	750	750	800
207-531-5440	Utility - Communications/Telephone	3,219	3,600	3,600	3,800
207-531-5500	Printing & Advertising	269	-	-	-
207-531-5510	Dues & Subscriptions	25,000	25,000	25,350	25,500
207-531-5536	Equipment/Office Rent & Leases	281	-	-	-
207-531-5560	Supplies & Materials	2,104	3,500	3,500	3,500
Program: 530 - Ocean Beach Services Total:		97,937	127,050	123,400	116,450
Program: 990 - Transfers					
207-999-5911	To Capital Improvement 301	11,560	31,100	16,500	101,350
Program: 990 - Transfers Total:		11,560	31,100	16,500	101,350
Expense Total:		218,036	300,700	282,250	375,850
Fund: 207 - TIDELANDS TRUST FUND Surplus (Deficit):		56,992	74,550	69,750	(26,350)

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 208 - STREET LIGHTING FUND					
Revenue					
Program: 410 - Transportation, Parking and Lighting					
208-411-4100	Property Tax- Secured, Current Year	195,264	190,000	194,000	213,800
208-411-4101	Property Tax- Unsecured, Current Year	2,905	7,000	7,000	7,200
208-411-4111	Property Tax- Homeowners Exemption	820	500	500	500
208-411-4113	Property Tax- Supplemental Roll	3,692	4,000	4,000	4,000
208-411-4410	Property Tax- Interest/Penalties	349	750	750	750
208-411-4600	Interest Income	3,411	750	2,000	1,000
208-411-4601	Net Adjustment Fair Value	(2,991)	-	-	-
208-411-4602	Gain/Loss on Investment	219	-	-	-
Program: 410 - Transportation, Parking and Lighting Total:		203,669	203,000	208,250	227,250
Program: 990 - Transfers					
208-999-4920	From ARPA 105	-	5,250	2,600	2,500
Program: 990 - Transfers Total:		-	5,250	2,600	2,500
Revenue Total:		203,669	208,250	210,850	229,750
Expense					
Program: 410 - Transportation, Parking and Lighting					
208-411-5100	Regular Wages	4,734	4,800	4,800	19,850
208-411-5104	Overtime Pay	105	300	250	500
208-411-5106	Other Pay	401	400	400	850
208-411-5120	Health Insurance	413	400	400	5,300
208-411-5121	Dental Insurance	68	100	100	800
208-411-5122	Life Insurance	15	50	50	100
208-411-5123	Disability Insurance	14	50	50	150
208-411-5130	PERS CLASSIC Contribution	536	550	550	2,050
208-411-5131	PERS PEPR Contribution	-	-	-	400
208-411-5132	PERS Prepay UAAL	830	500	500	2,750
208-411-5140	Medicare Tax	76	100	100	300
208-411-5150	Flexible Benefits Program	48	50	50	400
208-411-5151	Fitness Benefit	-	50	50	200
208-411-5152	Cell Phone Allowance	3	100	100	100
208-411-5301	Contract Services	2,909	-	-	-
208-411-5400	Utility - Electric	102,222	103,800	103,800	105,000
208-411-5560	Supplies & Materials	1,510	5,000	8,000	8,000
Program: 410 - Transportation, Parking and Lighting Total:		113,883	116,250	119,200	146,750

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 208 - STREET LIGHTING FUND					
Expense					
Program: 500 - Parks & Facilities Improvement and Maintenance					
208-502-5100	Regular Wages	6,643	13,100	13,100	13,700
208-502-5104	Overtime Pay	312	500	1,500	1,500
208-502-5106	Other Pay	256	500	500	500
208-502-5120	Health Insurance	2,281	4,400	4,400	4,800
208-502-5121	Dental Insurance	182	450	450	500
208-502-5122	Life Insurance	15	50	50	50
208-502-5123	Disability Insurance	20	50	50	100
208-502-5130	PERS CLASSIC Contribution	711	1,400	1,400	1,950
208-502-5132	PERS Prepay UAAL	1,043	1,000	1,000	2,600
208-502-5140	Medicare Tax	106	200	200	200
208-502-5150	Flexible Benefits Program	123	150	150	250
208-502-5151	Fitness Benefit	-	100	100	100
208-502-5345	Equipment Repairs/Replacement	-	800	800	-
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		11,691	22,700	23,700	26,250
Expense Total:		125,574	138,950	142,900	173,000
Fund: 208 - STREET LIGHTING FUND Surplus (Deficit):		78,095	69,300	67,950	56,750

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND					
Revenue					
Program: 440 - Right of Way Maintenance					
209-441-4410	Property Tax- Interest/Penalties	117	200	50	50
209-441-4600	Interest Income	471	150	50	-
209-441-4602	Gain/Loss on Investment	40	-	-	-
209-441-4701	Assessment- ROW	194,285	195,000	193,000	196,900
209-441-4806	Donations	-	-	2,500	-
Program: 440 - Right of Way Maintenance Total:		194,913	195,350	195,600	196,950
Program: 990 - Transfers					
209-999-4916	From General 101	29,673	29,222	45,522	17,700
209-999-4918	From Measure X 104	-	30,000	30,000	50,000
209-999-4920	From ARPA 105	-	51,000	26,000	25,000
Program: 990 - Transfers Total:		29,673	110,222	101,522	92,700
Revenue Total:		224,585	305,572	297,122	289,650
Expense					
Program: 440 - Right of Way Maintenance					
209-441-5100	Regular Wages	54,741	57,400	57,400	59,500
209-441-5102	Part-time Wages	16,985	19,700	19,700	20,100
209-441-5104	Overtime Pay	2,249	3,000	2,000	2,000
209-441-5106	Other Pay	2,893	4,000	4,000	2,750
209-441-5108	Interpreter Pay	117	100	100	-
209-441-5120	Health Insurance	12,765	11,300	11,300	16,100
209-441-5121	Dental Insurance	1,518	1,500	1,500	2,100
209-441-5122	Life Insurance	195	200	200	250
209-441-5123	Disability Insurance	200	200	200	350
209-441-5130	PERS CLASSIC Contribution	5,448	5,400	5,400	7,350
209-441-5131	PERS PEPPRA Contribution	595	600	600	650
209-441-5132	PERS Prepay UAAL	8,188	7,000	7,000	9,750
209-441-5140	Medicare Tax	1,110	1,100	1,100	1,050
209-441-5150	Flexible Benefits Program	1,017	1,000	1,000	1,050
209-441-5151	Fitness Benefit	-	300	300	500
209-441-5152	Cell Phone Allowance	13	200	200	200
209-441-5170	Uniform Cleaning	1,465	2,400	1,550	1,700
209-441-5171	Uniform Allowance	2,531	3,750	1,200	2,600
209-441-5180	Individual Equipment/Safety	754	900	700	700
209-441-5301	Contract Services	636	300	6,000	6,000
209-441-5345	Equipment Repairs/Replacement	633	2,500	1,500	1,500
209-441-5350	Landscape Maintenance	33,139	58,000	53,250	53,250

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND					
Expense					
Program: 440 - Right of Way Maintenance					
209-441-5356	Tree Maintenance	-	3,000	-	-
209-441-5362	Janitorial Services	27,325	25,000	21,000	21,150
209-441-5400	Utility - Electric	9,739	10,000	10,000	10,000
209-441-5420	Utility - Sewer	3,287	3,300	3,300	3,400
209-441-5430	Utility - Water	31,040	34,000	32,000	33,000
209-441-5440	Utility - Communications/Telephone	775	1,000	1,000	1,000
209-441-5560	Supplies & Materials	10,885	15,000	15,000	15,000
209-441-5561	Janitorial Supplies	4,320	5,000	5,000	5,000
209-441-5567	Landscaping Supply Repairs & Replacement	930	10,000	15,000	5,000
Program: 440 - Right of Way Maintenance Total:		235,495	287,150	278,500	283,000
Program: 500 - Parks & Facilities Improvement and Maintenance					
209-502-5100	Regular Wages	-	3,200	3,200	3,400
209-502-5104	Overtime Pay	-	300	500	500
209-502-5120	Health Insurance	-	1,100	1,100	1,200
209-502-5121	Dental Insurance	-	100	100	150
209-502-5122	Life Insurance	-	50	50	50
209-502-5123	Disability Insurance	-	50	50	50
209-502-5130	PERS CLASSIC Contribution	(2)	350	350	500
209-502-5132	PERS Prepay UAAL	-	500	500	650
209-502-5140	Medicare Tax	-	50	50	50
209-502-5150	Flexible Benefits Program	-	100	100	50
209-502-5151	Fitness Benefit	-	50	50	50
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		(2)	5,850	6,050	6,650
Expense Total:		235,492	293,000	284,550	289,650
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND Surplus (Deficit):		(10,907)	12,572	12,572	-

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND					
Revenue					
Program: 160 - Economic Vitality					
210-161-4600	Interest Income	378	100	100	50
210-161-4601	Net Adjustment Fair Value	(268)	-	-	-
210-161-4602	Gain/Loss on Investment	26	-	-	-
210-161-4703	Assessment - General Business	467	-	-	15,000
Program: 160 - Economic Vitality Total:		604	100	100	15,050
Program: 990 - Transfers					
210-999-4920	From ARPA 105	-	4,300	2,200	2,000
Program: 990 - Transfers Total:		-	4,300	2,200	2,000
Revenue Total:		604	4,400	2,300	17,050
Expense					
Program: 160 - Economic Vitality					
210-161-5100	Regular Wages	3,999	4,200	4,200	4,100
210-161-5106	Other Pay	264	600	600	250
210-161-5120	Health Insurance	452	450	450	1,450
210-161-5121	Dental Insurance	27	50	50	50
210-161-5122	Life Insurance	16	50	50	-
210-161-5123	Disability Insurance	13	50	50	50
210-161-5131	PERS PEPPRA Contribution	314	300	300	300
210-161-5132	PERS Prepay UAAL	9	50	50	-
210-161-5140	Medicare Tax	62	50	50	50
210-161-5150	Flexible Benefits Program	60	50	50	50
210-161-5151	Fitness Benefit	-	50	50	50
210-161-5152	Cell Phone Allowance	3	100	100	100
210-161-5301	Contract Services	88	4,100	4,100	4,100
210-161-5500	Printing & Advertising	3,592	1,000	1,000	750
210-161-5510	Dues & Subscriptions	381	1,500	650	1,500
210-161-5536	Equipment/Office Rent & Leases	4,237	-	-	-
210-161-5560	Supplies & Materials	747	700	700	700
Program: 160 - Economic Vitality Total:		14,263	13,300	12,450	13,500
Program: 430 - Street Maintenance					
210-431-5302	Street Maintenance	4,950	5,700	5,700	5,700
Program: 430 - Street Maintenance Total:		4,950	5,700	5,700	5,700
Expense Total:		19,213	19,000	18,150	19,200
Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND Surplus (Deficit):		(18,608)	(14,600)	(15,850)	(2,150)

AB 939 Fund

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

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 211 - AB 939 SOLID WASTE FUND					
Revenue					
Program: 420 - Solid Waste					
211-421-4516	AB 939 Fees	242,198	245,000	245,000	245,000
211-421-4600	Interest Income	3,447	750	1,000	500
211-421-4601	Net Adjustment Fair Value	(2,453)	-	-	-
211-421-4602	Gain/Loss on Investment	233	-	-	-
Program: 420 - Solid Waste Total:		243,426	245,750	246,000	245,500
Program: 990 - Transfers					
211-999-4920	From ARPA 105	-	46,950	24,000	23,000
Program: 990 - Transfers Total:		-	46,950	24,000	23,000
Revenue Total:		243,426	292,700	270,000	268,500
Expense					
Program: 420 - Solid Waste					
211-421-5100	Regular Wages	87,400	110,100	110,100	120,950
211-421-5104	Overtime Pay	2,109	2,000	2,500	2,500
211-421-5106	Other Pay	11,165	6,600	16,500	5,800
211-421-5108	Interpreter Pay	156	200	200	-
211-421-5120	Health Insurance	20,571	24,150	27,500	27,150
211-421-5121	Dental Insurance	2,003	2,750	2,750	2,950
211-421-5122	Life Insurance	311	350	350	500
211-421-5123	Disability Insurance	313	350	350	700
211-421-5130	PERS CLASSIC Contribution	9,047	8,300	8,300	12,700
211-421-5131	PERS PEPPRA Contribution	1,144	2,600	2,600	2,450
211-421-5132	PERS Prepay UAAL	13,652	14,000	15,500	16,900
211-421-5140	Medicare Tax	1,442	1,700	1,700	1,750
211-421-5150	Flexible Benefits Program	1,509	2,000	2,000	2,100
211-421-5151	Fitness Benefit	94	600	600	950
211-421-5152	Cell Phone Allowance	29	600	600	600
211-421-5201	Professional Services	71,081	85,500	35,000	84,000
211-421-5301	Contract Services	-	-	26,100	26,000
211-421-5362	Janitorial Services	890	7,500	2,000	10,000
211-421-5500	Printing & Advertising	7,688	6,150	3,950	6,150
211-421-5531	Employee/Public Relations	488	500	500	1,500
211-421-5560	Supplies & Materials	2,562	17,500	17,500	35,000
Program: 420 - Solid Waste Total:		233,653	293,450	276,600	360,650
Program: 430 - Street Maintenance					
211-431-5259	Street Sweeping	59,400	59,400	66,000	140,000
211-431-5430	Utility - Water	4,295	5,000	5,000	6,000
Program: 430 - Street Maintenance Total:		63,695	64,400	71,000	146,000

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 211 - AB 939 SOLID WASTE FUND					
Expense					
Program: 500 - Parks & Facilities Improvement and Maintenance					
211-502-5100	Regular Wages	-	3,300	3,300	3,400
211-502-5106	Other Pay	-	150	150	150
211-502-5120	Health Insurance	-	2,000	2,000	1,200
211-502-5121	Dental Insurance	-	100	100	150
211-502-5122	Life Insurance	-	50	50	50
211-502-5123	Disability Insurance	-	50	50	50
211-502-5130	PERS CLASSIC Contribution	(2)	350	350	500
211-502-5132	PERS Prepay UAAL	-	500	500	650
211-502-5140	Medicare Tax	-	50	50	50
211-502-5150	Flexible Benefits Program	-	100	100	50
211-502-5151	Fitness Benefit	-	50	50	50
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		(2)	6,700	6,700	6,300
Expense Total:		297,346	364,550	354,300	512,950
Fund: 211 - AB 939 SOLID WASTE FUND Surplus (Deficit):		(53,919)	(71,850)	(84,300)	(244,450)

Recreation Services Fund

The Recreation Services Fund is used to account for the Community Pool, the City's recreational programming, the revenues and expenses of the Veteran's Memorial Building are all included in this fund. Revenues into this fund include user fees from the various programming as well as a general fund subsidy. Expenses are all associated with facilities and programming incorporated in this fund.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 213 - RECREATION SERVICES FUND					
Revenue					
Program: 500 - Parks & Facilities Improvement and Maintenance					
213-503-4500	Rents & Leases	19,364	25,000	25,000	25,200
213-503-4522	Jazzercise	967	5,500	6,000	6,000
213-503-4528	Vets Hall Rentals	7,808	30,000	30,000	35,000
213-503-4806	Donations	1,525	-	-	-
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		29,665	60,500	61,000	66,200
Program: 520 - Community Pool Services					
213-521-4260	Sign Permits	120	-	150	150
213-521-4529	Uniform Sales	-	-	300	150
213-521-4530	Swim Lessons	7,299	20,000	20,000	20,000
213-521-4532	Punch Card Sales	77,192	65,000	65,000	65,000
213-521-4533	Aerobics Program	7,373	10,000	12,000	12,000
213-521-4535	Adult Pass Fee	9,385	9,000	9,000	7,000
213-521-4536	Senior Pass Fee	5,432	5,700	5,700	5,700
213-521-4537	Masters Swim Program	9,582	14,000	14,000	15,000
213-521-4541	Concession - Taxable	7,365	3,000	3,000	3,000
213-521-4542	Locker Rentals	-	2,500	2,500	2,500
213-521-4543	Child Pass Fee	328	2,000	2,000	2,000
213-521-4545	Concession - Non Taxable	152	1,500	1,500	1,500
213-521-4546	Pool Special Event	1,456	20,000	30,000	30,000
213-521-4802	Miscellaneous Income	25	250	250	-
213-521-4810	Reimbursement- State	8,179	900	900	-
213-522-4524	Jr Lifeguard Fee	75,029	75,000	75,000	75,000
213-523-4538	Swim Team Tuitions	17,631	35,000	40,000	40,000
Program: 520 - Community Pool Services Total:		226,545	263,850	281,300	279,000
Program: 530 - Ocean Beach Services					
213-531-4360	State Grants	8,750	8,750	8,750	5,500
213-531-4500	Rents & Leases	2,733	2,000	2,000	2,100
213-531-4526	Ocean Recreation	714	1,500	100	100
213-532-4525	Beach Concession	-	10,000	10,000	10,000
Program: 530 - Ocean Beach Services Total:		12,197	22,250	20,850	17,700
Program: 540 - Special Events					
213-541-4520	Softball Revenue	-	1,500	5,000	5,000
213-541-4544	Tennis Tuition	2,885	2,600	2,600	2,600
213-542-4521	Community Garden Dues	10,208	10,000	10,000	10,000
213-542-4806	Donations	150	-	-	-
Program: 540 - Special Events Total:		13,243	14,100	17,600	17,600

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 213 - RECREATION SERVICES FUND					
Revenue					
Program: 990 - Transfers					
213-999-4901	From Revolving 216	22,794	25,300	25,300	26,100
213-999-4914	From Capital Improvements 301	6,467	15,000	-	-
213-999-4916	From General 101	301,721	233,731	361,431	474,450
213-999-4918	From Measure X 104	50,000	50,000	50,000	80,000
213-999-4920	From ARPA 105	-	165,400	83,000	82,000
Program: 990 - Transfers Total:		380,982	489,431	519,731	662,550
Revenue Total:		662,632	850,131	900,481	1,043,050
Expense					
Program: 220 - Management Information Services					
213-221-5201	Professional Services	-	-	2,000	5,000
213-221-5360	Software Subscription/Maintenance	852	20,000	12,000	8,500
213-221-5565	Computer Hardware/Replacement	-	-	-	3,000
Program: 220 - Management Information Services Total:		852	20,000	14,000	16,500
Program: 500 - Parks & Facilities Improvement and Maintenance					
213-503-5100	Regular Wages	10,842	6,300	6,300	8,250
213-503-5102	Part-time Wages	5,418	7,200	8,000	6,100
213-503-5104	Overtime Pay	616	600	-	-
213-503-5106	Other Pay	256	250	250	500
213-503-5120	Health Insurance	3,134	950	950	2,950
213-503-5121	Dental Insurance	235	50	50	100
213-503-5122	Life Insurance	31	50	50	50
213-503-5123	Disability Insurance	41	50	50	50
213-503-5130	PERS CLASSIC Contribution	1,221	700	700	-
213-503-5131	PERS PEPRA Contribution	-	-	-	650
213-503-5132	PERS Prepay UAAL	1,828	2,000	2,000	-
213-503-5140	Medicare Tax	250	200	200	200
213-503-5150	Flexible Benefits Program	247	250	250	150
213-503-5151	Fitness Benefit	-	50	50	50
213-503-5301	Contract Services	840	3,000	3,000	3,000
213-503-5345	Equipment Repairs/Replacement	-	2,000	5,000	5,000
213-503-5350	Landscape Maintenance	5,881	7,900	8,050	7,900
213-503-5357	Tree Replacement	996	-	-	-
213-503-5362	Janitorial Services	14,573	10,000	11,000	11,500
213-503-5400	Utility - Electric	4,371	4,450	4,450	4,400
213-503-5410	Utility - Natural Gas	1,200	2,000	2,000	2,000
213-503-5420	Utility - Sewer	3,433	3,500	3,500	3,800
213-503-5430	Utility - Water	2,119	3,000	3,000	3,000
213-503-5440	Utility - Communications/Telephone	1,631	2,000	2,000	2,000
213-503-5560	Supplies & Materials	2,781	3,000	6,500	2,000
213-503-5561	Janitorial Supplies	194	1,200	1,700	2,000
213-503-5567	Landscaping Supply Repairs & Replacement	-	2,000	2,000	2,000
213-503-5763	Furniture & Fixtures	-	-	-	15,000
213-503-5764	Improvements	-	-	-	25,000
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		62,136	62,700	71,050	107,650

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 213 - RECREATION SERVICES FUND					
Expense					
Program: 520 - Community Pool Services					
213-521-5100	Regular Wages	84,151	120,500	120,500	141,150
213-521-5102	Part-time Wages	172,674	200,500	210,000	205,000
213-521-5104	Overtime Pay	3,219	2,000	7,000	6,000
213-521-5106	Other Pay	2,957	2,300	2,300	7,450
213-521-5120	Health Insurance	20,773	29,200	29,200	32,150
213-521-5121	Dental Insurance	1,337	1,400	1,400	4,200
213-521-5122	Life Insurance	342	450	450	550
213-521-5123	Disability Insurance	219	500	500	700
213-521-5130	PERS CLASSIC Contribution	2,781	3,200	3,200	2,650
213-521-5131	PERS PEPRA Contribution	4,462	2,300	2,300	9,400
213-521-5132	PERS Prepay UAAL	4,475	5,000	5,000	3,700
213-521-5140	Medicare Tax	3,829	4,400	4,400	5,050
213-521-5141	Unemployment Insurance	16,042	6,000	6,000	-
213-521-5150	Flexible Benefits Program	2,001	2,200	2,200	2,300
213-521-5151	Fitness Benefit	-	650	650	1,050
213-521-5152	Cell Phone Allowance	458	100	100	-
213-521-5171	Uniform Allowance	-	1,100	1,100	2,000
213-521-5221	Employee Training	3,360	2,500	2,500	2,500
213-521-5236	Banking & Credit Card Fees	-	5,500	5,500	3,000
213-521-5301	Contract Services	7,292	10,000	10,000	5,500
213-521-5345	Equipment Repairs/Replacement	2,256	23,000	9,000	15,000
213-521-5350	Landscape Maintenance	6,197	7,700	7,700	8,000
213-521-5362	Janitorial Services	-	5,000	5,000	13,500
213-521-5400	Utility - Electric	20,533	22,200	22,200	22,200
213-521-5410	Utility - Natural Gas	27,075	35,000	35,000	36,000
213-521-5420	Utility - Sewer	15,007	18,000	18,000	20,000
213-521-5430	Utility - Water	17,805	22,000	22,000	22,000
213-521-5440	Utility - Communications/Telephone	3,294	3,500	3,500	3,500
213-521-5500	Printing & Advertising	-	250	250	300
213-521-5510	Dues & Subscriptions	60	250	250	250
213-521-5512	Meetings & Travel	137	650	900	3,000
213-521-5546	Cash (Over)/Short	1	-	-	-
213-521-5550	Supplies for Resale	1,848	4,500	4,500	4,500
213-521-5560	Supplies & Materials	3,613	12,000	12,000	10,000
213-521-5561	Janitorial Supplies	727	2,000	2,000	2,000
213-521-5562	Chemicals	44,741	40,000	55,000	55,000
213-521-5567	Landscaping Supply Repairs & Replacement	-	1,000	1,000	1,000
213-521-5761	Major Equipment	-	12,000	27,000	27,000
213-522-5100	Regular Wages	23,153	28,700	28,700	34,800
213-522-5102	Part-time Wages	29,527	40,000	40,000	80,600
213-522-5104	Overtime Pay	1,639	1,000	3,500	3,000
213-522-5106	Other Pay	847	850	850	1,550
213-522-5120	Health Insurance	5,048	6,400	6,400	7,250
213-522-5121	Dental Insurance	271	300	300	1,200

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 213 - RECREATION SERVICES FUND					
Expense					
Program: 520 - Community Pool Services					
213-522-5122	Life Insurance	82	100	100	100
213-522-5123	Disability Insurance	63	100	100	200
213-522-5130	PERS CLASSIC Contribution	255	350	700	-
213-522-5131	PERS PEPRA Contribution	1,653	1,850	1,850	2,650
213-522-5132	PERS Prepay UAAL	441	500	500	50
213-522-5140	Medicare Tax	808	650	650	1,600
213-522-5150	Flexible Benefits Program	685	650	650	650
213-522-5151	Fitness Benefit	-	200	200	300
213-522-5171	Uniform Allowance	-	800	800	800
213-522-5345	Equipment Repairs/Replacement	2,451	3,000	3,000	3,000
213-522-5440	Utility - Communications/Telephone	193	250	250	250
213-522-5512	Meetings & Travel	10	2,000	2,000	2,000
213-522-5548	Field Trips	-	-	3,000	3,500
213-522-5560	Supplies & Materials	3,554	12,000	12,000	12,000
213-523-5100	Regular Wages	2,099	3,150	3,150	4,100
213-523-5102	Part-time Wages	12,847	20,000	30,000	7,200
213-523-5104	Overtime Pay	152	350	500	500
213-523-5106	Other Pay	-	150	150	250
213-523-5120	Health Insurance	426	450	450	1,450
213-523-5121	Dental Insurance	27	50	50	50
213-523-5122	Life Insurance	8	50	50	-
213-523-5123	Disability Insurance	10	50	50	50
213-523-5130	PERS CLASSIC Contribution	255	350	350	-
213-523-5131	PERS PEPRA Contribution	-	-	-	300
213-523-5132	PERS Prepay UAAL	393	500	500	-
213-523-5140	Medicare Tax	219	300	300	150
213-523-5150	Flexible Benefits Program	62	50	50	50
213-523-5151	Fitness Benefit	-	50	50	50
213-523-5360	Software Subscriptions/Maintenance	621	-	-	-
213-523-5510	Dues & Subscriptions	316	700	700	1,000
213-523-5512	Meetings & Travel	88	250	100	100
213-523-5560	Supplies & Materials	449	5,000	5,000	5,000
Program: 520 - Community Pool Services Total:		562,320	740,000	786,600	853,350
Program: 530 - Ocean Beach Services					
213-531-5100	Regular Wages	2,099	3,150	3,150	4,100
213-531-5102	Part-time Wages	1,527	1,100	2,000	8,500
213-531-5104	Overtime Pay	157	300	-	-
213-531-5106	Other Pay	-	150	150	250
213-531-5120	Health Insurance	426	450	450	1,450
213-531-5121	Dental Insurance	27	50	50	50
213-531-5122	Life Insurance	8	50	50	-
213-531-5123	Disability Insurance	10	50	50	50
213-531-5130	PERS CLASSIC Contribution	255	350	350	-
213-531-5131	PERS PEPRA Contribution	-	-	-	300
213-531-5132	PERS Prepay UAAL	393	500	500	-

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 213 - RECREATION SERVICES FUND					
Expense					
Program: 530 - Ocean Beach Services					
213-531-5140	Medicare Tax	55	50	50	200
213-531-5150	Flexible Benefits Program	62	50	50	50
213-531-5151	Fitness Benefit	-	50	50	50
213-531-5440	Utility - Communications/Telephone	-	250	250	250
213-532-5100	Regular Wages	2,099	3,150	3,150	4,100
213-532-5102	Part-time Wages	546	1,150	1,150	300
213-532-5104	Overtime Pay	152	100	-	-
213-532-5106	Other Pay	-	150	150	250
213-532-5120	Health Insurance	426	450	450	1,450
213-532-5121	Dental Insurance	27	50	50	50
213-532-5122	Life Insurance	8	50	50	-
213-532-5123	Disability Insurance	10	50	50	50
213-532-5130	PERS CLASSIC Contribution	254	350	350	-
213-532-5131	PERS PEPPRA Contribution	-	-	-	300
213-532-5132	PERS Prepay UAAL	392	500	500	-
213-532-5140	Medicare Tax	40	50	50	50
213-532-5150	Flexible Benefits Program	62	50	50	50
213-532-5151	Fitness Benefit	-	50	50	50
213-532-5440	Utility - Communications/Telephone	1,992	400	400	400
213-532-5546	Cash (Over)/Short	(19)	-	-	-
213-532-5550	Supplies for Resale	19	6,000	6,000	6,000
213-532-5560	Supplies & Materials	-	500	500	500
Program: 530 - Ocean Beach Services Total:		11,027	19,600	20,100	28,800
Program: 540 - Special Events					
213-541-5542	Softball League Expe	-	-	1,500	2,500
213-541-5560	Supplies & Materials	-	100	100	-
213-542-5102	Part-time Wages	22,319	24,000	24,000	25,700
213-542-5104	Overtime Pay	149	400	-	-
213-542-5140	Medicare Tax	326	350	350	400
213-542-5301	Contract Services	1,450	3,000	3,000	3,000
213-542-5362	Janitorial Services	1,538	1,700	1,500	1,600
213-542-5420	Utility - Sewer	704	750	750	800
213-542-5440	Utility - Communications/Telephone	1,040	1,200	1,200	1,200
213-542-5500	Printing & Advertising	-	50	50	50
213-542-5560	Supplies & Materials	817	1,500	1,500	1,500
Program: 540 - Special Events Total:		28,344	33,050	33,950	36,750
Expense Total:		664,679	875,350	925,700	1,043,050
Fund: 213 - RECREATION SERVICES FUND Surplus (Deficit):		(2,047)	(25,219)	(25,219)	-

Housing Fund

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

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 214 - HOUSING FUND					
Revenue					
Program: 310 - Housing					
214-311-4600	Interest Income	6,247	1,800	3,000	1,500
214-311-4601	Net Adjustment Fair Value	(5,405)	-	-	-
214-311-4602	Gain/Loss on Investment	397	350	-	-
214-311-4603	Interest Income, Loan	3,000	3,000	3,000	-
214-311-4802	Miscellaneous Income	25,230	8,000	8,000	-
214-311-4830	Housing Loans	146,700	-	-	-
Program: 310 - Housing Total:		176,170	13,150	14,000	1,500
Revenue Total:		176,170	13,150	14,000	1,500
Expense					
Program: 310 - Housing					
214-311-5201	Professional Services	30,724	36,800	36,800	19,400
Program: 310 - Housing Total:		30,724	36,800	36,800	19,400
Expense Total:		30,724	36,800	36,800	19,400
Fund: 214 - HOUSING FUND Surplus (Deficit):		145,446	(23,650)	(22,800)	(17,900)

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 215 - MEASURE A FUND					
Revenue					
Program: 410 - Transportation, Parking and Lighting					
215-411-4360	State	-	-	28,000	-
Program: 410 - Transportation, Parking and Lighting Total:		-	-	28,000	-
Program: 430 - Street Maintenance					
215-431-4332	Measure A Revenue	896,718	801,800	801,800	964,800
215-431-4600	Interest Income	21,437	5,000	7,000	3,500
215-431-4601	Net Adjustment Fair Value	(14,978)	-	-	-
215-431-4602	Gain/Loss on Investment	1,218	-	-	-
Program: 430 - Street Maintenance Total:		904,394	806,800	808,800	968,300
Program: 990 - Transfers					
215-999-4920	From ARPA 105	-	76,350	39,000	38,000
Program: 990 - Transfers Total:		-	76,350	39,000	38,000
Revenue Total:		904,394	883,150	875,800	1,006,300
Expense					
Program: 160 - Economic Vitality					
215-163-5601	Community Services Grants	5,430	5,500	5,500	5,500
Program: 160 - Economic Vitality Total:		5,430	5,500	5,500	5,500
Program: 220 - Management Information Services					
215-221-5360	Software Subscription/Maintenance	9,239	40,500	30,000	10,000
215-221-5565	Computer Hardware/Replacement	9,918	-	-	-
Program: 220 - Management Information Services Total:		19,157	40,500	30,000	10,000
Program: 410 - Transportation, Parking and Lighting					
215-411-5100	Regular Wages	82,102	106,500	106,500	117,650
215-411-5104	Overtime Pay	2,636	4,100	3,000	4,000
215-411-5106	Other Pay	3,736	6,950	6,950	5,400
215-411-5108	Interpreter Pay	195	200	200	-
215-411-5120	Health Insurance	19,017	26,000	26,000	31,350
215-411-5121	Dental Insurance	2,101	2,800	2,800	3,450
215-411-5122	Life Insurance	263	350	350	500
215-411-5123	Disability Insurance	271	350	350	700
215-411-5130	PERS CLASSIC Contribution	7,481	9,150	9,150	10,150
215-411-5131	PERS PEPPRA Contribution	1,305	2,100	2,100	3,600
215-411-5132	PERS Prepay UAAL	11,204	14,000	14,000	13,550
215-411-5140	Medicare Tax	1,278	1,700	1,700	1,700
215-411-5150	Flexible Benefits Program	1,496	2,000	2,000	2,050
215-411-5151	Fitness Benefit	-	600	600	950
215-411-5152	Cell Phone Allowance	16	300	300	300
215-411-5204	Transit-Senior/ADA Transport	12,000	12,000	12,000	17,500
215-411-5228	Engineering Services	178,771	227,000	131,000	299,000
215-411-5301	Contract Services	4,000	33,000	13,000	8,000
215-411-5510	Dues & Subscriptions	1,501	3,000	3,000	3,000
Program: 410 - Transportation, Parking and Lighting Total:		329,372	452,100	335,000	522,850

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 215 - MEASURE A FUND					
Expense					
Program: 430 - Street Maintenance					
<u>215-431-5302</u>	Street Maintenance	131,254	231,000	117,000	310,000
<u>215-431-5345</u>	Equipment Repairs/Replacement	30,580	32,400	-	-
<u>215-431-5400</u>	Utility - Electric	7,024	10,000	7,500	10,000
<u>215-431-5536</u>	Equipment/Office Rent & Leases	-	14,400	26,000	30,000
<u>215-431-5566</u>	Sign Replacement	15,100	40,000	40,000	40,000
<u>215-431-5762</u>	Vehicle Purchase	96,649	275,000	124,500	233,850
<u>215-431-5764</u>	Improvements	-	12,300	12,300	-
Program: 430 - Street Maintenance Total:		280,608	615,100	327,300	623,850
Program: 440 - Right of Way Maintenance					
<u>215-441-5356</u>	Tree Maintenance	131,747	149,100	149,100	160,000
<u>215-441-5357</u>	Tree Replacement	3,036	30,000	30,000	30,000
Program: 440 - Right of Way Maintenance Total:		134,783	179,100	179,100	190,000
Program: 450 - Watershed Management					
<u>215-451-5353</u>	Storm Drain Maintenance	629	20,000	20,000	-
Program: 450 - Watershed Management Total:		629	20,000	20,000	-
Program: 990 - Transfers					
<u>215-999-5911</u>	To Capital Improvement 301	589,283	854,500	319,300	1,005,250
Program: 990 - Transfers Total:		589,283	854,500	319,300	1,005,250
Expense Total:		1,359,260	2,166,800	1,216,200	2,357,450
Fund: 215 - MEASURE A FUND Surplus (Deficit):		(454,867)	(1,283,650)	(340,400)	(1,351,150)

Revolving Fund

The Revolving Fund is used to account for most grants from public or private sources which have been awarded to the City for specific purposes.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 216 - REVOLVING FUND					
Revenue					
Program: 150 - Emergency Preparedness					
216-151-4360	State Grants	5,852	60,000	40,000	20,000
Program: 150 - Emergency Preparedness Total:		5,852	60,000	40,000	20,000
Program: 420 - Solid Waste					
216-421-4360	State Grants	1,380	10,000	10,000	21,300
Program: 420 - Solid Waste Total:		1,380	10,000	10,000	21,300
Program: 520 - Community Pool Services					
216-521-4390	Private Grants	1,847	30,000	30,000	38,000
216-521-4806	Donations	-	-	-	15,800
Program: 520 - Community Pool Services Total:		1,847	30,000	30,000	53,800
Program: 540 - Special Events					
216-542-4360	State Grants	22,794	25,300	25,300	26,100
Program: 540 - Special Events Total:		22,794	25,300	25,300	26,100
Program: 550 - City Library					
216-550-4806	Donations	-	175,000	90,000	85,000
Program: 550 - City Library Total:		-	175,000	90,000	85,000
Revenue Total:		31,873	300,300	195,300	206,200
Expense					
Program: 150 - Emergency Preparedness					
216-151-5301	Contract Services	5,376	60,000	40,000	20,000
216-151-5560	Supplies & Materials	476	-	-	-
Program: 150 - Emergency Preparedness Total:		5,852	60,000	40,000	20,000
Program: 420 - Solid Waste					
216-421-5301	Contract Services	1,270	2,000	2,000	10,650
216-421-5500	Printing & Advertising	-	-	1,300	-
216-421-5560	Supplies & Materials	110	8,000	6,700	10,650
Program: 420 - Solid Waste Total:		1,380	10,000	10,000	21,300
Program: 520 - Community Pool Services					
216-521-5301	Contract Services	420	30,000	20,000	5,800
216-521-5345	Equipment Repairs/Replacement	1,427	-	-	5,000
216-521-5560	Supplies & Materials	-	-	-	5,000
216-521-5764	Improvements	-	-	10,000	-
Program: 520 - Community Pool Services Total:		1,847	30,000	30,000	15,800
Program: 550 - City Library					
216-550-5520	Books	-	3,000	3,000	-
216-550-5761	Major Equipment	-	6,000	5,000	-
216-550-5763	Furniture & Fixtures	-	120,000	5,000	-
216-550-5764	Improvements	-	46,000	77,000	85,000
Program: 550 - City Library Total:		-	175,000	90,000	85,000
Program: 990 - Transfers					
216-999-5909	To Recreation Services 213	22,794	25,300	25,300	26,100
216-999-5911	To Capital Improvement 301	-	-	-	38,000
Program: 990 - Transfers Total:		22,794	25,300	25,300	64,100
Expense Total:		31,873	300,300	195,300	206,200
Fund: 216 - REVOLVING FUND Surplus (Deficit):		-	-	-	-

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 217 - PEG FEES					
Revenue					
Program: 160 - Economic Vitality					
217-161-4131	COX Cable PEG Fees	44,217	44,000	42,000	42,000
217-161-4600	Interest Income	1,669	400	500	250
217-161-4601	Net Adjustment Fair Value	(1,143)	-	-	-
217-161-4602	Gain/Loss on Investment	105	-	-	-
217-161-4802	Miscellaneous Income	1,735	2,000	2,000	2,000
Program: 160 - Economic Vitality Total:		46,582	46,400	44,500	44,250
Program: 990 - Transfers					
217-999-4920	From ARPA 105	-	10,300	6,000	5,500
Program: 990 - Transfers Total:		-	10,300	6,000	5,500
Revenue Total:		46,582	56,700	50,500	49,750
Expense					
Program: 160 - Economic Vitality					
217-161-5100	Regular Wages	-	-	-	10,450
217-161-5104	Overtime Pay	-	-	-	500
217-161-5106	Other Pay	-	-	-	400
217-161-5108	Interpreter Pay	-	-	-	400
217-161-5120	Health Insurance	-	-	-	3,500
217-161-5121	Dental Insurance	-	-	-	350
217-161-5122	Life Insurance	-	-	-	50
217-161-5123	Disability Insurance	-	-	-	50
217-161-5131	PERS Pepra Contribution	-	-	-	800
217-161-5140	Medicare Tax	-	-	-	150
217-161-5150	Flexible Benefits Program	-	-	-	250
217-161-5151	Fitness Benefit	-	-	-	100
217-161-5201	Professional Services	37,002	40,000	70,000	70,000
217-161-5345	Equipment Repairs/Replacement	3,025	1,500	10,000	10,000
217-161-5510	Dues & Subscriptions	381	1,000	1,000	700
217-161-5560	Supplies & Materials	524	1,000	1,000	1,000
217-161-5761	Major Equipment	11,687	-	-	-
Program: 160 - Economic Vitality Total:		52,619	43,500	82,000	98,700
Program: 220 - Management Information Services					
217-221-5360	Software Subscription/Maintenance	9,361	10,000	11,700	11,700
Program: 220 - Management Information Services Total:		9,361	10,000	11,700	11,700
Expense Total:		61,980	53,500	93,700	110,400
Fund: 217 - PEG FEES Surplus (Deficit):		(15,398)	3,200	(43,200)	(60,650)

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.

		Prior Year Actuals FY 2020/21	Current Budget FY 2021/22	Estimated Actual FY 2021/22	Proposed Budget FY 2022/23
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND					
Revenue					
Program: 400 - Public Works Administration					
301-401-4550	Highway & Bridges	127,181	42,000	42,000	15,000
301-401-4552	Traffic Control	30,471	4,000	4,000	4,000
301-401-4555	General Government	19,671	6,500	6,500	4,500
301-403-4360	State Grants	178,761	960,800	146,500	2,018,450
301-403-4370	Federal Grants	20,243	1,175,800	355,000	867,700
301-403-4380	County Grants	574,511	1,610,800	410,700	1,371,700
301-403-4390	Private Grants	40,105	1,192,400	672,400	1,325,000
301-403-4812	Reimbursement- Insurance Claim	213,005	-	-	-
Program: 400 - Public Works Administration Total:		1,203,948	4,992,300	1,637,100	5,606,350
Program: 430 - Street Maintenance					
301-431-4551	Storm Drainage	23,672	25,000	25,000	12,500
301-431-4553	Streets & Thoroughfares	14,724	8,500	8,500	4,500
Program: 430 - Street Maintenance Total:		38,397	33,500	33,500	17,000
Program: 500 - Parks & Facilities Improvement and Maintenance					
301-502-4560	Park Land Acquisition	19,803	-	-	-
301-502-4561	Park & Recreation Facilities Improvement	147,866	32,000	32,000	15,000
301-502-4562	Aquatics Facilities	12,539	2,000	2,000	1,000
301-502-4564	Quimby Fees	70,435	20,000	20,000	10,000
301-502-4566	New Construction Fee	2,018	500	500	500
Program: 500 - Parks & Facilities Improvement and Maintenance Total:		252,661	54,500	54,500	26,500
Program: 900 - Non-departmental					
301-900-4600	Interest Income	643	500	500	250
301-900-4601	Net Adjustment Fair Value	(4,225)	-	-	-
301-900-4602	Gain/Loss on Investment	182	-	-	-
Program: 900 - Non-departmental Total:		(3,400)	500	500	250
Program: 990 - Transfers					
301-999-4901	From Revolving 216	-	-	-	38,000
301-999-4902	From Major Asset Replacement 103	31,008	-	-	-
301-999-4906	From Measure A Fund 215	589,283	854,500	319,300	1,005,250
301-999-4907	From Tideland's Trust Fund 207	11,560	31,100	16,500	101,350
301-999-4913	From Measure D 212	130,729	-	-	-
301-999-4916	From General 101	4,200	-	-	-
301-999-4917	From General Reserves 102	-	1,170,000	190,000	980,000
301-999-4918	From Measure X 104	1,557,856	2,205,305	1,652,550	2,526,650
301-999-4919	From RMRA 203	431,000	267,400	428,050	290,000
Program: 990 - Transfers Total:		2,755,636	4,528,305	2,606,400	4,941,250
Revenue Total:		4,247,241	9,609,105	4,332,000	10,591,350
Expense					
Program: 400 - Public Works Administration					
301-403-5780	Major Capital Projects	3,846,531	10,297,450	4,080,000	11,589,400
Program: 400 - Public Works Administration Total:		3,846,531	10,297,450	4,080,000	11,589,400
Program: 990 - Transfers					
301-999-5905	To Park Maintenance 204	7,723	-	-	-
301-999-5909	To Recreation Services 213	6,467	15,000	-	-
Program: 990 - Transfers Total:		14,190	15,000	-	-
Expense Total:		3,860,721	10,312,450	4,080,000	11,589,400
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND Surplus (Deficit):		386,521	(703,345)	252,000	(998,050)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds in the budget are grouped into five generic fund types and three broad fund categories as follows:

GOVERNMENTAL FUNDS

The General Fund

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

PROPRIETARY FUNDS

Enterprise Funds

Enterprise Funds are used to account for operations that (1) are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (2) where the determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City does not have any proprietary funds.

FIDUCIARY FUNDS

Trust and Agency Funds

Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. These include: Expendable Trust, Non-expendable Trust, Pension Trust and Agency Funds. Non-expendable Trust and Pension Trust Funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Expendable Trust funds are accounted for in essentially the same manner as governmental funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

B. BASIS OF ACCOUNTING

Governmental fund types use the modified-accrual basis of accounting. Revenues are recognized when available and measurable. Revenues considered susceptible to accrual include property taxes, sales taxes collected by the state on behalf of the City prior to year-end, certain other intergovernmental revenues and interest. In accruing intergovernmental revenues, such as grants and state subsidies, the legal and contractual requirements are used as guidance. Revenues which are not considered susceptible to accrual include motor vehicle license fees, certain other licenses and fees, fines, forfeitures and penalties. Expenditures are recorded when the related liability is incurred.

C. BUDGETS AND BUDGETARY ACCOUNTING

The City is required by its municipal code to adopt an annual budget on or before June 30, which is the end of its fiscal year, for the ensuing fiscal year. From the effective date of the budget, the amounts stated as proposed expenditures become appropriations to the various City departments. The City Council may amend the budget by motion during each fiscal year. The City manager may transfer funds from one major expenditure category to another within the same department and fund. Any revisions that alter the total expenditures of any fund must be approved by the City Council.

All appropriations lapse at the end of the fiscal year to the extent that they have not been expended, except for capital projects and approved grants, which are carried forward until such time as the project is either completed or terminated. Lease contracts entered into by the City are subject to annual review by the City Council; hence, they legally are one year contracts with an option for renewal for another fiscal year. Budget amounts are adopted on a basis consistent with generally accepted accounting principles (GAAP).

D. ENCUMBRANCES

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of moneys are recorded in order to reserve that portion of the applicable appropriation, is utilized as an extension of formal budgetary integration in the governmental funds. For budgetary purposes, appropriations lapse at fiscal year end except for that portion related to encumbered amounts. Outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be honored during the subsequent year. Encumbrances outstanding at year end are carried forward to the new fiscal year. Such encumbrances constitute the equivalent of expenditures for budgetary purposes and accordingly, the accompanying financial statements present comparisons of actual results to the budgets of governmental funds on the budget basis of accounting.

E. CASH AND INVESTMENTS

The City pools idle cash from all funds for the purpose of increasing income through investment. Investments are stated at cost or market, whichever is lower, and are written down to market only if the decline in value of individual securities is significant and it is anticipated that such lower values will persist for a substantial period of time. Interest earned on investments is allocated to individual funds quarterly based on the average cash balance in each fund.

The City temporarily invests its excess cash in instruments which are allowable under current legislation of the State of California (Government Code Section 53600 et seq.). The state code permits investments in the following instruments:

- | | |
|--|---|
| ◆ Securities of the U.S. Government or it agencies | ◆ Commercial paper |
| ◆ Small Business administration loans | ◆ Local Agency Investment Fund (State Pool) |
| ◆ Certificates of deposit (or time deposits) placed with commercial banks and /or savings and loan companies | ◆ Repurchase agreements |
| ◆ Negotiable certificates of deposit | ◆ Passbook savings accounts |
| | ◆ Reverse-repurchase agreements |
| | ◆ Bankers' acceptances |

The City has chosen not to utilize either repurchase agreements or reverse-repurchase agreements investment vehicles.

Cash and Investments – Deferred Compensation Plan

The City offers its employees two deferred compensation plans created in accordance with Internal Revenue Code Section 457. One plan is for full-time employees and one is for part-time employees.

F. INVENTORIES

Inventories are stated at the lower of cost or market on the basis of the first in, first out method of inventory accounting (FIFO). Inventories held in the Proprietary and Special Revenue Funds consist of product for resale. A physical inventory is taken at the end of the fiscal year to establish inventory values. Inventories reflected in the Special Revenue Funds are offset by a fund balance reserve which indicates that the inventories do not constitute "available expendable resources" even though they are a component of net current assets.

G. FIXED ASSETS

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction costs are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The cost of normal maintenance and repairs not adding to the value of the asset or materially extending asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. Public domain ("infrastructure") general fixed assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems are not capitalized as these assets are immovable and of value only to the government.

Assets in the general fixed assets account group are not depreciated. Depreciation of building, equipment and vehicles in the proprietary type funds is computed using the straight-line method over the estimated useful lives:

- | | |
|----------------------------------|------------|
| ◆ Buildings | ◆ 30 years |
| ◆ Improvements & Heavy Equipment | ◆ 30 years |
| ◆ Equipment | ◆ 7 years |

**H. ACCUMULATED UNPAID VACATION, SICK PAY AND OTHER
EMPLOYEE BENEFITS**

Accumulated unpaid vacation, sick pay and other employee benefit amounts are accrued in governmental funds (which includes the General Fund) and in proprietary funds, if applicable. All accumulated unpaid vacation and sick pay is a contingent liability of the City.

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.

Budget (Operating): A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

Budget Calendar: The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Document: The official written statement submitted by the City Manager and supporting staff to the legislative body detailing the proposed budget.

Budget Message: A general discussion of the proposed budget presented in writing as a part of, or supplement of, the budget document. The budget message explains principal budget issues against the background of financial trends and presents recommendations made by the City Manager.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Outlays: Expenditures for the acquisition and/or construction of capital assets.

Capital Projects: Projects which purchase or construct capital assets.

Cost Accounting: Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

Debt Service: Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit: (1) The excess of an entity's liabilities over its assets (See *Fund Balance*) or (2) the excess of expenditures or expenses over revenues during a single accounting period.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

Expenditures: Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not.

Fiscal Year: The City of Carpinteria operates on a fiscal year from July 1 through June 30.

Fund: A separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary and fiduciary.

Fund Balance: The excess of an entity's assets over its liabilities. A negative fund balance is called a *fund deficit*.

Goals and Objectives: Specific projects and programs to be undertaken utilizing allocated fiscal resources, designed to further the achievement of the Community Vision.

Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Internal Control: A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. Note: The term does not include encumbrances.

Major Accomplishments: A report of those significant programs, projects, and other activities which were successfully implemented and/or completed by a Department during the prior fiscal year.

Modified Accrual Basis: The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Primary Activities: A summary of what each department accomplishes during the fiscal year.

Reserve: An account used to indicate that a portion of fund equity is restricted for a specific purpose or not available for appropriation and subsequent spending.

Service Level Trends: A summary of changes in service levels from one fiscal year to the next. Changes discussed will include staffing levels, operational expenditures and capital outlay.

Certificates of Participation. Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

Fiscal Year. The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Function. A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The six functions

in the City's financial plan are: Public Safety; Public Utilities; Transportation; Leisure, Cultural and Social Services; Community Development; and General Government.

General Fund. The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General fund. Except for subvention or grant revenues restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose. (See Fund)

Line-Item Budget. A budget that lists detailed expenditure categories (temporary salaries, postage, telephone service, chemicals, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget; however, detail line-item accounts are maintained and recorded for financial reporting and control purposes.

Subventions. Revenues collected by the State (or other level of government) that are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

LIST OF ACRONYMS

AB939	California State Assembly Bill 939	AB 939 is a State Assembly Bill passed in 199_ requiring each public agency within the State, including Counties and Cities, to recycle a percentage of their total annual waste stream. The present annual rate required is 50%.
ABOP	Antifreeze, Batteries, Oil and Paint	ABOP is a City program to collect and dispose of antifreeze, batteries, oil, and paint in order to prevent pollution. The program is open to the public every other Saturday at the Public Works yard.
ADA	Americans with Disabilities Act	The ADA is a 1990 federal law that forbids discrimination against persons who are disabled.
ADP	Automatic Data Processing	ADP is a private firm that the City uses to process its payroll, pay employer/employee taxes and issue employee W2s.
AFLAC	American Family Life Assurance Company	AFLAC is the administrator of the City's employee flexible benefits program which permits full time employees to purchase certain pretax insurance benefits
APCD	Air Pollution Control District	A local government agency that works to protect the people and the environment of Santa Barbara County from harmful effects of air pollution
ARB	Architectural Review Board	A five-member committee consisting of lay and professional citizens skilled in the interpretation of architectural and landscaping drawings
BEACON	Beach Erosion Authority for Clean Oceans and Nourishment	BEACON is a California Joint Powers agency established to deal with coastal erosion and beach problems on the Central Coast of California.
CALTRANS	California Department of Transportation	Caltrans is the state agency responsible for highway, bridge, and rail transportation planning, construction and maintenance.
CDBG	Community Development Block Grant	A funding source in support of decent affordable housing for all, provision of services to the most vulnerable in our communities, the creation of jobs and expansion of business opportunities
CDD	Community Development Department	The CDD provides primary support to the Architectural Review Board, the Environmental Review Committee and the Planning Commission and includes the divisions of Planning, Building and Code Compliance.
CDIAC	California Debt and Investment Advisory Commission	The CDIAC is a state agency which provides information, education and technical assistance on public debt, investments, and economic development financing tools to local public agencies and other public finance professionals.

CERT	Citizens Emergency Response Training	CERT is comprised of volunteers to assist citizens within the City of Carpinteria during emergencies such as flooding, fires, earthquakes, tsunamis, and other hazardous conditions.
CJPIA	California Joint Powers Insurance Authority	The CJPIA is a self-insuring and loss pooling program for Property Insurance, Workers' Compensation, Public Official and Employee Bonds, and General and Automobile Liability
CSMFO	California Society of Municipal Finance Officers	The CSMFO is a statewide organization serving municipal finance professionals in financial management, continuing education and professional development.
CTC	California Transportation Committee	The CTC is a State committee in charge of approving program funding for all Federal, State, and County/regional projects related to maintaining, operating, and improving the regional multi-modal transportation system and to maintain Federal air quality standards.
EAP	Employee Assistance Program	The EAP provides resource for employees for counseling services in compliance with City's Alcohol and Drug Abuse Policy. The City contracts with Tri County Employee Assistance Program to provide this service.
EOC	Emergency Operations Center	The EOC is setup by City staff to respond to emergencies that affect the citizens of Carpinteria. This may include response to earthquakes, flooding, fires, tsunamis, and other hazardous situations.
ERC	Environmental Review Committee	A five-member board that provides direct input into the City's environmental review process
FBI	Federal Bureau of Investigations	The FBI is the primary investigative arm of the US Department of Justice
FDIC	Federal Deposit Insurance Corporation	The FDIC is an independent U.S. government corporation created under authority of the Banking Act of 1933 to insure bank deposits in eligible banks against loss in the event of a bank failure and to regulate certain banking practices.
FEMA	Federal Emergency Management Agency	FEMA a former independent agency that became part of the new Department of Homeland Security in March 2003 is tasked with responding to, planning for, recovering from and mitigating against disasters.
FLSA	Fair Labor Standards Act	The FLSA, published in law in sections 201-219 of title 29, United States Code provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated
FPPC	Fair Political Practices Commission	The FPPC was created by the Political Reform Act of 1974 to educate the public and public officials on the requirements of the Act and to receives and file statements of economic interests from many state and local officials.

FTE	Full Time Equivalent	FTE Designation for the equivalent of one full time employee in listing number of employees.
FY	Fiscal Year	A designated one year period for purposes of financial reporting. The City's fiscal year begins July 1 and ends the following June 30
FTMS	Financial Trend Monitoring System	A report prepared in anticipation of and as support documentation to the City's annual Strategic Planning and Budget processes. It is an internal and external assessment of conditions and issues that create opportunities and impose constraints on the City's ability/potential to accomplish its mission and move positively toward its objectives.
GASB	Government Accounting Standards Board	A national authoritative body established to establish standards of state and local governmental accounting and financial reporting resulting in useful information for users of financial reports and to guide and educate the public, including issuers, auditors, and users of those financial reports.
GATV	Government Access Television	Refers to the City's Government Access Television equipment, taping, and broadcasting on local Channel 18.
GFOA	Government Finance Officers of Association	The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit.
HOME	HOME Investment Partnership Act Program	A funding source for non-profit and for-profit organizations to provide decent, safe and affordable housing to low- to moderate-income persons
ICMA	International City Manager's Association	ICMA is the professional and educational organization for chief appointed managers, administrators, and assistants in local governments throughout the world. Its mission is to create excellence in local government by developing and fostering professional local government management worldwide.
IRS	Internal Revenue Service	The IRS is a bureau of the Department of Treasury organized to carry out the responsibilities of the secretary of the Treasury under section 7801 of the Internal Revenue Code.
LAFCO	Local Agency Formation Commission	There is a LAFCO in each county in California created by the Legislature in 1963 to discourage urban sprawl and encourage the orderly formation and development of local government agencies
LHMP	Local Hazard Mitigation Plan	The City's LHMP is a plan to respond to emergencies caused by hazardous spills, explosions, contaminated air, etc. along the freeway corridor, railway, and oil/gas facilities.

LTF	Local Transportation Fund	A fund of the City used to account for the City's share of the State Sales Tax on motor vehicle fuels. Revenues from this source must be used for maintenance of bikeways and are administered by the Santa Barbara County Association of Governments.
MHFP	Multi-Hazard Functional Plan	The City's MHFP is a plan to deal with natural and manmade hazards including flooding, fires, earthquakes, tsunamis, hazardous spills, explosions, contaminated air, etc. The plan is actually the City's emergency plan
MOU	Memorandum of Understanding	Documentation of authorized representatives of the City and the affected employees having met and conferred in good faith concerning issues of wages, hours and terms and conditions of employment in accordance with the Myers-Milias Brown Act.
MJLHMP	Multi-Jurisdictional Local Hazard Mitigation Plan	The MJLHMP is the City's plan to identify hazards prior to an emergency, and provide corrective measures to reduce said hazards.
NPDES	National Pollution Discharge Elimination System	NPDES is the permitting system designed to control the pollutants discharged into surface waters, ponds, streams and the ocean
OES	Office of Emergency Services	OES is the Governor's Office of Emergency Services and the State's Department for responding to all County, State, Federal emergencies.
PBIAAB	Parking and Business Improvement Area Advisory Board	The PBIAAB is a five (5) member Board appointed by the City Council to oversee the collection and use of funds of the City's Assessment District #4 (Downtown "T").
PCI	Pavement Condition Index	PCI is used to categorize the condition of roadway/street pavement for preventive maintenance to complete removal and replacement.
PERS	Public Employees Retirement Systems	The City has contracts with CalPERS, which is governed by the California Public Employees Retirement Law, to provide retirement benefits for eligible full-time employees of the City.
PSR	Project Study Report	A PSR is a study/report format used by Caltrans for transportation projects and includes, environmental, engineering, right of way acquisition, structural and construction aspects along with a preliminary cost estimate. The PSR is used for budget purposes.
ROW	Right of Way	ROW is City owned property know commonly as the streets, traveled by cars including curb, gutter, and sidewalk.
RSTP	Regional Surface Transportation Program	RSTP was established by the State for use of Federal funds to construct, rehabilitate, resurface restore streets within the City.

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

TTAC	Technical Transportation Advisory Committee	TTAC is an advisory committee to the Santa Barbara County Association of Governments (SBCAG) Board. TTAC is composed of Public Works Directors, City Engineers, and Traffic/Transit engineers and representatives from each City, the Metropolitan Transits Authority, and the County of Santa Barbara Public Works Agency.
TTAG	Technical Transportation Advisory Group	TTAG is an advisory committee to the Santa Barbara County Association of Governments (SBCAG) Board. TTAC is composed of Public Works Directors, City Engineers, and Traffic/Transit engineers and representatives from each City, the Metropolitan Transits Authority, Caltrans, and the County of Santa Barbara Public Works Agency. TTAG deals with the widening of Highway 101, which is also known as "101 In Motion".
US	United States	A constitutional republic established in 1783 by armed revolt against King George III of England
VLF	Vehicle License Fee	VLF is an annual fee on the ownership of a registered vehicle in California with the revenues distributed to cities and counties

2021/22 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.		
FY2021/22 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. The Long-Range Financial Plan was updated and presented in May.
Implement annual Budget Performance Measurements.	<ol style="list-style-type: none"> 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 2021-22 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.

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. In May the City's Administrative Services Director attended the annual UCSB Economic Forecast Project presentation and the City completed. In December the City Council received the biennial Carpinteria Valley Economic Profile report.
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. The City COVID-19 Communications Committee (formed as a part of the City's response to the Pandemic) continued to meet during the fiscal year. The City Manager and other staff support this Committee through their participation. The City continued to use its Social Media platform to provide public information concerning public health and other important local issues. The City's electronic newsletter is published every other week. The City also conducted extensive public outreach on project/program specific work including District Mapping.

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. For the second consecutive year, 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.	Partially completed: The City Manager responded directly and/or coordinated response with staff members concerning over 10 customer service matters. A public survey has not been completed.
Improve and maintain collaborative relations with other public agencies in the region and with the business community.	<ol style="list-style-type: none"> 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. The City Manager and Assistant City Manager participate in the Carpinteria Business Committee of the Santa Barbara South Coast Chamber of Commerce. The City Manager and Mayor participated in the annual State of the City event. Council Committees met with representatives of the School District, Water and Sanitary Districts.

Implement required/necessary local responses to federal and state mandated programs.	<ol style="list-style-type: none"> 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 is underway and progressed during the fiscal year. The update is expected to be completed by late summer 2022. The City conducted substantial work related to myriad new state housing laws, making presentations on the laws, city options for implementation, and implications for the Coastal zone.
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.	<ol style="list-style-type: none"> 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.
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.

PROGRAM:	Communication & Community Promotions	
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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	Results/ Status
Coordinate and monitor release of public information on behalf of the City.	<ol style="list-style-type: none"> 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.

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).	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

<p>Use a variety of communication venues (e.g., social media, e-newsletter, etc.) to disseminate City information to residents and visitors.</p>	<ol style="list-style-type: none"> 1. 4 to 6 posts weekly on each platform 2. Disseminate monthly e-newsletter 	<p>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 e-newsletter is currently being published every other week.</p>
<p>Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).</p>	<p>Oversee and participate in preparation and editing of three City Newsletters.</p>	<p>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.</p>

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 programs of significant public interest.
Participate and represent the City in various community events.	<ol style="list-style-type: none"> 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. The City Manager and Mayor presented at the Santa Barbara South Coast Chamber of Commerce State of the Cities event, Mayor Nomura also presented at the Chamber's Carpinteria Awards Banquet.
Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.	<ol style="list-style-type: none"> 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	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 took place in limited capacity during the 2021/22 year with two days of service instead of three. The 2022/23 season is

regarding events of mutual interest in the Downtown.		expected to remain at two days until the pandemic surges cease.
Provide resources and support for the DTBAB.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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	Design and host a volunteer recognition event for all City volunteers.	In process, not completed.

recognition of City volunteers across programmatic lines.		
Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 took place in limited capacity during the 2021/22 year with two days of service instead of three. The 2022/23 season is expected to remain at two days until the pandemic surges cease.
Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.	<ol style="list-style-type: none"> 1. Update HOST Kiosk panels as needed. 2. Review and update information available for distribution in the Kiosk. 	Updates are being made to materials and HOST kiosk in preparation for the HOST program 2022/23 season.
Develop a Neighbor to Neighbor (NTN) pilot program.	<ol style="list-style-type: none"> 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 2022/23

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	Results/ Status

Fill commercial real estate vacancies in the City.	<ol style="list-style-type: none"> 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. 	Previously, a retirement and Pandemic related hiring freeze resulted in the suspension of this work. The City has now assigned this task to the newly hired Assistant City Manager (ACM.) The ACM has initiated conversations with industry experts to reevaluate this activity and to assess whether the City can provide new or improved business support measures.
Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.	<ol style="list-style-type: none"> 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 continued with a heightened focus on COVID-19 related issues and impacts. Field staff provided health order updates, the City's parklet program was extended, and plans for a permanent parklet program were initiated.
Enhancement of City sales tax revenues.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 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.	Previously, a retirement and Pandemic related hiring freeze resulted in the suspension of this work. The City has now assigned this task to the newly hired Assistant City Manager (ACM.) The ACM has initiated conversations with industry experts to reevaluate this activity and to assess whether the City can provide new or improved business support 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	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.	Partial completion. Updated grant applications for fiscal year 2022/23 were sent to prospective service providers 55 days prior to the first City budget hearing. All interested applicants had time to apply and receive appropriate consideration, however, the objective to provide applications approximately 90 days in advance of the first City budget hearing will be carried over to FY 2022/23 program objectives. This will allow City staff to enhance the quality of the grant application process, aiding the City Council in their funding decision making process, while allowing applicants ample time for completion.
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.	Completed.
Complete Community Service contracts, MOU's, and grant agreements with service providers.	Obtain appropriate signatures and transmit completed agreements to service providers.	Completed.

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	Results/ Status

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.	Program activities were delayed due to COVID and consultant staffing changes. Program restarted in December 2021 after hiring of new Asst. City Manager. Program timeline has since been revised to account for delays. First training is set for June 2022.
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.	Recruitment and hiring of Assistant City Manager position complete.
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.	Program delayed due to COVID. First training scheduled for June of 2022.

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	Results/ Status
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 19 notices. 2. Completed for all required noticing. 3. Prepared and posted 2 vacancy notices.

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 22 regular and 5 special agenda packets with 282 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 28 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 62 Statement of Economic Statements (Form 700) and 4 Campaign Statement filings.
Provide for the City's processing of Agreements.	Maintain current agreements and process 40 new agreements annually.	Processed 29 City Council approved agreements and 34 City Manager approved agreements.

PROGRAM:	Elections	
The goal of the Election Program is to administer and coordinate municipal elections.		
FY2021/22 Objectives	Performance Measures	Results/ Status

<p>Conduct a general municipal election on November 8, 2022.</p> <p>Performances measures 1 and 2 will be completed in fiscal year 2021-22.</p> <p>Performance measures 3 through 6 will be completed in fiscal year 2022-23.</p>	<ol style="list-style-type: none"> 1. Prepare for adoption by the City Council, all required resolutions calling, requesting consolidation and setting guidelines for candidate statements and the submittal of an Initiative Measure on the ballot. 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. 6. Coordinate Arguments for and against Initiative Measure as well as Rebuttals Arguments against and for the Initiative Measure. 	<p>Performance measures 1 through 2 were completed.</p> <p>Performance measures 3 through 6 will be completed in fiscal year 2022-23.</p>
<p>Provide for the timely assuming of office by all elected councilmembers.</p>	<ol style="list-style-type: none"> 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. 	<p>This objective will be completed in Fiscal Year 2022-23 once the Election is held.</p>

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	Results/ Status

<p>Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.</p>	<ol style="list-style-type: none"> 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 applications received which include applications for part-time and seasonal employment. Follow 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. 7. Establish an eligibility list. 6. Schedule the most qualified applicants to participate in selection process within 60 days of first notice. 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. 	<p>In process, not completed. HR re-evaluated portions of the recruitment process and looked into a recruitment application platform, NeoGov, which is suited for public sector capabilities to make the application process more efficient. NeoGov is scheduled to go live than June 2022. HR entered in agreement with CPS HR to assist HR with hard to fill recruitments and help with attracting new talent.</p>
<p>Coordinate and administer Employee Benefits Programs to coincide with CalPERS annual open enrollment timeframe.</p>	<ol style="list-style-type: none"> 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 	<p>Successfully coordinated and consolidated three different open enrollment dates into one open enrollment date to coincide with CalPERS annual enrollment. Also, enhanced supplemental plans for staff by adding pet insurance and identity theft insurance.</p>

	<p>Cafeteria Benefit Program, AFLAC, and Transamerica Insurance.</p> <p>4. Add an electronic benefits enrollment system for dental, vision, life insurance, flexible spending account, short-term and long-term disability, EAP, and supplemental plans.</p>	
Evaluate and update position descriptions for conformance with responsibilities and duties being performed.	<p>1. Within ten days of first notice of a position vacancy, analyze staffing needs for the affected department and review job description.</p> <p>2. Conduct on-going review of job descriptions for conformance with duties being performed.</p>	In process, not completed.
Refine the annual employee performance evaluations and assist Supervisors in preparing annual performance evaluations.	<p>1. Assist Supervisors in preparing formal annual employee performance reviews of all 39 full-time employees between April 1st and May 30, 2022, matching performance to department goals and objectives.</p> <p>2. Foster better communication between supervisors and employees.</p> <p>3. Assure that appointment and promotion of employee are based on merit and performance evaluation.</p>	<p>In process, not completed. HR is re-evaluating the process to ensure increased performance to department goals and objectives.</p> <p>As soon as the current performance evaluation cycle is completed HR will begin to refine and make the needed changes.</p>
Maintain appropriate information and secure files documenting the employment records of each City employee.	<p>1. Maintain appropriate documentation in a confidential personnel file of all full-time, part-time and seasonal City employees.</p> <p>2. Control confidentiality of all applications and personnel files.</p> <p>3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.</p>	In process, not completed.

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.	<ol style="list-style-type: none"> 1. Periodically review policies to ensure compliance with Federal and State laws. 2. Access which policies need to be updated. 	In process, not completed.
Annual updates of Employee Handbook for distribution to employees.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 39 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. 	<p>In process, not completed. Due to the Pandemic trainings were not provided and were on hold.</p> <p>HR has reached out to CJPIA Training Department and will work on developing in-person trainings for City staff.</p> <p>HR is also working with our Aquatics Superintendent to have the remaining City Staff First Aid and CPR certified; Public Works and Parks and Facilities have been certified.</p>

<p>Provide guidance and assistance to City Manager and Department Heads on human resources related issues and establish and maintain procedures for dealing with personnel issues.</p>	<ol style="list-style-type: none"> 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. 	<p>In process, on-going due to the pandemic and constantly changing laws and regulations. The majority of the training and/or webinars HR has attended have been related to COVID-19, CalOSHA, Vaccinations, Wage and Hour, Telework, Implementing Supplemental Leave Pay ,and others.</p>
<p>Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.</p>	<ol style="list-style-type: none"> 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. 	<p>On-going.</p>
<p>Review Memorandum of Understanding between the City of Carpinteria and the Service Employees International Union (SEIU) Local 620 representing Public Works and General Service Units and prepare for negotiations for the renewal of the current contract which expires June 30, 2022.</p>	<ol style="list-style-type: none"> 1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss the renewal of the 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. 	<p>In process, not completed.</p>

Review non-negotiable Agreement for Conditions of Employment for Management and Miscellaneous Personnel which expires June 30, 2022.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 were on 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.

PROGRAM:	Risk Management	
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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	Results/ Status
Follow proven practices of risk management in order to minimize the City's liability exposure	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. HR has reached out to CJPIA Training and will be working on developing a safety program for the City that will include virtual and in-person classes.

Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	<ol style="list-style-type: none"> 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. With COVID-19 and CalOSHA changes, HR ensured was informed of any pertinent information that affected them and provided any links and resources.
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.	<ol style="list-style-type: none"> 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. 	In process, not completed.
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.	In process, not completed.
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.	<ol style="list-style-type: none"> 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. However, HR has been working with Parks, Recreation, & Public Facilities Directors because some in-person training is starting to become available later in the year.

Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 	In process, not completed.
Coordinate review of planned and on-going ADA related projects.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	In process, not completed.

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	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	
<p>Goal #1: Strengthen community emergency preparedness outreach and identify opportunities to foster relationships among individuals, communities and organizations to encourage trust and build consensus.</p> <p>Goal #2: Develop and implement a training program to ensure City staff are prepared to lead the community in the event of an emergency.</p> <p>Goal #3: Enhance City's ability to respond to emergencies and reach residents and visitors with vital information on severe weather and other emergencies.</p>		
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.	<ol style="list-style-type: none"> 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.

Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.

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.

PROGRAM:		Emergency Preparedness
<p>Goal #1: Strengthen community emergency preparedness outreach and identify opportunities to foster relationships among individuals, communities and organizations to encourage trust and build consensus.</p> <p>Goal #2: Develop and implement a training program to ensure City staff are prepared to lead the community in the event of an emergency.</p> <p>Goal #3: Enhance City's ability to respond to emergencies and reach residents and visitors with vital information on severe weather and other emergencies.</p>		
FY2021/22 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 2021-22 to work collaboratively with the County to disseminate critical public health information.

Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	Local Hazard Mitigation Plan is being updated. Other plan updates were suspended.

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.	<ol style="list-style-type: none">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.

Administrative Services Programs

PROGRAM:	Financial Management Services	
FY2021/22 Objectives	Performance Measures	Results/ Status
Provide for the complete, accurate and timely recording of accounting transactions.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. We have implemented the new Time and Attendance Software and are in the process of training departments. 2-6. Completed.
Safeguard City assets.	<ol style="list-style-type: none"> 1. Maintain fixed assets accounting system. 2. Complete monthly bank reconciliations. 	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1-4. Completed 5. The assessments were waived for FY21 due to the pandemic. 6-8. Completed

Obtain unqualified audit opinions on all audits.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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

Provide a plan to ensure the short and long term financing of City programs.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.	<p>Annual Reports:</p> <ol style="list-style-type: none"> 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. <p>Quarterly Reports:</p> <ol style="list-style-type: none"> 1. Investment reports to Council and the California Debt Advisory Commission. 	Completed all required financial reports.
Provide informational reports per local ordinances	<ol style="list-style-type: none"> 1. Provide expenditures report for review by Council at regular meetings. 2. Assist with the annual Development Impact Fee review. 	1-2. Completed

Administer the Department in an efficient and cost effective manner.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. Attend several monthly CSMFO chapter meetings. 2. Attend annual CSMFO conference. 	1-2. Attended virtually.

PROGRAM:	Central Services	
FY2021/22 Objectives	Performance Measures	Results/ Status
Provide a safe, comfortable work environment for employees and for members of the public attending meetings.	<ol style="list-style-type: none"> 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	
FY2021/22 Objectives	Performance Measures	Results/ Status
Provide technological hardware and software productivity resources.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.
Ensure system reliability and data security.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1-2. Completed by various departments. 3. Complete.

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.		
FY2021/22 Objectives	Performance Measures	Results/ Status
Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit annual 2021 progress report for the Housing Element by April 2022 and for the General Plan by May 2022.	The Housing Element annual progress report was submitted on March 15, 2022, and the General Plan annual report on April 12, 2022. 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 updated cumulative projects list was posted on the City's Website in June 2021, and updated in 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.		
FY2021/22 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 several key chapters of the Zone Code such as Accessory Dwelling Units, Density Bonus, Coastal Development Permits, the Downtown Design Overlay, and Formula Business Restrictions. All of these chapters are currently within the public review process.

Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.	<ol style="list-style-type: none"> 1. Hold monthly General Plan/Coastal Land Use Plan Update meetings. 2. Hold public work sessions to obtain input. 	<ol style="list-style-type: none"> 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, and prepares to enter into a third modification to the multi-year contract with our consultants 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. The Department has embarked on the process develop the Downtown Design Overlay Program, a first step in addressing the Development Review process. 2. The Zone Code regulations associated with ADUs and Density Bonus, as well as the CDP chapter has commenced. A public draft of the ADU Ordinance is expected out in June of this year. The City has recently embarked in the Housing Element Update.

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	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 12 City residents thus far since 2012.

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	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, many occur on the same day if requested early enough.

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	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. Compliance staff has just presented first quarterly report to the City Council. Staff also attends the Homeless outreach lunch weekly, as 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. Most occur within 3 days from when they were reported or noted.
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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.		
FY2021/22 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 regarding the City's Spay/Neuter laws.
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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 2021/22 Objectives	Performance Measures	Results/ Status
Update Street Tree Management Plan.	Submit plan to Tree Advisory Board for review.	Tree Advisory Board accepted in May 2021. City Council adopted in July 2021.
Increase public awareness of Public Works Department programs and operations.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going. 3. On-going. 4. On-going. 5. On-going. <p>City Council proclaimed May 15 thru 21, 2022, as National Public Works Week.</p>
Improve response time and customer service approach to complaints and service requests.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. New Department web page with Service Request Form link. 2. On-going.

Optimize Department operations.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 workplan 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going. 3. On-going. 4. Report of 2021 accomplishments presented in Dec 2021.

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 2021/22 Objectives	Performance Measures	Results/ Status
Provide cost effective management of signalized intersections.	<ol style="list-style-type: none"> 1. Review new battery backup system performance. 2. Review Traffic Signal Timing and Performance. 	<ol style="list-style-type: none"> 1. All traffic signals equipped with battery backup system. 2. On-going.

Promote Electric Shuttle Service.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Completed. 2. Not started. Reevaluate feasibility for video detection. 3. Completed.
Parking Lot Lighting Energy Analysis.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	City Council accepted Downtown Carpinteria Parking Study in November 2021.

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	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.

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	Results/ Status

Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), and E-waste.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going.
Prepare and submit Progress Reports of City's Recycling Program to State Agencies.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going.
Work with waste haulers, local jurisdictions, and other local organizations to comply with State Organics requirements.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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.
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 2021/22 Objectives	Performance Measures	Results/ Status

Continue implementation of the NPDES Phase II MS4 Permit requirements (effective July 1, 2013).	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 that includes stormwater testing at locations with specific land uses throughout the County during storm events in compliance with the States MS4 Permit requirements, as well as development of a regional monitoring and pollutant loading model. 	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.

Storm Drain Maintenance.	<ol style="list-style-type: none"> 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). 	<ol style="list-style-type: none"> 1. On-going. 2. On-going. 3. Completed. 4. Completed.
Floodplain Management.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Via Real Stormwater Project. The engineering design is complete. 2. In progress. FEMA reviewed draft amendment of floodplain management regulations.

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 2021/22 Objectives	Performance Measures	Results/ Status
Continue to provide cost effective on-going maintenance of street markings and legends throughout the City.	<ol style="list-style-type: none"> 1. Re-paint roadway and street striping yearly in the late spring. 2. Re-paint school crosswalks and legends yearly in August. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going.

Continue to maintain condition and safety of streets.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going. 3. 2021 Pavement Rehabilitation Project completed in May 2022, and 2021 Pavement Maintenance Project completed in June 2021.
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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 2021/22 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going. 3. On-going. 4. On-going. 5. 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.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. On-going. 2. On-going. 3. Sidewalk inspection survey completed in July 2021. 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 2021/22 Objectives	Performance Measures	Results/ Status
Adopt ordinance for City construction standard plans and specifications.	<ol style="list-style-type: none"> 1. Strengthen City's design immunity. 2. Submit ordinance to City Council for adoption. 	Ordinance No. 739 adopted in March 2020.
Pursue Measure A, Active Transportation Program, and other transportation funding opportunities.	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. No further action needed. Regional Active Transportation Plan will be used at this time. 2. Measure A Cycle 5 funds awarded for Franklin Creek Trail Improvements Project. 3. On-going.
Increase Pavement Condition Index.	<ol style="list-style-type: none"> 1. Submit street selection to City Council for approval. 2. Construct, at a minimum, one pavement improvements project. 	<ol style="list-style-type: none"> 1. 2021 Pavement Maintenance Project was completed in June 2021. 2. City Council authorized Notice Inviting Bids for 2021 Pavement Rehabilitation Project in April 2021.

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 June 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. Landscaping for Linden Avenue and Casitas Pass Road Interchanges and Vial Real Extension Project completed.
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.

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.		
FY2021/22 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.	Surveys were provided to all junior lifeguard 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.	This park is currently under construction.
Obtain Permits for Bluffs 2 trail.	Having permits in hand.	Permits have been granted for this trail project.
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.

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.
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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	Results/ Status
Increase pool patronage.	1. Increase pool patronage revenues by 5%. 2. Promote pool programs in City newsletters and other media.	The pool reopened from pandemic restrictions and patronage is back to prepandemic levels.
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.	Recruitment and hiring of staff is
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.	A swim-a-thon event raised over \$15,000 for the swim and water polo program
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.	An outside janitorial company was hired to augment staff cleanings

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	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.	<ol style="list-style-type: none"> 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. The Carpinteria City beach is one of the cleanest in southern California
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.	<ol style="list-style-type: none"> 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 Junior Lifeguard Program enrolled about 150 participants in the summer of 2021. Hiring an adequate number of staff was not accomplished.
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.	Study is being converted into a Continuing Authority Study allowing for completion in 2024.
Build and remove the Winter Protection Berm.	<ol style="list-style-type: none"> 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. 	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.
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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	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.	Relaxation of pandemic restriction occurred in June of 2021 allowing for a short season. 6 teams participated.
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.		
FY2021/22 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.
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 has been completed. Monte Vista Park is proposed to be replaced in 2023.
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.

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.		
FY2022/23 Objectives	Performance Measures	Results/Status
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.	A City Librarian was hired in January 2022. A Community Engagement Librarian was hired in April 2022. A recruitment for three library technicians is in process. An MOU was signed with Black Gold Library Cooperative in April 2022, and a lease agreement with the County of Santa Barbara is in process.
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.	A facilities assessment was done by both City staff and County of Santa Barbara, including an independent ADA audit. The library was emptied and repair and replacement of furnishings is in process. The website is partially completed and IT support for software and infrastructure will be done by Black Gold as well as City IT team.

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.	The Library Advisory Commission has established by-laws and criteria for participation with Resolution 6074. The Commission does not yet have members, pending an Ordinance to establish compensation for Commissioners.
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RESOLUTION NO. 6139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2022/23

WHEREAS, on June 23, 2022, pursuant the powers and duties established at Chapter 2.08.110(G)(H), the City Manager presented the proposed Budget for Fiscal Year (FY) 2022/23 including estimated revenues and recommended appropriations for operations, special programs, capital outlay and reserves; and

WHEREAS, the City Council held duly advertised public hearings on June 13 and 23, 2022, and received public comments on the proposed Budget; and

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

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Proposed Budget for Fiscal Year 2022/23, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved and adopted, effective July 1, 2022.

SECTION 3. The final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for FY 2021/22 are also hereby approved for the 2021/22 fiscal year.

SECTION 4. 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 5. The City Council approves the salary and compensation plan inherent in the budget.

PASSED, APPROVED AND ADOPTED on June 23, 2022 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 23, 2022.

City Clerk, City of Carpinteria

APPROVED AS TO FORM:

Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

RESOLUTION NO. 6140

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ESTABLISHING THE APPROPRIATION LIMIT FOR THE CITY OF CARPINTERIA FOR FISCAL YEAR 2022/23

WHEREAS, Article XIII B of the California Constitution (Proposition 4) requires local agencies to annually establish appropriation limits on appropriation items subject to limitation; and

WHEREAS, Section 7900 et. seq. of the California Government Code provides implementing instructions to Article XIII B; and

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

WHEREAS, as a part of the powers and duties established at Chapter 2.08.110(G)(H), the City Manager has arranged for the calculation of the Fiscal Year 2022/23 Appropriation Limit to be made consistent with state law and guidelines and included in the annual Budget.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct.

SECTION 2. That the final appropriation limit for the City of Carpinteria for FY 2022/23 is hereby set at \$21,155,763, in accordance with the calculations set forth and attached hereto as Exhibit "A".

SECTION 3. 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 4. That upon the adoption of this resolution, any interested person may challenge said appropriation limit for a period of 45 days from this date in accordance with State law.

PASSED, APPROVED AND ADOPTED on June 23, 2022 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 23, 2022.

City Clerk, City of Carpinteria

APPROVED AS TO FORM:

Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

Exhibit A

Appropriation Limit

Calculation of Limitation

Appropriation limit for fiscal year ended June 30, 2022: \$ 19,643,130

Adjustment Factors: % Ratio

Population Factor (County) 1.0014

Economic Factor (Per Capita) 1.0755

Population Factor x Economic Ratio (per capita personal income) 1.0770

Appropriation limit for fiscal year ended June 30, 2023: \$ 21,155,763

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

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
2022-2023	\$	21,155,763	\$	14,177,600	\$ 6,978,163

RESOLUTION NO. 6141

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 2022/23

WHEREAS, Article XIII B of the California Constitution (Proposition 4) requires local agencies to annually establish appropriation limits on appropriation items subject to limitation; and

WHEREAS, Section 7900 et. seq. of the California Government Code provides implementing instructions to Article XIII B; and

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

WHEREAS, as a part of the powers and duties established at Chapter 2.08.110(G)(H), the City Manager has arranged for the calculation of the Fiscal Year 2022/23 Appropriation Limit for the City of Carpinteria Street Lighting District No.1 to be made consistent with state law and guidelines and included in the annual Budget.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct.

SECTION 2. That the final appropriation limit for appropriations subject to limitation for the City of Carpinteria Street Lighting District No.1 for FY 2022/23 is hereby set at \$747,534 in accordance with the calculations set forth and attached hereto as Exhibit "A".

SECTION 3. 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 4. That upon the adoption of this resolution, any interested person may challenge said appropriation limit for a period of 45 days from this date in accordance with State law.

PASSED, APPROVED AND ADOPTED on June 23, 2022 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 23, 2022.

City Clerk, City of Carpinteria

APPROVED AS TO FORM:

Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

Exhibit A

Appropriation Limit

Calculation of Limitation

Appropriation limit for fiscal year ended June 30, 2022: \$ 694,085

Adjustment Factors: % Ratio

Population Factor (County) 1.0014

Economic Factor (Per Capita) 1.0755

Population Factor x Economic Ratio (per capita personal income) 1.0770

Appropriation limit for fiscal year ended June 30, 2023: \$ 747,534

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

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
2021-2023	\$	747,534	\$	225,500	\$ 522,034



City of Carpinteria

General Fund Five-Year Financial Plan: 2022-27

June 2022

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William C. Statler

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

General Fund Five Year Financial Plan: 2022-27

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INTRODUCTION

OVERVIEW

Background

This report is in response to the City’s interest in preparing an update to the 2017 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 global pandemic (as well as other recently surfaced economic challenges).
- Address long-term liabilities.
- Achieve capital improvement plan (CIP) goals.
- And if the forecast projects a negative gap between revenues and expenditures, identify realistic options for the City’s consideration in closing the gap.

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.

Updating the Five-Year Financial Plan

The City last prepared a five-year long-term financial plan in May 2017 for the period 2017-22. Since then, the City has implemented two key Plan recommendations: establishment of a Pension Stabilization Fund in mitigating pension costs; and voter approval of a new general purpose revenue source: 1.25% local option sales tax (Measure X).

Accordingly, given the five years since the last Plan was prepared, it is timely to update the Plan as well as address new and continuing challenges, including:

- Continued increases in CalPERS pension costs, including impacts from reducing the discount (investment yield) assumption from 7.0% to 6.8%, which was “triggered” in accordance with its rate stabilization plan resulting from a significant investment yield of 21.3% in 2020-21 compared with actuarial assumptions.
- New allocation model for Sheriff contract costs and its potential for significant cost increases.
- Library services operating and capital costs.
- CIP projects.
- Other initiatives in the Annual Work Program and Budget.

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.

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 global

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pandemic (as well as other recently surfaced economic challenges), address long-term liabilities and achieve CIP goals.

The forecast does this by projecting ongoing revenues and subtracting from them likely operating and CIP 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 projects without corrective action.

The forecast builds on the *General Fiscal Outlook* presented to the Council in January 2022, which prefaced this report by discussing the key economic, demographic and fiscal 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.

Budgets are based on program review, priorities and affordability. The forecast on the other hand is based on assumptions. It doesn’t make expenditure decisions; it doesn’t make revenue decisions. As noted above, its sole purpose is to provide an “order of magnitude” feel for the General Fund’s ability to continue current service levels and achieve CIP goals.

Can the City Afford New Initiatives?

This is a basic question of priorities, not of financial capacity. But the forecast assesses how difficult answering this question will be.

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

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

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

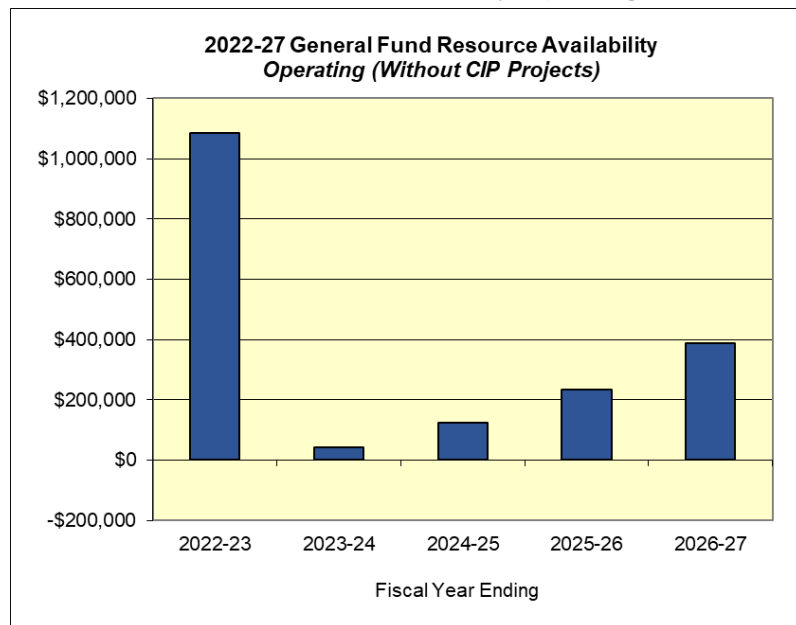
FORECAST FINDINGS

The Short Story

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

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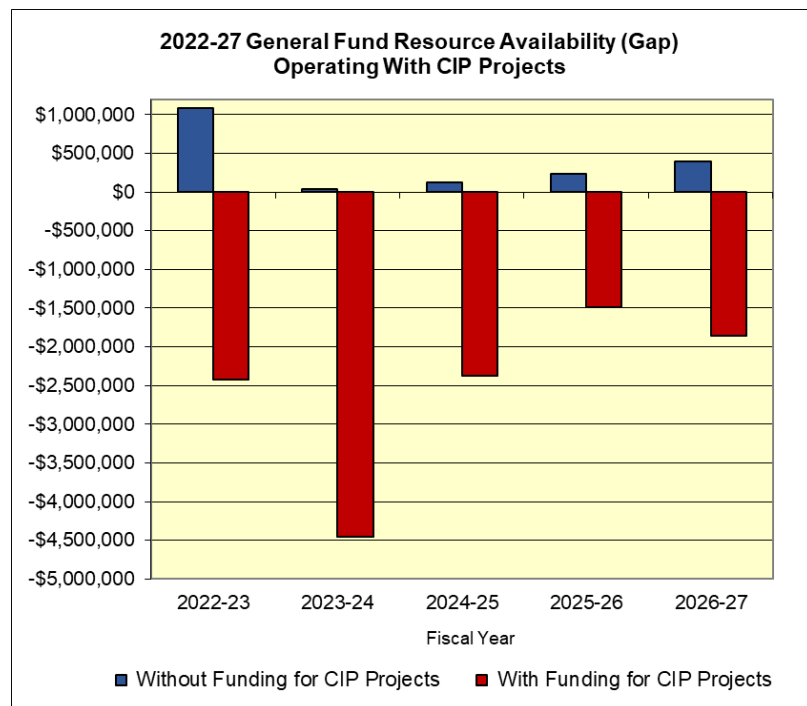
Table 1. General Fund Resource Availability: Operating Costs



Funding Operating Costs. As shown in Table, forecast revenues exceed *operating* costs in every year. The large favorable variance in 2022-23 is due to one-time “American Rescue Plan Act” (ARPA) revenues of \$1.3 million. Excluding ARPA, the average “resource availability” is about \$375,000 annually. The projected ending fund balance by the end of the forecast period (2026-27) would be about \$6.8 million above policy minimum targets.

Put in perspective, with fund balance above policy targets, resources are available to fund CIP projects of about \$1.4 million per year. This compares with the five-year average CIP in the forecast of \$2.9 million.

Table 2. General Fund Resource Availability: Operating and CIP



Funding With CIP Projects. Table 2 compares the forecast results for operating costs with what happens if CIP projects (based on the five-year CIP) are included in the forecast.

Instead of projecting a “resource availability” of about \$375,000 annually, the forecast shows an annual average “gap” of about \$2.5 million when CIP projects are included. The resulting ending fund balance at the end of 2026-27 would be \$1.6 million, which would be \$7.6 million below minimum policy targets.

The Path Forward. As discussed below, there are several options available in closing the forecast gap and funding CIP projects (in full or

part) that would result in a balanced budget and reserves at minimum policy levels, including:

- Scale back CIP projects.
- Identify alternative funding sources for General Fund subsidies.
- Reduce CalPERS unfunded actuarial liabilities (UAL).
- Consider focused revenue options.
- Combination of options.

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Key Forecast Drivers

Assumptions drive the forecast results, which are detailed on pages 17 to 19. Stated simply, if the assumptions change, the results will change. As prefaced in the *General Fiscal Outlook* presented to the Council in January 2022, 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

The Short Story. As discussed below, forecast results are driven by four key actors:

- Sheriff contract increases.
- Ambitious CIP compared with past levels.
- Increased subsidies to other funds.
- CalPERS cost increases in funding the UAL

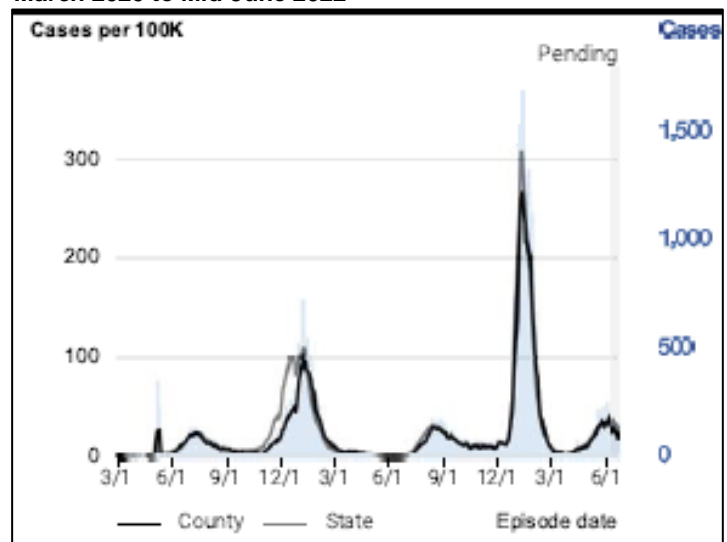
❶ *General Economic Trends and Outlook*

Last year, the public health crisis presented by Covid-19, and its adverse impact on the economy, was the major fiscal threat facing the cities throughout the nation. At this point, the public health crisis appears to be waning and revenue trends reflect continued recovery.

Table 3 shows trends in average daily Covid-19 cases since March 2020 through mid-June 2022. With the wide availability of vaccines, it appears that the public health crisis in California and Santa Barbara County is abating. (The trends for the County and the State track closely together.)

While cases have fluctuated significantly over the past two-plus years, as of mid-June 2022, cases are far below their peak in the Winters of 2020 and 2021.

Table 3
Average Daily Cases: Santa Barbara County and State
March 2020 to Mid-June 2022



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Moreover, as reflected Table 4, the severity of Covid-19 public health impacts has dropped significantly, where deaths per 100,000 population are effectively zero as of mid-June 2022.

In short, with these improving trends, public health restrictions have been curtailed, and economic activity is beginning to return to pre-crisis levels.

But New Economic Challenges Surface

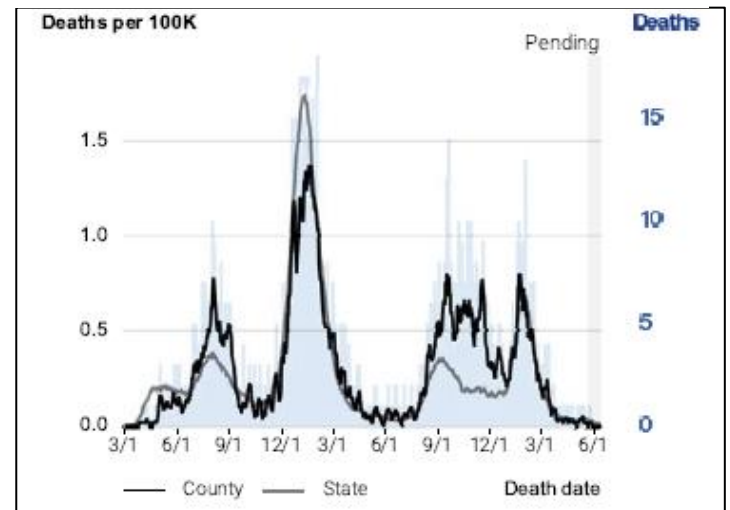
While Covid-19 impacts may be behind us, new economic challenges have surfaced in its wake, with mixed economic signals.

Rising inflation. Current trends are at the highest levels in forty years. As Covid-19 economic impacts lessen, there is now high demand for limited supplies: supply chain shortages persist; and gasoline prices have surged with limited supplies due to the war in Ukraine. This has resulted in increasing interest rates in responding to this. Initially believed to be short-term by many leading economists, it now appears to have longer-term impacts.

But there are notable strengths. While interest rates are rising, they are still low by historic standards. And the housing market remains strong.

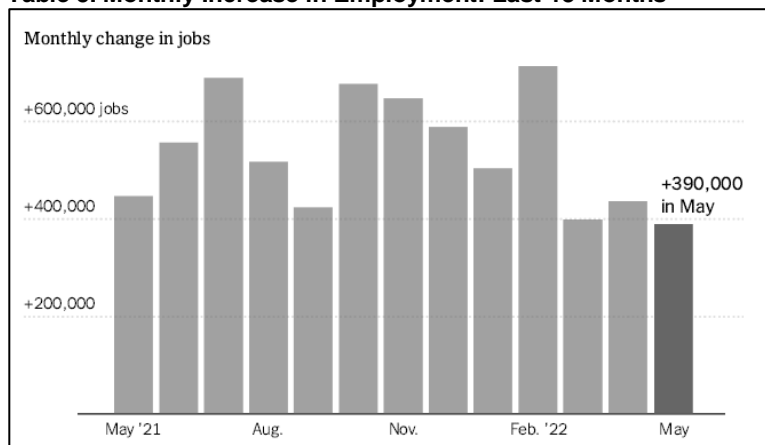
Moreover, employment trends are also favorable. Nationally, the unemployment rate continues at 3.6% for the third straight month, with 500,000 jobs created in April 2022 and 390,000 in May 2022. This is the 17th straight monthly gain. The unemployment rate was 3.6% for the third straight month, a touch away from a half-century low.

Table 4
Deaths Per 100,000: Santa Barbara County and State
March 2020 to June 2022



Source: State of California
<https://covid19.ca.gov/state-dashboard>

Table 5. Monthly Increase in Employment: Last 13 Months

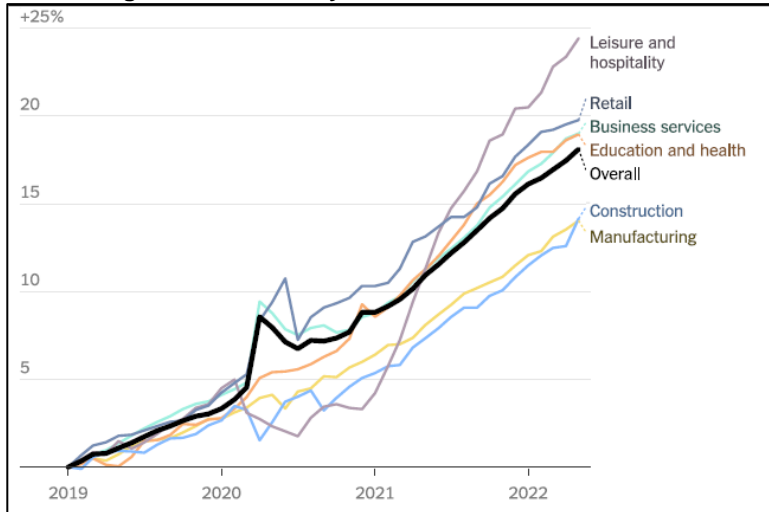


Source: U.S. Bureau of Labor Statistics
Graphic by the New York Times

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Average hourly earnings are also on the rise, increasing by 5.2% from a year ago, with gains in virtually all industries from 2019.

Table 6. Percent Change in Average Hourly Earnings for Non-managers Since January 2019



Source: U.S. Bureau of Labor Statistics

Graphic by the New York Times

What the experts say. In its recent California economic outlook (June 1, 2022), the highly regarded UCLA Anderson School of Management forecast concluded:

“We expect the depth of this economic slowdown and the highest risk of recession to occur in the middle of 2023, although we still think a recession is unlikely at this time.”

They also noted that supply chain disruptions are affecting consumers, business and agriculture; and that higher energy prices because of the Russian invasion of Ukraine add “additional headwinds to the state’s economic growth.”

Regarding future inflation and unemployment trends, the following summarizes the Federal Reserve’s “consensus” outlook as of June 15, 2022:

Table 7. Federal Reserve Outlook

Key Indicators	2022	2023	2024	Longer Run
Unemployment Rate	3.7%	3.9%	4.1%	4.0%
Inflation	5.2%	2.6%	2.2%	2.0%

Source: U.S. Federal Reserve

General Fund revenue projections reflect this outlook of “cautious optimism.”

What this means for the City. Property tax, sales tax and transient occupancy tax (TOT) revenues account for over 90% 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.

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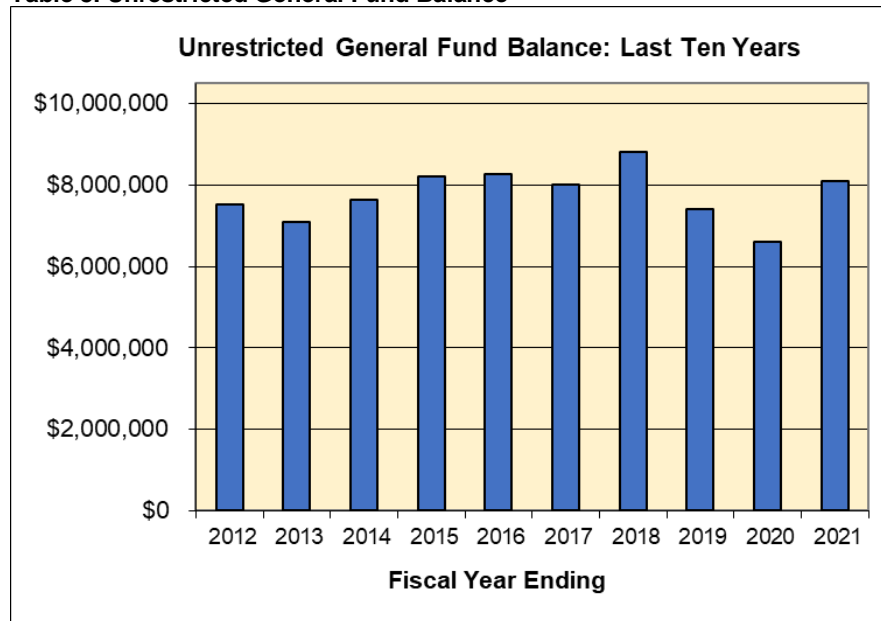
② *Current Strong Financial Condition*

As noted in the *General Fiscal Outlook*, while the City has not been immune from adverse economic forces resulting from the global pandemic, it has been more successful than many other communities in California in weathering these fiscal storms. The City has adopted balanced budgets and maintained strong General Fund reserves at policy levels. It currently has no General Fund debt; and compared with many California cities, modest pension and retiree health obligations.

The City has also adopted – and followed – prudent fiscal policies addressing issues such as reserves, user fee cost recovery, investments, use of generally accepted accounting principles (GAAP) in preparing financial statements and budgets, inventories and fixed assets. The City routinely receives “clean” audit opinions; and has received the prestigious Award for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) as well as the Award for Operating Budget Excellence from the California Society of Municipal Finance Officers (CSMFO).

The following chart shows the City’s unrestricted 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.

Table 8. Unrestricted General Fund Balance



June 30, 2021 Ending General Fund Balance. As shown below, the City ended 2020-21 with General Fund balances that are \$2.3 million higher than the policy minimum. This will serve the General Fund well in meeting the challenges ahead.

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Table 9. Unrestricted General Fund Balance

Unrestricted General Fund Balance: June 30, 2021	Amount
Financial and economic uncertainty	4,052,200
Capital asset replacement	511,600
Special projects	1,193,600
Unassigned	2,351,200
Total Unrestricted Fund Balance: June 30, 2021	\$8,108,600

2020-21 Audited Fund Balance

③ *State Budget Outlook*

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

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

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

④ *Key Revenues*

Based on trends for the past ten years (detailed on pages 26 and 27), the City was experiencing a strong recovery from the Great Recession – and then Covid-19 hit with its adverse economic and fiscal impacts. The forecast assumes strong growth in 2021-22 in the City’s top three revenues - property tax, sales tax and transient occupancy tax (TOT) - as economic activity returns to pre-pandemic levels, with modest growth thereafter. Together, these three sources account for almost 90% of General Fund revenues.

⑤ *Operating Costs Expenditures*

There are three key operating cost assumptions reflected in the forecast, which are described in greater detail on pages 17 and 18.

- **Operating cost “baseline.”** The 2022-23 Preliminary Budget is the “baseline” for the forecast. From this, operating costs are projected to increase by inflation (projected at 4% to 2% annually), excluding retirement costs and Sheriff contract costs.

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- **CalPERS retirement costs.** Significant increases in funding the City’s “unfunded actuarial liability (UAL) are assumed based on projections provided by the California Public Employees Retirement System (CalPERS).
- **Sheriff contract costs.** These costs account for 40% of General Fund operating costs. As shown on page 27, increases in Sheriff contract costs have been modest over the past ten years through 2020-21. However, significant increases were experienced in 2021-22 and are expected in 2022-23.

⑥ *General Fund Subsidies*

As summarized below, General Fund and Measure X are proposed to provide significant operating subsidies to four funds in 2022-23:

Table 10. General Fund Subsidies

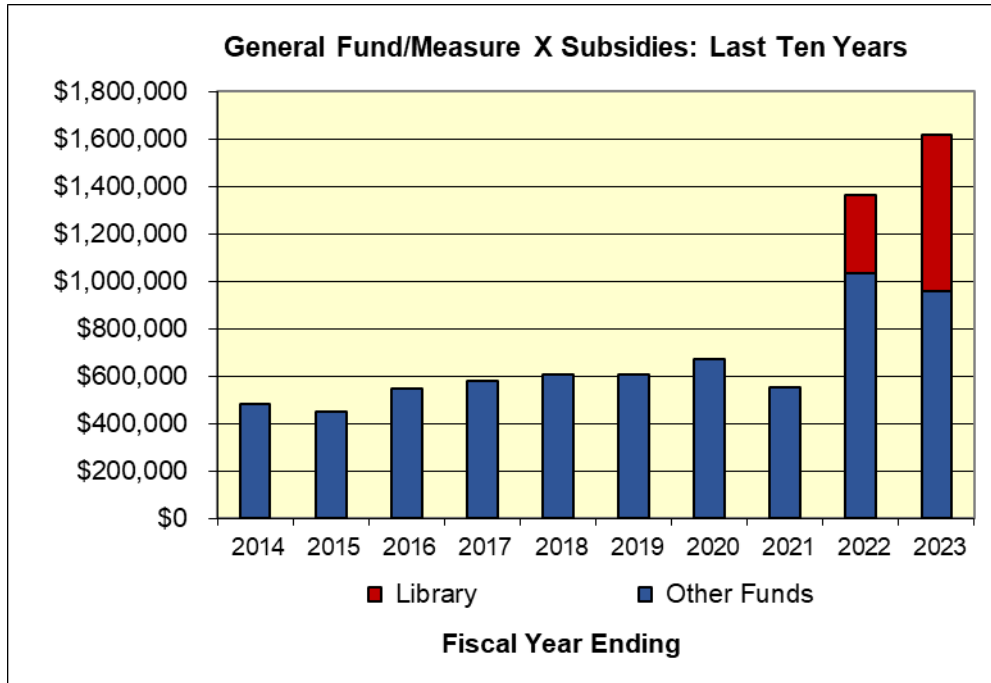
2022-23 Proposed General Fund/Measure X Subsidies			
Fund	General Fund	Measure X	Total
Park Maintenance	218,100	120,000	338,100
ROW Assessment	17,700	50,000	67,700
Recreation Services	474,400	80,000	554,400
Library	30,000	630,700	660,700
Total	\$740,200	\$880,700	\$1,620,900

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. In the case of the Library Fund, significant General Fund/Measure X support was envisioned for this new service.

As reflected below, subsidies remained relatively constant until 2021-22, when they increased significantly. While the new Library service is certainly a factor, there were increases in the other three funds as well.

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Table 11. General Fund Subsidies: Last Ten Years



Continued subsidies to these four funds at the 2022-23 level (adjusted for inflation) are projected through 2026-27.

7 Population Growth and Development

The City's population of about 13,000 has remained virtually unchanged over the past ten years. While there are some new residential developments in the pipeline, they are not likely 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) that may come on-line in the next five years that could favorably affect General Fund revenues.

However, there are regulatory hurdles ahead for these projects. Moreover, even if these projects receive discretionary 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.

However, the following summarizes the estimated fiscal impact if these two hotel projects become operational at some time in the next five years:

Table 12. Estimated Revenues from Two Possible Hotel Projects

Project	Rooms	Revenue Estimate		
		TOT	Other	Total
Via Real	72	442,000	-	442,000
Surfliner	40	385,000	236,000	621,000
Total	112	\$827,000	\$236,000	\$1,063,000

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③ Capital Improvement Projects

The following summarizes the five-year General Fund/Measure X CIP prepared by staff based on current goals and objectives. The first year is based on the proposed 2022-23 Budget.

Table 13. Forecast CIP Projects

CIP Projects: General Fund/Measure X					
Project	2022-23	2023-24	2024-25	2025-26	2026-27
Carpinteria Skate Park	980,000				
La Concha Park	570,000				
Bluffs II Trail	149,800				
Playground Replacement	250,000				
City Hall Solar	36,900				
City Hall Storage	494,000				
Carpinteria Skate Park	116,000				
2022 Pavement Rehabilitation	110,000				
City Hall Campus Expansion		1,500,000			
Community Farm Project		82,400			
Carpinteria Library Improvements		1,125,000			
Ninth Street Improvements		896,500			
Linden Avenue Beach-End Beautification			31,200		
City Hall Campus Site Improvements			700,000		
Corporation Yard Maintenance Building			213,300		
City Hall Storage			375,000		
City Hall Solar Energy Generation and Storage			19,400		
Carpinteria Creekside Parcel Acquisition			61,400		
Transit Facility Improvements			7,800		
Pedestrian Bridge Rehabilitation			104,200		
Memorial Park Improvements				16,600	
Carpinteria Community Pool Improvements				8,200	
Playground Equipment Replacement				810,000	810,000
Parking Lot #4					675,000
2022 Pavement Rehabilitation	800,000				
2023 Pavement Rehabilitation		888,500	124,900		
2024 Pavement Rehabilitation			864,400	121,500	
2025 Pavement Rehabilitation				768,600	108,000
2026 Pavement Rehabilitation					659,400
Total	\$3,506,700	\$4,492,400	\$2,501,600	\$1,724,900	\$2,252,400

Forecast Gap vs Budget Deficit

In those years where expenditures are greater than revenues due to CIP 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, 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.

A summary of key indicators is provided in the *Trends* section of this report beginning on page 23. Areas of particular focus included:

- ***Demographic and Economic Trends.*** 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 almost 90% of total General Fund revenues.
- ***Expenditure Trends.*** Overall trends in key expenditure areas, including sheriff contract, insurance, General Fund subsidies and pension costs.

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.

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- 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 17 to 19.

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.

Operating Needs Not Funded in the Proposed 2022-23 Budget. It is likely that there are City needs that are not reflected in the proposed 2022-23 Budget.

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 other 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. The forecast assumes that general liability and workers' compensation and property insurance costs will grow by inflation. 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).

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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 \$375,000 annually.

However, the forecast also shows an annual average “gap” of about \$2.5 million when CIP projects are included (\$2.9 million average per year).

As discussed below, there are several options available in closing the forecast gap and funding CIP projects (in full or part) that would result in a balanced budget and reserves at minimum policy levels, including:

Scale Back CIP Projects. The forecast includes an average annual coat for CIP projects of \$2.9 million. Scaling this back to \$1.4 million would result in a fund balance that meets minimum fund balance targets at the end of 2026-27, while supporting CIP improvements at a higher level than in the past.

Identify Alternative Funding Sources for General Fund Subsidies. Until 2021-22, General Fund subsidies were relatively stable from year-to-year. However, as summarized by the following, General Fund subsidies increased significantly in 2021-22. While the contributions for the Library were expected, there were increases in the other three funds as well.

General Fund/Measure X Subsidies			
Fund	2020-21	2021-22	2022-23
Park Maintenance	173,800	220,700	338,100
ROW Assessment	29,700	75,500	67,700
Recreation Services	351,700	411,400	554,400
Library	-	327,500	660,700
Total	\$555,200	\$1,035,100	\$1,620,900

Reduce CalPERS Unfunded Actuarial Liabilities (UAL). The City's pension situation is described on pages 28 to 32. The short story: the City has seen significant increases in annual contributions in amortizing its unfunded actuarial liabilities. About 22 years remains on this amortization schedule. The City has wisely set aside \$1.4 million in a “Section 115” trust fund to assist in addressing its UAL. An option that CalPERS offers is a shortened amortization period of 10 or 15 years. While this requires higher annual payments, the long-term cost savings are significant. A high level analysis indicates that the City could select a shorter amortization period and draw down its Section 115 funds in

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offsetting the higher annual payments. This requires further analysis in consultation with the City's actuary to further assess the costs and benefits of this approach.

Consider Focused Revenue Options. There are two focused options the City could consider:

- **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. The City plans to prepare a cost of services study in 2022-23 in evaluating current costs and user charges in alignment with adopted cost recovery policies. If fees are set lower than appropriate, this means fewer general purpose revenues are available for services that do not have user fee options, like police protection, street maintenance, parks and libraries. This study may present an opportunity for improved cost recovery that in turn can assist in meeting the City's CIP goals.
- **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 \$62,000 annually. Given this relatively low amount of revenue, it is likely that the cost of administering this program is higher than the revenue generated.

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 (excluding Measure X) generates about \$325,000 in revenues, for an increase of \$263,000. Under Proposition 218, this would require voter approval.

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 \$375,000 annually. Including available fund balance above policy targets, resources are available to fund CIP projects of about \$1.4

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million per year. While less than the five-year CIP average in the forecast of \$2.9 million, it is more than the \$500,000 it has allocated on average in the past.

Challenges Ahead in Funding CIP Projects. The forecast shows an annual average “gap” of about \$2.5 million when CIP projects are included.

The Path Ahead. This report identifies four basic options for funding an expanded CIP. All with the exception of business license tax (which would require voter approval) can be approved by the Council.

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) – the following summarized inflation assumptions:

<i>Estimate</i>	
2021-22	4.0%
<i>Forecast</i>	
2022-23	4.0%
2023-24	3.0%
2024-25	2.0%
2025-26	2.0%
2026-27	2.0%

ECONOMIC OUTLOOK

The public health crisis and adverse economic impacts from Covid-19 appear to be waning and revenue trends reflect continued recovery. However, in its wake, new concerns have surfaced with inflation and possible recession. On the other hand, the housing market, employment and wages continue to be strong. The forecast assumes “cautious optimism” and modest growth. Accordingly, it does not project any significant economic downturns that would impact key General Fund revenues. However, this is far from a sure thing.

EXPENDITURES

Operating Costs. The proposed 2022-23 Budget is the “baseline” for the forecast operating expenditures. From this, operating costs are projected to increase by inflation, with the notable exception of pension and Sheriff contract costs.

CalPERS. These are based on projections provided by the California Public Employees Retirement System (CalPERS). The underlying factors driving the increases are described in the *Trends* section of this report beginning on page 28. Based on these factors, the detail calculations for projecting retirement costs are provided on page 21.

Sheriff Contract Costs. As discussed in the *Trends* section of this report beginning on page 27, increases in Sheriff contract costs have been modest over the past years until 2021-22, when costs increased by about 15%. The proposed costs for 2022-23 are also expected to increase by 15%. After that, annual costs are projected to rise by 3.5% annually, based on the prior five-year average increase.

Other Operating Costs. As noted by above, the forecast assumes increases based on inflation ranging from 4% to 2%, aside from pension and Sheriff contract costs. This is lower than past trends based on the following factors:

KEY ASSUMPTIONS

- In preparing and reviewing expenditure trends, special attention was focused separately on key “external” drivers like insurance, CalPERS pension and Sheriff contract costs.
- 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 costs.
- After accounting for these three 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 two costs that are accounted for separately, staffing costs rise (or fall) based on 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.

Capital Improvement Plan (CIP) Projects. Expenditures are based on funding and phasing assessments prepared by City staff. These are presented on page 11.

INTERFUND TRANSFERS

Transfers in and out, including fund subsidies, are based on the proposed 2022-23 Budget and increase annually based on changes in the CPI.

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.
- 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 almost 90% of total projected General Fund revenues.

KEY ASSUMPTIONS

Property Tax. This revenue source is driven by changes in assessed value. The forecast assumes modest “baseline” growth throughout the forecast period as follows:

<i>Estimate</i>	
2021-22	4.6%
<i>Forecast</i>	
2022-23	4.3%
2023-24	5.0%
2024-25	5.0%
2025-26	5.0%
2026-27	5.0%

Transient Occupancy Tax. Transient occupancy taxes (TOT), which are based on hotels and short-term vacation rentals, are estimated to increase significantly in 2021-22, reflecting recovery from Covid-19 impacted revenues. Due to this, revenues are projected to remain flat in 2022-23, and then grow by CPI thereafter. No new hotels are assumed in the forecast.

<i>Estimate</i>	
2021-22	38.6%
<i>Forecast</i>	
2022-23	Flat
2023-24	3.0%
2024-25	2.0%
2025-26	2.0%
2026-27	5.0%

Sales Tax. The forecast assumptions were prepared by the City’s sales tax advisor (HdL). With strong growth in 2021-22, revenues are essentially flat in 2022-23 and then grow modestly thereafter.

	General	Meas X
<i>Estimate</i>		
2021-22	20.2%	15.5%
<i>Forecast</i>		
2022-23	-.04%	-.08%
2023-24	3.6%	3.8%
2024-25	2.9%	2.9%
2025-26	2.9%	2.9%
2026-27	3.4%	3.4%

Other Revenues

These are projected to remain flat or grow modestly by inflation during the forecast period,

GENERAL FUND/MEASURE X FIVE YEAR FISCAL FORECAST: 2022-27

	2019-20	2020-21	2021-22	FORECAST				
	Actual	Actual	Estimated	2022-23	2023-24	2024-25	2025-26	2026-27
REVENUES								
Taxes and Franchise Fees								
Property Tax	\$4,119,400	\$4,372,200	\$4,572,400	\$4,769,600	\$5,008,100	\$5,258,500	\$5,521,400	\$5,797,500
Sales Tax	4,714,200	5,271,600	6,174,700	6,135,800	6,364,600	6,549,200	6,739,100	6,968,200
Transient Occupancy Tax	2,023,100	2,209,200	3,062,200	3,062,200	3,154,100	3,217,200	3,281,500	3,347,100
Franchise Fees	757,300	689,100	685,100	685,100	711,100	725,300	739,800	754,600
Business License Taxes	48,900	41,100	62,000	62,000	63,900	65,200	66,500	67,800
From Other Governments	452,200	399,300	304,000	552,000	337,300	337,300	337,300	337,300
Permits and Service Charges	594,300	566,300	703,000	502,500	629,100	641,700	654,500	667,600
Other Revenues								
Investment Earnings	377,200	68,200	54,200	27,800	145,600	145,600	145,600	145,600
Other Revenues	727,400	352,200	154,600	101,600	316,300	316,300	316,300	316,300
Total Revenues	13,814,000	13,969,200	15,772,200	15,898,600	16,730,100	17,256,300	17,802,000	18,402,000
EXPENDITURES								
Operating Programs	10,844,300	10,165,200	12,165,100	14,356,300	14,855,600	15,266,000	15,668,500	16,078,700
Capital Outlay	273,400	168,100	87,700	178,900	162,800	162,800	162,800	162,800
Total Operating Expenditures	11,117,700	10,333,300	12,252,800	14,535,200	15,018,400	15,428,800	15,831,300	16,241,500
CIP Projects	571,200	1,593,100	1,842,500	3,506,700	4,492,400	2,501,600	1,724,900	2,252,400
Total Expenditures	11,688,900	11,926,400	14,095,300	18,041,900	19,510,800	17,930,400	17,556,200	18,493,900
OTHER SOURCES (USES)								
Transfers In	241,800	-	1,345,000	1,342,000	-	-	-	-
Transfers Out								
Fund Subsidies	(673,300)	(555,100)	(1,035,200)	(1,620,900)	(1,669,500)	(1,702,900)	(1,737,000)	(1,771,700)
CIP Projects								
Other Funds	(29,000)	-	-	-	-	-	-	-
Total Other Sources (Uses)	(460,500)	(555,100)	309,800	(278,900)	(1,669,500)	(1,702,900)	(1,737,000)	(1,771,700)
Sources Over (Under) Uses	1,664,600	1,487,700	1,986,700	(2,422,200)	(4,450,200)	(2,377,000)	(1,491,200)	(1,863,600)
FUND BALANCE, BEGINNING OF YEAR	9,122,600	10,787,200	12,274,900	14,261,600	11,839,400	7,389,200	5,012,200	3,521,000
FUND BALANCE, END OF YEAR	10,787,200	12,274,900	14,261,600	11,839,400	7,389,200	5,012,200	3,521,000	1,657,400
GENERAL FUND BALANCE, END OF YEAR								
Unspendable		400	400	400	400	400	400	400
Restricted: Pension Stabilization	1,113,400	1,438,600	1,438,500	1,438,600	1,438,600	1,438,600	1,438,600	1,438,600
Committed								
Fiscal Stability, Cash Flow and Contingencies.	4,344,900	4,052,300	4,489,300	5,223,200	5,396,800	5,544,300	5,688,900	5,836,300
40% of Annual General Fund								
General Reserve Fund: \$1,000,000 Minimum	1,189,200	1,193,600	1,005,700	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Major Asset Replacement and Repair								
\$1,000,000 Minimum	540,500	511,600	432,900	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Assigned: Measure X Projects and Programs	3,055,000	3,645,100	4,093,400	2,587,200				
Unassigned	544,200	1,433,300	2,801,400	590,000	(1,446,600)	(3,971,100)	(5,606,900)	(7,617,900)
Total	10,787,200	12,274,900	14,261,600	11,839,400	7,389,200	5,012,200	3,521,000	1,657,400

ASSUMPTIONS SUMMARY						
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Population	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Inflation	4.0%	4.0%	3.0%	2.0%	2.0%	2.0%
REVENUES & OTHER SOURCES						
Property Tax	4.6%	4.3%	5.0%	5.0%	5.0%	5.0%
Transient Occupancy Tax	38.6%	Flat	3.0%	2.0%	2.0%	2.0%
Sales Tax (Basis: HdL Projection)						
Percent Increase						
General Fund	20.2%	-0.4%	3.6%	2.9%	2.9%	3.4%
Measure X	15.5%	-0.8%	3.8%	2.9%	2.9%	3.4%
Revenue						
General Fund	1,817,700	2,185,700	2,176,800	2,320,600	2,387,900	2,469,100
Measure X	3,453,900	3,989,000	3,959,000	4,228,600	4,351,200	4,499,100
	5,271,600	6,174,700	6,135,800	6,549,200	6,739,100	6,968,200
Business License Tax	Estimated	Estimated	3.0%	2.0%	2.0%	2.0%
Average of Prior 5 Years: 2023-24 to 2026-27	Base					
Franchise Fees	690,400	Estimated	Estimated	3.0%	2.0%	2.0%
From Other Governments	337,300	Estimated	Estimated	Flat	Flat	Flat
Permits & Service Charges	610,800	Estimated	Estimated	3.0%	2.0%	2.0%
Investment Earnings	145,600	Estimated	Estimated	Flat	Flat	Flat
Other Revenues	316,300	Estimated	Estimated	Flat	Flat	Flat
EXPENDITURES						
Operating Expenditures						
Sheriff Contract		14.7%	3.5%	3.5%	3.5%	3.5%
Proposed contract for 2022-23	4,600,000	5,278,000	5,462,700	5,653,900	5,851,800	6,056,600
Average increase, last 5 years excluding 2020-21 and 2021-22)						
Unfunded Actuarial Liability (UAL)						
Classic (80% Allocated to General Fund)	312,600	362,700	391,200	421,600	440,800	459,200
PEPRA (80% Allocated to General Fund)	2,000	2,300	2,900	3,400	3,800	4,100
Safety (Reflects 3.3% prepayment discount)	288,900	315,400	327,500	339,100	343,900	346,800
Total	603,500	680,400	721,600	764,100	788,500	810,100
Other Operating Expenditures	7,049,300	8,576,800	8,834,100	9,010,800	9,191,000	9,374,800
Total Operating Expenditures	12,165,100	14,356,300	14,855,600	15,266,000	15,668,500	16,078,700
Capital Outlay	Base					
Average of Prior 5 Years: 2023-24 to 2026-27	162,800	87,700	178,900	162,800	162,800	162,800
Total	12,252,800	14,535,200	15,018,400	15,428,800	15,831,300	16,241,500
CIP Projects						
General Fund		980,000	1,582,400	1,400,300	834,800	810,000
Measure X		2,526,700	2,910,000	1,101,300	890,100	1,442,400
Total		3,506,700	4,492,400	2,501,600	1,724,900	2,252,400

ASSUMPTIONS SUMMARY

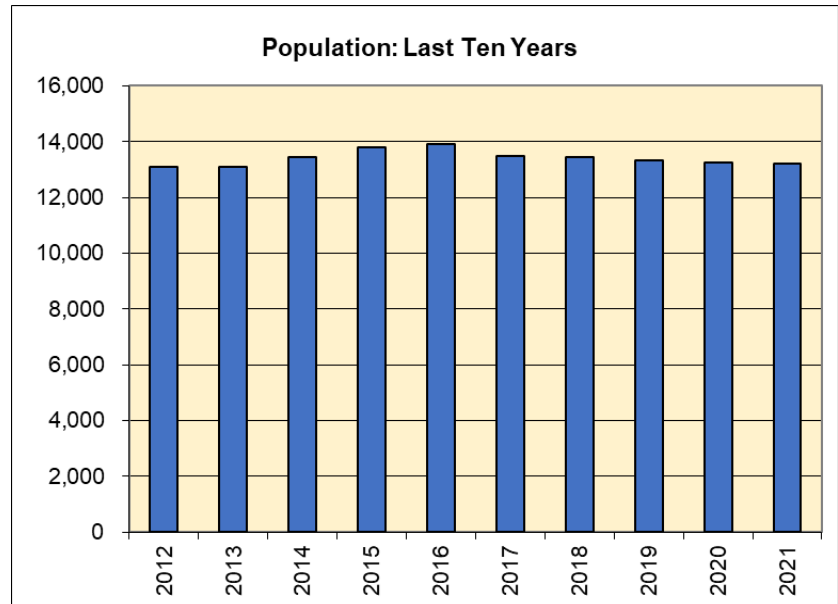
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
OTHER SOURCES (USES)						
Transfers In						
ARPA						
General Fund	1,269,000	1,267,000				
Measure X	76,000	75,000				
Total	1,345,000	1,342,000	-	-	-	-
Transfers Out						
Historic Fund Subsidies						
General Fund	(547,700)	(710,200)				
Measure X	(487,500)	(250,000)				
Total	(1,035,200)	(960,200)	-	-	-	-
Library Fund						
General Fund		(30,000)				
Measure X		(630,700)				
Total	-	(660,700)				-
Total Transfers Out	(1,035,200)	(1,620,900)	(1,669,500)	(1,702,900)	(1,737,000)	(1,771,700)
Grows by Inflation			3.0%	2.0%	2.0%	2.0%

HISTORICAL TRENDS

DEMOGRAPHIC AND ECONOMIC TRENDS

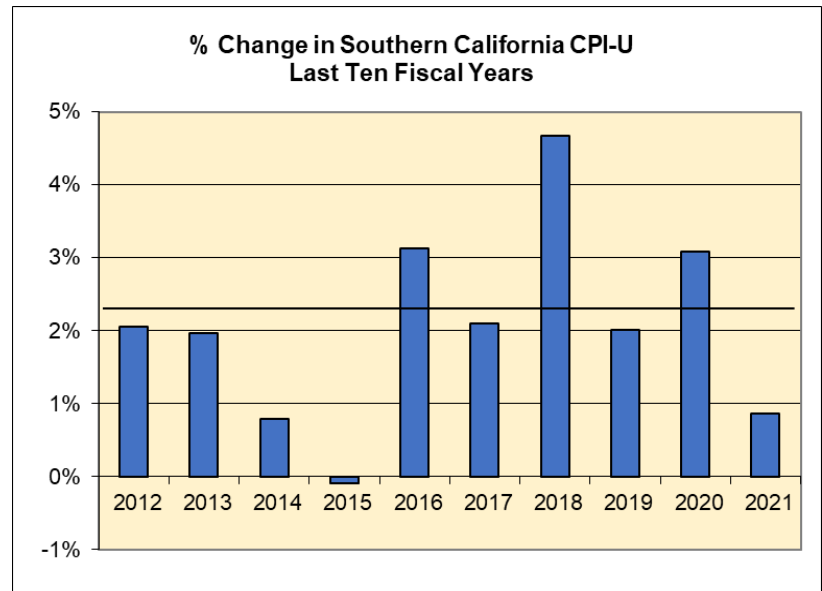
Population. The City's population has remained virtually unchanged for the past ten years.

Source: State of California, Demographic Research Unit



Consumer Price Index. Changes in the Consumer Price Index for All Urban Consumers (CPI-U) for the Southern California area increased by less than 1.0% in 2021; and an average of 2.1% over the past 10 years. However, we are now experiencing the steepest rise in costs in over 40 years.

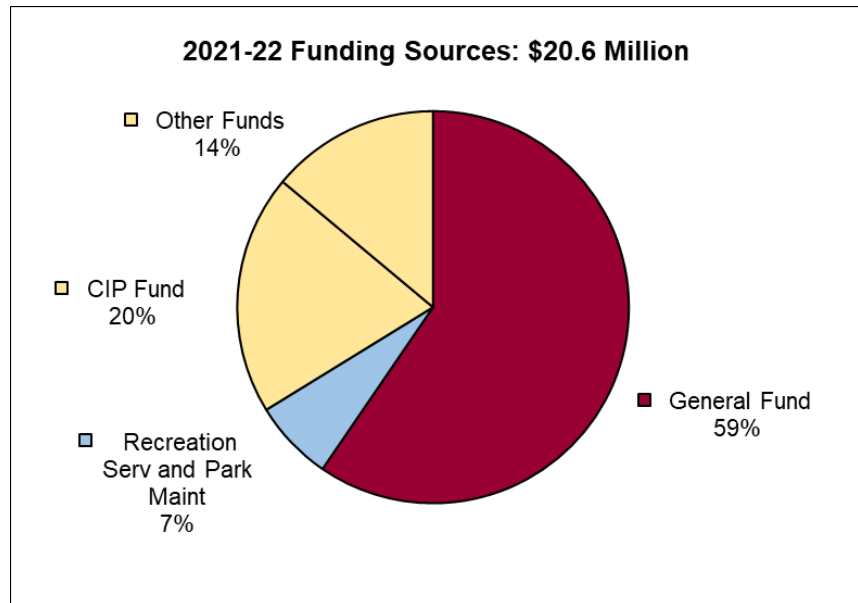
Source: U.S. Bureau of Labor Statistics



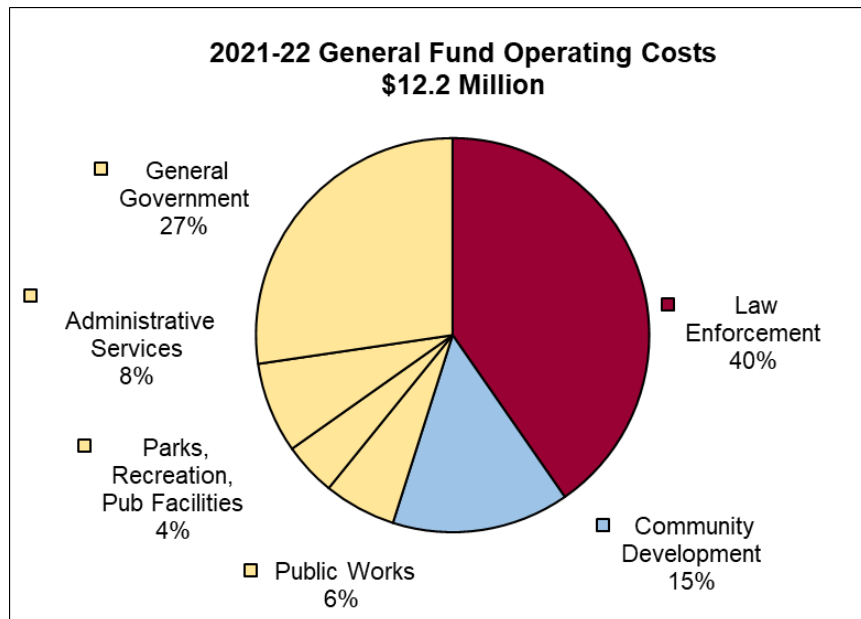
HISTORICAL TRENDS

2021-22 EXPENDITURE AND REVENUE SUMMARIES

The General Fund – which is the focus of this forecast – accounts for about 60% of total City expenditures.

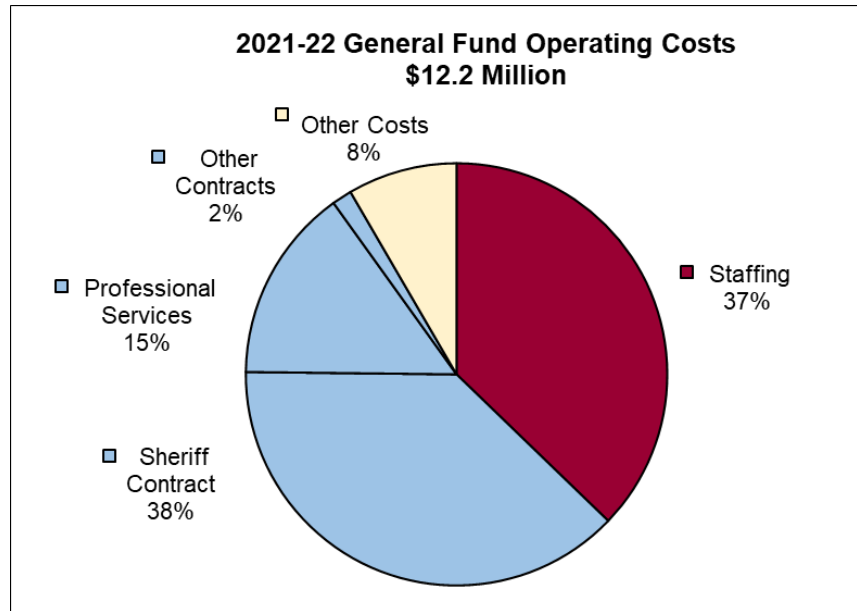


At 40%, law enforcement costs are the largest use of General Fund resources.

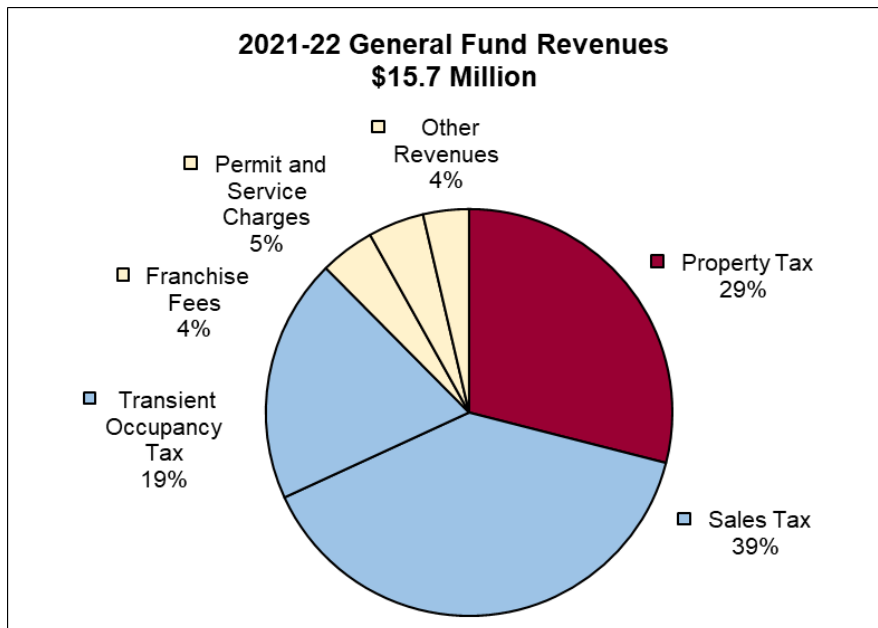


HISTORICAL TRENDS

Contracts for Sheriff (38%) and other services (17%) account for 55% of General Fund operating costs. Staffing costs are the next highest cost, accounting for almost 40% of General Fund operating costs.



Three revenue sources account for about 90% of total General Fund sources. Sales tax (including Measure X) is the top revenue (39%) followed by property tax (29%) and transient occupancy tax (25%) and sales tax 19%).



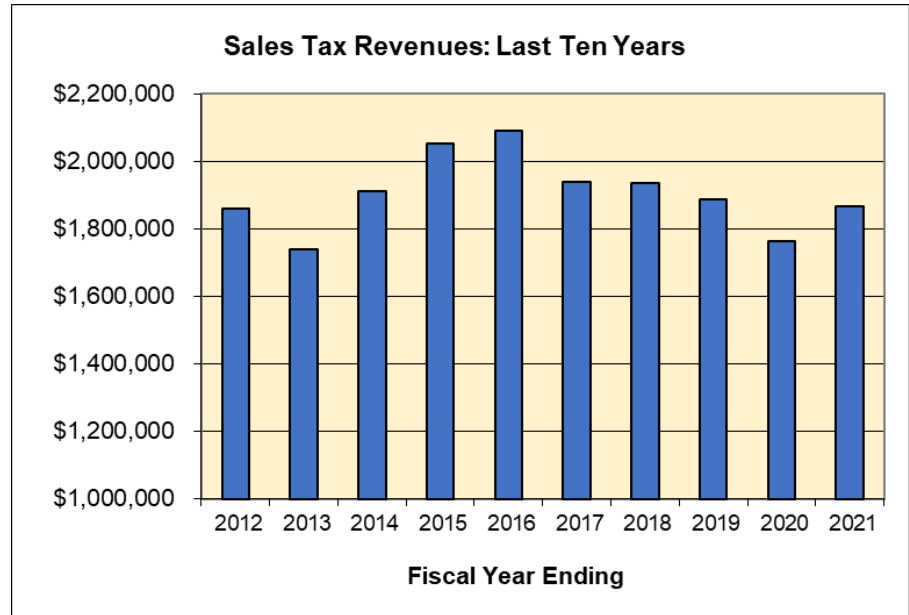
HISTORICAL TRENDS

GENERAL FUND REVENUE TRENDS

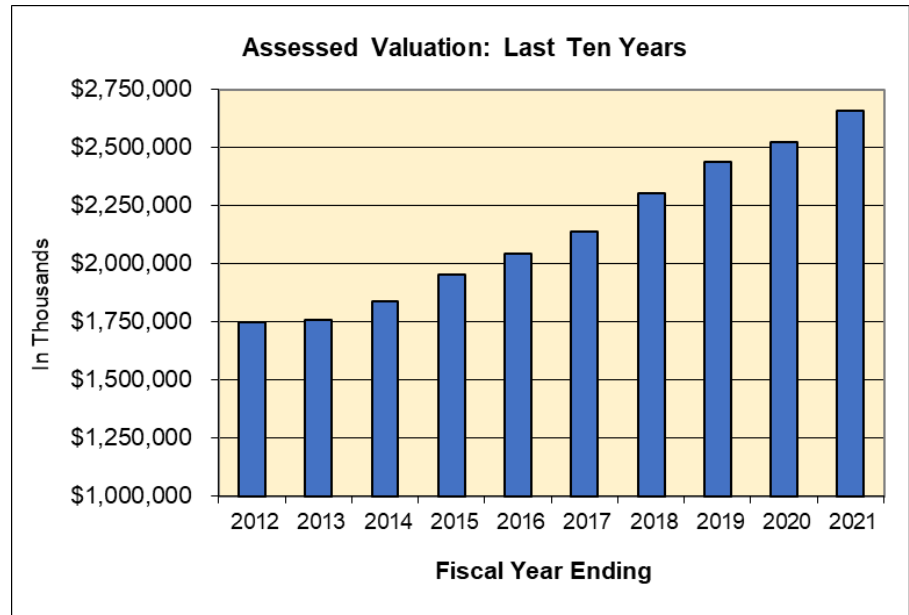
The following tables and charts show long and short term trends in General Fund for the “Top Three” revenue sources, which account for about 90% of total General Fund revenues.

Sales Tax. These revenues (including Measure X) are the City’s top revenue source, accounting for almost 40% of total revenues. Because they only began to be received in 2018-19, the chart only covers General Fund sales tax revenues.

The last ten years show mixed results in this revenue source, with growth from 2012-13 through 2015-16, but modest declines of the next four years thereafter. However, sales tax revenues have strongly recovered in 2021-22.



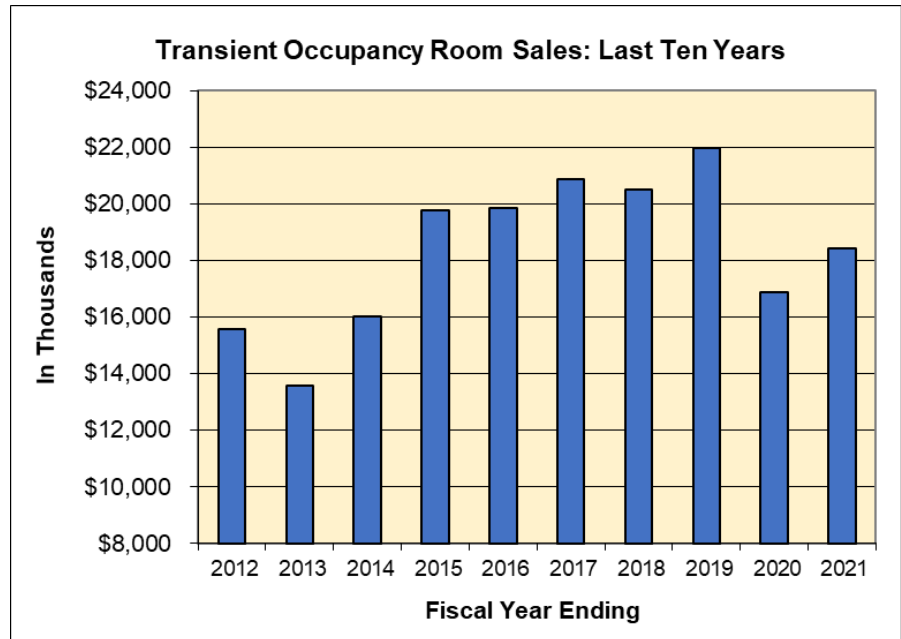
Property Tax. The second most important revenue (accounting for about 30% of total General Fund revenues,), these are driven by changes in assessed value as determined by the Santa Barbara County Assessor’s office. (The apportionment of property taxes is determined by the State and subject to change; as such, assessed value is the underlying economic driver for property taxes.)



HISTORICAL TRENDS

TOT Revenues. These revenues include hotels and short-term vacation rentals. (Note: The tax rate increased from 10% to 12% in 2012-13, and thus room sales are the best economic measure). Room sales were relatively stable from 2014-15 to 2017-18, with an increase of 7% in 2018-19.

However, this is followed by a sharp decline in 2019-20 from Covid-19 impacts, with recovery beginning in 2020-21.



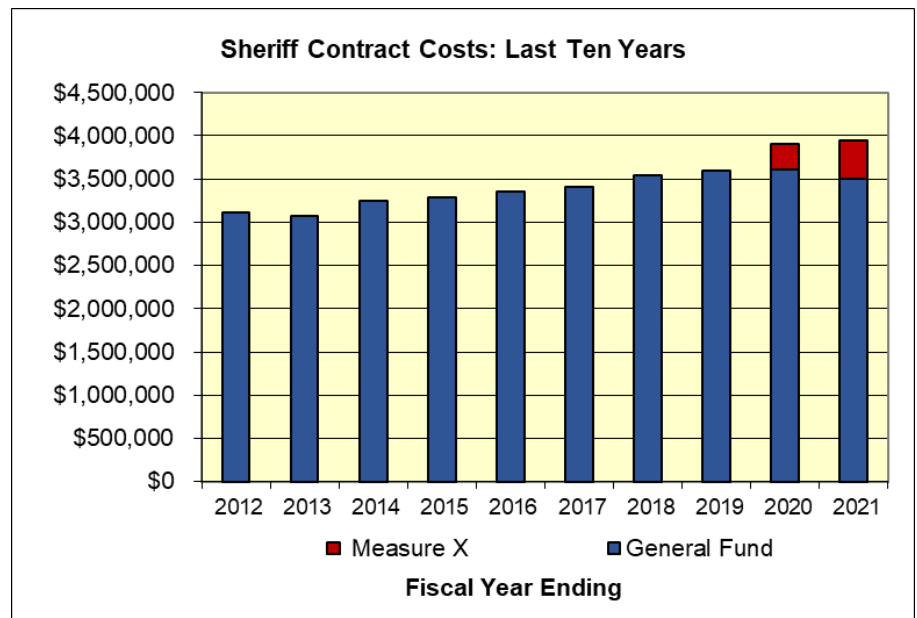
GENERAL FUND EXPENDITURE TRENDS

The following tables and charts show long term trends in four 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.

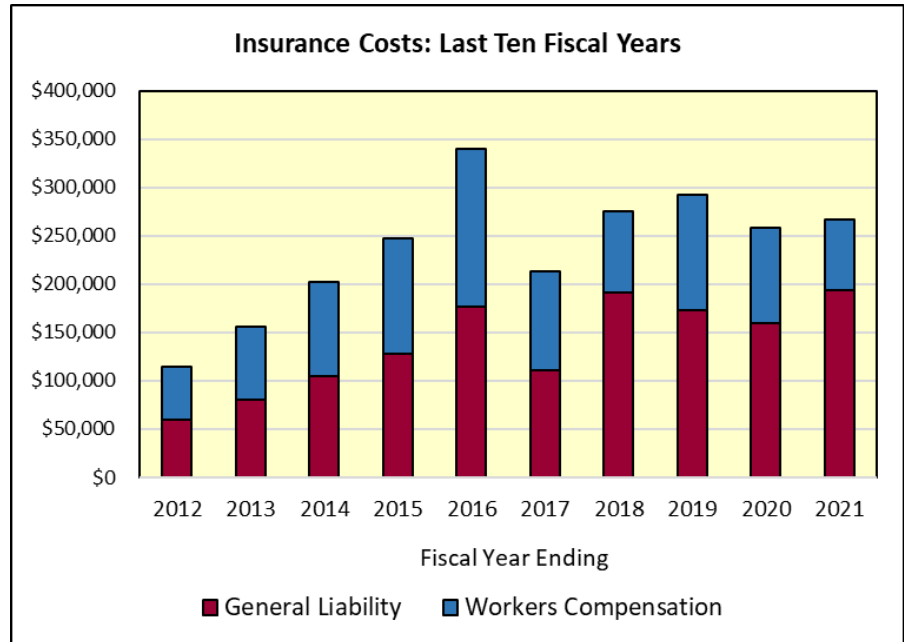
Sheriff Contract Costs. The City contracts with the County of Santa Barbara for police services. This is the City largest operating cost, accounting for almost 40% of total operating costs.

The sidebar chart shows Sheriff contract costs for the last ten years, which have been funded by a combination of General Fund and Measure X sources beginning in 2019-20. Cost increases through 2018-19 have been relatively modest. However, while mitigated with Measure X funds, there have been significant increases since then, with 15% increases in 2021-22 and another increase of 15% proposed for 2022-23.



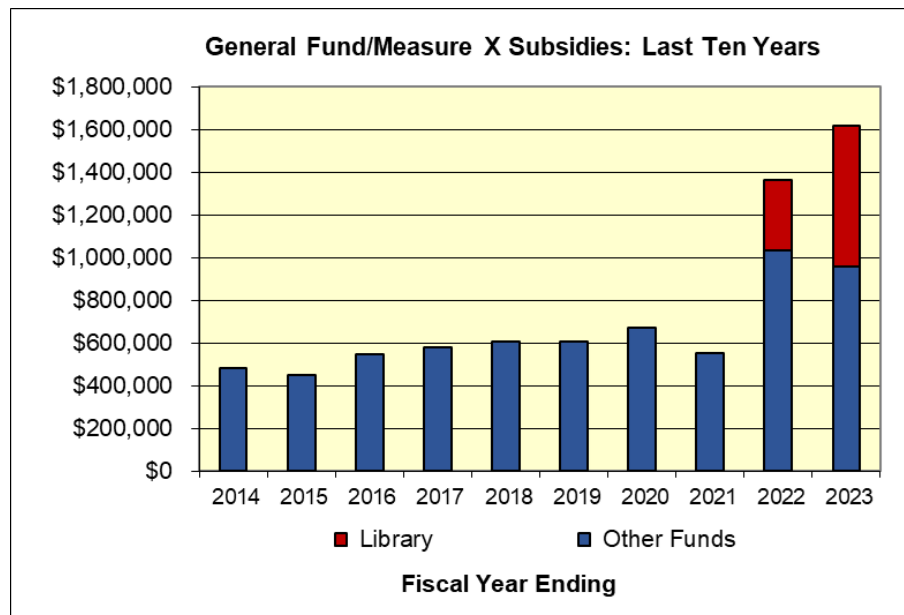
HISTORICAL TRENDS

Insurance Costs. Insurance costs have been a major concern for many agencies throughout the State. As reflected in the sidebar 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).



General Fund Subsidies. 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. In the case of the Library Fund, significant General Fund support was envisioned for this new service.

Subsidies remained relatively constant until 2021-22, when they increased significantly. While the new Library service is certainly a factor, there were increases in the other three funds as well.



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). Because the City has under 100 non-safety employees covered by its contract with CalPERS, it is pooled with other local agencies with under 100 non-safety employees that offer similar benefits.

The City has a two-tier retirement plan resulting from the Public Employees' Pension Reform Act of 2013 (PEPRA).

- **“New” (PEPRA) Employees: 2% at 62.** Under PEPRA, “new” system employees hired on January 1, 2013 or after are provided with the “2% at 62” plan. This means that retirees will receive 2% of their eligible compensation for each year worked if they retire at age 62. For example, an employee working for 30 years and

HISTORICAL TRENDS

retiring at 62 would receive 60% of their eligible compensation (in this case, the average earnings or their three highest years, excluding any overtime pay)

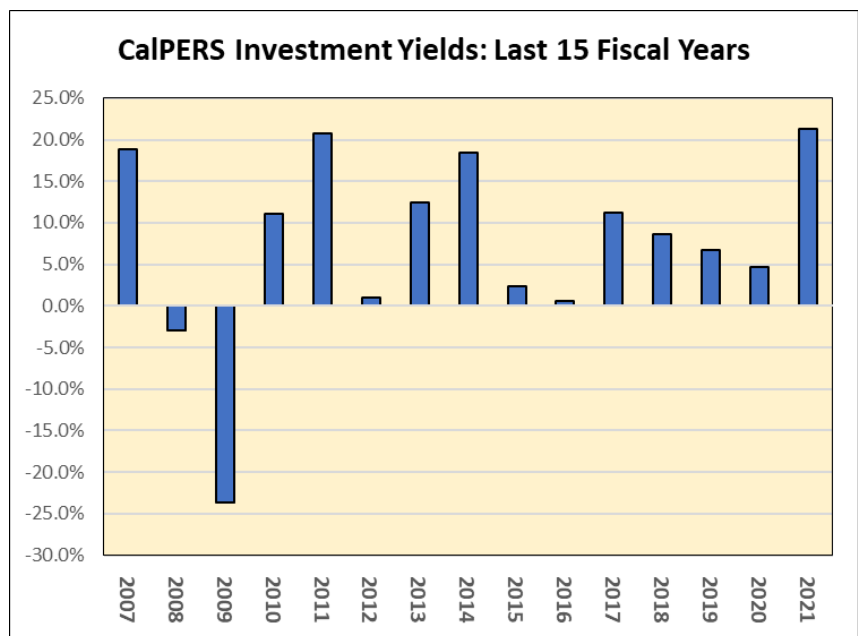
- **“Classic” Employees: 2% at 55.** Employees in the system before January 1, 2013 (which CalPERS calls “classic” employees) are provided with the “2% at 55” plan: they receive 2% of their eligible compensation for each year worked if they retire at age 55. Classic employees include those who worked for the City before January 1, 2013. It also includes new employees with the City who established CalPERS membership with another agency before January 1, 2013, with a break in service of six months or less.

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-five years, CalPERS is now the largest pension fund in the United States, providing services to about 2,900 state, city, county and special districts, with over 1.8 million members and managing \$500 billion in assets.

Funding Pension Benefits. There are many actuarial factors that determine contribution rates, including inflation 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.

As of January 1, 2022, CalPERS current discount rate is 6.8%. Even small changes in this rate – up or down – can significantly affect funding.



Sources: <https://www.calpers.ca.gov/page/newsroom/calpers-news/2021/calpers-strong-preliminary-fiscal-year-investment-return-trigger-discount-rate-reduction>

<https://www.calpers.ca.gov/docs/forms-publications/facts-investment-pension-funding.pdf>

By comparison, CalPERS net yield on returns has averaged 10.3% for the last five years; 8.5% for the last 10 years; 6.9% for the last 20 years; and 8.4% over the past 30 years. As reflected in the chart above, these highly variable results are due to significant swings in investment earnings from year-to-year. (Source: <https://www.calpers.ca.gov/page/newsroom/calpers-news/2021/calpers-strong-preliminary-fiscal-year-investment-return-trigger-discount-rate-reduction>)

Member and City Contributions. Along with investment earnings, CalPERS pension benefits are funded by contributions from both employees and employers.

The employer share has two components:

HISTORICAL TRENDS

- Normal cost: The rate needed to meet current actuarial obligations.
- Unfunded actuarial liability (UAL): Funding needed to amortize any outstanding unfunded liabilities (typically over 30 years). If there are adverse actuarial results, such as lower investment yields or changes in actuarial assumptions, this will be reflected in the UAL payment.

Recent Change in Investment Assumptions. CalPERS recently reduced its yield assumption from 7.0% to 6.8%, effective January 1, 2022. This was triggered by the risk mitigation policy adopted by CalPERS in 2015 and revised in 2017), which called for reductions in the yield assumptions as follows:

Excess Investment Return	Reduction in Discount Rate	Reduction in Expected Investment Return
<i>If the actual investment returns exceed the discount rate by:</i>	<i>Then the discount rate will be reduced by:</i>	<i>And the expected investment return will be reduced by:</i>
2.00%	0.05%	0.05%
7.00%	0.10%	0.10%
10.00%	0.15%	0.15%
13.00%	0.20%	0.20%
17.00%	0.25%	0.25%

Source: CalPERS Statement of Policy for Funding Risk Mitigation, Version 2, February 14, 2017

Compared with the prior assumption of 7.0%, the return in 2020-21 of 21.3% exceeded the yield assumption by 14.3% (between 13% and 17%), and accordingly, was reduced by 0.20% under this policy.

On one hand, it seems counter-intuitive that the yield assumption should drop when returns are strong. However, the long-term “strategic objective of the Policy is to reduce the volatility of investment returns, thereby increasing the long-term sustainability of CalPERS pension benefits for members” and contributions by employers. This policy is intended to do so by reducing the yield assumptions when returns are strong and the impact is lessened.

Based on initial models provided by CalPERS, this reduction in yield assumption appears to have a moderate (and perhaps beneficial) impact on employer contributions rates: while future yield assumptions are reduced, this appears to be offset by more fully funded liabilities due to the strong yield in 2020-21 (in short, the liability amortization base is smaller).

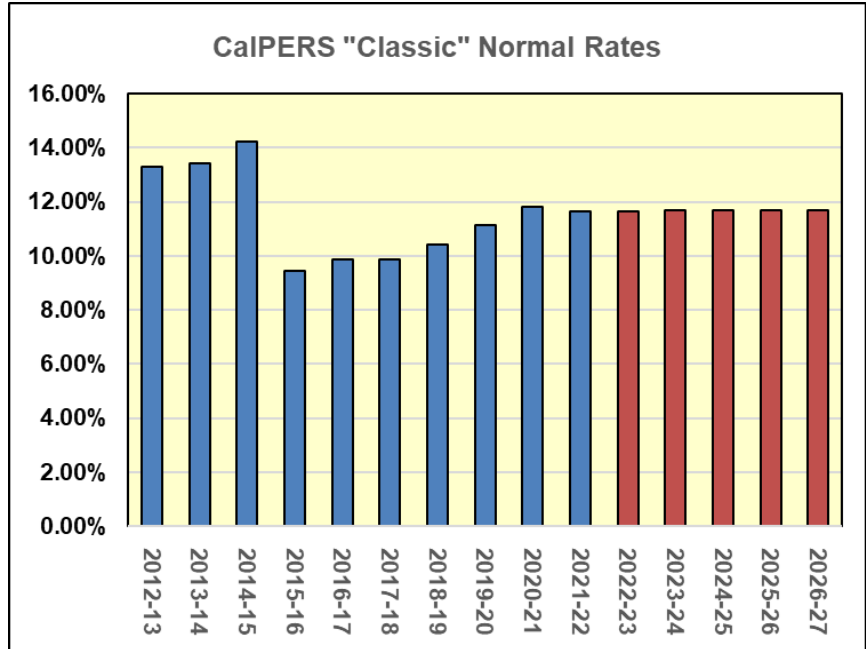
CalPERS Employer Contribution Rates. Over the past five years, CalPERS has phased-in increases in both the normal and UAL employer contribution rates due to actual assumption changes. As reflected in Tables 15 and 16, normal cost rates have stabilized but UAL payments continue to rise.

HISTORICAL TRENDS

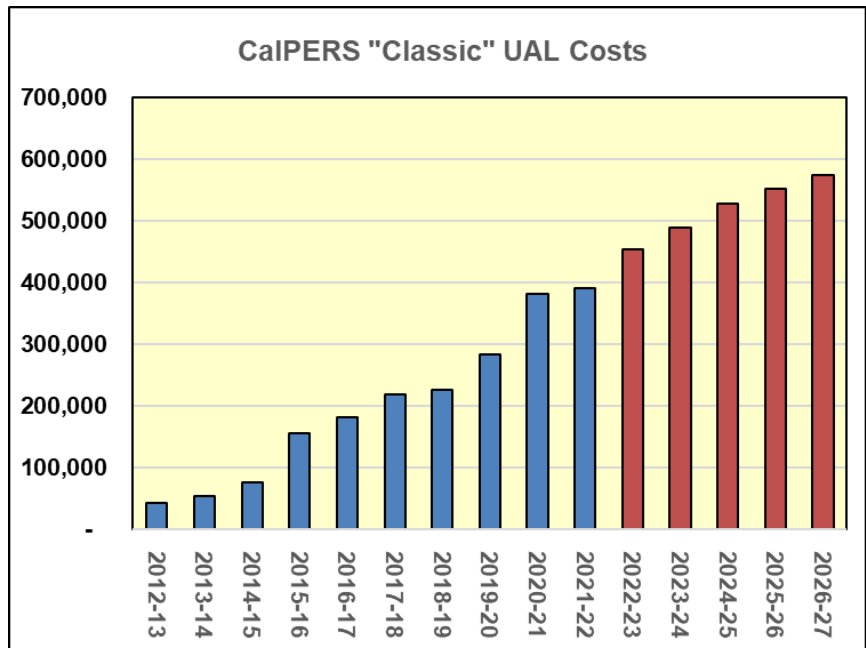
The sidebar table shows actual contribution rates for the past ten years (in blue) for the City's "classic" employees along with projected rates for next five years (in red). As discussed above, it shows how normal rates have stabilized.

(Note: Trends are provided for "classic" versus "new" (PEPRA) employees for "normal and UAL costs, since they are a much larger group and better reflect cost trends. However, over time, PEPRA employees will be a larger share of the City's employees, and accordingly, overall costs will come down.)

On the other hand, the following table shows how UAL costs for "classic" employees have risen significantly, with continued cost increases though 2024-25, where they begin to stabilize (last ten years in blue and projected costs for the next five years in red).



Source: July 2021, PERS Miscellaneous Plan of the City of Carpinteria, Annual Valuation Report as of June 30, 2020; City of Carpinteria

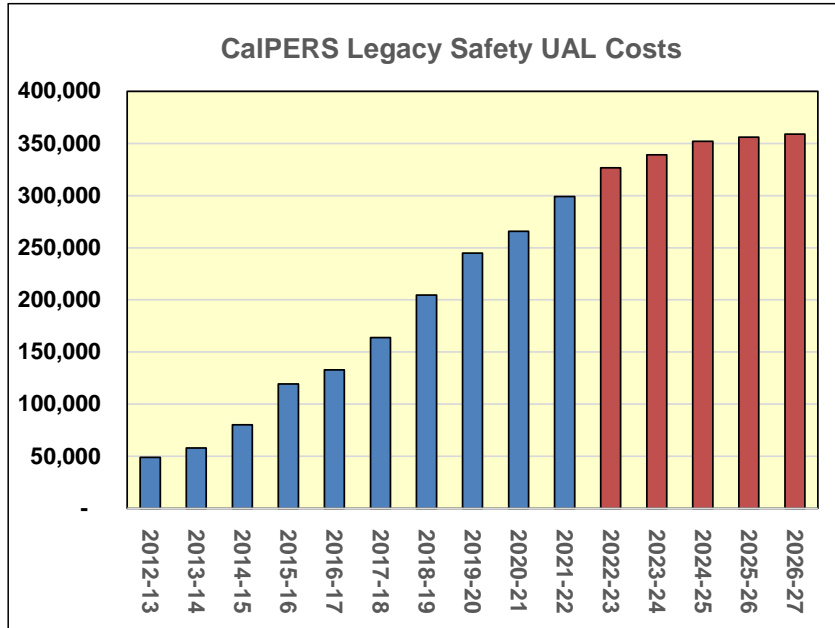


Source: July 2021 CalPERS Miscellaneous Plan of the City of Carpinteria, Annual Valuation Report as of June 30, 2020; City of Carpinteria

HISTORICAL TRENDS

Law Enforcement Side-Pool. 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. As in the sidebar chart, costs for this pool have increased significantly over the past ten years (in blue); and are projected to continue rising until 2024-25, when they stabilize.



Source: July 2021 CalPERS Safety Plan of the City of Carpinteria, Annual Valuation Report as of June 30, 2020; City of Carpinteria