

# CITY OF CARPINTERIA ADOPTED BUDGET

FISCAL YEAR 2023/24



AL CLARK, MAYOR  
NATALIA ALARCON, VICE MAYOR  
ROY LEE, COUNCILMEMBER  
WADE NOMURA, COUNCILMEMBER  
MÓNICA J. SOLÓRZANO, 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**

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ADOPTED BUDGET  
FISCAL YEAR 2023/24  
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# MEMORANDUM



**Date:** June 26, 2023  
**To:** The Honorable Carpinteria City Council  
**From:** Dave Durflinger, City Manager  
**Subject:** Fiscal Year 2023/24 Budget

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The Fiscal Year (FY) 2023/24 budget is submitted for your consideration. Consistent with regional, state and national economic projections, City budget estimates reflect a slowing economy. This includes modest revenue growth in combination with higher inflation, and translates in the budget as limited City capacity for addressing capital project and infrastructure maintenance needs, and response to interests in the form of new or expanded programs and services. With that said, the City remains in a solid financial position with strong reserves and a conservative spending ethic. The City has completed its first year operating the community Library and continues to complete a significant amount of annual repair and replacement of public facilities, including parks and streets.

The proposed budget prioritizes investing strategically in projects, programs and services that will make our community stronger, such as a senior services program, and will bolster the safety for those in need, including when the an emergency arises. The budget dedicates resources to support leisure and active recreation opportunities, and to strengthen the local economy and opportunities for residents to grow and thrive.

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 efficacy 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 at \$22.3 million, a decrease by \$1.2 million, or 5%, and expenses at \$28.6 million, an increase of \$3.8 million, or 15.2%. The large difference between budget year and Estimated Actual year-end expenditures, in large

part, reflect the 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 2022	Current Budget FY 2023	Estimated Actual FY 2023	Adopted Budget FY 2024	Year over Year % Change
Revenues	\$ 12,003,271	\$ 12,484,150	\$ 12,130,000	\$ 12,518,600	3.2%
Transfers In	1,268,403	1,267,000	1,267,000	-	-100.0%
Total Revenues & Transfers In	13,271,674	13,751,150	13,397,000	12,518,600	-6.6%
Expenditures	9,927,096	12,274,750	11,556,200	12,436,200	7.6%
Transfers Out	489,609	2,556,103	2,434,400	986,100	-59.5%
Total Expenditures & Transfers Out	10,416,705	14,830,853	13,990,600	13,422,300	-4.1%
Revenue Over/(Under) Expenditures	2,854,969	(1,079,703)	(593,600)	(903,700)	
Fund Balance, July 1	6,901,104	9,756,150	9,756,150	9,162,550	
Ending Fund Balance	\$ 9,756,073	\$ 8,676,447	\$ 9,162,550	\$ 8,258,850	-9.9%

The budget includes General Fund revenues and transfers-in of \$12.5 million, and expenditures and transfers-out of \$13.4 million. The change to the ending fund balance is a decrease of \$0.9 million, for a total ending fund balance of \$8.3 million. The primary reason for the decrease in fund balance is a projected significant increase in law enforcement services contract costs and personnel cost increases.

The Measure X Fund is used towards public safety, library, community services, infrastructure maintenance, capital projects and other important programs and services.

Measure X	Prior Year Actual FY 2022	Current Budget FY 2023	Estimated Actual FY 2023	Adopted Budget FY 2024	Year over Year % Change
Revenues	\$ 3,926,542	\$ 3,996,000	\$ 3,870,800	\$ 3,946,100	1.9%
Transfers In	76,000	75,000	75,000	-	-100.0%
Total Revenues & Transfers In	4,002,542	4,071,000	3,945,800	3,946,100	0.0%
Expenditures	1,418,696	2,034,950	1,747,100	2,111,650	20.9%
Transfers Out	2,075,735	4,644,839	2,319,600	5,214,350	124.8%
Total Expenditures & Transfers Out	3,494,431	6,679,789	4,066,700	7,326,000	80.1%
Revenue Over/(Under) Expenditures	508,111	(2,608,789)	(120,900)	(3,379,900)	
Fund Balance, July 1	3,645,131	4,153,250	4,153,250	4,032,350	
Ending Fund Balance	\$ 4,153,242	\$ 1,544,461	\$ 4,032,350	\$ 652,450	-83.8%

The budget includes Measure X revenues and transfers-in of \$3.9 million, and expenditures and transfers-out of \$7.3 million. The change to the ending fund balance is a decrease of \$3.4 million, for a total ending fund balance of \$0.7 million. The primary decrease is related to projected increase in law enforcement services contract costs, personnel cost increases, and contributions to pavement maintenance and capital project costs.

All City Funds include both discretionary revenues, e.g., property tax and sales tax, as well as restricted revenues such as capital project grants.



All Funds	Prior Year Actual FY 2022	Current Budget FY 2023	Estimated Actual FY 2023	Adopted Budget FY 2024	Year over Year % Change
Revenues	\$ 22,283,059	\$ 28,018,100	\$ 23,390,050	\$ 22,265,600	-4.8%
Expenditures	19,299,298	33,777,150	24,818,850	28,621,850	15.3%
Revenue Over/(Under) Expenditures	2,983,761	(5,759,050)	(1,428,800)	(6,356,250)	
Fund Balance, July 1	18,391,233	21,375,450	21,375,450	19,946,650	
Ending Fund Balance	\$ 21,374,994	\$ 15,616,400	\$ 19,946,650	\$ 13,590,400	-31.9%

The budget includes revenues and transfers-in for All Funds of \$22.3 million, and expenditures and transfers-out of \$28.6 million. The change to the ending fund balance is a decrease of \$6.4 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 a backlog of capital projects and deferred maintenance.

Total discretionary revenue funds, i.e., General Fund and Measure X Fund, are estimated at \$16.5 million with the related discretionary Funds spending estimate of \$14.5 million and net transfers out of \$6.2 million.

Total restricted revenue funds, including intergovernmental transfers such as Measure A and Gas Tax, assessment district proceeds, and grant revenues, are projected at \$4.0 million. Total expenditures from these dedicated funds are estimated at \$5.3 million and net transfers in of \$35 thousand.

Capital improvement fund revenues are estimated at \$1.7 million, expenditures at \$8.0 million and net transfers in of \$6.2 million.

At \$6.0 million, or 36%, of all discretionary revenue, the City’s combined State and local sales tax is the City’s largest single revenue source. Measure X Sales tax revenue is projected to slightly increase \$0.1 million to \$3.9 million compared to Estimated Actual for year-end.

The City’s transient occupancy tax (TOT) revenue is projected to be \$3.5 million, a slight increase of \$0.1 million over Estimated Actual year-end revenue. This is due to estimates that no additional hotel/motel rooms will come on line while short-term rental growth capacity is restricted by City regulations.

The City’s property tax revenue is projected to remain flat at \$5.2 million. 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 are projected to increase significantly. City personnel costs, including all full-time, part-time, and part-time seasonal employees, make up approximately 36.1% of all City operational spending.

As components of total personnel costs, health insurance and pension costs continue to also drive annual increases. The total budgeted compensation cost (including salaries, pension, health insurance and other benefits), is projected to increase to \$7.4 million, an increase of approximately 18.1%. The salary component of total compensation costs is projected to increase \$939 thousand due to new positions and salary adjustments in response to the recent Total Compensation study.

**b. Projects and Programs:** The FY 2024 budget will allow for the continuation of all existing City projects, programs and services, and expansion in some areas such as a senior services and advanced planning. 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 staffing an Advanced Planning Division in the Community Development Department in order to advance work to update the General/Coastal Land Use Plan and zoning regulations, implement programs of the City's recently updated Housing Element, and respond to myriad state housing legislation.

Fourteen capital and major maintenance projects are projected to be worked on during the fiscal year, involving estimated spending of just over \$8 million. The FY 2024 budget includes funding for work on the following capital projects:

- Skate Park completion
- Dune & Shoreline Management plan
- Rincon Bluffs Preserve open space/park improvements
- Franklin Creek Trail
- Linden Avenue Beach street-end improvements
- City Hall solarization
- City Hall campus improvements
- Carpinteria Library improvements
- 2022 Pavement Rehabilitation
- 2023 Pavement Maintenance & Rehabilitation
- Linden Avenue Improvements (north of intersection with Carpinteria Ave.)
- Carpinteria/Palm Avenues intersection signal
- High School Crosswalk signal
- Oil pipeline abandonment

## FY 2022/23 Accomplishments

Listed below are examples of significant outcomes resulting from the investments made through the FY 2023 budget. A comprehensive list of recurring performance measures and related accomplishments is included as Section H of this budget document.

- **Advanced Planning Work.** The City has determined to take significant aspects of needed advanced planning work in-house through creation of an advanced planning division, which was created by Council action. This includes work on the General Plan/Local Coastal Land Use Plan and zoning regulations. The City completed a comprehensive update of the Housing Element, implemented measures required to establish an updated Accessory Dwelling Unit (ADU) program, which includes off-the-shelf, no-cost building plans tailored to Carpinteria neighborhoods, and engaged consultant services to establish Downtown objective design standards. The City also initiated work on Formula Business regulations.
- **Current Planning Work.** A major retail project at 700 Linden in the Downtown was permitted for construction and procedures for permitting ADUs completed (the first ADU permit has been issued under the new procedures). Progress was made on permitting for the Rincon Trail project and an application is now under review for the decommissioning of the Carpinteria oil & gas plant. Three hotel projects also advanced through various stages of development review during the fiscal year.
- **Code Compliance.** Assistance to the City's population of people experiencing homelessness continued to be a priority and included coordinating evacuation of numerous people from the Carpinteria Creek corridor in advance of flooding. The City also established a Safe Parking Program for people living in vehicles.
- **Administration and Legal Counsel.** The Department led work to assist with reorganization and hiring in response to the ongoing expansion of services and retirements. Training work that is a part of establishing the City's Racial Equity and Social Justice Program was completed. Also, the Department led negotiations with the Sheriff's Department concerning a successor agreement for law enforcement services and supported myriad Council committees, including the senior services committee.
- **Administrative Services.** Operating Budget Excellence Award for Fiscal Year 2022/23 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 (ACFR) for fiscal year ended June 30, 2022. The Department also initiated work on an updated cost of services study and completed an update to the City's Five-Year Financial Plan.
- **Public Works.** Completed construction of 2022 Pavement Maintenance Project (December 2022). Completed designs of Carpinteria and Palm Avenue Intersection Improvements Project (August 2022), Linden Avenue Improvements Project-Carpinteria Avenue to Linden Avenue Overcrossing (August 2022), and Parking Lot #1 Electric Vehicle Charging Stations Project (March 2023). Completed Sidewalk

Maintenance Zone 2 repairs (March 2023). Completed special study of the Dune and Shoreline Management Plan (July 2022). Completed winter storms emergency recovery operations (i.e. post-disaster activities and infrastructure rebuild) including Carpinteria Creek Bike Path repair (February 2023), Carpinteria Beach debris removal (March 2023), and Carpinteria Creek debris removal (May 2023).

- **Parks, Recreation and Public Facilities.** Completed the replacement of the Monte Vista Park playground and the refurbishment of the El Carro Park athletic fields. Replaced the floors in the Carpinteria Veterans Building, both the Auditorium and the kitchen. Restored the Carpinteria City beach from a severe stormy winter including removal of storm debris. Opened up a segment of the Carpinteria Coastal Vista trail just east of Viola Fields. Replaced the Carpinteria Community Monument sign. Obtained a state grant to refurbish the Linden beach plaza. Continued to support the ongoing construction of the Carpinteria Skate Park.

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 efficacy 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 the past year. Finally, I would like to give special thanks to Administrative Services Director Licette Maldonado, Finance Manager, Gilbert Punsalan, and Mayor Clark and Vice Mayor Alarcon (the City Council Finance 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 12,711<sup>1</sup>. The City's menu of services includes municipal administration, law enforcement, solid waste disposal and recycling, planning and building, business licensing, code compliance and animal control, public works engineering and street maintenance, parks & recreation, public facilities maintenance, 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 41 full-time positions and 122 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, 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 parks and public open space. This includes the recent acquisition of the 20 plus acre Rincon Preserve and a work on the skate park at the City Hall campus. The City also maintains and operates a greater number and variety of recreational facilities and programs than earlier in its history. These recreational facilities include the community pool, athletic fields, playground equipment, public parking and restrooms, beach and boathouse improvements, and a network of hiking and biking trails.

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<sup>1</sup> City/County Population Estimates, State Department of Finance, Demographic Research Unit, January 1, 2023, <https://dof.ca.gov/forecasting/demographics/estimates-e1/>

The City is leading efforts to complete public trail links including the Rincon and Santa Claus Lane Trail projects that will provide a pedestrian/bicycle connection along the roughly four mile coast of Carpinteria.

The City recently added municipal library and electric energy utility services to the menu of services it provides to the community, and this budget will allow for establishment of a new senior services program and in-house advanced planning division.

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.

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 in addition, 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 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
101	Legislative & Policy	\$ 169,375	0.9%	\$ 172,950	0.5%	\$ 172,700	0.7%	\$ 184,350	0.6%
102	Commissions Boards and Committees	26,161	0.1%	17,300	0.1%	17,300	0.1%	24,100	0.1%
111	City Administration	347,545	1.8%	560,450	1.6%	497,600	2.0%	598,350	2.1%
121	Legal Services	796,867	4.1%	802,500	2.4%	1,025,000	4.1%	872,000	3.0%
131	Records Management	50,222	0.3%	110,700	0.3%	74,200	0.3%	116,950	0.4%
132	Elections	35,609	0.2%	141,850	0.4%	71,600	0.3%	48,100	0.2%
141	Staff Recruitment, Retention and Development	333,449	1.7%	520,650	1.5%	432,400	1.7%	383,500	1.3%
142	Risk Management	477,963	2.5%	510,050	1.5%	510,050	2.1%	593,400	2.1%
151	Emergency Preparedness	144,005	0.7%	113,900	0.3%	97,000	0.4%	104,000	0.4%
161	Communication and Community Promotions	231,133	1.2%	303,100	0.9%	278,500	1.1%	336,850	1.2%
162	Economic Vitality	18,692	0.1%	303,550	0.9%	59,400	0.2%	226,350	0.8%
163	Community Services Support	413,412	2.1%	233,700	0.7%	233,700	0.9%	225,050	0.8%
171	Law Enforcement	4,831,638	25.0%	5,425,900	15.9%	5,425,900	21.8%	6,279,800	21.9%
181	Racial Equity	57,409	0.3%	149,750	0.4%	107,050	0.4%	100,350	0.4%
201	Financial Management Services	420,237	2.2%	623,750	1.8%	502,400	2.0%	619,050	2.2%
211	Central Services	245,045	1.3%	265,350	0.8%	229,000	0.9%	268,550	0.9%
221	Management Information Services	270,136	1.4%	362,800	1.1%	361,650	1.5%	369,750	1.3%
301	Community Development Administration	106,221	0.6%	118,750	0.3%	115,600	0.5%	118,550	0.4%
302	Advance Planning	389,742	2.0%	801,650	2.3%	566,400	2.3%	706,400	2.5%
311	Housing	71,815	0.4%	112,200	0.3%	331,200	1.3%	125,850	0.4%
321	Development Review and Building	617,325	3.2%	659,650	1.9%	607,400	2.4%	777,850	2.7%
331	Code Compliance	435,998	2.3%	429,150	1.3%	413,650	1.7%	341,400	1.2%
341	Animal Care and Control	113,056	0.6%	124,250	0.4%	119,750	0.5%	55,750	0.2%
401	Public Works Administration	206,680	1.1%	454,950	1.3%	399,150	1.6%	295,700	1.0%
403	Capital Improvements	4,201,705	21.8%	14,036,650	41.1%	5,996,750	24.1%	8,232,600	28.8%
411	Transportation, Parking and Lighting	456,853	2.4%	647,650	1.9%	626,650	2.5%	493,450	1.7%
421	Solid Waste	269,072	1.4%	391,000	1.1%	342,250	1.4%	386,050	1.3%
431	Street Maintenance	590,615	3.1%	1,029,900	3.0%	990,000	4.0%	1,364,050	4.8%
441	Right of Way Maintenance	454,219	2.4%	536,700	1.6%	500,950	2.0%	549,750	1.9%
451	Watershed Management	130,660	0.7%	180,100	0.5%	160,000	0.6%	196,850	0.7%
461	Resource Conservation	46,824	0.2%	168,800	0.5%	170,300	0.7%	61,550	0.2%
501	Parks and Recreation Administration	272,367	1.4%	401,200	1.2%	359,400	1.4%	389,700	1.4%
502	Parks & Facilities Maintenance	879,002	4.6%	1,244,300	3.6%	1,193,650	4.8%	996,250	3.5%
503	Vets Hall/Seaside	56,482	0.3%	115,550	0.3%	120,050	0.5%	143,750	0.5%
512	Senior Services	0	0.0%	0	0.0%	0	0.0%	105,900	0.4%
521	Community Pool Services	646,247	3.3%	846,350	2.5%	758,000	3.1%	753,200	2.6%
522	Junior Lifeguards	73,194	0.4%	165,050	0.5%	155,950	0.6%	141,500	0.5%
523	Swim Team Aquatics	31,065	0.2%	25,100	0.1%	25,950	0.1%	66,100	0.2%
531	Ocean Beach Services	132,313	0.7%	163,400	0.5%	166,150	0.7%	233,150	0.8%
532	Beach Store	2,826	0.0%	14,400	0.0%	19,100	0.1%	14,700	0.1%
541	Special Events	76	0.0%	2,500	0.0%	2,500	0.0%	2,500	0.0%
542	Community Garden	26,293	0.1%	34,250	0.1%	31,550	0.1%	30,600	0.1%
550	City Library	219,750	1.1%	792,250	2.3%	574,750	2.3%	688,200	2.4%
Total Expenditures		19,299,298	100%	34,114,000	100%	24,842,550	100%	28,621,850	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. Staff presents a high-level view of the budget, focusing on the General Fund and Measure X Fund, and providing information at the Fund level. 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. At the second regular Council meeting in June, departments present their program highlights to the City Council and the City Council votes to adopt the budget and related resolutions at that 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 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 Section G – Reference Materials.



### ***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, that 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). An update cost of services study is now underway and is expected to inform an updated fee schedule for Council consideration and adoption early in FY 2024.

### ***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 Statue limit); Maximum Maturity: N/A
- Obligations of the U.S. Government, its agencies and instrumentalities, including U.S. Treasury notes, bonds, bills, or certificate indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest, federal agencies, mortgage-backed securities with a fixed coupon issued by an agency of the U.S. Government, government-sponsored enterprise obligations (GSE), participation, or other instruments. Dollar Maximum: None; Maximum Maturity: 5 years
- Investments not specifically authorized herein are disallowed. Additionally, California Government Code Section 53601.6 disallows the following: inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Futures, options, all leveraged purchases, reverse repurchases, and speculations on interest rates are specifically disallowed 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. AB939 Fund requires a subsidy to maintain the solid waste programs, including hazardous waste events.

<b>Fund</b>	<b>Amount</b>
Park Maintenance Fund	\$ 371,450
R-O-W Assessment District Fund	183,050
Recreation Services Fund	651,600
Library Fund	525,500
AB 939 Fund	174,050
<b>Total</b>	<b>\$ 1,905,650</b>
<b>Fund</b>	<b>Amount</b>
General Fund	\$ 986,100
Measure X Fund	919,550
<b>Total</b>	<b>\$ 1,905,650</b>

### ***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. In addition, the City's work with the County of Santa Barbara and People's Self-Help Housing Corporation reflects its interest in creating affordable workforce housing for individuals and families working in vital Carpinteria and regional industries such as 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 \$1,578,349, the following major reserve balances are estimated for FY 2024.

Financial and Economic Uncertainty Reserve:	\$5,389,451
General Reserve - Special Projects:	802,358
Capital Asset Replacement Reserve:	379,737
Restricted – Pension Trust Fund:	<u>1,116,923</u>
	Total: \$7,688,469

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 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 \$21,155,763 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 \$21,962,508. 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***

FY 2024 projected personnel costs are estimated to increase 18.1% from FY 2023 budget actuals. This is due to several factors, including extended position vacancies in FY 2023 the City has since filled, or plans to fill in FY 2024; adjusted compensation pursuant recommendations of the recently completed Total Compensation Study; increases to part-time hourly rates, primarily for pool and beach lifeguards and other aquatics-related positions; annual merit increases; the addition of new positions such as a Senior Services Coordinator, and an Associate Planner to assist with advanced planning; and payrate adjustments made to account for inflation. In addition, the FY 2024 budget includes

funding for a total of 41 full time equivalent (FTE) positions, a net increase of 1 FTE. This includes reclassification of the Human Resources Assistant in the General Government department from part-time to full-time and is consistent with the City Council goal to maintain an effective workforce through competitive salaries and benefits. Partially offsetting increases to personnel costs are several unfunded positions from FY 2023 including the Human Resources/Risk Manager, Executive Assistant/Deputy City Clerk, Civil Engineer, and one Code Compliance Officer. 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, consistent with City goals and objectives, departmental operations, and work plans. See table below for a list of authorized positions over the last five fiscal years.



**AUTHORIZED FULL TIME POSITIONS- LAST FIVE YEARS**

	2019/20	2020/21*	2021/22	2022/23	2023/24
<b>GENERAL GOVERNMENT</b>					
City Manager	1	1	1	1	1
Assistant City Manager	0	1	1	1	1
Assistant to the City Manager	1	0	0	0	0
Human Resources/Risk Manager	1	1	1	1	0
City Clerk	1	1	1	1	1
Program Manager	1	1	1	1	1
Executive Assistant/Deputy City Clerk	0	1	1	1	0
Management Analyst I/II	0	0	0	0	1
Human Resources Assistant	0	0	0	0	1
Office Assistant I/II	1	1	1	1	1
<i>General Government Department Sub-total:</i>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>ADMINISTRATIVE SERVICES</b>					
Administrative Services Director	1	1	1	1	1
Finance Manager	0	0	0	1	1
Senior Financial Analyst	1	1	1	0	0
Accounting Technician	1	1	1	1	1
Accounting Specialist	0	0	0	1	1
<i>Administrative Services Department Sub-total:</i>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>
<b>COMMUNITY DEVELOPMENT</b>					
Community Development Director	1	1	1	1	1
Principal Planner	1	2	2	2	2
Senior Planner	1	0	0	0	1
Associate Planner	1	2	2	2	2
Assistant Planner	1	0	0	0	0
Administrative Assistant I/II	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	0	0	0	0
Code Compliance Officer II	1	2	2	2	1
<i>Community Development Department Sub-total:</i>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PUBLIC WORKS DEPARTMENT</b>					
Public Works Director	1	1	1	1	1
Management Analyst I/II	0	0	0	1	1
Assistant to the Public Works Director	1	1	1	0	0
Civil Engineer	1	1	1	1	0
Associate Engineer	0	0	0	0	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 I/II	3	3	3	3	3
Maintenance Technician	1	0	0	0	0
<i>Public Works Department Sub-total:</i>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>PARKS, RECREATION &amp; PUBLIC FACILITIES</b>					
Parks, Recreation & Public Facilities Director	1	1	1	1	1
Management Analyst I/II	0	0	0	1	1
Management Assistant	1	1	1	0	0
Aquatics Superintendent	0	1	1	1	1
Pool Superintendent	1	0	0	0	0
Aquatics Program Coordinator	1	1	1	1	1
Parks & Facilities Maintenance Supervisor	0	1	1	1	1
Sr. Parks & Facilities Maintenance Technician	0	1	1	1	1
Parks & Facilities Maintenance Technician	1	0	0	0	0
Maintenance Worker I/II	0	1	1	1	1
City Librarian	0	1	1	1	1
Community Engagement Library Specialist	0	1	1	1	1
Senior Services Coordinator	0	0	0	0	1
<i>Parks, Recreation &amp; Public Facilities Department Sub-total:</i>	<b>5</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>
<b>GRAND TOTAL - Full Time Staff:</b>	<b>35</b>	<b>39</b>	<b>39</b>	<b>40</b>	<b>41</b>

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

## **Five-Year Financial Plan**

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

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

## **General Fund Resource Gap**

The Five-Year Financial Plan shows that over the forecast period, 2022-27, the City is in good fiscal shape in funding operating costs 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 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. See full report in Appendix II.

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.

In November of 2018, Carpinteria voters passed Measure X, a 1.25% local sales tax, which is currently projected to raise approximately \$4 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 but are presented in the aggregate as discretionary funds.

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

The primary service demand challenges facing the City concerns the rapidly escalating cost of law enforcement services, the need to replace aging infrastructure and facilities, and the rising cost to maintain and operate the City's growing system of parks and recreation amenities.

The cost of the City's law enforcement services agreement has risen steeply over the past several years (for the same level of service) from just over \$4 million in FY 2020-21 to the current estimate of approximately \$6 million. This increase is largely due to the County's changes in how it allocates various Sheriff's Office administrative costs to contract cities as it attempts to recover expenses related to providing contract law enforcement services.

The Capital Improvement Program includes an estimated \$78 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 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 trails.

The City also forecasts that over the next five years playground equipment and fall area replacements at various parks will be necessary, the replacement of the Linden Avenue lifeguard tower and coastal access improvements will be needed, Veterans and Library Building repairs and improvements will be needed, as will repairs and replacement of Community Pool concrete and water filtration/pumping equipment, renovation of sports fields, and resurfacing of facility parking lots.

The Park Maintenance Fund receives revenue from a parcel tax on all residential property in the City and pays 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 also rely on user fees to cover a portion of 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.



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) 2024 revenues of \$22,265,600 are about 5% or \$1.2 million, less than estimated actual budget revenues for FY 2023. The most significant contributions to this decrease 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 2024 year.

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

<b>Fund</b>	<b>Amount</b>
General Fund (before subsidies)	\$ 82,400
General Reserve (special projects)	18,200
Traffic Safety	11,400
Street Lighting District	30,700

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:

<b>Fund</b>	<b>Amount</b>
General Reserve (capital asset replacement)	\$ (679,600)
Measure X (before subsidies)	(2,460,350)
Road Maintenance Rehab	(286,900)
Gas Tax	(450)
Local Transportation	(1,850)
Tidelands Trust	(138,750)
PBIA	(100)
Housing	(8,500)
Measure A	(837,600)
Peg Fees	(56,300)
Capital Improvement Project	(83,750)



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:

<b>Fund</b>	<b>Amount</b>
Park Maintenance Fund	\$ 371,450
R-O-W Assessment District Fund	183,050
Recreation Services Fund	651,600
Library Fund	525,500
AB 939 Fund	174,050
<b>Total</b>	<b>\$ 1,905,650</b>
<b>Fund</b>	<b>Amount</b>
General Fund	\$ 986,100
Measure X Fund	919,550
<b>Total</b>	<b>\$ 1,905,650</b>

### **All Fund Appropriations**

Total FY 2024 budgeted appropriations for all municipal funds are \$28,621,850, an increase of 15.2% or \$3.8 million from estimated actual FY 2023 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 Operating Programs section E of this Budget document, total planned capital project spending exceeds \$8 million.) Some of the other more significant non-General Fund program appropriations include:

<b>Fund</b>	<b>Amount</b>
Captail Improvements	\$ 8,232,600
Street Maintenance	1,364,050
Transportation, Parking and Lighting	493,450



## All Funds Budget Summary by Fund

FUND	Audited Balances 6/30/2022	Fiscal Year 2022-23 Estimated Actual Budget					Reserve Change	Estimated Fund Balances June 30, 2023
		Revenues	Expenditures	ARPA	Transfers	Subsidies		
101 General Fund (AFB)	\$ 4,149,872	\$ 12,130,000	\$ 11,556,200	\$ 1,267,000	\$ (1,657,850)	\$ (776,550)	\$ (443,822)	3,112,450
101 General Reserve - Economic Uncertainties	4,489,278	-	-	-	-	-	443,822	4,933,100
101 General Fund (Nonspendable/Restricted)	1,116,923	-	-	-	-	-	-	1,116,923
102 General Reserve - Special Projects	1,010,658	119,000	-	-	(345,500)	-	-	784,158
103 Capital Asset Replacement GF	458,737	29,000	40,000	-	611,600	-	-	1,059,337
104 Measure X Fund	4,153,242	3,870,800	1,747,100	75,000	(1,635,300)	(684,300)	-	4,032,342
105 American Rescue Plan Act	-	1,601,000	-	(1,601,000)	-	-	-	-
201 Traffic Safety Fund	12,944	32,800	20,850	2,000	-	-	-	26,894
202 Library Fund	650	182,100	647,050	-	-	464,300	-	-
203 Road Maintenance Rehab Fund	49,355	287,500	-	-	(50,000)	-	-	286,855
204 Park Maintenance Fund	(10,350)	217,450	587,200	21,000	-	359,100	-	-
205 Gas Tax Fund	327,891	341,800	248,400	27,000	-	-	-	448,291
206 Local Transportation Fund	18,822	14,600	38,400	7,000	-	-	-	2,022
207 Tidelands Trust Fund	289,551	330,000	276,400	24,000	(12,200)	-	-	354,951
208 Street Lighting Fund	395,746	221,250	184,300	2,500	-	-	-	435,196
209 R-O-W Assessment District Fund	(450)	199,600	347,600	25,000	-	123,450	-	-
210 PBIA Fund	14,126	15,200	19,150	2,000	-	-	-	12,176
211 AB 939 Fund	260,623	255,000	473,000	23,000	-	-	-	65,623
213 Recreation Services Fund	27,500	478,300	1,127,900	82,000	26,100	514,000	-	-
214 Housing Fund	726,204	10,000	206,400	38,000	-	-	-	567,804
215 Measure A Fund	1,736,850	1,022,400	1,210,200	-	(711,450)	-	-	837,600
216 Revolving Fund	-	174,550	148,450	-	(26,100)	-	-	-
217 Peg Fees Fund	121,191	40,900	110,050	5,500	-	-	-	57,541
301 Capital Improvement Projects Fund	2,025,653	1,861,600	5,853,900	-	3,800,700	-	-	1,834,053
<b>Total All Funds</b>	<b>\$ 21,375,016</b>	<b>\$ 23,434,850</b>	<b>\$ 24,842,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,967,316</b>

FUND	Estimated Balances June 30, 2023	Fiscal Year 2023-24 Adopted Budget					Reserve Change	Estimated Fund Balances June 30, 2024
		Revenues	Expenditures	ARPA	Transfers	Subsidies		
101 General Fund	\$ 3,112,450	\$ 12,518,600	\$ 12,436,200	-	-	\$ (986,100)	\$ (456,351)	\$ 1,752,399
101 General Reserve - Economic Uncertainties	4,933,100	-	-	-	-	-	456,351	5,389,451
101 General Fund (Nonspendable/Restricted)	1,116,923	-	-	-	-	-	-	1,116,923
102 General Reserve - Special Projects	784,158	18,200	-	-	-	-	-	802,358
103 Capital Asset Replacement GF	1,059,337	70,400	700,000	-	(50,000)	-	-	379,737
104 Measure X Fund	4,032,342	3,946,100	2,111,650	-	(4,294,800)	(919,550)	-	652,442
105 American Rescue Plan Act	-	-	-	-	-	-	-	-
201 Traffic Safety Fund	26,894	33,000	21,600	-	-	-	-	38,294
202 Library Fund	-	217,000	742,500	-	-	525,500	-	-
203 Road Maintenance Rehab Fund	286,900	330,700	-	-	(617,600)	-	-	-
204 Park Maintenance Fund	-	216,900	588,350	-	-	371,450	-	-
205 Gas Tax Fund	448,291	380,700	381,150	-	-	-	-	447,841
206 Local Transportation Fund	2,022	14,000	15,850	-	-	-	-	172
207 Tidelands Trust Fund	354,951	354,500	378,900	-	(114,350)	-	-	216,201
208 Street Lighting Fund	435,196	236,850	206,150	-	-	-	-	465,896
209 R-O-W Assessment District Fund	-	196,950	380,000	-	-	183,050	-	-
210 PBIA Fund	12,176	15,200	15,300	-	-	-	-	12,076
211 AB 939 Fund	65,623	246,300	486,000	-	-	174,050	-	(27)
213 Recreation Services Fund	-	532,950	1,184,550	-	26,500	651,600	-	26,500
214 Housing Fund	567,804	14,500	23,000	-	-	-	-	559,304
215 Measure A Fund	837,600	1,036,150	685,300	-	(1,188,450)	-	-	-
216 Revolving Fund	-	115,100	88,600	-	(26,500)	-	-	-
217 Peg Fees Fund	57,541	41,500	147,800	-	50,000	-	-	1,241
301 Capital Improvement Projects Fund	1,834,053	1,730,000	8,028,950	-	6,215,200	-	-	1,750,303
<b>Total All Funds</b>	<b>\$ 19,967,361</b>	<b>\$ 22,265,600</b>	<b>\$ 28,621,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,611,111</b>

### All Funds FY 2023/24 Budget

All Funds	Prior Year Actual FY 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
<b>Revenues</b>								
Property Taxes	\$ 4,835,715	21.7%	\$ 5,026,200	17.9%	\$ 5,017,700	21.4%	\$ 5,172,750	23.2%
Sales Taxes	6,215,506	27.9%	6,135,800	21.9%	5,992,400	25.6%	6,054,000	27.2%
Franchise Fees	727,362	3.3%	727,100	2.6%	733,000	3.1%	733,000	3.3%
Transient Occupancy Tax	3,487,613	15.7%	3,550,000	12.7%	3,400,000	14.5%	3,530,000	15.9%
Other Taxes	216,662	1.0%	210,000	0.7%	210,000	0.9%	210,000	0.9%
<b>Total Taxes</b>	<b>15,482,858</b>	<b>69.5%</b>	<b>15,649,100</b>	<b>55.9%</b>	<b>15,353,100</b>	<b>65.5%</b>	<b>15,699,750</b>	<b>70.5%</b>
Licenses & Permits	279,256	1.3%	233,200	0.8%	253,400	1.1%	252,700	1.1%
Intergovernmental	4,759,391	21.4%	9,916,650	35.4%	5,568,300	23.8%	4,025,650	18.1%
Fines & Forfeitures	110,965	0.5%	92,750	0.3%	90,300	0.4%	90,350	0.4%
Charges for Services	1,721,429	7.7%	1,400,000	5.0%	1,315,900	5.6%	1,412,800	6.3%
Interest	(533,929)	-2.4%	147,250	0.5%	258,400	1.1%	400,050	1.8%
Special Assessments	218,609	1.0%	232,300	0.8%	232,300	1.0%	232,300	1.0%
Miscellaneous	244,480	1.1%	346,850	1.2%	363,150	1.5%	152,000	0.7%
<b>TOTAL REVENUE</b>	<b>\$ 22,283,059</b>	<b>100%</b>	<b>\$ 28,018,100</b>	<b>100%</b>	<b>\$ 23,434,850</b>	<b>100%</b>	<b>\$ 22,265,600</b>	<b>100%</b>
<b>Expenditures</b>								
Regular Wages	\$ 2,956,589	15.3%	\$ 3,751,500	11.0%	\$ 3,187,550	12.8%	\$ 4,042,300	14.1%
Part-time Wages	480,265	2.5%	625,000	1.8%	599,300	2.4%	699,650	2.4%
Overtime Wages	35,452	0.2%	42,300	0.1%	36,750	0.1%	36,750	0.1%
Other Wages	211,642	1.1%	231,850	0.7%	228,000	0.9%	212,250	0.7%
<b>Total Wages</b>	<b>3,683,948</b>	<b>19.1%</b>	<b>4,650,650</b>	<b>13.6%</b>	<b>4,051,600</b>	<b>16.3%</b>	<b>4,990,950</b>	<b>17.4%</b>
Health Benefits	\$ 863,953	4.5%	\$ 1,092,200	3.2%	\$ 931,900	3.8%	\$ 1,056,900	3.7%
Retirement	993,823	5.1%	1,198,850	3.5%	1,115,550	4.5%	1,202,700	4.2%
Medicare Tax	53,084	0.3%	64,600	0.2%	64,750	0.3%	69,600	0.2%
Other Benefits	77,787	0.4%	143,900	0.4%	131,000	0.5%	115,100	0.4%
<b>Total Benefits</b>	<b>1,988,647</b>	<b>10.3%</b>	<b>2,499,550</b>	<b>7.3%</b>	<b>2,243,200</b>	<b>9.0%</b>	<b>2,444,300</b>	<b>8.5%</b>
<b>TOTAL WAGES &amp; BENEFIT</b>	<b>\$ 5,672,595</b>	<b>29%</b>	<b>\$ 7,150,200</b>	<b>21%</b>	<b>\$ 6,294,800</b>	<b>25%</b>	<b>\$ 7,435,250</b>	<b>26%</b>
Professional Services	\$ 1,942,653	10.1%	\$ 3,104,400	9.1%	\$ 2,886,200	11.6%	\$ 2,386,000	8.3%
Public Safety	4,831,638	25.0%	5,425,900	15.9%	5,425,900	21.8%	6,279,800	21.9%
Contract Services	888,377	4.6%	1,488,100	4.4%	1,449,100	5.8%	1,232,450	4.3%
Utilities	499,608	2.6%	660,700	1.9%	578,600	2.3%	663,100	2.3%
Other Operating Expenses	1,019,354	5.3%	1,322,700	3.9%	1,281,650	5.2%	1,361,750	4.8%
Non-Operating Expenses	129,640	0.7%	485,700	1.4%	436,100	1.8%	425,050	1.5%
Major Capital	254,307	1.3%	680,500	2.0%	636,300	2.6%	809,500	2.8%
Capital Projects	4,061,126	21.0%	13,795,800	40.4%	5,853,900	23.6%	8,028,950	28.1%
<b>Total Other Expenditures</b>	<b>13,626,703</b>	<b>70.6%</b>	<b>26,963,800</b>	<b>79.0%</b>	<b>18,547,750</b>	<b>74.7%</b>	<b>21,186,600</b>	<b>74.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,299,298</b>	<b>100%</b>	<b>\$ 34,114,000</b>	<b>100%</b>	<b>\$ 24,842,550</b>	<b>100%</b>	<b>\$ 28,621,850</b>	<b>100%</b>
<b>NET INCOME / (LOSS)</b>	<b>\$ 2,983,761</b>		<b>\$ (6,095,900)</b>		<b>\$ (1,407,700)</b>		<b>\$ (6,356,250)</b>	

### All Funds Expenditures by Function

All Funds	Prior Year Actual FY 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
General Government	\$7,933,481	41.1%	\$9,366,350	27.5%	\$9,002,400	36.2%	\$10,093,150	35.3%
Administrative Services	935,418	4.8%	1,251,900	3.7%	1,093,050	4.4%	1,257,350	4.4%
Community Development	1,734,158	9.0%	2,245,650	6.6%	2,154,000	8.7%	2,125,800	7.4%
Public Works	6,356,627	32.9%	17,445,750	51.1%	9,186,050	37.0%	11,580,000	40.5%
Parks, Recreation and Public Facilities	2,339,614	12.1%	3,804,350	11.2%	3,407,050	13.7%	3,565,550	12.5%
<b>Total Expenditures</b>	<b>\$19,299,298</b>	<b>100%</b>	<b>\$34,114,000</b>	<b>100%</b>	<b>\$24,842,550</b>	<b>100%</b>	<b>\$28,621,850</b>	<b>100%</b>

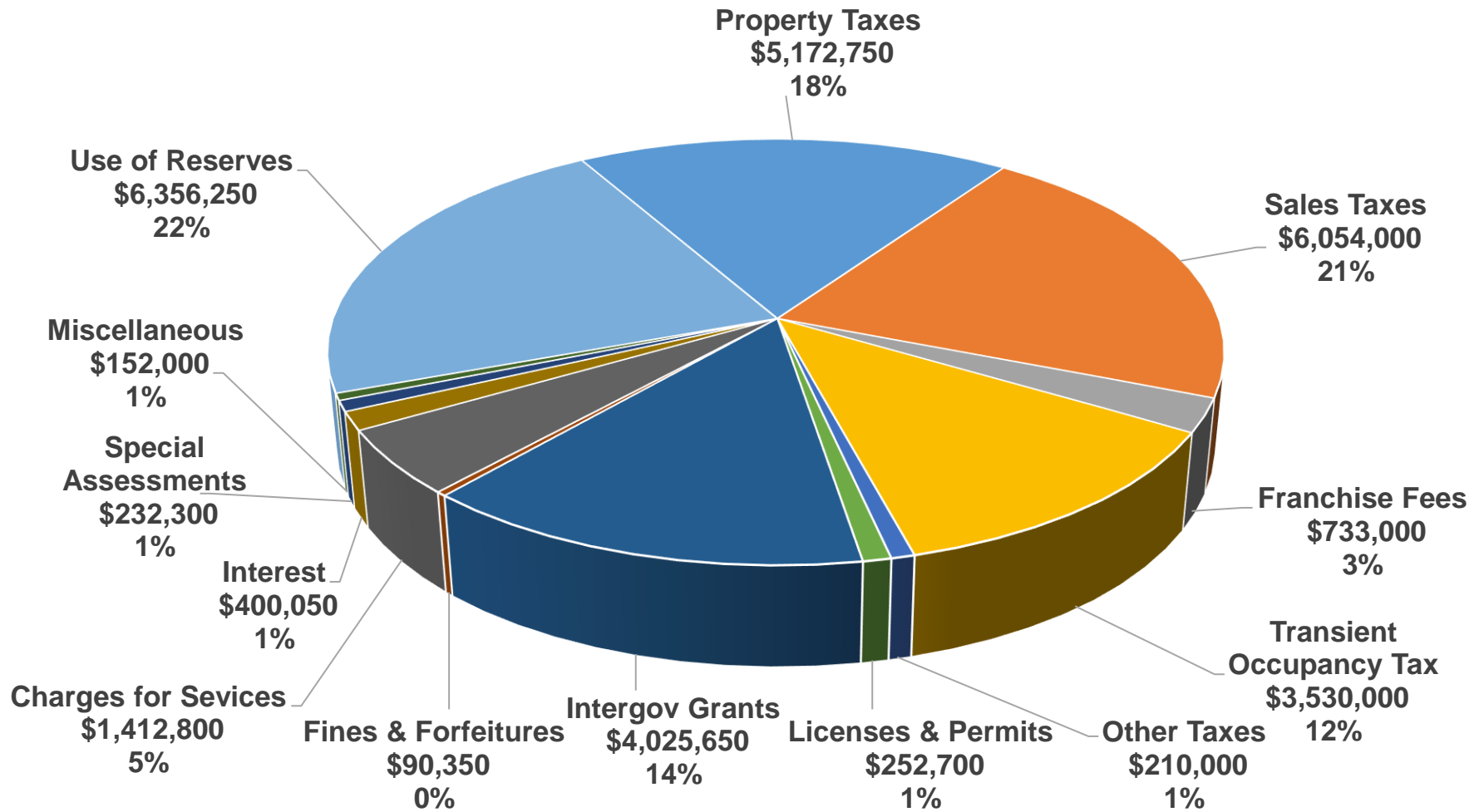
### All Funds Expenditures by Type

All Funds	Prior Year Actual FY 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
Wages & Benefits	\$ 5,672,595	29.4%	\$ 7,150,200	21.0%	\$ 6,294,800	25.3%	\$ 7,435,250	26.0%
Professional Services	1,942,653	10.1%	3,104,400	9.1%	2,886,200	11.6%	2,386,000	8.3%
Public Safety	4,831,638	25.0%	5,425,900	15.9%	5,425,900	21.8%	6,279,800	21.9%
Contract Services	888,377	4.6%	1,488,100	4.4%	1,449,100	5.8%	1,232,450	4.3%
Utilities	499,608	2.6%	660,700	1.9%	578,600	2.3%	663,100	2.3%
Other Operating Exp.	1,019,354	5.3%	1,322,700	3.9%	1,281,650	5.2%	1,361,750	4.8%
Non-Operating Exp.	129,640	0.7%	485,700	1.4%	436,100	1.8%	425,050	1.5%
Major Capital	254,307	1.3%	680,500	2.0%	636,300	2.6%	809,500	2.8%
Capital Projects	4,061,126	21.0%	13,795,800	40.4%	5,853,900	23.6%	8,028,950	28.1%
<b>Total Expenditures</b>	<b>\$19,299,298</b>	<b>100%</b>	<b>\$34,114,000</b>	<b>100%</b>	<b>\$24,842,550</b>	<b>100%</b>	<b>\$28,621,850</b>	<b>100%</b>

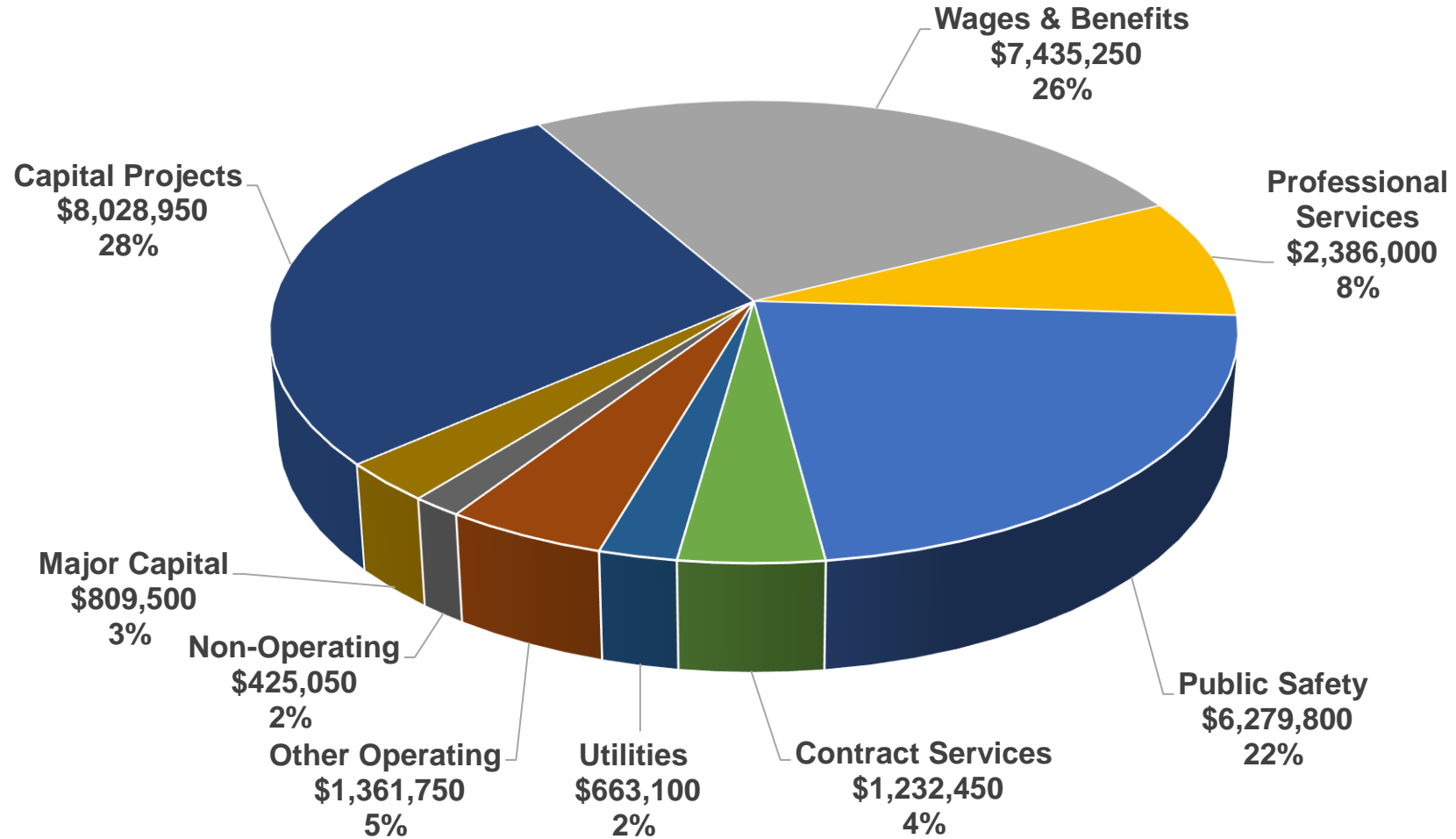
## All Funds Expenditures by Program

Program #	Program Name	Prior Year Actuals FY 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
101	Legislative & Policy	\$ 169,375	0.9%	\$ 172,950	0.5%	\$ 172,700	0.7%	\$ 184,350	0.6%
102	Commissions Boards and Committees	26,161	0.1%	17,300	0.1%	17,300	0.1%	24,100	0.1%
111	City Administration	347,545	1.8%	560,450	1.6%	497,600	2.0%	598,350	2.1%
121	Legal Services	796,867	4.1%	802,500	2.4%	1,025,000	4.1%	872,000	3.0%
131	Records Management	50,222	0.3%	110,700	0.3%	74,200	0.3%	116,950	0.4%
132	Elections	35,609	0.2%	141,850	0.4%	71,600	0.3%	48,100	0.2%
141	Staff Recruitment, Retention and Development	333,449	1.7%	520,650	1.5%	432,400	1.7%	383,500	1.3%
142	Risk Management	477,963	2.5%	510,050	1.5%	510,050	2.1%	593,400	2.1%
151	Emergency Preparedness	144,005	0.7%	113,900	0.3%	97,000	0.4%	104,000	0.4%
161	Communication and Community Promotions	231,133	1.2%	303,100	0.9%	278,500	1.1%	336,850	1.2%
162	Economic Vitality	18,692	0.1%	303,550	0.9%	59,400	0.2%	226,350	0.8%
163	Community Services Support	413,412	2.1%	233,700	0.7%	233,700	0.9%	225,050	0.8%
171	Law Enforcement	4,831,638	25.0%	5,425,900	15.9%	5,425,900	21.8%	6,279,800	21.9%
181	Racial Equity	57,409	0.3%	149,750	0.4%	107,050	0.4%	100,350	0.4%
201	Financial Management Services	420,237	2.2%	623,750	1.8%	502,400	2.0%	619,050	2.2%
211	Central Services	245,045	1.3%	265,350	0.8%	229,000	0.9%	268,550	0.9%
221	Management Information Services	270,136	1.4%	362,800	1.1%	361,650	1.5%	369,750	1.3%
301	Community Development Administration	106,221	0.6%	118,750	0.3%	115,600	0.5%	118,550	0.4%
302	Advance Planning	389,742	2.0%	801,650	2.3%	566,400	2.3%	706,400	2.5%
311	Housing	71,815	0.4%	112,200	0.3%	331,200	1.3%	125,850	0.4%
321	Development Review and Building	617,325	3.2%	659,650	1.9%	607,400	2.4%	777,850	2.7%
331	Code Compliance	435,998	2.3%	429,150	1.3%	413,650	1.7%	341,400	1.2%
341	Animal Care and Control	113,056	0.6%	124,250	0.4%	119,750	0.5%	55,750	0.2%
401	Public Works Administration	206,680	1.1%	454,950	1.3%	399,150	1.6%	295,700	1.0%
403	Capital Improvements	4,201,705	21.8%	14,036,650	41.1%	5,996,750	24.1%	8,232,600	28.8%
411	Transportation, Parking and Lighting	456,853	2.4%	647,650	1.9%	626,650	2.5%	493,450	1.7%
421	Solid Waste	269,072	1.4%	391,000	1.1%	342,250	1.4%	386,050	1.3%
431	Street Maintenance	590,615	3.1%	1,029,900	3.0%	990,000	4.0%	1,364,050	4.8%
441	Right of Way Maintenance	454,219	2.4%	536,700	1.6%	500,950	2.0%	549,750	1.9%
451	Watershed Management	130,660	0.7%	180,100	0.5%	160,000	0.6%	196,850	0.7%
461	Resource Conservation	46,824	0.2%	168,800	0.5%	170,300	0.7%	61,550	0.2%
501	Parks and Recreation Administration	272,367	1.4%	401,200	1.2%	359,400	1.4%	389,700	1.4%
502	Parks & Facilities Maintenance	879,002	4.6%	1,244,300	3.6%	1,193,650	4.8%	996,250	3.5%
503	Vets Hall/Seaside	56,482	0.3%	115,550	0.3%	120,050	0.5%	143,750	0.5%
512	Senior Services	0	0.0%	0	0.0%	0	0.0%	105,900	0.4%
521	Community Pool Services	646,247	3.3%	846,350	2.5%	758,000	3.1%	753,200	2.6%
522	Junior Lifeguards	73,194	0.4%	165,050	0.5%	155,950	0.6%	141,500	0.5%
523	Swim Team Aquatics	31,065	0.2%	25,100	0.1%	25,950	0.1%	66,100	0.2%
531	Ocean Beach Services	132,313	0.7%	163,400	0.5%	166,150	0.7%	233,150	0.8%
532	Beach Store	2,826	0.0%	14,400	0.0%	19,100	0.1%	14,700	0.1%
541	Special Events	76	0.0%	2,500	0.0%	2,500	0.0%	2,500	0.0%
542	Community Garden	26,293	0.1%	34,250	0.1%	31,550	0.1%	30,600	0.1%
550	City Library	219,750	1.1%	792,250	2.3%	574,750	2.3%	688,200	2.4%
Total Expenditures		19,299,298	100%	34,114,000	100%	24,842,550	100%	28,621,850	100%

**All Funds  
Sources of Funds  
\$28,621,850**



**All Funds  
Uses of Funds  
\$28,621,850**





The City's General and Measure X (discretionary) 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 AND MEASURE X FUNDS (FUNDS)**

***The Fiscal Year (FY) 2024 Budget projects that the discretionary funds will have an operational income of \$99,800. The one-time expenditures and capital projects result in a net decrease in fund balance of \$4,945,000.***

<b>General and Measure X Funds</b>	<b>Adopted Budget FY 2024</b>
Operating Revenues	\$ 16,553,300
Operating Expenditures	(14,547,850)
Operating Subsidies	(1,905,650)
Net Operating Income	99,800
One-Time Expenditures	(750,000)
Capital Improvement Projects	(4,294,800)
Net Change in Fund Balance	(4,945,000)

### **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 and Measure X (excluding reserves) will end the FY 2024 fiscal year with an AFB of \$2,404,841. The chart below indicates the beginning and ending AFB appropriations, expenditures, revenues, and transfers in & out.

2022-23 Budget Year:		2023-24 Budget Year:	
\$ 8,303,114	AFB as of July 1, 2022	\$ 7,144,792	AFB as of July 1, 2023
(13,343,300)	Expenditures	(15,247,850)	Expenditures
(3,461,700)	Transfers Out	(4,344,800)	Transfers Out
2,999,850	Transfers In	-	Transfers In
(2,684,050)	Other Fund Subsidies	(1,905,650)	Other Fund Subsidies
(817,922)	Reserve Decrease	205,049	Reserve Decrease
16,148,800	Projected Revenues	16,553,300	Projected Revenues
<b>\$ 7,144,792</b>	<b>AFB as of June 30, 2023</b>	<b>\$ 2,404,841</b>	<b>AFB as of June 30, 2024</b>

### **Revenues**

Projected revenues (excluding Interfund transfer) for FY 2024 are \$16,553,300, an increase of \$144,400, or 3%, from the estimated actual FY 2023 revenue.

### **Expenditures**

Projected Expenditures (excluding Interfund transfer) for FY 2024 are \$15,247,850, an increase of \$1,904,550, or 14.3% from, the estimated actual FY 2023 expenditure amount.

### **Interfund Transfers**

The budget includes subsidy transfers totaling \$1,905,650 and \$4,294,800 for capital projects. The operating transfers are subsidies to other funds that are necessary to fulfill operational, service and program obligations prioritized by the City Council as a matter of policy. 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 or Measure X Funds must subsidize this fund, or program(s) service levels must be reduced to lower costs.

A significant subsidy is provided to the Park Maintenance, Recreation Services, Right of Way Assessment District, and AB 939 Funds that allow for a greater amount and higher level of parks and public facilities maintenance, expanded recreation services, street maintenance, and City's solid waste program. Measure X is the primary funding source for the City Library program. Measure X Fund is also the primary funding source for capital improvement projects, which requires a transfer to the Capital Improvement Projects Fund. For a list of projects please refer to Operating Programs section, Public Works – Capital Improvements program.

## General and Measure X Funds FY 2023/24 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. 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.

General and Measure X Funds	Prior Year Actual FY 2022		Current Budget FY 2023		Estimated Actual FY 2023		Adopted Budget FY 2024	
<b>Revenue</b>								
Property Taxes	\$ 4,620,765	29.0%	\$ 4,800,700	29.1%	\$ 4,800,700	29.7%	\$ 4,945,100	29.9%
Sales Taxes	6,215,506	39.1%	6,135,800	37.2%	5,992,400	37.1%	6,054,000	36.6%
Franchise Taxes	685,283	4.3%	685,100	4.1%	695,000	4.3%	695,000	4.2%
Transient Occupancy Taxes	3,487,613	21.9%	3,550,000	21.5%	3,400,000	21.1%	3,530,000	21.3%
Other Taxes	63,574	0.4%	62,000	0.4%	62,000	0.4%	62,000	0.4%
<b>Total Taxes</b>	<b>15,072,741</b>	<b>94.8%</b>	<b>15,233,600</b>	<b>92.3%</b>	<b>14,950,100</b>	<b>92.6%</b>	<b>15,286,100</b>	<b>92.3%</b>
Licenses & Permits	278,926	1.8%	232,900	1.4%	253,100	1.6%	252,400	1.5%
Intergovernmental	380,057	2.4%	552,000	3.3%	332,000	2.1%	394,000	2.4%
Fines & Forfeitures	86,137	0.5%	61,950	0.4%	59,500	0.4%	59,500	0.4%
Charges for Services	448,798	2.8%	266,800	1.6%	235,500	1.5%	235,500	1.4%
Interest	(447,649)	-2.8%	104,000	0.6%	190,000	1.2%	301,700	1.8%
Miscellaneous	87,744	0.6%	59,900	0.4%	128,600	0.8%	24,100	0.1%
<b>TOTAL REVENUE</b>	<b>\$ 15,906,754</b>	<b>100%</b>	<b>\$ 16,511,150</b>	<b>100%</b>	<b>\$ 16,148,800</b>	<b>100%</b>	<b>\$ 16,553,300</b>	<b>100%</b>
Regular Wages	\$ 2,265,430	19.9%	\$ 2,787,800	19.4%	\$ 2,342,350	17.6%	\$ 2,956,050	19.4%
Part-time Wages	69,833	0.6%	48,800	0.3%	39,600	0.3%	69,100	0.5%
Overtime Wages	9,506	0.1%	14,700	0.1%	12,250	0.1%	12,250	0.1%
Other Wages	148,760	1.3%	180,050	1.3%	176,050	1.3%	157,800	1.0%
<b>Total Wages</b>	<b>2,493,529</b>	<b>21.9%</b>	<b>3,031,350</b>	<b>21.1%</b>	<b>2,570,250</b>	<b>19.3%</b>	<b>3,195,200</b>	<b>21.0%</b>
Health/Life/Dental Insurance	691,329	6.1%	848,100	5.9%	712,550	5.3%	765,900	5.0%
Retirement	809,920	7.1%	962,550	6.7%	884,250	6.6%	969,100	6.4%
Taxes	35,814	0.3%	42,300	0.3%	42,300	0.3%	43,750	0.3%
Other Benefits	54,045	0.5%	101,550	0.7%	94,350	0.7%	76,300	0.5%
<b>Total Benefits</b>	<b>1,591,108</b>	<b>14.0%</b>	<b>1,954,500</b>	<b>13.6%</b>	<b>1,733,450</b>	<b>13.0%</b>	<b>1,855,050</b>	<b>12.2%</b>
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>\$ 4,084,637</b>	<b>35.8%</b>	<b>\$ 4,985,850</b>	<b>34.7%</b>	<b>\$ 4,303,700</b>	<b>32.3%</b>	<b>\$ 5,050,250</b>	<b>33.1%</b>
Professional Services	\$ 1,383,184	12.1%	\$ 2,343,900	16.3%	\$ 2,254,550	16.9%	\$ 1,846,500	12.1%
Public Safety	4,567,450	40.1%	5,110,000	35.6%	5,110,000	38.3%	5,969,700	39.2%
Contract Services	444,821	3.9%	337,550	2.4%	360,750	2.7%	254,600	1.7%
Utilities	76,141	0.7%	102,850	0.7%	87,950	0.7%	99,700	0.7%
Other Operating Expenses	669,247	5.9%	821,050	5.7%	814,950	6.1%	900,050	5.9%
Non-Operating Expenses	124,211	1.1%	478,200	3.3%	243,600	1.8%	419,550	2.8%
Major Capital	45,607	0.4%	170,300	1.2%	167,800	1.3%	707,500	4.6%
<b>Total Other Expenditures</b>	<b>7,310,661</b>	<b>64.2%</b>	<b>9,363,850</b>	<b>65.3%</b>	<b>9,039,600</b>	<b>67.7%</b>	<b>10,197,600</b>	<b>66.9%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,395,298</b>	<b>100%</b>	<b>\$ 14,349,700</b>	<b>100%</b>	<b>\$ 13,343,300</b>	<b>100%</b>	<b>\$ 15,247,850</b>	<b>100%</b>
NET INCOME / (LOSS)	\$ 4,511,456		\$ 2,161,450		\$ 2,805,500		\$ 1,305,450	
Transfers (In)	1,344,403		2,999,785		2,999,850		-	
Transfers (Out)	(1,814,906)		(6,912,035)		(3,461,700)		(4,344,800)	
Subsidies Received/(Provided)	(913,692)		(1,754,607)		(2,684,050)		(1,905,650)	
Operational Excess/(Deficit)	3,127,261		(3,505,407)		(340,400)		(4,945,000)	
Change in Fund Balance	3,127,261		(3,505,407)		(340,400)		(4,945,000)	
Beginning Fund Balance	12,251,449		15,378,710		15,378,710		15,038,310	
<b>ENDING FUND BALANCE</b>	<b>\$ 15,378,710</b>		<b>\$ 11,873,303</b>		<b>\$ 15,038,310</b>		<b>\$ 10,093,310</b>	
Nonspendable	\$ -		\$ -		\$ -		\$ -	
Pension Stabilization	1,116,923		1,116,923		1,116,923		1,116,923	
<b>Total Restricted Reserves</b>	<b>1,116,923</b>		<b>1,116,923</b>		<b>1,116,923</b>		<b>1,116,923</b>	
Uncertainty Reserve	4,489,278		5,425,541		4,933,100		5,389,451	
General Reserve - Special Projects	1,010,658		641,167		784,158		802,358	
Capital Asset Replacement - GF	458,737		1,046,313		1,059,337		379,737	
<b>Total Committed Reserves</b>	<b>5,958,673</b>		<b>7,113,021</b>		<b>6,776,595</b>		<b>6,571,546</b>	
Unassigned Fund Balance (AFB)	8,303,114		3,643,359		7,144,792		2,404,841	
<b>TOTAL FUND BALANCE</b>	<b>\$ 15,378,710</b>		<b>\$ 11,873,303</b>		<b>\$ 15,038,310</b>		<b>\$ 10,093,310</b>	

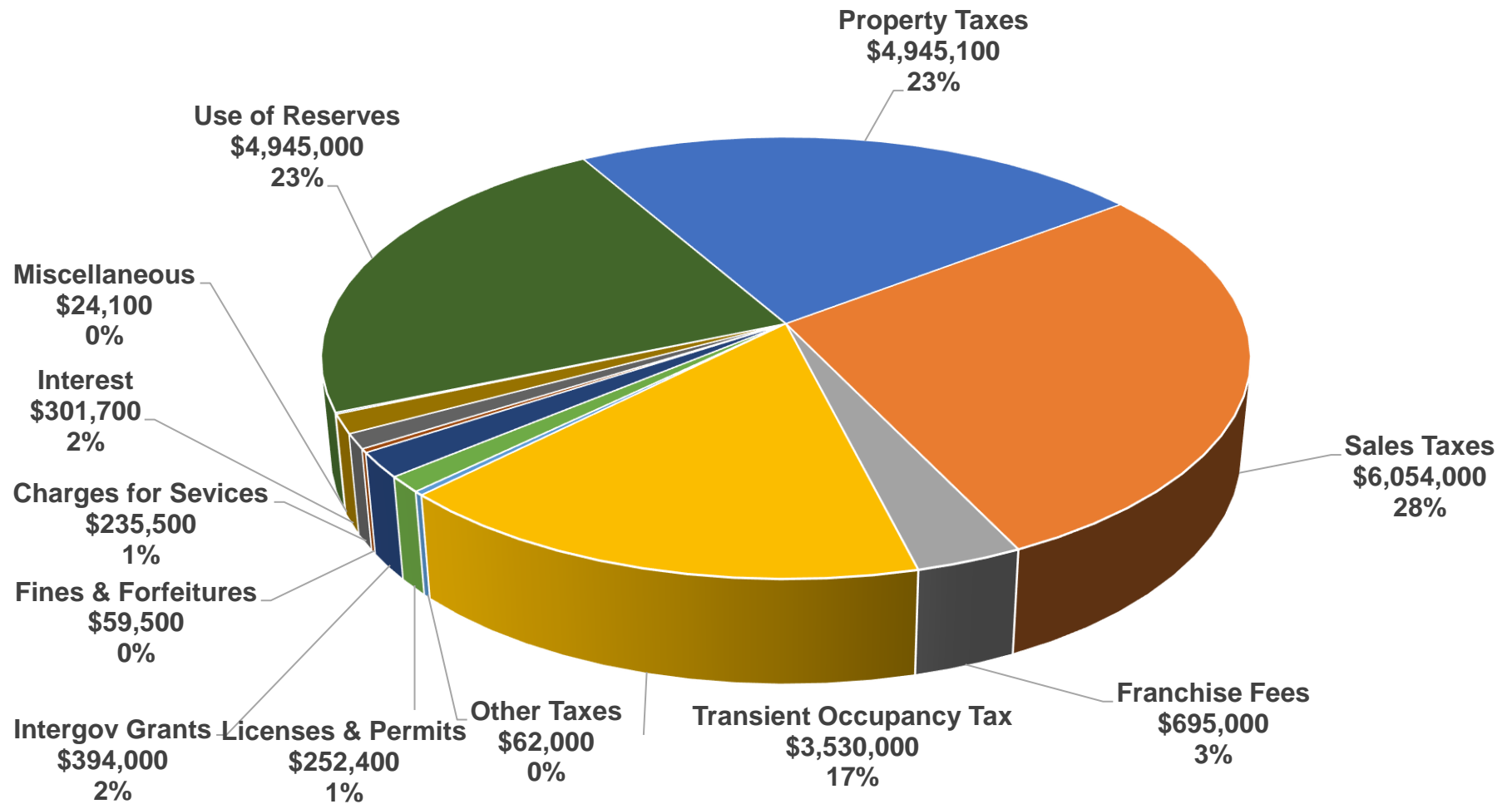
### General and Measure X Funds Expenditures by Function

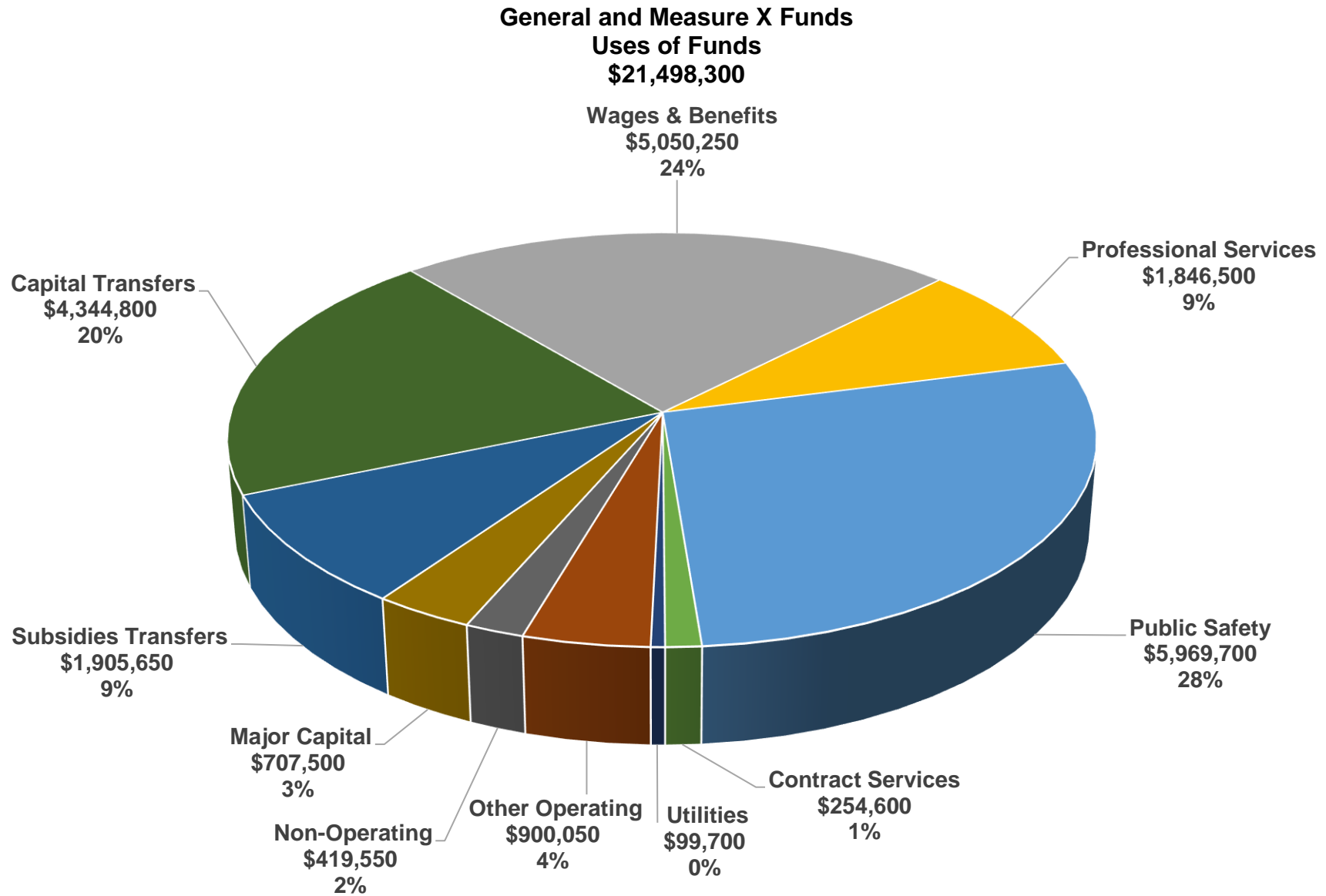
General and Measure X Funds	Prior Year Actual FY 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
General Government	\$ 7,806,339	68.5%	\$ 9,215,150	64.2%	\$ 8,872,600	66.5%	\$ 9,921,250	65.1%
Administrative Services	874,464	7.7%	1,161,200	8.1%	1,000,850	7.5%	1,188,500	7.8%
Community Development	1,693,207	14.9%	2,205,400	15.4%	1,926,750	14.4%	2,081,200	13.6%
Public Works	551,612	4.8%	1,039,700	7.2%	867,300	6.5%	1,451,750	9.5%
Parks, Recreation and Public Facilities	469,676	4.1%	728,250	5.1%	675,800	5.1%	605,150	4.0%
<b>Total Expenditures</b>	<b>\$ 11,395,298</b>	<b>100%</b>	<b>\$ 14,349,700</b>	<b>100%</b>	<b>\$ 13,343,300</b>	<b>100%</b>	<b>\$ 15,247,850</b>	<b>100%</b>

### General and Measure X Funds Expenditures by Type

General and Measure X Funds	Prior Year Actual FY 2022		Current Budget FY 2023		Estimated Actual Budget FY 2023		Adopted Budget FY 2024	
Wages & Benefits	\$ 4,084,637	35.8%	\$ 4,985,850	34.7%	\$ 4,303,700	32.3%	\$ 5,050,250	33.1%
Professional Services	1,383,184	12.1%	2,343,900	16.3%	2,254,550	16.9%	1,846,500	12.1%
Public Safety	4,567,450	40.1%	5,110,000	35.6%	5,110,000	38.3%	5,969,700	39.2%
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Utilities	76,141	0.7%	102,850	0.7%	87,950	0.7%	99,700	0.7%
Other Operating Exp.	669,247	5.9%	821,050	5.7%	814,950	6.1%	900,050	5.9%
Non-Operating Exp.	124,211	1.1%	478,200	3.3%	243,600	1.8%	419,550	2.8%
Major Capital	45,607	0.4%	170,300	1.2%	167,800	1.3%	707,500	4.6%
<b>Total Expenditures</b>	<b>\$ 11,395,298</b>	<b>100%</b>	<b>\$ 14,349,700</b>	<b>100%</b>	<b>\$ 13,343,300</b>	<b>100%</b>	<b>\$ 15,247,850</b>	<b>100%</b>

**General and Measure X Funds  
Sources of Funds  
\$21,498,300**







# Legislative & Policy

## General Fund General Government

### I. Program Summary

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

City Councilmembers are involved in many community and intergovernmental activities that require their on-going participation. Councilmembers 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 (JPJA), Central Coast Community Energy, Channel Cities Division of the California League of Cities, Santa Barbara Joint Housing Task Group and Continuum of Care, Elected Leaders Forum To Address Homelessness, and the South Coast Youth Safety Partnership. Locally, Council Committees may annually meet with committees of the School Board, Chamber of Commerce, and Fire, Sanitary and Water Districts. Members of the Council frequently are asked to speak at community and regional events as well as conduct ceremonial activities in their official capacity.

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 101 - Legislative &amp; Policy</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 152,088	\$ 144,950	\$ 144,950	\$ 150,750
55 - Other Operating Expenses	17,288	28,000	27,750	33,600
<b>Expenditure Total:</b>	<b>\$ 169,375</b>	<b>\$ 172,950</b>	<b>\$ 172,700</b>	<b>\$ 184,350</b>

### **III. Expenditure Summary**

#### **Personnel**

City Council member compensation is the only personnel cost 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 at meetings/events of the League of California Cities, California Joint Powers Insurance Authority, BEACON, Santa Barbara County Association of Governments, ribbon cuttings and other community activities and programs that involve Mayor and/or Council member 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. Member requests exceeding the allocation for an individual member is brought before the Council at a regular meeting for consideration.

# **Advisory Boards and Commissions**

## **General Fund General Government**

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### **I. Program Summary**

The City Council as the legislative body of the City has the authority to create standing and ad hoc commissions, boards and committees to support various programs and services provided. The roles, responsibilities and procedures concerning the conduct of such bodies are established in the Carpinteria Municipal Code and/or by resolution of the Council. 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 members of the Planning Commission, Architectural Review Board and Library Advisory Commission. 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.

#### **Library Advisory Commission (LAC)**

The LAC serves as a conduit with the community, providing advice and feedback to the Library Board of Trustees and the City Librarian. The Library operates pursuant Chapter 2.38 of the Carpinteria Municipal Code and the LAC was formed by the Library Board of Trustees pursuant Resolution No. 6074. The LAC reviews Library programs and services and makes recommendations with the goal of increased Library patronage and citizen participation in its programs and services

#### **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 Committee's work is directed in part by state law and Chapter 10.08 of the Municipal Code. In addition to the City Traffic Engineer, the Committee consists of the Carpinteria Sheriff's Commander or his representative, the Community Development Director or a designated representative, three citizens including a senior high school student, the safety committee representative of the Carpinteria Unified School District, and other City officials or representatives of special districts as may be recommended by the City Manager and approved by the City Council.

**Downtown "T" Business Advisory Board (DTBAB)**

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

**Bluffs Management Advisory Board**

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

## Community Development Block Grant (CDBG) Committee

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

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 102 - Commissions, Boards, &amp; Committees</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 17,510	\$ -	\$ -	\$ -
52 - Professional Services	1,620	1,800	1,800	1,800
55 - Other Operating Expenses	7,031	15,500	15,500	22,300
<b>Expenditure Total:</b>	<b>\$ 26,161</b>	<b>\$ 17,300</b>	<b>\$ 17,300</b>	<b>\$ 24,100</b>

### III. 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, providing leadership, support and oversight to the City organization, and prompt, professional, courteous service to the public. This program has nine major activities:

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

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 111 - City Administration</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 323,379	\$ 538,850	\$ 481,000	\$ 522,350
52 - Professional Services	19,413	15,000	10,000	60,000
55 - Other Operating Expenses	4,753	6,600	6,600	16,000
<b>Expenditure Total:</b>	<b>\$ 347,545</b>	<b>\$ 560,450</b>	<b>\$ 497,600</b>	<b>\$ 598,350</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant City Manager	0.20
City Clerk	0.35
City Manager	0.95
Office Assistant I/II	0.70
Program Manager	0.20
<b>Total FTE Staff:</b>	<b>2.40</b>



#### IV. Expenditure Summary

##### Personnel

The City Manager leads the administrative team, including the Assistant City Manager, the City Clerk, and Human Resources, Risk Management and Emergency Services/Volunteer Coordination staff members.

##### 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.	
FY2023/24 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"> <li>1. Meet weekly with Department Heads to coordinate and advance approved work plans.</li> <li>2. Provide an annual Work Program report.</li> <li>3. Conduct Department Head Performance Reviews wherein individual employee performance plans reflect, in part, implementation of the annual Department/City Work Program.</li> </ol>
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"> <li>1. Hold regular meetings with the City Council Finance Committee.</li> <li>2. Prepare and submit the draft budget for City Council consideration at its regular meetings in June.</li> <li>3. Prepare and maintain a long-term financial plan.</li> </ol>

<b>PROGRAM:</b>	<b>City Administration</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Implement annual Budget Performance Measurements.	<ol style="list-style-type: none"> <li>1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures</li> <li>2. Provide an annual report on measurable outputs to the City Council as a part of the budget.</li> </ol>
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"> <li>1. Participation in monthly meetings of the Southcoast Executives and the Carpinteria Valley Managers Group.</li> <li>2. Participation in quarterly meetings of the Santa Barbara County Managers and Administrators group.</li> <li>3. Participation in the South Coast Youth Safety Partnership and regional coordination on homelessness.</li> <li>4. Participation in the Chamber of Commerce Carpinteria Business Committee and support of the Downtown Business Advisory Board.</li> <li>5. Coordination/Participation in at least four City Council committee meetings annually that involve interagency coordination/communication.</li> </ol>

<b>PROGRAM:</b>	<b>City Administration</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Implement required/necessary local responses to federal and state mandated programs.	<ol style="list-style-type: none"> <li>1. Ensure that a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan is maintained</li> <li>2. Participate on the Operational Area Council.</li> <li>3. Ensure that a legally sufficient and economically feasible Storm Water Management program permit is maintained.</li> <li>4. Support the City's representatives to SBCAG 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.</li> </ol>
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"> <li>1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc.</li> <li>2. Facilitate legislative advocacy, where determined appropriate, for matters such as State and federal funding of transportation projects, solutions to shoreline erosion and projects necessary to improve coastal access.</li> </ol>
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.

# Legal Services

## General Fund

### General Government

#### I. Program Summary

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

#### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 121 - Legal Services</b>				
<b>Expenditure</b>				
52 - Professional Services	794,496	800,000	1,022,500	872,000
55 - Other Operating Expenses	2,371	2,500	2,500	-
<b>Expenditure Total:</b>	<b>\$ 796,867</b>	<b>\$ 802,500</b>	<b>\$ 1,025,000</b>	<b>\$ 872,000</b>

#### 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 budget reflects routine annual expenditures. Litigation and/or project work by legal counsel that would represent significant additional costs may be addressed through consideration by the City Council.

# Records Management

## General Fund General Government

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### **I. Program Summary**

The Records Management program ensures the recordation and preservation of organization-wide records as provided by state and municipal law. Records administration provides a variety of support and information services to the Council, public, and staff. Program goals include: 1) open and informed public decision making; 2) complete and accurate records of Council actions and policies, and 3) prompt responses to requests for information. The records management program has seven major activities:

#### **Information Dissemination**

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

#### **Council Meeting Agenda Coordination**

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

#### **Records Management**

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

#### **Ministerial Duties**

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

#### **Fair Political Practices Commission (FPPC) Filings**

The City Clerk serves as the City's Filing Officer for all filings required by the Political Reform Act of 1974. This includes receipt and review of Campaign Statements and Annual Statements of Economic Interest.

#### **Brown Act Compliance**

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

## Agreement Processing

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

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 131 - Records Management</b>				
<b>Revenue</b>				
45 - Charges for Services	\$ 259	\$ 300	\$ -	\$ -
<b>Revenue Total:</b>	<b>\$ 259</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 29,268	\$ 58,550	\$ 49,050	\$ 63,100
52 - Professional Services	2,231	30,250	3,150	30,000
55 - Other Operating Expenses	18,723	21,900	22,000	23,850
<b>Expenditure Total:</b>	<b>\$ 50,222</b>	<b>\$ 110,700</b>	<b>\$ 74,200</b>	<b>\$ 116,950</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
City Clerk	0.35
Office Assistant I/II	0.15
<b>Total FTE Staff:</b>	<b>0.50</b>

## 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**

<b>PROGRAM:</b>	Records Management
The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Insure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.	<ol style="list-style-type: none"> <li>1. Prepare 6 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies.</li> <li>2. Provide written notice to all property owners within 300' radius of projects as required.</li> <li>3. Prepare notices of vacancies for all boards/commissions.</li> </ol>
Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	<ol style="list-style-type: none"> <li>1. Publish, distribute, and post minimum of 24 City Council agenda packets (139 reports).</li> <li>2. Publish and post 4-6 agenda packets for special meetings.</li> </ol>
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"> <li>1. Process packets for destruction</li> <li>2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings.</li> <li>3. Respond to 10 Public Records Act Requests.</li> </ol>
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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 132 - Elections</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 4,988	\$ 90,650	\$ 41,350	\$ 42,550
52 - Professional Services	30,122	48,950	28,000	5,000
55 - Other Operating Expenses	499	2,250	2,250	550
<b>Expenditure Total:</b>	<b>\$ 35,609</b>	<b>\$ 141,850</b>	<b>\$ 71,600</b>	<b>\$ 48,100</b>

#### III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
City Clerk	0.30
<b>Total FTE Staff:</b>	<b>0.30</b>

#### 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.	
FY2023/24 Objectives	Performance Measures
<p>Conduct a general municipal election on November 5, 2024.</p> <p>Performances measures 1 and 2 will be completed in fiscal year 2023-24. Performance measures 3 through 5 will be completed in fiscal year 2024-25.</p>	<ol style="list-style-type: none"> <li>1. Prepare for adoption by the City Council, all required resolutions calling, requesting consolidation and setting guidelines for candidate statements. Following Council Adoption process documents for approval by the Santa Barbara County Board of Supervisors.</li> <li>2. Prepare candidate Election Guide and assemble candidate packets of all the required forms and/or information.</li> <li>3. Coordinate entire election process with Santa Barbara County Elections Division.</li> <li>4. Work with candidates to assure that all required filings are completed in a timely manner.</li> <li>5. Provide assistance to all candidates during the election process.</li> </ol>
<p>Provide for the timely assuming of office by all elected councilmembers.</p>	<ol style="list-style-type: none"> <li>1. Work with the County Elections to complete canvass of election.</li> <li>2. Prepare resolutions certifying election for Council Adoption.</li> <li>3. Administer oaths of office and file final required documents for newly elected officials.</li> </ol>

# Staff Recruitment, Retention and Development

## General Fund General Government

### I. Program Summary

The Human Resources administrative function of the organization is responsible for the coordination of staff recruitment, selection, training and evaluation of employees; coordination of compensation and employee benefit programs; employer-employee labor negotiations, implementation of the City's personnel management goals and objectives and implementing new personnel policies and procedures as required by Federal and State regulations.

This program has five major activities:

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

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 141 - Staff Recruitment, Retention, &amp; Development</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 234,837	\$ 218,900	\$ 192,650	\$ 238,750
52 - Professional Services	45,494	251,000	205,000	100,000
55 - Other Operating Expenses	53,118	50,750	34,750	44,750
<b>Expenditure Total:</b>	<b>\$ 333,449</b>	<b>\$ 520,650</b>	<b>\$ 432,400</b>	<b>\$ 383,500</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant City Manager	0.20
Human Resources Assistant	0.75
Management Analyst I/II	0.75
<b>Total FTE Staff:</b>	<b>1.70</b>

## IV. Expenditure Summary

### Personnel

This program is supported by a Management Analyst II responsible for Staff Recruitment, Benefits Administration, Employee Counselling, Retention, and Development/Training. This position also provides assistance with Employee & Labor Relations and Risk Management. Additional support is provided by a Human Resources Assistant, primarily in the areas of file management, Staff Recruitment, Benefits Administration, and Development/Training.

### Operating Expenses

Employee Training: Employee Training expenses include employee participation in computer classes, customer service, professional development, supervisory skills, project management, emergency & safe workplace training, and legally required employee training. Training for CPR and First Aid certification may also be provided for employees, as well as other specialized training by department. The training allocation supports onsite and offsite training, as well as in-person and online formats.

Recruitment and Advertising: Expenses include advertising, food and drinks for interview staff/panelists, and creation of digital and hardcopy marketing material.

Meetings and Travel: Funds are included for Human Resources staff to attend various meetings and trainings pertaining to Human Resources and Risk Management.

Pre-placement expenses: This allocation includes costs for pre-placement health screens and testing, Fitness for Duty examinations, and criminal background checks.

Professional Services: Includes expenses related to the City's Employee Assistance Program (EAP) and contracts with Human Resources consulting firms to assist with recruitment and other technical human resource matters.

Other Operating Expenses: Includes the PERS health insurance surcharge, administration charges for the Flexible Spending Account Program, professional memberships, access to labor and employment law resources and guidance, staff recognition expenses, and funds for a health and benefits program for management employees.

## V. Goals, Objectives and Performance Measures

PROGRAM:	Staff Recruitment, Retention and Development
The goal of this program is to improve the efficiency and effectiveness of City operations through attraction, development, and retention of talent. This includes conducting, facilitating, and/or developing job recruitments, employee evaluations, employee skills and supervisory training, competitive benefits, employee relations, and activities to strengthen employee morale.	

PROGRAM:	Staff Recruitment, Retention and Development
FY2023/24 Objectives	Performance Measures
<p>Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions</p>	<ol style="list-style-type: none"> <li>1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy.</li> <li>2. Review job description/s with department head and make revisions as necessary, pending approval from City Manager.</li> <li>3. Promote job opening on City website and place recruitment ads as appropriate for position/s to be filled through open recruitment.</li> <li>4. Review employment application/s received for advertised positions. Follow through with appropriate written response to each applicant.</li> <li>5. Prepare testing and interview materials of all open positions.</li> <li>6. Select minimum of three qualified individuals to serve on Oral Board for each interview process.</li> <li>7. Eligibility list with applicants that met minimum qualification.</li> <li>8. Schedule the most qualified applicants to participate in selection process within 60 days of first notice.</li> <li>9. Check minimum of three references on successful candidate.</li> <li>10. Send offer letters to successful candidates within 10 days of Oral Board and appropriate letters advising each candidate of status.</li> <li>11. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.</li> </ol>
<p>Provide guidance and assistance to City Manager and Department Heads on human resources related issues and establish and maintain procedures for dealing with personnel issues.</p>	<ol style="list-style-type: none"> <li>1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules.</li> <li>2. Interpret human resources policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments.</li> <li>3. Attend training programs and workshops in human resources and health-related issues, benefit programs and legislative update seminars, including training workshops sponsored by CJPIA, web-based training and other 3rd party training workshops/seminars.</li> </ol>

<b>PROGRAM:</b>	Staff Recruitment, Retention and Development
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.	1. Respond to all inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes. 2. Meet with City Manager and representatives from the Public Works; Parks, Recreation, & Public Facilities; and General Service bargaining unit as needed for discussion and/or clarification of issues covered under the Memorandum of Understanding.
Revise and implement new employee evaluation tool and process	Implement revised employee evaluation tool and process by July 15, 2023. Success to be determined by results of an anonymous all-staff survey.
Revise increments and process for determining employee merit increases.	Successful revision of increments and process for determining employee merit increases. Success determined by City Council adoption and inclusion in Miscellaneous Unrepresented and Management Personnel Conditions of Employment.
Conduct training for management and non-management staff on purpose, content, and delivery of employee evaluations	Conduct training for 100% of management staff, and at least 90% of non-management staff.
Review related Federal and State law and update Personnel System Rules and Regulations and Employer-Employee Relations Policy as necessary	Conduct comprehensive review, update policies as necessary, and communicate changes to staff. Completion of these tasks will be tracked by human resources staff through a log or other easily auditable tool to confirm date of review/s, list of changes (if any), and date/s of communication to staff.
Update Employee Handbook and distribution to all employees	Revise and distribute Employee Handbook (digitally) by February 15, 2024, including a summary of any changes since last update.

PROGRAM:	Staff Recruitment, Retention and Development
FY2023/24 Objectives	Performance Measures
Increase participation in staff training	<ol style="list-style-type: none"> <li>1. Create training opportunities menu and calendar by March 15, 2024.</li> <li>2. Work with City Manager and management staff to schedule required and/or desired trainings available through the California Joint Powers Insurance Authority (CJPIA.) Hold meeting with management staff by September 30, 2023 and schedule first training by November 30, 2023.</li> <li>3. For fiscal year 2024/25 ensure department training budget reflect goals and objectives for the City, Department, and Department staff. Work with Administrative Services to include one training-specific meeting with management staff prior to budget initiation.</li> <li>4. Conduct internal audit of department training budgets by June 15, 2024. Determine percentage of training budget expended and utilize as baseline for fiscal year 2024/25.</li> <li>5. Ensure completion of all mandatory staff training. Conduct internal audit by December 30, 2023. Calendar all mandatory trainings by January 30, 2024.</li> </ol>
Implement Management Internship Program	Provide college students, or recent graduates, with local government experience with the goal of attracting talent to the profession and providing additional support for City departments on a project basis. Success of the program will be determined by participant exit interviews and/or program surveys, and feedback from involved staff.
Increase average number of applications received per job posting	<ol style="list-style-type: none"> <li>1. Identify and utilize free job posting/promotion opportunities.</li> <li>2. Identify best paid job posting opportunities by job type as determined by a positive cost to response rate ratio.</li> <li>3. Develop and maintain list of all paid and free options, including pertinent requirements and target audiences as appropriate.</li> <li>4. Calculate average number of applications received per job opening for fiscal year 2022/23.</li> </ol> <p>Success of this objective determined by completion of all tasks above by December 30, 2023 and an increase in average number of applications received per job opening over fiscal year 2022/23.</p>



<b>PROGRAM:</b>	Staff Recruitment, Retention and Development
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Make ongoing improvements to City's hiring process	Conduct an anonymous survey after each recruitment seeking feedback from candidates on City's hiring process. Implement changes as appropriate. Success determined by an increasing level and/or high percentage (i.e., 80% or higher) of positive feedback (i.e., above average score) regarding the overall hiring process.
Update Conditions of Employment for Miscellaneous Unrepresented and Management Personnel	Success determined by City Council adoption of revised Conditions of Employment by September 30, 2023.
Coordinate Employee Service and Recognition Programs	1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five, thirty and thirty-five years of service for City staff members. Recognition to occur within three months of anniversary, and to include recognition at City Council.

# **Risk Management**

## **General Fund**

## **General Government**

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### **I. Program Summary**

The essentials of a Risk Management Program include identifying and analyzing loss exposures and examining alternative techniques to minimize the City's liability exposure and financial risk.

The City has participated in the California Joint Powers Insurance Authority (CJPIA) since 1992. Their 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 142 - Risk Management</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 42,529	\$ 18,550	\$ 18,550	\$ 71,400
52 - Professional Services	299	2,500	2,500	4,000
55 - Other Operating Expenses	435,135	489,000	489,000	518,000
<b>Expenditure Total:</b>	<b>\$ 477,963</b>	<b>\$ 510,050</b>	<b>\$ 510,050</b>	<b>\$ 593,400</b>

## III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Assistant City Manager	0.10
Human Resources Assistant	0.25
Management Analyst I/II	0.25
<b>Total FTE Staff:</b>	<b>0.60</b>

## IV. Expenditure Summary

### Personnel

This program is supported by the Assistant City Manager and a Management Analyst II to serve as the City's Risk Management team, 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: Budget covers 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 a Commercial Crime Prevention Program. The allocation also includes an administrative fee.

**Meetings and Travel:** This allocation includes funds for the Risk Management team to attend training such as the annual California JPIA Training Conference, as well as funds for various staff members to attend training workshops and meetings.

**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

<b>PROGRAM:</b>	<b>Risk Management</b>
The goal of the risk management program is to ensure continuity of City operations by working cooperatively with the California Joint Powers Insurance Authority to identify and mitigate risks to the City's property, services, and employees.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Follow proven practices of risk management in order to minimize the City's liability exposure	<ol style="list-style-type: none"> <li>1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren &amp; Company within required time frame and review monthly summary reports.</li> <li>2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program.</li> <li>3. Coordinate annual Risk Management Evaluations and audit inspections.</li> <li>4. Maintain confidential DMV pull-notice driving reports.</li> </ol>
Embed safety as a factor in all employee performance evaluations	<ol style="list-style-type: none"> <li>1. Add safety as factor for all management and non-management employee performance evaluations by July 15, 2023.</li> </ol> <p>Safety will be rated by participation in City-sponsored safety trainings and supervisor's observation of applied safety practices.</p>
Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.	<ol style="list-style-type: none"> <li>1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program.</li> <li>2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat Monthly Departmental Safety Meetings, and other OSHA required training.</li> <li>3. Schedule at least 6-10 CJPIA safety training classes annually.</li> </ol>

<b>PROGRAM:</b>	<b>Risk Management</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	<ol style="list-style-type: none"> <li>1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards.</li> <li>2. Encourage staff attendance at training workshops.</li> <li>3. Apprise staff of new Federal and Cal OSHA regulations and standards.</li> </ol>
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"> <li>1. Follow required reporting procedures to ensure that all workers' compensation claim forms are submitted in a timely manner.</li> <li>2. Review monthly summary reports.</li> <li>3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties.</li> <li>4. Confer with Supervisor to ensure follow-up safety measures are taken.</li> </ol>
Reduce number of Workers' Compensation claims	<ol style="list-style-type: none"> <li>1. Conduct at least one all-staff training on new CJPIA Workers' Compensation program, Company Nurse.</li> <li>2. Add Company Nurse to new employee orientation by August 1, 2023.</li> <li>3. Inclusion of safety as a factor in all management performance evaluations, specifically recorded monitoring of physical an supervision of employee safety practices, and coordination with Human Resources for the provision and tracking of required safety trainings (Due July 15, 2023.)</li> </ol>
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"> <li>1. Meet with Parks, Recreation &amp; Public Facilities Department Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment</li> <li>2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.</li> </ol>

<b>PROGRAM:</b>	<b>Risk Management</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions	<ol style="list-style-type: none"> <li>1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies</li> <li>2. Ensure that tree-trimming maintenance programs are established as claim prevention measures.</li> <li>3. Monitor liability claims with a goal to reduce claims by 50%.</li> </ol>
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"> <li>1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis.</li> <li>2. Have minutes of meeting recorded, identify safety risks, respond to safety concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction.</li> </ol>
Coordinate review of planned and on-going ADA related projects	<ol style="list-style-type: none"> <li>1. Monitor ADA compliance.</li> <li>2. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.</li> </ol>
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"> <li>1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses.</li> <li>2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory.</li> <li>3. Prepare and monitor Division's annual budget.</li> </ol>

# Emergency Services Management

## 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 151 - Emergency Preparedness</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ 53,511	\$ 20,000	\$ 11,000	\$ 9,000
45 - Charges for Services	11,870	-	-	-
<b>Revenue Total:</b>	<b>\$ 65,381</b>	<b>\$ 20,000</b>	<b>\$ 11,000</b>	<b>\$ 9,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 89,046	\$ 85,050	\$ 78,900	\$ 85,050
53 - Contract Services	53,511	20,000	11,000	9,000
54 - Utilities	882	900	900	1,000
55 - Other Operating Expenses	565	7,950	6,200	7,950
<b>Expenditure Total:</b>	<b>\$ 144,005</b>	<b>\$ 113,900</b>	<b>\$ 97,000</b>	<b>\$ 103,000</b>



### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
City Manager	0.05
Program Manager	0.50
<b>Total FTE Staff:</b>	<b>0.55</b>

### 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**

<b>PROGRAM:</b>	<b>Emergency Preparedness</b>
<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>	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.	<ol style="list-style-type: none"> <li>1. Reach 500 Carpinteria residents and businesses with emergency preparedness information.</li> <li>2. Coordinate multi-agency community preparedness event.</li> </ol>
Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	<ol style="list-style-type: none"> <li>1. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy.</li> <li>2. Facilitate Carpinteria CERT and Teen CERT trainings.</li> <li>3. Incorporate the CERT curriculum released by FEMA in late 2019.</li> </ol>
Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies.	<ol style="list-style-type: none"> <li>1. Facilitate biannual City staff trainings on NIMS, SEMS and other critical disaster preparedness and response topics.</li> <li>2. Update Disaster Services Worker tools and resources for City staff.</li> </ol>
Design, implement and evaluate internal and city-wide disaster exercises with assistance from County OEM, Carpinteria-Summerland Fire Protection District, Santa Barbara County Sheriff's Department and Special Districts.	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"> <li>1. Update the City's Emergency Operations Plan to comply with new State requirements.</li> <li>2. Create a Continuity of Government Plan.</li> <li>3. Update the EOC Activation Handbook.</li> <li>4. Update the Employee Notification &amp; Reporting Plan.</li> <li>5. Work with Red Cross to update emergency shelter list.</li> <li>6. Meet with emergency shelter owners to develop working relationships prior to disaster requests.</li> </ol>

<b>PROGRAM:</b>	Emergency Preparedness
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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"> <li>1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards.</li> <li>2. Continue work on the Transportation Emergency Preparedness Plan with Santa Barbara and Ventura Counties.</li> </ol>
Conduct annual review of Department Emergency Procedures	Coordinate the annual Department Emergency Procedures 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"> <li>1. Coordinate annual Fire Prevention Plan.</li> <li>2. Coordinate annual fire extinguisher training for employees.</li> </ol>

# **Community Promotions and Communications**

## **General, Measure X and PBIA Funds General Government**

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### **I. Program Summary**

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

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

#### **Volunteer Services**

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

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

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

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

All businesses within the boundaries of the Assessment District are subject to an annual General Business Assessment fee. The special Parking Benefit Assessment which is used to reimburse the City's General Fund for costs associated with the three public parking lots located in the District is currently not active. By Ordinance, parking assessment fees must be used exclusively for the purpose of acquisition, construction, development and maintenance of off-street parking.

Funds derived from the business assessment fees must be used exclusively for the benefit of general business promotion and improvements within the boundaries of the District. This year's budget is based on 125 active businesses in the District.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 161 - Communication &amp; Community Promotions</b>				
<b>Revenue</b>				
41 - Taxes	\$ 42,078	\$ 42,000	\$ 38,000	\$ 38,000
43 - Intergovernmental	-	-	-	-
46 - Interest	(1,995)	700	700	1,300
47 - Special Assessments	-	15,000	15,000	15,000
48 - Miscellaneous Revenue	3,466	2,000	2,400	2,400
<b>Revenue Total:</b>	<b>\$ 43,549</b>	<b>\$ 59,700</b>	<b>\$ 56,100</b>	<b>\$ 56,700</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 71,394	\$ 106,250	\$ 91,650	\$ 87,350
52 - Professional Services	130,351	136,600	136,600	140,000
53 - Contract Services	18,296	29,100	29,100	37,200
55 - Other Operating Expenses	11,093	21,150	21,150	22,300
57 - Capital Outlay	-	10,000	-	50,000
<b>Expenditure Total:</b>	<b>\$ 231,134</b>	<b>\$ 303,100</b>	<b>\$ 278,500</b>	<b>\$ 336,850</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant City Manager	0.05
Assistant/Associate/Civil Engineer	0.05
Lead Maintenance Worker	0.05
Maintenance Worker I/II	0.15
Office Assistant I/II	0.05
Program Manager	0.30
<b>Total FTE Staff:</b>	<b>0.65</b>

## IV. Expenditure Summary

### Personnel

Assistant City Manager: Oversees the production and broadcasting of programs on GATV, including monitoring and overseeing maintenance of equipment; supervises personnel assigned to this Program; serves as Chair of the Editorial Board for the City Hall Newsletter; and assists in administration of the City agreement with public access TV service provider SBTv.

Assistant to the Public Works Director: Provides staff support to the Downtown “T” Business Advisory Board and assists in coordination of activities and events in the Downtown “T”.

Program Manager (Volunteer Services Coordinator): Recruits, engages, recognizes, supports and partners with volunteers across all programs. More specifically, this position identifies productive and creative volunteer roles; manages and tracks volunteer efforts; brings visibility and recognition to City volunteers in the community; creates and implements volunteer trainings; and develops effective ways to keep all volunteers informed and connected to City programs. The Coordinator manages responsibilities associated with the City’s General Volunteer Program and manages two specific Volunteer Services programs: the HOST program and the Neighbor-to-Neighbor program. The Coordinator also serves on the Editorial Board of the Quarterly Newsletter.

## **Operating Expenses**

Communication and Community Promotion: Allocation for a comprehensive update of the City’s web site in order to continue to provide all members of the public with access to City government and community information. Allocation, from a Cox Communications Public, Education, and Government (PEG) related grant for GATV related equipment, maintenance, and operations. The Printing and Advertising appropriation covers the costs for the preparation and distribution of three issues of the City Newsletter the contents of which are prepared in-house and is printed and distributed as an insert in the local newspaper, City brochures and promotional fliers, as well as printing and advertising costs for the Volunteer Services program, including the HOST program and Neighbor-to-Neighbor program.

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

Parking and Business Improvement Area (Assessment District No. 4): The adjusted annual general business assessment amount of \$122.44 for FY 2021-22 paid by businesses in the Downtown “T” area are restricted and must be used to fund business promotional activities, events, and minor maintenance on behalf of the Downtown merchants. For FY 2021-22 the Downtown “T” Business Advisory Board recommended suspension of the assessment to support Downtown businesses during the COVID-19 pandemic. Revenue for FY 2021-22 is estimated to be \$0.00 and the Downtown “T” Business Advisory Board recommends using the PBIA fund balance for Downtown maintenance and promotional expenses this coming fiscal year.

## **Contract Services**

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

GATV Production Coordinator Contract: Oversees production of broadcasting and taping of government meetings, special events and programs to effectively provide the community

with timely information. Also, as needed, operates video production equipment for transmitting and taping of programming over the City's Government Access Television (GATV) Channel 21, including gavel-to-gavel coverage of local government meetings. Primarily responsible for in-house video productions, special events, and public service announcements. Also, responsible for training GATV Production Assistant.

GATV Production Assistant Contract: Operates video production equipment for transmitting and taping of programming over the City's Government Access Television (GATV) Channel 21, including gavel-to-gavel coverage of local government meetings, taping of special events, and public service announcements.

Business Promotion, Activities and Events, Special Projects and Downtown Revitalization: Monies are allocated by the Downtown "T" Business Advisory Board for coordination of programs throughout the year to support downtown businesses, including advertising for the various Downtown "T" events.

Assessment District #4 Activities and Events: This appropriation is for planning and promotion of events and maintenance activities in the Downtown "T" geared toward fulfilling the goals and objectives of the City's Community Marketing Plan, a collaborative plan developed in 1993 by representatives of the City and the Carpinteria Valley Chamber of Commerce. On-going events and maintenance activities sponsored by the DTBAB on behalf of the Downtown merchants include:

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

## 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: Create a civic engagement program that includes events in each electoral district to enhance communication and partnerships with residents, addressing neighborhood issues and strengthening community bonds.</p>	



<b>PROGRAM:</b>	<b>Communication &amp; Community Promotions</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Coordinate and monitor release of public information on behalf of the City.	<ol style="list-style-type: none"> <li>1. Serve as Public Information Officer as needed.</li> <li>2. Coordinate release of information with City Manager and Department Heads.</li> <li>3. Respond to calls for release of information as directed by City Manager.</li> </ol>
Maintain Video/Audio Equipment for Government Access Channel 21 (On-going).	<ol style="list-style-type: none"> <li>1. Coordinate repair and maintenance of video/audio equipment as needed.</li> <li>2. Initiate process to transition to a digital broadcast system.</li> </ol>
GATV Administration	Administer City agreement with public access TV service provider TVSB to manage the City's Government Access Television, Channel 21, broadcasting.
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"> <li>1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and record meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers.</li> <li>2. Oversee rebroadcasting of meetings.</li> <li>3. Schedule live broadcast and/or airing of rebroadcast of other government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.</li> </ol>
Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.	<ol style="list-style-type: none"> <li>1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21</li> <li>2. Communicate decision on whether to air submitted programming within 5 business days after review.</li> </ol>
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"> <li>1. 4 to 6 posts weekly on each platform</li> <li>2. Disseminate monthly e-newsletter</li> </ol>
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.

<b>PROGRAM:</b>	<b>Communication &amp; Community Promotions</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Participate and represent the City in various community events.	<ol style="list-style-type: none"> <li>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee.</li> <li>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</li> </ol>
Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.	<ol style="list-style-type: none"> <li>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.</li> <li>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.</li> <li>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.</li> <li>4. Provide copy of approved minutes to City Council and City Manager.</li> </ol>
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"> <li>1. Attend scheduled meetings, plan short term and long-term projects and events.</li> <li>2. Maintain annual calendar of events.</li> <li>3. Support and assist DTBAB in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T."</li> <li>4. Assist with DTBAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Halloween Safe Trick or Treating, and Holiday Spirit Parade.</li> </ol>
Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.	<ol style="list-style-type: none"> <li>1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget.</li> <li>2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.</li> </ol>
Assist in preparing annual Assessment District No. 4 report for City Council.	<ol style="list-style-type: none"> <li>1. Meet with DTBAB Chairman to review year's calendar of events, revenue and expenditures.</li> <li>2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees.</li> <li>3. Prepare annual report to City Council for signature of Board members.</li> </ol>

<b>PROGRAM:</b>	<b>Communication &amp; Community Promotions</b>
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.	1. Work with department directors to increase volunteer opportunities.
Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.	Design and host a volunteer recognition event for all City volunteers.
Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	1. Update Volunteer contact information. Create and distribute semi-annual communications to City volunteers. 2. Add new volunteers to City e-newsletter distribution list.
Develop and implement standard operating procedures for the HOST program.	1. Facilitate HOST volunteer update training. 2. Review and update HOST kiosk materials distribution policy and kiosk utilization policy.
Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.	1. Update HOST Kiosk panels as needed. 2. Review and update information available for distribution in the Kiosk.
Develop a Civic Engagement program including community engagement events in the various electoral districts.	1. Building on the success of the Neighbor-to-Neighbor pre-COVID event, expand the (NTN event model) into electoral districts.

# **Economic Vitality**

## **General Fund General Government**

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### **I. Program Summary**

This program includes objectives across all City Departments with activities affecting the vitality of Carpinteria's business community. The Economic Vitality Program is overseen by the City Manager's office with significant responsibilities assigned to the Assistant City Manager. The Management Analyst II in Public Works 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:

#### **Community Development Department**

**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.

#### **Public Works Department**

Providing capital improvement projects (i.e., 101 interchanges project, Carpinteria Avenue Bridge Replacement, etc.) as well as ongoing 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 Library and City Hall. The work of the Department to develop and maintain necessary and desirable public facilities and programs supports 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, and so on. 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, 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 in Chamber activities, work occurs to identify and advance projects and programs aimed at enhancing the business climate of Carpinteria.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 162 - Economic Vitality</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 17,887	\$ 35,550	\$ 28,000	\$ 25,350
52 - Professional Services	-	15,000	15,000	-
53 - Contract Services	805	1,000	1,000	1,000
56 - Non-Operating Expenses	-	250,000	15,400	200,000
<b>Expenditure Total:</b>	<b>\$ 18,692</b>	<b>\$ 301,550</b>	<b>\$ 59,400</b>	<b>\$ 226,350</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant City Manager	0.10
<b>Total FTE Staff:</b>	<b>0.10</b>

## IV. Expenditure Summary

### Personnel

Personnel costs for this program consist of 10% 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.

### 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.	
FY2023/24 Objectives	Performance Measures
Support the City Council/Economic Vitality Committee to provide recommendations for City Council consideration.	<ol style="list-style-type: none"> <li>1. Facilitate committee participation in local and regional economic vitality events and workshops (e.g., Chamber Annual Banquet, State of the City, and UCSB Economic Outlook Seminar.)</li> <li>2. Research economic vitality strategies that align with City priorities and provide to committee for consideration.</li> <li>3. Hold regular committee meetings, minimum three per year.</li> </ol>
Act as liaison with the Santa Barbara South Coast Chamber of Commerce.	<ol style="list-style-type: none"> <li>1. Monitor Chamber activities such as business mixers, ribbon cuttings, and other local business-focused events.</li> <li>2. Meet monthly or bi-monthly with Chamber Executive Director to share information and align agency priorities to best serve our local business community.</li> <li>3. Provide city data and convey City Council priorities to inform Chamber policy initiatives.</li> </ol>

<b>PROGRAM:</b>	Economic Vitality
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Establish rapport with local business owners to discuss business related opportunities, issues, and concerns.	<ol style="list-style-type: none"><li>1. Conduct at least three business outreach/contacts.</li><li>2. Create and develop a Local Business Owners email list to provide updates and opportunities for businesses to provide feedback.</li></ol>

# Community Services Support

## General Fund, Measure X General Government

### I. Program Summary

The City of Carpinteria provides financial assistance, through contract service agreements, memorandums of understanding (MOU's), and grant agreements, to various organizations that offer social services, early childhood education, after-school programs, health and wellness, and other related services and programs. Assistance has been allocated to agencies that have demonstrated, in the view of the City Council, the ability to fulfill a community need and complement City services. A variety of local and regional organizations receive annual appropriations through the budget.

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 163 - Community Services Support</b>				
<b>Expenditure</b>				
52 - Professional Services	\$ 283,773	\$ -	\$ -	\$ -
56 - Non-Operating Expenses	129,640	233,700	233,700	225,050
<b>Expenditure Total:</b>	<b>\$ 413,413</b>	<b>\$ 233,700</b>	<b>\$ 233,700</b>	<b>\$ 225,050</b>

### 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

<b>PROGRAM:</b>	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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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 contracts, MOU's, and grant agreements to Community Service providers.	Provide Community Service grant applications and Program Descriptions to the various providers approximately 90 days prior to the first City budget hearing.



<b>PROGRAM:</b>	Community Services Support
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Complete Community Service contracts, MOU's, and grant agreements with service providers.	Obtain appropriate signatures and transmit completed agreements to service providers.

# 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 Office. 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. The Sheriff's Office 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 work collaboratively with the citizens of Santa Barbara County to prevent crime through the knowledge and skill of its personnel.

#### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 171 - Law Enforcement</b>				
<b>Revenue</b>				
41 - Taxes	\$ 82,773	\$ 89,200	\$ 89,200	\$ 91,000
43 - Intergovernmental	226,556	150,000	130,000	130,000
<b>Revenue Total:</b>	<b>\$ 309,329</b>	<b>\$ 239,200</b>	<b>\$ 219,200</b>	<b>\$ 221,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 264,189	\$ 315,900	\$ 315,900	\$ 310,100
52 - Professional Services	4,567,450	5,110,000	5,110,000	5,969,700
<b>Expenditure Total:</b>	<b>\$ 4,831,638</b>	<b>\$ 5,425,900</b>	<b>\$ 5,425,900</b>	<b>\$ 6,279,800</b>

#### III. Personnel Allocations

The basic level of service under the contract is for two patrol deputies with supervision that perform patrol duties at all times. Law Enforcement Patrol is supported by related support services provided for under the agreement for law enforcement services.

#### IV. Expenditure Summary

##### Personnel

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

### 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 County of Santa Barbara 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 single operational expense.

## V. Goals, Objectives and Performance Measures

<b>PROGRAM:</b>	
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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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 would be established through agreement between Sheriff's Office and the City. Negotiations for a successor to the current agreement are underway and include performance measurements.
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 reporting.

# 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; 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 181 - Racial Equity</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 30,070	\$ 59,300	\$ 56,400	\$ 37,950
52 - Professional Services	26,627	89,800	50,000	58,000
54 - Utilities	142	650	650	400
55 - Other Operating Expenses	570	-	-	4,000
<b>Expenditure Total:</b>	<b>\$ 57,409</b>	<b>\$ 149,750</b>	<b>\$ 107,050</b>	<b>\$ 100,350</b>

### III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Assistant City Manager	0.15
<b>Total FTE Staff:</b>	<u><u>0.15</u></u>

### IV. Expenditure Summary

#### Personnel

Program expenditures for this new program are for 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

<b>PROGRAM:</b>	<b>Racial Equity and Social Justice</b>
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 and representative of the interests of all Carpinterians, while also facilitating community dialogue aimed at improving racial equity and social justice throughout the Carpinteria community.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Guide to completion consultant's scope of work, including an outreach campaign, internal training and development, and development of various reports and recommendations.	Completion of all tasks as outlined in consultant's scope of services.
City staff who completed the NLC train-the-trainer program to provide Racial Equity training to new staff and councilmembers.	Completion of trainings for new staff and councilmembers.
Develop and submit for approval mission, goals, objectives, and member roles and responsibilities for internal (City) diversity, equity, and inclusion committee.	Approval of committee mission, goals, objectives, and member roles and responsibilities.





# Financial Management Services

## General Fund

### Administrative Services Department

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#### 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 201 - Financial Management Services</b>				
<b>Revenue</b>				
42 - Licenses & Permits	\$ 13,349	\$ 10,000	\$ 10,000	\$ 10,000
44 - Fines & Forfeitures	9,673	5,250	5,500	5,500
<b>Revenue Total:</b>	<b>\$ 23,022</b>	<b>\$ 15,250</b>	<b>\$ 15,500</b>	<b>\$ 15,500</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 309,225	\$ 434,150	\$ 341,800	\$ 498,050
52 - Professional Services	104,617	179,000	149,000	105,000
53 - Contract Services	152	500	500	500
55 - Other Operating Expenses	6,242	10,100	11,100	15,500
<b>Expenditure Total:</b>	<b>\$ 420,236</b>	<b>\$ 623,750</b>	<b>\$ 502,400</b>	<b>\$ 619,050</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Accounting Specialist	0.70
Accounting Technician	0.70
Administrative Services Director	0.70
Finance Manager	0.70
<b>Total FTE Staff:</b>	<b>2.80</b>



## IV. Expenditure Summary

### Personnel Services

This program is allocated the costs for 70% of the Administrative Services Director, Finance Manager, Accounting Technician, and Accounting Specialist positions. The remaining 30% of these positions are allocated between the Management Information Services and Central Services programs.

### Professional Services

Contract Services include the costs of conducting the annual audit, credit card processing charges, preparation of the Governmental Accounting Standards Board (GASB) 75 actuarial valuation and GASB 68 fee letter, and other reporting costs.

### Operating Expenses

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

## V. Goals, Objectives and Performance Measures

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Provide for the complete, accurate and timely recording of accounting transactions.	<ol style="list-style-type: none"> <li>1. Process biweekly payroll and annual W-2 forms.</li> <li>2. Process weekly Accounts Payable.</li> <li>3. Process IRS Forms 1099 on time for eligible vendors.</li> <li>4. Process monthly invoices.</li> <li>5. Process quarterly fund interest allocation calculations.</li> </ol>
Safeguard City assets.	<ol style="list-style-type: none"> <li>1. Maintain fixed assets accounting system.</li> <li>2. Complete monthly bank reconciliations.</li> </ol>
Provide for the City's cash flow needs.	<ol style="list-style-type: none"> <li>1. Process bank wire transfers.</li> <li>2. Process cash receipt transactions.</li> <li>3. Prepare bank deposits.</li> <li>4. Process monthly Community Development private projects accounting statements.</li> <li>5. Perform collections on 160 PBIA assessments.</li> <li>6. Process SB90 mandated reimbursement claims.</li> <li>7. Collect City Business License Taxes and fees.</li> <li>8. Collect Transient Taxes.</li> <li>9. Prepare monthly cash receipts, disbursements and cash balance report for Council.</li> </ol>

<b>PROGRAM:</b>	Financial Management Services
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Obtain unqualified audit opinions on all audits.	<ol style="list-style-type: none"> <li>1. Complete annual financial audit.</li> <li>2. Complete Measure A and D audits.</li> <li>3. Complete Transportation Development Act (TDA) audit.</li> <li>4. Receive the Government Finance Officers Association's award for Excellence in Financial Reporting.</li> </ol>
Provide for the timely payment of employees.	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 41 full time and approximately 95 part-time employees.</li> <li>2. Provide personnel cost information to assist in development of the budget.</li> </ol>
Provide for the timely payment of taxing authorities.	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payments of federal, state and state disability deposits.</li> <li>2. Process quarterly tax withholding reports.</li> <li>3. Process annual W-2 forms for each employee.</li> </ol>
Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding.	<ol style="list-style-type: none"> <li>1. Review time cards.</li> <li>2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations.</li> </ol>
Provide financial administration for retirement programs.	<ol style="list-style-type: none"> <li>1. Process 26 bi-weekly payments for the California Public Employees' Retirement System (CalPERS), International City/County Management Association and Mission Square 457b Deferred Compensation Plan.</li> <li>2. Reconcile quarterly retirement program statements.</li> </ol>
Provide a plan to ensure the short and long term financing of City programs.	<ol style="list-style-type: none"> <li>1. Update the five-year long-term financial plan document.</li> <li>2. Produce a one-year program/performance budget.</li> <li>3. Produce a detailed line-item appropriation budget.</li> <li>4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award.</li> <li>5. Produce monthly reports to monitor actual versus budgeted results and take corrective action.</li> </ol>
Comply with all County, State, and Federal financial reporting mandates.	<p>Annual Reports:</p> <ol style="list-style-type: none"> <li>1. Complete the Franchise Tax Board's annual sales tax remittance report.</li> <li>2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report.</li> <li>3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings.</li> <li>4. Complete the State Controller's Annual Street Report.</li> <li>5. Complete the State Controller's Annual Report of Financial Transactions.</li> <li>6. Completed the State Controller's Compensation Report</li> <li>7. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting District, and the Right of Way Assessment District.</li> <li>8. Complete IRS Form 5500 for compliance with IRS Code.</li> </ol>

<b>PROGRAM:</b>		Financial Management Services
<b>FY2023/24 Objectives</b>		<b>Performance Measures</b>
Provide informational reports per local ordinances		<ol style="list-style-type: none"> <li>1. Provide expenditures report for review by Council at regular meetings.</li> <li>2. Assist with the annual Development Impact Fee review.</li> </ol>
Administer the Department in an efficient and cost effective manner.		<ol style="list-style-type: none"> <li>1. Attend City Council meetings as required.</li> <li>2. Attend required safety meetings.</li> <li>3. Attend weekly staff meetings.</li> <li>4. Complete performance review for the Finance Manager, Accounting Technician, and Accounting Specialist.</li> </ol>
Keep informed on finance issues.		<ol style="list-style-type: none"> <li>1. Attend several monthly CSMFO chapter meetings.</li> <li>2. Attend annual CSMFO conference.</li> </ol>

# 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 four major activities described below.

##### Personnel Services

This program is allocated the costs for the Office Assistance, Management Interns and portions of Administrative Services Department staff based on assistance with the goals of the central services program.

##### 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

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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 211 - Central Services</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 123,397	\$ 102,900	\$ 84,950	\$ 105,050
53 - Contract Services	214	500	500	500
54 - Utilities	73,967	99,450	84,550	96,500
55 - Other Operating Expenses	47,466	56,500	56,500	64,000
57 - Capital Outlay	-	6,000	2,500	2,500
<b>Expenditure Total:</b>	<b>\$ 245,045</b>	<b>\$ 265,350</b>	<b>\$ 229,000</b>	<b>\$ 268,550</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Accounting Specialist	0.15
Accounting Technician	0.15
Administrative Services Director	0.15
Finance Manager	0.15
Office Assistant I/II	0.10
<b>Total FTE Staff:</b>	<b>0.70</b>

### IV. Expenditure Summary

#### Personnel Services

This program is allocated the costs for the Office Assistance, Management Interns and portions of Administrative Services Department staff based on assistance with the goals of the central services program.

#### Utilities

Utilities includes phone, electric, gas, water and sewer utilities for the City Hall facility.

#### Operating Expenses

Operating expenses includes maintenance agreements for two photocopiers, postage, vehicle operations & maintenance, and office supplies & materials for the City Hall facility.

### V. Goals, Objectives and Performance Measures

<b>PROGRAM:</b>	Central Services
Maintain City Hall facilities in a safe, efficient and economical manner.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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.
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.

# Management Information Services

General Fund, Library Fund, and Recreation 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: The program budget is for City Hall, City Library and Community Pool.

### Troubleshooting

Involves the timely solving of various problems encountered by users. Typical problems involve finding files, sharing files, recovering from accidental losses and printing problems.

### Backup and Security

Securing files for restoration, storage and saving. Determining, implementing and maintaining user's rights to avoid file loss and corruption. Conduct regular scanning for viruses and maintain virus definition files.

### Website maintenance

Monitoring the website and creating additional resources for internet viewers.

### Training and Instruction

Training and Instruction is the key for successful use and increasing productivity.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 221 - Management Information Services</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 62,484	\$ 74,900	\$ 72,050	\$ 95,800
52 - Professional Services	94,187	135,000	135,000	102,250
53 - Contract Services	94,460	121,400	121,900	147,700
55 - Other Operating Expenses	19,005	31,500	32,700	24,000
<b>Expenditure Total:</b>	<b>\$ 270,136</b>	<b>\$ 362,800</b>	<b>\$ 361,650</b>	<b>\$ 369,750</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Accounting Specialist	0.15
Accounting Technician	0.15
Administrative Services Director	0.15
Finance Manager	0.15
<b>Total FTE Staff:</b>	<b>0.60</b>

### IV. Expenditure Summary

#### Personnel Services

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

#### Professional Services

Professional Services provide outside technical assistance in administering the computer network, GATV, and the phone system. Also included is a contract for City web page update.

#### Contract Services

Contract Services provides software subscriptions used by each department.

#### Operating Expenses

Operating expenses includes costs to upgrade workstations according to annual replacement plan, prioritizing purchases based on age of equipment. This also includes the purchase of computer supplies such as new keyboards or printers.

## V. Goals, Objectives and Performance Measures

<b>PROGRAM:</b> Management Information Services	
Maintain City's Information Technology needs in an efficient and economical manner.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Provide technological hardware and software productivity resources.	<ol style="list-style-type: none"> <li>1. Upgrade workstations.</li> <li>2. Increase memory and speed.</li> </ol>
Ensure system reliability and data security.	<ol style="list-style-type: none"> <li>1. Perform daily tape backups.</li> <li>2. Providing security for shared data.</li> <li>3. Protect data by developing a backup strategy for individual users.</li> </ol>
Maximize the ease of use of system programs.	<ol style="list-style-type: none"> <li>1. Monitor individual requirements.</li> </ol>

<b>PROGRAM:</b> Management Information Services	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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"> <li>1. Post 100% of City Council, Planning Commission and Architectural Review Board agendas and staff reports before the meeting dates.</li> <li>2. Perform various staff and City related updates/ modifications to the City's website.</li> <li>3. Work with MIS consultant, as necessary, on any security, web host or other technical issues.</li> </ol>



# Community Development Administration

## General Fund, Measure X, and Grants Community Development Department

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### I. Program Summary

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

- ◆ Development Review (Current Planning) Division
- ◆ Advance Planning Division
- ◆ Building Division
- ◆ Housing
- ◆ Code Compliance Division
  - ◆ Parking Enforcement
  - ◆ Homeless Assistance
  - ◆ 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, for both Current and Advanced Planning projects. 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, 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.

The Code Compliance Division work includes Parking Enforcement, Homeless Assistance, and Animal Care & Control.

Departmental administration involves coordinating the day-to-day personnel work schedule, adjusting priorities to meet the specific needs and tasks of the Department, City Council, City Manager, other Departments, other public agencies and members of the general public.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 301 - Community Development Administration</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 106,086	\$ 116,750	\$ 113,600	\$ 116,800
55 - Other Operating Expenses	136	2,000	2,000	1,750
<b>Expenditure Total:</b>	<b>\$ 106,221</b>	<b>\$ 118,750</b>	<b>\$ 115,600</b>	<b>\$ 118,550</b>

## III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Administrative Assistant II	0.10
Assistant/Associate Planner	0.10
Assistant/Associate/Senior Planner	0.10
Community Development Director	0.20
Principal Planner	0.10
<b>Total FTE Staff:</b>	<b>0.60</b>

## 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 and the Building Division. 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

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit the 2023 annual progress report for the Housing Element by April 2024 and for the General Plan by May 2024.
Acquire and implement new cloud-based permit/project tracking, issuance and reporting software.	Complete transition to new software, conduct staff trainings and have operational prior to end of FY23-24.
Fill vacant budgeted positions in Advance Planning and Development Review/Building.	Successfully recruit for and hire for all vacant budgeted positions.

# **Advance Planning**

## **General Fund and Measure X Community Development Department**

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### **I. Program Summary**

The Programs of the Community Development's Advanced Planning Division 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 numerous updates to the Zoning Code to reflect changes in state law related to housing and other emerging issues.

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. Continuing this year is the update to the City's Housing Element which has been adopted by the City Council on April 10, 2023 and is now with the state department of Housing and Community Development (HCD) for Certification.

### **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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 302 - Advance Planning</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ 110,969	\$ 388,000	\$ 188,000	\$ 200,000
45 - Charges for Services	5,172	5,000	5,000	5,000
<b>Revenue Total:</b>	<b>\$ 116,141</b>	<b>\$ 393,000</b>	<b>\$ 193,000</b>	<b>\$ 205,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 341,228	\$ 369,600	\$ 334,350	\$ 404,700
52 - Professional Services	48,514	432,000	232,000	301,200
55 - Other Operating Expenses	-	50	50	500
<b>Expenditure Total:</b>	<b>\$ 389,742</b>	<b>\$ 801,650</b>	<b>\$ 566,400</b>	<b>\$ 706,400</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant/Associate Planner	1.10
Community Development Director	0.30
Principal Planner	1.30
<b>Total FTE Staff:</b>	<b>2.70</b>

## 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, along with a new additional Associate Planner is included in this year's budget as permanent full-time positions for the Community Development Department.

### Operational Expenses

Projected expenses reflect costs associated with the preparation and publishing of the advanced planning projects contemplated for the 2023/24 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 and the update to the City's Housing Element. The City continues to secure grant funding to help 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

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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.	<ol style="list-style-type: none"> <li>1. Initiate LCPAs</li> <li>2. Hold work sessions as needed to obtain input</li> <li>3. Circulate drafts for public review</li> <li>4. Hold public meetings with Advisory Groups</li> <li>5. Hold public meetings with Planning Commission</li> <li>6. Hold public meetings with City Council</li> <li>7. Apply with Coastal Commission for approval</li> <li>8. Update Zoning Code</li> </ol>
Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.	<ol style="list-style-type: none"> <li>1. Initiate LCPA</li> <li>2. Hold work sessions as needed to obtain input</li> <li>3. Circulate drafts for public review</li> <li>4. Hold public meetings with Advisory Groups</li> <li>5. Hold public meetings with Planning Commission</li> <li>6. Hold public meetings with City Council</li> <li>7. Apply with Coastal Commission for approval</li> <li>8. Update General Plan/Coastal Land Use Plan</li> </ol>
Continue with the multi-year Update to the Housing Element.	<ol style="list-style-type: none"> <li>1. Hold work sessions as needed to obtain input</li> <li>2. Circulate drafts for public review</li> <li>3. Hold public meetings with Advisory Groups</li> <li>4. Hold public meetings with Planning Commission</li> <li>5. Hold public meetings with City Council</li> <li>6. Submit to State HCD</li> <li>7. Update Housing Element</li> </ol>

# Housing

## Affordable Housing Trust Fund

### Community Development Department

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#### 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, 11 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.
- ◆ Implement the programs outlined in the 2023-2031 Housing Element.
- ◆ Report to HCD the compliance with the 2023-2031 Housing Element programs.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 311 - Housing</b>				
<b>Revenue</b>				
46 - Interest	\$ (10,009)	\$ 6,000	\$ 10,000	\$ 14,500
48 - Miscellaneous Revenue	83,000	-	-	-
<b>Revenue Total:</b>	<b>\$ 72,991</b>	<b>\$ 6,000</b>	<b>\$ 10,000</b>	<b>\$ 14,500</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 34,561	\$ 37,600	\$ 37,600	\$ 40,650
52 - Professional Services	37,254	74,400	106,400	85,000
55 - Other Operating Expenses	-	200	200	200
56 - Non-Operating Expenses	-	-	100,000	-
<b>Expenditure Total:</b>	<b>\$ 71,815</b>	<b>\$ 112,200</b>	<b>\$ 244,200</b>	<b>\$ 125,850</b>

## III. Personnel Allocations

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

## IV. Expenditure Summary

### Personnel

Implementation of the housing program going forward will be primarily the responsibility of the Principal and Associate Planners with assistance from the Community Development Director and the City of Santa Barbara contract housing planners. 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.

### 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

<b>PROGRAM:</b> Housing	
The goal of the Housing Program is to provide safe and affordable housing of various types for all economic sectors of the community.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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.
Support construction of new residences to increase affordable housing opportunities.	Meaningful progress toward approval of new multi-family residential developments, particularly those that include affordable housing units.
Implement the programs outlined in the 2023-2013 Housing Element.	<ol style="list-style-type: none"> <li>1. Initiate Zoning Code Amendments/LCPAs</li> <li>2. Hold work sessions as needed to obtain input</li> <li>3. Circulate drafts for public review</li> <li>4. Hold public meetings with Advisory Groups</li> <li>5. Hold public meetings with Planning Commission</li> <li>6. Hold public meetings with City Council</li> <li>7. Apply with Coastal Commission for approval (when applicable)</li> <li>8. Update Zoning Code</li> </ol>

# **Development Review & Building**

## **Applicant fees and General Fund Community Development Department**

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### **I. Program Summary**

The Community Development Department's Development Review and Building program evaluates all types of development applications, maintains the City's development regulations and enforces the uniform construction codes and all other state and local laws which regulate building construction and maintenance. The Department also provides information to the public on the City's website and at its zoning information counter regarding permit requirements and procedures, zoning designations and permitted land uses in the various zone districts throughout the City. Activities of this program include:

#### **Development Review**

Staff planners evaluate and process applications for use permits, 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. A new contract for similar part-time work will be brought to the City Council in Q2 of 2023.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 321 - Development Review &amp; Building</b>				
<b>Revenue</b>				
42 - Licenses & Permits	\$ 215,691	\$ 180,100	\$ 200,100	\$ 200,100
46 - Charges for Services	430,950	260,000	230,000	230,000
<b>Revenue Total:</b>	<b>\$ 646,642</b>	<b>\$ 440,100</b>	<b>\$ 430,100</b>	<b>\$ 430,100</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 493,041	\$ 545,950	\$ 493,700	\$ 668,700
52 - Professional Services	119,103	100,000	100,000	100,000
54 - Utilities	456	400	400	400
55 - Other Operating Expenses	4,725	13,300	13,300	8,750
<b>Expenditure Total:</b>	<b>\$ 617,325</b>	<b>\$ 659,650</b>	<b>\$ 607,400</b>	<b>\$ 777,850</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Administrative Assistant II	0.90
Assistant/Associate Planner	0.55
Assistant/Associate/Senior Planner	0.90
Chief Building Inspector	0.95
Community Development Director	0.20
Principal Planner	0.60
<b>Total FTE Staff:</b>	<b>4.10</b>

## 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 sparingly to assist the Department in its review of Advanced Planning projects. Costs associated with this work are funded through Measure X, General Fund, and Grants.

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 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

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Implement an efficient and informative development review process.	<ol style="list-style-type: none"> <li>1. Provide accurate and timely noticing for all Planning Commission and ARB items.</li> <li>2. Issue an application complete or incomplete letter to all project applications for Planning Commission review within 28 days of submittal.</li> </ol>
Maintain prompt building plan check review process.	<ol style="list-style-type: none"> <li>1. Complete first review of all small addition or alteration projects within 14 days of submittal.</li> <li>2. Complete first review of all complex projects within 30 days of submittal.</li> </ol>
Maintain prompt building inspection response time.	Respond to all inspection requests within 24 hours.

# **Code Compliance**

## **General Fund**

### **Community Development Department**

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

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

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

The Code Compliance Division also participates as members of the Traffic Safety Committee and are members 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 with homeless issues throughout the City.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 331 - Code Compliance</b>				
<b>Revenue</b>				
42 - Licenses & Permits	\$ 5,380	\$ 700	\$ 700	\$ -
44 - Fines & Forfeitures	86,061	75,000	77,000	77,000
46 - Interest	(190)	300	300	500
48 - Miscellaneous Revenue	2,560	2,500	2,500	2,500
<b>Revenue Total:</b>	<b>\$ 93,811</b>	<b>\$ 78,500</b>	<b>\$ 80,500</b>	<b>\$ 80,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 380,228	\$ 414,000	\$ 398,500	\$ 331,100
52 - Professional Services	-	2,000	2,000	-
53 - Contract Services	1,690	2,400	2,400	-
54 - Utilities	-	750	750	800
55 - Other Operating Expenses	8,473	10,000	10,000	9,500
57 - Capital Outlay	45,607	-	-	-
<b>Expenditure Total:</b>	<b>\$ 435,998</b>	<b>\$ 429,150</b>	<b>\$ 413,650</b>	<b>\$ 341,400</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant/Associate Planner	0.15
Chief Building Inspector	0.05
Code Compliance Officer II	0.70
Code Compliance Supervisor	0.90
Community Development Director	0.20
<b>Total FTE Staff:</b>	<b>2.00</b>

## IV. Expenditure Summary

### Personnel

The Code Compliance unit is staffed with officers working Monday through Friday as well as one officer providing daytime weekend coverage. The Division staff is assisted in their duties by the 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

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial site investigations of 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 341 - Animal Care &amp; Control</b>				
<b>Revenue</b>				
42 - Licenses & Permits	\$ 10,249	\$ 10,400	\$ 10,400	\$ 10,400
45 - Charges for Services	546	500	500	500
<b>Revenue Total:</b>	<b>\$ 10,795</b>	<b>\$ 10,900</b>	<b>\$ 10,900</b>	<b>\$ 10,900</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 91,845	\$ 103,400	\$ 98,900	\$ 50,850
52 - Professional Services	20,673	20,000	20,000	4,000
55 - Other Operating Expenses	538	850	850	900
<b>Expenditure Total:</b>	<b>\$ 113,056</b>	<b>\$ 124,250</b>	<b>\$ 119,750</b>	<b>\$ 55,750</b>



### III. Personnel Allocations

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

### IV. Expenditure Summary

#### Personnel

The Code Compliance unit, also tasked with Animal Care and Control is staffed with officers working Monday through Friday as well as one officer providing daytime weekend coverage. In addition to other compliance activities, 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

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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 planning, organizing, and directing services in the Public Works Department.

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

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 401 - Public Works Administration</b>				
<b>Revenue</b>				
44 - Fines & Forfeitures	\$ -	\$ 200	\$ -	\$ -
45 - Charges for Services	171,136	27,500	22,500	22,500
48 - Miscellaneous Revenue	18,547	600	1,000	1,000
<b>Revenue Total:</b>	<b>\$ 189,682</b>	<b>\$ 28,300</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 184,728	\$ 282,350	\$ 192,100	\$ 256,600
52 - Professional Services	8,929	140,000	165,000	-
53 - Contract Services	7,973	20,000	20,000	-
55 - Other Operating Expenses	5,050	12,600	22,050	39,100
<b>Expenditure Total:</b>	<b>\$ 206,680</b>	<b>\$ 454,950</b>	<b>\$ 399,150</b>	<b>\$ 295,700</b>
<b>Program: 402 - Engineering Permits</b>				
<b>Revenue</b>				
42 - Licenses & Permits	\$ 8,847	\$ 7,700	\$ 7,900	\$ 7,900
<b>Revenue Total:</b>	<b>\$ 8,847</b>	<b>\$ 7,700</b>	<b>\$ 7,900</b>	<b>\$ 7,900</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Engineering Technician	0.40
Environmental Program Manager	0.20
Management Analyst I/II	0.40
Public Works Director	0.40
Public Works Supervisor	0.15
<b>Total FTE Staff:</b>	<b>1.55</b>

### 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, which includes engineering permits issued for grading, right-of-way encroachments, dumpsters, and oversize loads; and special event permits issued for events held/use conducted in the public right-of-way. 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

<b>PROGRAM:</b>	Public Works Administration
Improve operational efficiency by continuing to update administrative procedures and policies, and increase sustainable practices. Continue public outreach about Department.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
Improve response time to service requests.	Upgrade computer-based service request and work order tracking system.
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"> <li>1. Celebrate National Public Works Week (May) with proclamation from City Council.</li> <li>2. Educate public about Department as first responder. Affix "Public Works First Responder" symbol on Department uniforms, vehicles, and equipment.</li> <li>3. Improve user interface and accessibility of Department webpage.</li> <li>4. Contribute Department articles to City's newsletter and social media.</li> <li>5. Rename "Public Works Yard" to "Corporation Yard" for inclusivity with all public works professionals as one team.</li> </ol>



# 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 Plan (CIP) and substantiated or prioritized in conformance with the General Plan and Local Coastal Plan, master plans, and/or special studies. (The term, Capital Improvements Program, also refers to a budgetary category in the City's fiscal year budget and is interchangeably called CIP.) The CIP includes capital projects for Alternative Transportation, General Facilities, Highway Interchanges and Bridges, Parking Facilities, Parks and Recreation Facilities, Storm Drain Facilities, Streets and Thoroughfares, and Traffic Control Facilities.

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

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

### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 403 - Capital Improvements</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ 970,771	\$ 5,789,250	\$ 1,753,900	\$ 1,650,000
48 - Miscellaneous Revenue	-	44,000	132,500	-
<b>Revenue Total:</b>	<b>\$ 970,771</b>	<b>\$ 5,833,250</b>	<b>\$ 1,886,400</b>	<b>\$ 1,650,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 140,580	\$ 240,850	\$ 142,850	\$ 203,650
57 - Capital Outlay	4,061,126	13,460,800	5,853,900	8,028,950
<b>Expenditure Total:</b>	<b>\$ 4,201,705</b>	<b>\$ 13,701,650</b>	<b>\$ 5,996,750</b>	<b>\$ 8,232,600</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant/Associate/Civil Engineer	0.10
Engineering Technician	0.25
Environmental Program Manager	0.05
Lead Maintenance Worker	0.05
Maintenance Worker I/II	0.15
Management Analyst I/II	0.35
Public Works Director	0.30
Public Works Supervisor	0.05
<b>Total FTE Staff:</b>	<b>1.30</b>

### IV. Expenditure Summary

#### Personnel

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

#### Capital Projects

An update of the CIP was completed in August 2022. The updated CIP is a five-year period from Fiscal Year 2022/2023 through Fiscal Year 2026/2027.

The proposed capital projects for Fiscal Year 2023/24 are:

<b>Finance Code</b>	<b>CIP Code</b>	<b>Project Name</b>
NC-22-002	NC-22-002	Former Venoco Oil Pipeline 0470 Abandonment Project
PK-19-003	PR-32	Carpinteria Skate Park Project
PK-20-005	PR-44	Dune and Shoreline Management Plan
PK-21-002	PR-36	Bluffs Three Park Project
PK-23-001	AT-05	Franklin Creek Trail Improvement Project
PK-23-005	PR-09	Linden Avenue Beach-End Beautification Project
PW-20-001	GF-16	City Hall Solar Energy Generation and Storage Project
PW-21-001	GF-02	City Hall Campus Improvements Project
PW-23-001	GF-18	Carpinteria Library Improvements Project
ST-22-001	ST-58	2022 Pavement Rehab Project
ST-23-001	ST-59	2023 Pavement Maintenance and Rehabilitation Project
TR-21-001	AT-23	Linden Avenue Improvements Project- Carpinteria Avenue to Linden Avenue Overcrossing
TR-21-002	TC-01	Carpinteria Avenue and Palm Avenue Intersection Improvements Project
TR-21-003	TC-03	Carpinteria High School Area Crosswalk Safety Improvements Project

Reference: Capital Improvement Plan Fiscal Year 2022/2023 – Fiscal Year 2026/2027. (City Council Resolution No. 6153. 8 August 2022)

## V. Goals, Objectives and Performance Measures

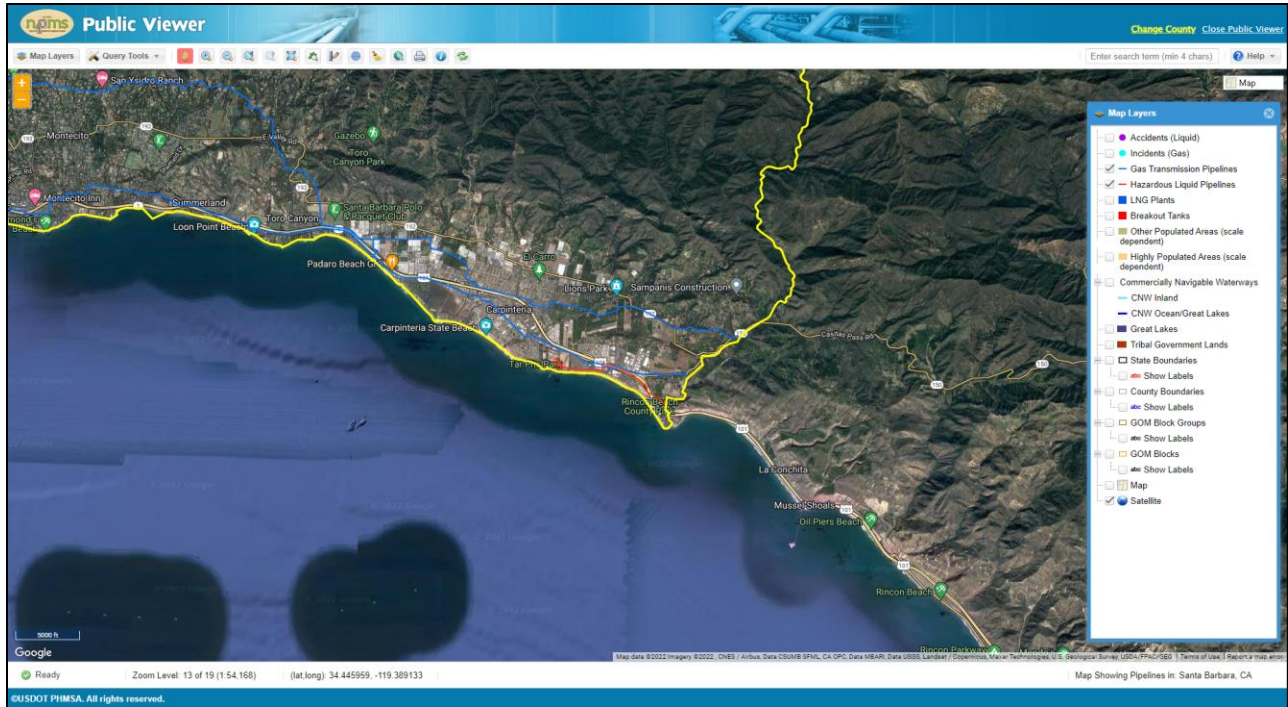
<b>PROGRAM:</b>	<b>Capital Improvements</b>
Deliver capital projects approved by the City Council, utilize all state or federal funds prior to lapsing, manage each capital project to avoid cost overruns whenever possible, and design capital assets to reduce lifecycle costs of operation to the extent possible.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
Pursue state- and federal-aid funding opportunities.	Take advantage of grant workshops for better understanding of criteria and file timely and effective applications.
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"> <li>1. Participate in county-wide analysis of potential regulations for shared mobility devices.</li> <li>2. Coordinate with SBCAG and Caltrans on U.S. Highway 101 corridor improvement projects.</li> </ol>
Continue coordination meetings with Carpinteria Valley Water District and Carpinteria Sanitary District.	<ol style="list-style-type: none"> <li>1. Conduct quarterly coordination meetings.</li> <li>2. Pre-design planning to avoid utility conflicts.</li> </ol>
Improve pedestrian and school crossing safety.	<ol style="list-style-type: none"> <li>1. Develop Local Roadway Safety Plan.</li> <li>2. Conduct public outreach.</li> </ol>
Utility underground overhead facilities.	<ol style="list-style-type: none"> <li>1. Develop Utility Undergrounding Program to identify and evaluate the feasibility to underground existing overhead utility facilities citywide as eligible Tariff Rule 20A projects.</li> <li>2. Coordinate with Southern California Edison.</li> <li>3. Conduct public outreach.</li> </ol>
Upgrade pedestrian facilities (sidewalks and curb ramps) to current Americans with Disabilities Act (ADA) standards.	<ol style="list-style-type: none"> <li>1. Incorporate pedestrian facility upgrades with pavement improvement projects.</li> <li>2. Update ADA Transition Plan.</li> </ol>



# 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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 4,350	\$ 2,050				\$ 6,400
Right-of-Way			\$ 75,000			\$ 75,000
Construction		\$ 50,000	\$ 400,000			\$ 450,000
Total	\$ 4,350	\$ 52,050	\$ 475,000	\$ -	\$ -	\$ 531,400

### FUNDING SOURCE:

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
State Grant	\$ 4,350	\$ 52,050	\$ 475,000			\$ 531,400
Total	\$ 4,350	\$ 52,050	\$ 475,000	\$ -	\$ -	\$ 531,400

**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. 2023

**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:**

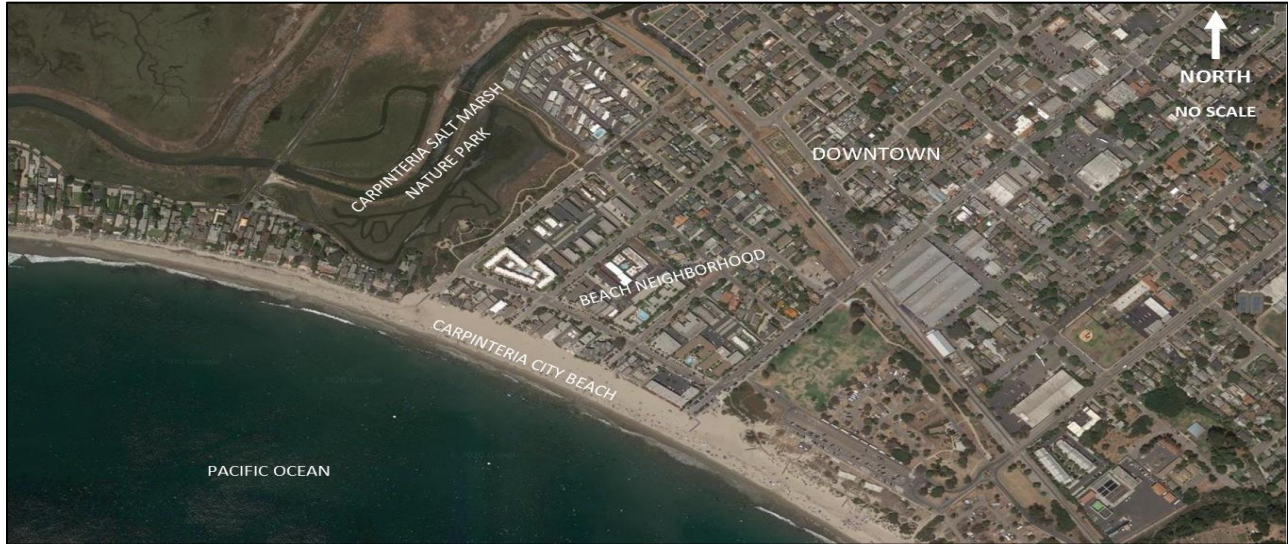
Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 216,400	\$ 35,200				\$ 251,600
Construction	\$ 52,000	\$ 2,255,800	\$ 400,000			\$ 2,707,800
Total	\$ 268,400	\$ 2,291,000	\$ 400,000	\$ -	\$ -	\$ 2,959,400

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
General Fund		\$ 980,000				\$ 980,000
Measure X		\$ 275,500	\$ 400,000			\$ 675,500
Private Fund	\$ 250,500	\$ 860,500				\$ 1,111,000
Quimby Fees	\$ 17,900					\$ 17,900
State Grant		\$ 175,000				\$ 175,000
Total	\$ 268,400	\$ 2,291,000	\$ 400,000	\$ -	\$ -	\$ 2,959,400

**CITY OF CARPINTERIA  
CAPITAL IMPROVEMENT PROGRAM  
DUNE AND SHORELINE MANAGEMENT PLAN  
(CARPINTERIA LIVING SHORELINE PROJECT)**

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 and implementing the Dune and Shoreline Management Plan (Carpinteria Living Shoreline Project). 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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 237,850	\$ 4,150	\$ 115,000			\$ 357,000
Total	\$ 237,850	\$ 4,150	\$ 115,000	\$ -	\$ -	\$ 357,000

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
State Grant	\$ 210,250		\$ 100,650			\$ 310,900
Tidelands	\$ 27,600	\$ 4,150	\$ 14,350			\$ 46,100
Total	\$ 237,850	\$ 4,150	\$ 115,000	\$ -	\$ -	\$ 357,000



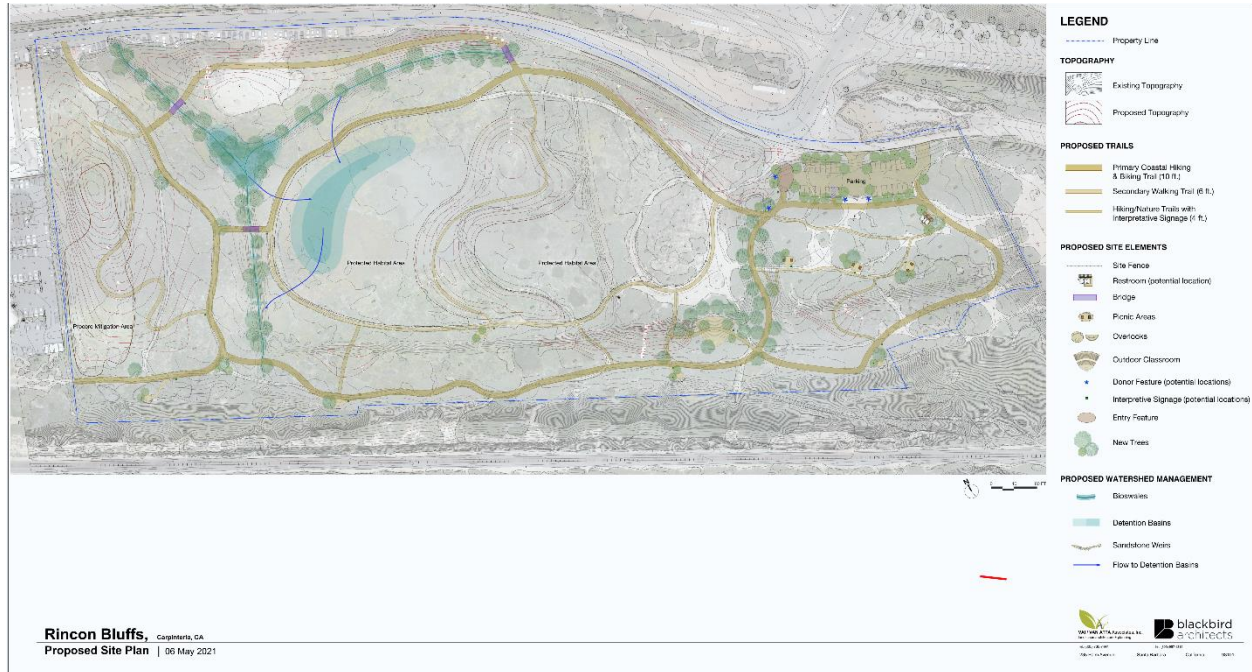
# CITY OF CARPINTERIA CAPITAL IMPROVEMENT PROGRAM

## Rincon Preserve Improvement Project

CIP CODE: PR-36

PUBLIC WORKS NUMBER: 15127

FINANCE NUMBER: PK-21-002



Source: City of Carpinteria Concept plan 2022

### SCOPE OF WORK AND OBJECTIVE:

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

### ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 29,950		\$ 50,000	\$ 100,000		\$ 179,950
Construction				\$ 2,400,000		\$ 2,400,000
Total	\$ 29,950	\$ -	\$ 50,000	\$ 2,500,000	\$ -	\$ 2,579,950

### FUNDING SOURCE:

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Grants	\$ 29,950		\$ 50,000	\$ 2,500,000		\$ 2,579,950
Total	\$ 29,950	\$ -	\$ 50,000	\$ 2,500,000	\$ -	\$ 2,579,950

**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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design		\$ 165,050	\$ 110,050			\$ 275,100
Right-of-Way		\$ 13,200	\$ 8,800			\$ 22,000
Construction				\$ 803,300		\$ 803,300
Total	\$ -	\$ 178,250	\$ 118,850	\$ 803,300	\$ -	\$ 1,100,400

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure A		\$ 13,200				\$ 13,200
Meas A Grant		\$ 165,050	\$ 118,850	\$ 803,300		\$ 1,087,200
Total	\$ -	\$ 178,250	\$ 118,850	\$ 803,300	\$ -	\$ 1,100,400

## LINDEN AVENUE BEACH-END BEAUTIFICATION PROJECT

CIP CODE: PR-09  
PUBLIC WORKS NUMBER: 15056  
FINANCE NUMBER: PK-23-005



Source: Concept Plan. City of Carpinteria. 2023

**SCOPE OF WORK AND OBJECTIVE:**

The general scope of work includes beautification improvements at the Linden Avenue beach-end. The objective of this project is to provide for a more aesthetically pleasing urban park environment and transition to Carpinteria Beach.

## ESTIMATED COST PER FISCAL YEAR:

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design		\$ 50,000	\$ 116,250			\$ 166,250
Construction			\$ 213,750	\$ 285,000		\$ 498,750
Total	\$ -	\$ 50,000	\$ 330,000	\$ 285,000	\$ -	\$ 665,000

FUNDING SOURCE:

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure A				\$ 70,000		\$ 70,000
Measure X				\$ 165,000		\$ 165,000
Park Facilities		\$ 50,000		\$ 50,000		\$ 100,000
Tidelands			\$ 100,000			\$ 100,000
State Grant			\$ 230,000			\$ 230,000
Total	\$ -	\$ 50,000	\$ 330,000	\$ 285,000	\$ -	\$ 665,000



**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:**

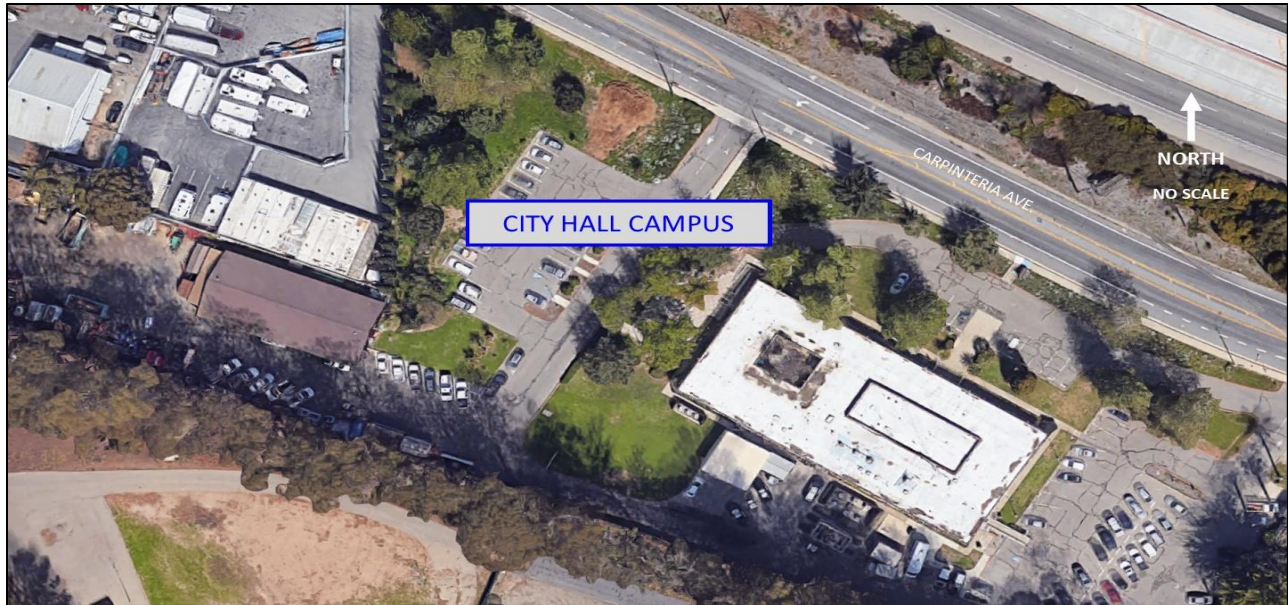
Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 24,150	\$ 10,000	\$ 10,000			\$ 44,150
Construction			\$ 409,250			\$ 409,250
Total	\$ 24,150	\$ 10,000	\$ 419,250	\$ -	\$ -	\$ 453,400

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
General Fund	\$ 4,150					\$ 4,150
Measure X	\$ 20,000	\$ 10,000	\$ 46,850			\$ 76,850
State Grant			\$ 372,400			\$ 372,400
Total	\$ 24,150	\$ 10,000	\$ 419,250	\$ -	\$ -	\$ 453,400

**CITY OF CARPINTERIA  
CAPITAL IMPROVEMENT PROGRAM  
CITY HALL CAMPUS IMPROVEMENTS PROJECT**

CIP CODE: GF-02  
PUBLIC WORKS NUMBER: 15123  
FINANCE NUMBER: PW-21-001



Source: Google Maps. 2022

**SCOPE OF WORK AND OBJECTIVE:**

The general scope of work includes parking lot sustainable pavement resurfacing, drainage, stormwater quality, and circulation. The objective of this project is to provide for a sustainable and circulation-efficient parking lot.

**ESTIMATED COST PER FISCAL YEAR:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 9,850	\$ 40,000		\$ 210,000		\$ 259,850
Construction	\$ 2,950	\$ 50,000	\$ 150,000	\$ 950,000		\$ 1,152,950
Total	\$ 12,800	\$ 90,000	\$ 150,000	\$ 1,160,000	\$ -	\$ 1,412,800

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Facilities DIF		\$ 7,200		\$ 34,800		\$ 42,000
Measure X	\$ 12,800	\$ 82,800	\$ 126,000	\$ 580,000		\$ 801,600
Parking DIF			\$ 24,000	\$ 116,000		\$ 140,000
Storm DIF				\$ 429,200		\$ 429,200
Total	\$ 12,800	\$ 90,000	\$ 150,000	\$ 1,160,000	\$ -	\$ 1,412,800



**CITY OF CARPINTERIA  
CAPITAL IMPROVEMENT PROGRAM  
CARPINTERIA LIBRARY IMPROVEMENTS PROJECT**

CIP CODE: GF-18  
PUBLIC WORKS NUMBER: 15055  
FINANCE NUMBER: PW-23-001



Source: Google Maps. 2022

**SCOPE OF WORK AND OBJECTIVE:**

The project expands the Public Library without adjusting the building's footprint through interior floorplan adjustments. Expanding into the Veterans Meeting Room and relocation of restrooms will provide expanded library capacity. The Project will also upgrade electrical, mechanical, and plumbing.

**ESTIMATED COST PER FISCAL YEAR:**

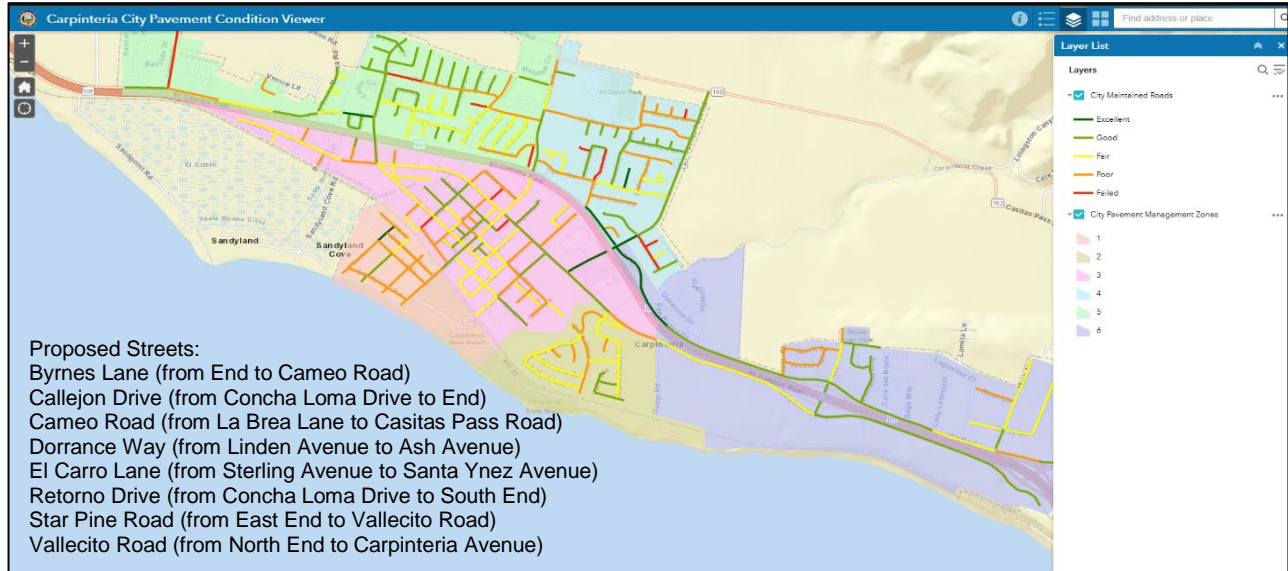
Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design		\$ 40,000	\$ 50,000	\$ 180,600		\$ 270,600
Construction					\$ 1,082,450	\$ 1,082,450
Total	\$ -	\$ 40,000	\$ 50,000	\$ 180,600	\$ 1,082,450	\$ 1,353,050

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure X		\$ 40,000	\$ 50,000	\$ 180,600	\$ 1,082,450	\$ 1,353,050
Total	\$ -	\$ 40,000	\$ 50,000	\$ 180,600	\$ 1,082,450	\$ 1,353,050

**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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design		\$ 455,000	\$ 100,000			\$ 555,000
Construction			\$ 1,660,000			\$ 1,660,000
Total	\$ -	\$ 455,000	\$ 1,760,000	\$ -	\$ -	\$ 2,215,000

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure A		\$ 455,000	\$ 224,500			\$ 679,500
Measure X			\$ 1,369,500			\$ 1,369,500
Road Maint			\$ 151,000			\$ 151,000
Street DIF			\$ 15,000			\$ 15,000
Total	\$ -	\$ 455,000	\$ 1,760,000	\$ -	\$ -	\$ 2,215,000

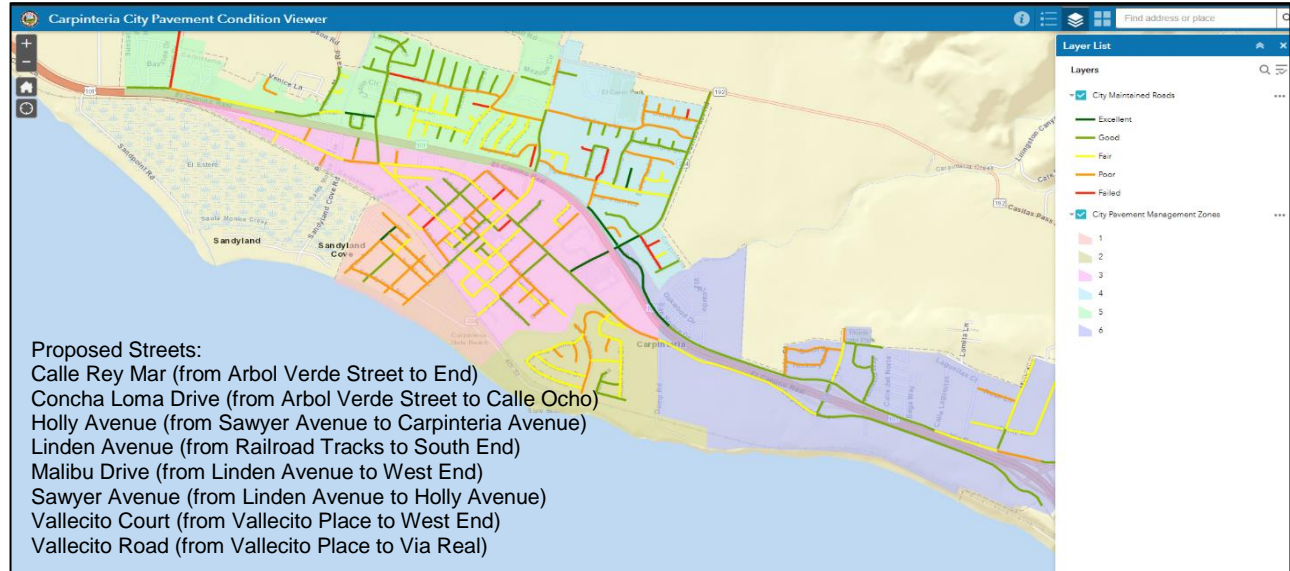
# CITY OF CARPINTERIA CAPITAL IMPROVEMENT PROGRAM

## 2023 PAVEMENT MAINTENANCE AND REHABILITATION PROJECT

CIP CODE: ST-59 & ST-64

PUBLIC WORKS NUMBER: 15134 & 15133

FINANCE NUMBER: ST-23-001



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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design		\$ 50,000	\$ 281,000			\$ 331,000
Construction			\$ 2,500,000			\$ 2,500,000
Total	\$ -	\$ 50,000	\$ 2,781,000	\$ -	\$ -	\$ 2,831,000

### FUNDING SOURCE:

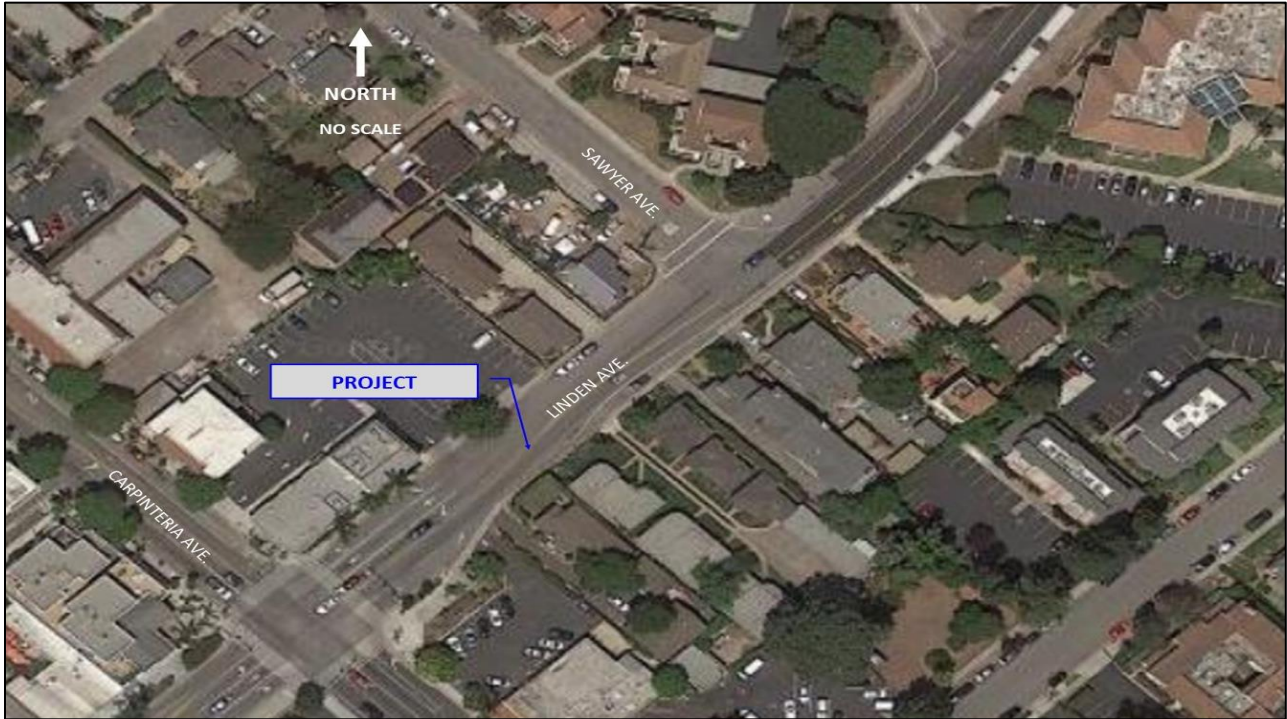
Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure A			\$ 765,200			\$ 765,200
Measure X			\$ 1,501,200			\$ 1,501,200
Road Maint		\$ 50,000	\$ 466,600			\$ 516,600
Street DIF			\$ 48,000			\$ 48,000
Total	\$ -	\$ 50,000	\$ 2,781,000	\$ -	\$ -	\$ 2,831,000



**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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 110,550	\$ 43,500				\$ 154,050
Construction			\$ 263,100			\$ 263,100
Total	\$ 110,550	\$ 43,500	\$ 263,100	\$ -	\$ -	\$ 417,150

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
County Grant	\$ 110,550	\$ 43,500	\$ 263,100			\$ 417,150
Total	\$ 110,550	\$ 43,500	\$ 263,100	\$ -	\$ -	\$ 417,150

**CITY OF CARPINTERIA  
CAPITAL IMPROVEMENT PROGRAM**

**CARPINTERIA AVENUE AND PALM AVENUE INTERSECTION 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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 58,300	\$ 20,000				\$ 78,300
Construction		\$ 184,000	\$ 552,000			\$ 736,000
Total	\$ 58,300	\$ 204,000	\$ 552,000	\$ -	\$ -	\$ 814,300

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure A		\$ 123,250	\$ 198,750			\$ 322,000
Measure X		\$ 58,500	\$ 286,500			\$ 345,000
Traffic DIF	\$ 58,300	\$ 22,250	\$ 66,750			\$ 147,300
Total	\$ 58,300	\$ 204,000	\$ 552,000	\$ -	\$ -	\$ 814,300



**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	2022/2023	2023/2024	2024/2025	2025/2026	Total
Design	\$ 53,250	\$ 90,000				\$ 143,250
Construction			\$ 514,750			\$ 514,750
Total	\$ 53,250	\$ 90,000	\$ 514,750	\$ -	\$ -	\$ 658,000

**FUNDING SOURCE:**

Fiscal Year	Prior Years	2022/2023	2023/2024	2024/2025	2025/2026	Total
Measure A	\$ 53,250	\$ 90,000				\$ 143,250
Measure X			\$ 514,750			\$ 514,750
Total	\$ 53,250	\$ 90,000	\$ 514,750	\$ -	\$ -	\$ 658,000

# 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 administration of the following services:

- ◆ Transit service contracts with Santa Barbara Metropolitan Transit District (SBMTD), Easy Lift Transportation, and Help of Carpinteria
- ◆ Public parking lots
- ◆ Street lights

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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 411 - Transportation, Parking, &amp; Lighting</b>				
<b>Revenue</b>				
41 - Taxes	\$ 214,951	\$ 225,500	\$ 217,000	\$ 227,650
43 - Intergovernmental	27,095	-	-	-
44 - Fines & Forfeitures	1,223	750	750	800
46 - Interest	(6,805)	3,000	3,000	8,400
48 - Miscellaneous Revenue	-	5,000	2,900	-
<b>Revenue Total:</b>	<b>\$ 236,464</b>	<b>\$ 234,250</b>	<b>\$ 223,650</b>	<b>\$ 236,850</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 168,581	\$ 196,400	\$ 175,400	\$ 109,950
52 - Professional Services	160,760	311,000	311,000	222,500
53 - Contract Services	7,000	9,250	9,250	8,000
54 - Utilities	109,893	120,000	120,000	144,000
55 - Other Operating Expenses	10,618	11,000	11,000	9,000
<b>Expenditure Total:</b>	<b>\$ 456,853</b>	<b>\$ 647,650</b>	<b>\$ 626,650</b>	<b>\$ 493,450</b>

### III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Assistant/Associate/Civil Engineer	0.10
Engineering Technician	0.15
Lead Maintenance Worker	0.10
Maintenance Worker I/II	0.30
Management Analyst I/II	0.05
Public Works Director	0.05
Public Works Supervisor	0.10
<b>Total FTE Staff:</b>	<u><u>0.85</u></u>

### IV. Expenditure Summary

#### Personnel

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

#### Contract Services

Transit Services: SBMTD Seaside Shuttle is an electric shuttle service and was suspended by SBMTD in the previous fiscal year due to the COVID-19 pandemic. The service is subsidized by SBMTD. Reactivation of the Seaside Shuttle service is to be determined. The subsidy allows a reduced fare for residents and visitors to use the electric shuttle. Easy Lift Transportation is a paratransit service that will continue to be provided from the previous fiscal year. It is funded by Measure A. Help of Carpinteria is a door-to-door transportation service that will be continue to be provided from the previous fiscal year for non-driving residents. It is funded by Measure A.

Assessment Districts: Parking and Business Improvement Area Assessment District No. 4 provides for the funding of the operation and maintenance for Parking Lot #1 (Ninth Street), Parking Lot #2 (Cactus Lane), and Parking Lot #3 (Fifth Street).

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**

<b>PROGRAM:</b>	Transportation, Parking and Lighting
Reactivate electric shuttle service from pandemic suspension. Improve management of public parking.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
Reactivate Seaside Shuttle service or other alternative transit service.	Meet with Santa Barbara Metropolitan Transit District to determine future service that meets community needs and expectations.

# 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 421 - Solid Waste</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ 9,914	\$ 21,300	\$ 15,650	\$ 16,600
45 - Charges for Services	245,589	245,000	245,000	245,000
46 - Interest	(3,279)	1,000	1,500	1,300
48 - Miscellaneous Revenue	-	4,000	8,500	-
<b>Revenue Total:</b>	<b>\$ 252,223</b>	<b>\$ 271,300</b>	<b>\$ 270,650</b>	<b>\$ 262,900</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 186,815	\$ 197,050	\$ 177,950	\$ 185,800
52 - Professional Services	32,963	84,000	49,000	84,000
53 - Contract Services	30,687	46,650	57,650	61,000
55 - Other Operating Expenses	18,607	63,300	57,650	55,250
<b>Expenditure Total:</b>	<b>\$ 269,072</b>	<b>\$ 391,000</b>	<b>\$ 342,250</b>	<b>\$ 386,050</b>

### III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Assistant/Associate/Civil Engineer	0.15
Engineering Technician	0.05
Environmental Program Manager	0.35
Lead Maintenance Worker	0.15
Maintenance Worker I/II	0.45
Management Analyst I/II	0.05
Public Works Director	0.05
Public Works Supervisor	0.10
<b>Total FTE Staff:</b>	<u><u>1.35</u></u>

### 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**

<b>PROGRAM:</b>	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.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
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"> <li>1. Conduct annual HHW and household goods collection event (April).</li> <li>2. Advertise ABOP, HHW, and E-Waste collection events monthly via City newsletter and social media and Coastal View Newspaper.</li> <li>4. Continue to update and distribute educational materials of ABOP, HHW, and E-Waste.</li> </ol>
Enforce the 65% diversion requirement of construction and demolition debris.	<ol style="list-style-type: none"> <li>1. Use building and dumpster permits to better track roll-off diversion rates from individual projects.</li> <li>2. Require all permit applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.</li> </ol>
Submit progress reports of City's recycling program.	<ol style="list-style-type: none"> <li>1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year.</li> <li>2. Prepare and submit an Annual Report on the City's diversion rate.</li> </ol>
Work with waste haulers, local jurisdictions, and other local organizations to comply with State Organics requirements.	<ol style="list-style-type: none"> <li>1. Work with waste haulers to increase enrollment in the organics (food waste) diversion program.</li> <li>2. Continue participating with Santa Barbara County Food Rescue to divert usable food to organizations for distribution.</li> </ol>
Renew Marborg Roll-Off Franchise Agreement.	Submit to City Council for approval.
Regional Disaster Debris Management Plan.	<ol style="list-style-type: none"> <li>1. Collaborate with other local jurisdictions and the selected consultant to draft a Regional Disaster Debris Management Plan.</li> <li>2. Submit to City Council for adoption.</li> </ol>
Multi-Jurisdictional Coordination.	<ol style="list-style-type: none"> <li>1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly.</li> <li>2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.</li> </ol>

# Street Maintenance

## Capital Improvement, Gas Tax, Measure A, and Measure D Funds Public Works Department

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### 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 431 - Street Maintenance</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ 1,604,516	\$ 1,634,300	\$ 1,634,300	\$ 1,781,300
45 - Charges for Services	58,299	17,000	8,000	8,000
46 - Interest	(30,030)	14,100	27,600	30,250
48 - Miscellaneous Revenue	-	4,000	2,000	-
<b>Revenue Total:</b>	<b>\$ 1,632,785</b>	<b>\$ 1,669,400</b>	<b>\$ 1,671,900</b>	<b>\$ 1,819,550</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 176,841	\$ 158,050	\$ 145,300	\$ 266,250
52 - Professional Services	66,010	140,000	140,000	109,500
53 - Contract Services	108,478	349,700	347,000	144,000
54 - Utilities	13,812	16,150	13,700	15,800
55 - Other Operating Expenses	91,941	165,000	123,000	126,500
57 - Capital Outlay	133,533	201,000	221,000	702,000
<b>Expenditure Total:</b>	<b>\$ 590,615</b>	<b>\$ 1,029,900</b>	<b>\$ 990,000</b>	<b>\$ 1,364,050</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant/Associate/Civil Engineer	0.30
Engineering Technician	0.05
Lead Maintenance Worker	0.35
Maintenance Worker I/II	1.05
Management Analyst I/II	0.05
Public Works Director	0.05
Public Works Supervisor	0.25
<b>Total FTE Staff:</b>	<b>2.10</b>

## 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. An update of the PMS was completed in

August 2022, and it is valid for three years. Consulting civil engineers are procured for updating the PMS.

**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. The pedestrian bridge inspection program is modeled after the Caltrans standards for vehicular bridge inspections. Consulting structural engineers are procured for updating the pedestrian bridge inspection program.

## V. Goals, Objectives and Performance Measures

<b>PROGRAM:</b>	<b>Street Maintenance</b>
Maintain City streets and bridges (vehicular and pedestrian) in good condition and make repairs as quickly and efficiently as possible.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
Maintain City streets and bridges in good condition.	<ol style="list-style-type: none"> <li>1. Use sustainable practices.</li> <li>2. Convert to electric-powered tools. Replace surplus or outdated vehicles and equipment with electric-powered and/or fuel-efficient vehicles and equipment.</li> <li>3. Develop Pedestrian Bridge Inspection Program in order to identify rehabilitation, replacement, or preventive maintenance strategies including appropriate scopes of work and cost estimates.</li> </ol>
Improve maintenance reporting efficiency and reduce paper use. Modernize daily report system.	<ol style="list-style-type: none"> <li>1. Procure computer maintenance management system (CMMS) for field tablets.</li> <li>2. Integrate GIS with CMMS.</li> </ol>



# Right-of-Way Maintenance

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

### Public Works Department

#### I. Program Summary

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

- ◆ 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 441 - Right-of-Way Maintenance</b>				
<b>Revenue</b>				
44 - Fines & Forfeitures	\$ 60	\$ 50	\$ 50	\$ 50
46 - Interest	(482)	-	150	-
47 - Special Assessments	198,186	196,900	196,900	196,900
48 - Miscellaneous Revenue	2,500	3,000	2,500	-
<b>Revenue Total:</b>	<b>\$ 200,263</b>	<b>\$ 199,950</b>	<b>\$ 199,600</b>	<b>\$ 196,950</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 121,185	\$ 129,450	\$ 125,750	\$ 149,700
53 - Contract Services	251,874	307,750	276,250	306,250
54 - Utilities	46,269	69,300	59,650	68,800
55 - Other Operating Expenses	34,890	30,200	39,300	25,000
<b>Expenditure Total:</b>	<b>\$ 454,219</b>	<b>\$ 536,700</b>	<b>\$ 500,950</b>	<b>\$ 549,750</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant/Associate/Civil Engineer	0.15
Lead Maintenance Worker	0.15
Maintenance Worker I/II	0.45
Public Works Director	0.05
Public Works Supervisor	0.15
<b>Total FTE Staff:</b>	<b>0.95</b>

### 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

<b>PROGRAM:</b>	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.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
Maintain City rights-of-way in good condition.	1. Use sustainable practices. 2. Convert to electric-powered tools. Replace surplus or outdated vehicles and equipment with electric-powered and/or fuel-efficient vehicles and equipment.
Update Sidewalk Assessment Program.	1. Conduct sidewalk inspection surveys for Sidewalk Maintenance Zones 3 and 4. 2. Repair sidewalks in Sidewalk Maintenance Zones 3 and 4.

# 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 451 - Watershed Management</b>				
<b>Revenue</b>				
48 - Miscellaneous Revenue	\$ -	\$ 2,000	\$ 1,000	\$ -
<b>Revenue Total:</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 110,975	\$ 121,500	\$ 100,750	\$ 136,350
53 - Contract Services	4,846	35,000	35,000	36,000
55 - Other Operating Expenses	14,839	23,600	24,250	24,500
<b>Expenditure Total:</b>	<b>\$ 130,660</b>	<b>\$ 180,100</b>	<b>\$ 160,000</b>	<b>\$ 196,850</b>

### III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Assistant/Associate/Civil Engineer	0.10
Engineering Technician	0.10
Environmental Program Manager	0.20
Lead Maintenance Worker	0.10
Maintenance Worker I/II	0.30
Management Analyst I/II	0.05
Public Works Director	0.05
Public Works Supervisor	0.10
<b>Total FTE Staff:</b>	<u><u>1.00</u></u>

### 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 2023/24 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).	Implementation of NPDES permit provisions including: <ol style="list-style-type: none"> <li>1. Public Education.</li> <li>2. Public Outreach.</li> <li>3. Illicit Discharge Detection and Elimination.</li> <li>4. Construction Runoff Control implementation.</li> <li>5. Post-Construction Stormwater Control Measures.</li> <li>6. Good Housekeeping/Pollution Prevention on Municipal Activities.</li> <li>7. Program Management.</li> <li>8. Water Quality Monitoring and Sampling (quarterly).</li> <li>9. Trash Implementation Plan.</li> <li>10. Program Effectiveness Assessment (annually).</li> <li>11. Total Maximum Daily Load Compliance.</li> <li>12. Annual Reporting Program.</li> </ol>
Regional Coordination.	<ol style="list-style-type: none"> <li>1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM) and Integrated Regional Water Management (IRWM) meetings.</li> <li>2. Continue to work with 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.</li> </ol>

<b>PROGRAM:</b>	Watershed Management
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
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"><li>1. Remove trash, debris, and sediment from storm drain inlets/catch basins prior to rain event.</li><li>2. Repair or replace damaged storm drain inlets/catch basins and parkway drains.</li><li>3. Maintain "Drains to Ocean" markers.</li></ol>

# 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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 461 - Resource Conservation</b>				
<b>Revenue</b>				
48 - Miscellaneous Revenue	\$ 6,761	\$ 7,000	\$ 4,800	\$ 4,800
<b>Revenue Total:</b>	<b>\$ 6,761</b>	<b>\$ 7,000</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 42,595	\$ 48,450	\$ 48,450	\$ 53,300
53 - Contract Services	1,000	104,950	104,950	2,000
55 - Other Operating Expenses	3,229	5,400	5,900	6,250
57 - Capital Outlay	-	10,000	11,000	-
<b>Expenditure Total:</b>	<b>\$ 46,824</b>	<b>\$ 168,800</b>	<b>\$ 170,300</b>	<b>\$ 61,550</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Environmental Program Manager	0.20
Management Analyst I/II	0.05
Public Works Director	0.05
<b>Total FTE Staff:</b>	<b>0.30</b>

### IV. Expenditure Summary

#### Personnel

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



## V. Goals, Objectives and Performance Measures

<b>PROGRAM:</b>	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.	
<b>FY 2023/24 Objectives</b>	<b>Performance Measures</b>
Strategic Energy Plan Implementation.	<ol style="list-style-type: none"> <li>1. Identify total resource potential for distributed solar development on rooftops and parking lots.</li> <li>2. Create list of priority sites for renewable energy development.</li> <li>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.</li> </ol>
Community Choice Energy.	Provide equitable, clean resilient power at competitive electric rates.
Santa Barbara County Regional Climate Collaborative.	<ol style="list-style-type: none"> <li>1. Bring political leaders, practitioners, and stakeholders together to coordinate in finding solutions to address climate change.</li> <li>2. Complete Dune and Shoreline Management Plan.</li> </ol>



# 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, maintenance of existing park facilities, public beach management, public pool operations, implementation of the winter protection berm program, advance planning for parks and trails paths, special events coordination; employee training; public relations, and clerical assistance for all department programming are important functions of this department.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 501 - Parks &amp; Recreation Administration</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ 271,764	\$ 360,400	\$ 318,600	\$ 388,650
55 - Other Operating Expenses	603	800	800	1,050
57 - Capital Outlay	-	40,000	40,000	-
<b>Expenditure Total:</b>	<b>\$ 272,367</b>	<b>\$ 401,200</b>	<b>\$ 359,400</b>	<b>\$ 389,700</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Aquatics Program Coordinator	0.10
Aquatics Superintendent	0.10
Assistant City Manager	0.20
Management Analyst I/II	0.60
Parks, Recreation and Public Facilities Director	0.85
Parks & Facilities Maintenance Supervisor	0.20
Senior Maintenance Technician	0.10
<b>Total FTE Staff:</b>	<b>2.15</b>

## IV. Expenditure Summary

The Parks Department Administration budget reflects administrative support for work on the following projects in 2023-2024:

**Skate Park Construction:** Permits for the Carpinteria Skate Park were obtained in early 2021. The project construction is under way and is expected to be completed in early FY 2023-24. Administration work in the fiscal year is expected to include acquiring building permit final approval, organizing a ribbon cutting ceremony and starting up facility operation.

**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 2024 and seek permits for implementation in 2025.

**Linden Beach Plaza:** This project involves the replacement of 4,000 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. Design review plans were completed in 2022-23. Work in 2023-24 includes working collaboratively with State Parks and seeking required permits.

**Library Services:** The Department will be working to initiate a concept design to expand the library within the existing footprint of the Carpinteria Veterans Hall. Incorporating the Veterans Meeting Room and adjacent interior areas into the library will allow for expanded programming and services.

## 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

<b>PROGRAM:</b>		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.		
<b>FY2023/24 Objectives</b>		<b>Performance Measures</b>
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.
Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.		1. Continue to provide assistance as needed for the Carpinteria Rincon Trail. 2. Develop concept designs for new park land uses such as Bluffs 3 and a concept dog park. 3. Develop Linden Beach lifeguard tower and plaza design.
Construct Skate Park		Place project out to public bid, Award bid depending on available funding, Construct project. Project is currently under construction with expected completion in July 2023.
Obtain Permits for Bluffs 2 trail.		Permits have been granted, ( CDP, DP). Basic trail opened in May of 2023. Improved and landscaped trail still seeking funding.

<b>PROGRAM:</b>		Parks, Recreation & Public Facilities Administration
<b>FY2023/24 Objectives</b>		<b>Performance Measures</b>
Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.		Keep Beach and Aquatic facility staffed to the required level to meet public's expectations.
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.



# 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 well 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



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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 502 - Parks &amp; Facility Maintenance</b>				
<b>Revenue</b>				
41 - Taxes	\$ 153,088	\$ 148,000	\$ 148,000	\$ 148,000
43 - Intergovernmental	70,372	70,500	29,500	29,500
45 - Charges for Services	93,787	126,600	29,200	29,200
46 - Interest	(452)	150	150	-
48 - Miscellaneous Revenue	3,913	4,400	4,400	4,000
<b>Revenue Total:</b>	<b>\$ 320,708</b>	<b>\$ 349,650</b>	<b>\$ 211,250</b>	<b>\$ 210,700</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 368,513	\$ 400,300	\$ 341,300	\$ 378,300
52 - Professional Services	33,145	15,000	8,500	10,000
53 - Contract Services	252,494	369,600	396,300	355,600
54 - Utilities	129,521	132,350	128,750	148,600
55 - Other Operating Expenses	93,648	108,200	102,500	92,750
57 - Capital Outlay	-	214,300	214,300	5,000
<b>Expenditure Total:</b>	<b>\$ 877,320</b>	<b>\$ 1,239,750</b>	<b>\$ 1,191,650</b>	<b>\$ 990,250</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Assistant/Associate/Civil Engineer	0.05
Lead Maintenance Worker	0.05
Maintenance Worker I/II	1.15
Parks & Facilities Maintenance Supervisor	0.70
Parks, Recreation and Public Facilities Director	0.10
Senior Maintenance Technician	0.60
Public Works Supervisor	0.10
<b>Total FTE Staff:</b>	<b>2.75</b>



## 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			
FY2023/24 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 Monte Vista Park play structure replacement.		Completed June 2023	

**Parks, Recreation & Public Facilities Major Capital Projects (Budgeted in the Capital Improvement Projects Program):** Linden Avenue Lifeguard Tower replacement. The existing tower was built in 1995 and is in need of replacement. A new custom designed tower that will help maintain public safety and improve the shoreline ambiance.

Linden Plaza Project. The project includes replacing the concrete pads with a continuous slab improving utility of the area as well as accessibility. The improved plaza will be more supportive of outdoor social gatherings and improve coastal access. The project is partially funded by a grant from the state of California.

Carpinteria Skate Park: This project Will be completed in early FY 23/24. The Skate Park includes a large skateable area, restrooms, a rest area and parking facilities. The project is partially funded by fund raising from the Carpinteria Skate Foundation, a Per Capita Grant, and with City of Carpinteria money.

# Senior Services

## General and Recreation Funds

### Parks, Recreation & Public Facilities Department

#### I. Program Summary

The goal of this program is to facilitate opportunities for socialization amongst Carpinteria's Active Adult and Senior population, including education, recreation, and enrichment programs, along with special events, congregate meals, and other activities as deemed desirable by program participants.

Details of the program are still pending as the program is in the process of identifying: a location for a central hub, potential partners, and potential funding sources. The program is also in the process of developing its organizational structure (e.g., City-sponsored, non-profit, or hybrid), outreach strategy, and programmatic activities.

#### II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 512 - Senior Services Program</b>				
<b>Expenditure</b>				
51 - Personnel Services	\$ -	\$ -	\$ -	\$ 105,900
<b>Expenditure Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,900</b>

#### III. Personnel Allocations

<u>Position:</u>	<u>FTE Allocation:</u>
Senior Services Coordinator	1.00
<b>Total FTE Staff:</b>	<b>1.00</b>

#### IV. Expense Summary

##### Personnel

Staff assigned to this program include the Assistant City Manager, Senior Services Coordinator, Recreation Assistant, and Management Analyst II in the Parks, Recreation, and Community Services Department. The Assistant City Manager facilitates program development through the Ad Hoc Senior Services Planning Committee and is the liaison between the City and community stakeholders. The Senior Services Coordinator and Assistant Senior Services Coordinator will manage day-to-day operations once the program has officially launched. The Management Analyst II will assist with the management of program-related contracts.

## Operating Expenses

This allocation includes funds for either City-hired staff or for a contract with an outside agency to manage the program and provide staff. Funding for program activities in year-one will be provided through in-kind support, donations, fundraising campaigns, program sponsors, and/or grants.

### V. Goals and Performance Measures

<b>PROGRAM:</b>	Active Adult & Senior Services
The goal of this program is to facilitate opportunities for socialization amongst Carpinteria's Active Adult and Senior population, including education, recreation, and enrichment programs, along with special events, congregate meals, and other activities as deemed desirable by program participants.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Facilitate committee meetings to develop recommendations for City Council.	<ol style="list-style-type: none"> <li>1. Coordinate Ad Hoc Senior Services Planning Committee meetings and meetings for any future program committees as deemed necessary.</li> <li>2. Encourage community participation by engaging stakeholders in Committee meetings and other feedback mechanisms.</li> </ol>
Create and distribute Request for Proposal (RFP) to solicit and select a Program Implementation and Design Services consultant to assist with the process of developing detailed recommendations for City Council consideration.	<p>Consultant is to:</p> <ol style="list-style-type: none"> <li>1. Research local facilities to identify one or more options for a centralized hub location; develop "must have" features list to ensure needs are met and cost/benefit analysis to show rationale for site recommendations.</li> <li>2. Identify potential partnerships with senior-serving organizations and other groups indicating opportunities for programmatic collaboration as well as potential expenses.</li> <li>3. Develop realistic options with recommendations and rationale for organizational structure, including an assessment of capacity for oversight and management of a senior center (i.e., City sponsored and managed, public/private partnership, program of an existing nonprofit organization, newly created nonprofit.)</li> <li>4. Develop staffing recommendations based on projected participation/membership levels and programmatic activities for the first three years.</li> <li>5. Design an outreach strategy, or strategies, to educate and engage potential program participants (for implementation by future program staff.)</li> <li>6. Conduct feasibility study to identify potential funding sources for initial launch and ongoing funding for three years; align feasibility study with recommended strategies and programming.</li> </ol>

<b>PROGRAM:</b>	Active Adult & Senior Services
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Begin official programming services.	<ol style="list-style-type: none"> <li>1. Recruit and hire program staff or contract with an outside agency to conduct program and provide staffing.</li> <li>2. Complete hiring or execute agreement with outside agency by September 30, 2023.</li> <li>3. Establish senior hub by October 30, 2023.</li> <li>4. Facilitate implementation of City Council recommendations.</li> <li>5. Facilitate implementation of consultant recommendations.</li> </ol>
Monitor program and establish measurable program objectives.	<ol style="list-style-type: none"> <li>1. Monitor program and work with staff or contract agency to ensure goals and objectives for the program are being met.</li> </ol>

# Community Pool Services

## General and Recreation Funds

### Parks, Recreation & Public Facilities Department

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#### I. Program Summary

The Community Pool Program includes facility management and 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 beautiful pool with high-quality programming available to patrons of all ages. All users pay entry fees or tuition for programs that provide revenue to partially offset the pool's operational costs.

The following programs are planned for the 2023/24 fiscal year:

##### **Triton Swim and Water Polo Club**

Youth ages 5 to 18 can join this year-round program and develop their swimming and water polo skills. This is not a learn to swim program, it is a club level competitive swim team. Participants are coached in competitive swimming and/ or water polo. Coaches focus on strengthening participants' skill level, fitness, self-confidence, and team camaraderie. This program has about 75 participants enrolled throughout the year and the team has successfully completed in swim and water polo competitions.



##### **Masters Swimming**

This program is designed for adult swimmers and involves coached workouts which are held Monday, Wednesday, and Friday in the evening and Tuesday and Thursday afternoons. Swimmers of all skill levels are invited to join us and improve their strength and endurance as well as gain better stroke technique and team camaraderie.

##### **Aqua Aerobics**

This program is perfect for anyone who likes the water and is looking for a non-impact strength building workout. Aqua aerobics classes are held Monday, Wednesday, and Friday in the morning. During the summer, classes may also be offered in the early evenings.

##### **Swimming Instruction**

Swim lessons are offered to participants of all ages. We offer group swim lessons for children from 6 months old to 12 years old. Additionally, we offer private swim lessons for swimmers of all ages. Our certified lifeguard and swim instructor team provides these lessons.

##### **Carpinteria Unified School District Use**

The Community Pool is available at a competitive rental rate to the Carpinteria Unified School District for primary school and middle school swimming lessons. Additionally, the

Carpinteria High School swim team and water polo teams use Carpinteria Community pool for all practices and competitions. Furthermore, every third grade and sixth grade student in the Carpinteria Unified School District participates in swim lessons at Carpinteria Community Pool with our instructor staff.

### Facility Rentals

The community pool is offered to other groups for use as needed on a rental basis. In the past, these renters have included the Santa Barbara Swim Club for an age group swim meets, traveling swim teams for workouts, marine survival training groups, SCUBA groups, birthday party rentals and others.

### 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 sunscreen. Concessions also include cold beverages and ice cream confections.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 521 - Community Pool Services</b>				
<b>Revenue</b>				
42 - Licenses & Permits	\$ 330	\$ 300	\$ 300	\$ 300
43 - Intergovernmental	11,512	38,000	-	-
45 - Charges for Services	161,910	175,000	204,000	205,500
46 - Interest	53	-	-	-
48 - Miscellaneous Revenue	12,494	36,300	27,300	4,000
<b>Revenue Total:</b>	<b>\$ 186,300</b>	<b>\$ 249,600</b>	<b>\$ 231,600</b>	<b>\$ 209,800</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 392,272	\$ 438,850	\$ 412,700	\$ 454,350
52 - Professional Services	6,525	4,000	4,000	4,000
53 - Contract Services	39,075	78,300	76,100	54,700
54 - Utilities	105,377	196,500	140,700	152,300
55 - Other Operating Expenses	91,622	81,700	76,700	87,850
57 - Capital Outlay	11,377	47,000	47,000	-
<b>Expenditure Total:</b>	<b>\$ 646,247</b>	<b>\$ 846,350</b>	<b>\$ 757,200</b>	<b>\$ 753,200</b>
<b>Program: 523 - Aquatics Club</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
45 - Charges for Services	43,078	40,000	50,000	65,000
<b>Revenue Total:</b>	<b>\$ 43,078</b>	<b>\$ 43,000</b>	<b>\$ 53,000</b>	<b>\$ 68,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 26,450	\$ 14,200	\$ 14,250	\$ 56,200
55 - Other Operating Expenses	4,614	10,900	11,700	9,900
<b>Expenditure Total:</b>	<b>\$ 31,065</b>	<b>\$ 25,100</b>	<b>\$ 25,950</b>	<b>\$ 66,100</b>



**III. Personnel Allocations**

<b><u>Position:</u></b>	<b><u>FTE Allocation:</u></b>
Aquatics Program Coordinator	0.55
Aquatics Superintendent	0.80
Management Analyst I/II	0.25
Parks & Facilities Maintenance Supervisor	0.10
Parks, Recreation and Public Facilities Director	0.05
Senior Parks & Facilities Maintenance Technician	0.20
<b>Total FTE Staff:</b>	<b><u><u>1.95</u></u></b>

**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

<b>PROGRAM:</b> Community Pool Services	
The goal of the Community Pool Services Program is to safely operate a public pool and to meet the needs and expectations of the community including the local school district, residents, visitors, and other community groups while remaining as cost effective as possible.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Increase pool patronage.	<ol style="list-style-type: none"> <li>1. Increase pool patronage revenues by 5%.</li> <li>2. Promote pool programs in City newsletters and other media.</li> </ol>
Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool.	<ol style="list-style-type: none"> <li>1. Hire and train a sufficient number of recreation staff.</li> <li>2. Enroll over 300 hundred youth to participate in swim team, swim lessons and water polo programming.</li> <li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li> </ol>
Ensure facility safety and staff professionalism.	Conduct at least six staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.
Host a fundraiser at the Carpinteria Community Pool to raise funds.	Develop and plan a fundraiser through media, newspaper ads, and City newsletters.
High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of high importance.	<ol style="list-style-type: none"> <li>1. Clean locker rooms daily.</li> <li>2. Respond to Customer concerns about cleanliness with prompt response.</li> <li>3. Have four pool staff meetings where facility maintenance procedures and implementation are reviewed.</li> </ol>

# **Ocean Beach Services**

## **General, Tidelands, and Recreation Funds**

### **Parks, Recreation & Public Facilities Department**

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

There are approximately three miles of scenic Pacific Ocean coastline in the City of Carpinteria. Much of this coastline is managed by California State Parks. For the stretch known as the Carpinteria City Beach, between Ash Avenue and Linden Avenue, the City provides a high level of service. This world-famous destination and a recreational treasure for local residents and tourists offers recreation programming, beach cleaning, lifeguard services, and ocean flood control activities occur during various times of the year. Environmental stewardship and high quality beach services are an essential public service that improves the quality of life and the economic vitality of the community.

#### **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 (USLA).

#### **Junior Lifeguard Youth Program**

This very popular summer youth program is available for participants ages eight to seventeen, and 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 a week in the summer.

## 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 and 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.



Heavy rains in January 2023 brought copious amounts of wood debris from the watershed to the beach.

## 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 Stand-Up Paddleboard'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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program: 522 - Junior Lifeguards</b>				
<b>Revenue</b>				
45 - Charges for Services	\$ 89,968	\$ 75,000	\$ 90,000	\$ 110,000
48 - Miscellaneous Revenue	-	7,700	-	-
<b>Revenue Total:</b>	<b>\$ 89,968</b>	<b>\$ 82,700</b>	<b>\$ 90,000</b>	<b>\$ 110,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 61,384	\$ 136,350	\$ 126,750	\$ 120,500
53 - Contract Services	288	3,000	3,000	3,000
55 - Other Operating Expenses	11,522	25,700	18,500	18,000
<b>Expenditure Total:</b>	<b>\$ 73,194</b>	<b>\$ 165,050</b>	<b>\$ 148,250</b>	<b>\$ 141,500</b>
<b>Program: 531 - Ocean Beach Services</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750
45 - Charges for Services	326,175	328,100	327,500	350,200
46 - Interest	(5,571)	3,000	5,000	6,800
47 - Special Assessments	20,423	20,400	20,400	20,400
48 - Miscellaneous Revenue	1,491	-	-	-
<b>Revenue Total:</b>	<b>\$ 351,268</b>	<b>\$ 360,250</b>	<b>\$ 361,650</b>	<b>\$ 386,150</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 70,392	\$ 89,900	\$ 90,650	\$ 103,050
52 - Professional Services	-	-	-	-
53 - Contract Services	29,324	38,000	28,000	93,500
54 - Utilities	4,258	5,000	5,000	5,100
55 - Other Operating Expenses	28,340	30,500	31,300	31,500
<b>Expenditure Total:</b>	<b>\$ 132,313</b>	<b>\$ 163,400</b>	<b>\$ 154,950</b>	<b>\$ 233,150</b>
<b>Program: 532 - Beach Store</b>				
<b>Revenue</b>				
45 - Charges for Services	\$ 733	\$ 15,000	\$ 15,500	\$ 16,000
<b>Revenue Total:</b>	<b>\$ 733</b>	<b>\$ 15,000</b>	<b>\$ 15,500</b>	<b>\$ 16,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 2,339	\$ 6,700	\$ 11,500	\$ 7,100
54 - Utilities	-	700	600	600
55 - Other Operating Expenses	487	7,000	7,000	7,000
<b>Expenditure Total:</b>	<b>\$ 2,826</b>	<b>\$ 14,400</b>	<b>\$ 19,100</b>	<b>\$ 14,700</b>

## III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
Aquatics Program Coordinator	0.35
Aquatics Superintendent	0.10
Management Analyst I/II	0.15
<b>Total FTE Staff:</b>	<b>0.60</b>

## **IV. Expense Summary**

### **Personnel**

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

### **Operating Expenses**

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

### **Contract Services**

This category includes the costs of the construction and removal of the winter protection berm, and for a biological monitor to inspect for snowy plover bird activity on the City beach as required by the Coastal Commission.

## V. Goals and Performance Measures

<b>PROGRAM:</b> 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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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"> <li>1. Daily litter pick-up from June 12 to September 4, including trash, cigarette butts and sharps.</li> <li>2. Beach raking by use of a tractor at least 4 times a week throughout the summer.</li> </ol>
Provide high quality lifeguard service for the ocean and beach by training staff in CPR, First Aid, and USLA open water lifeguarding as well as 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"> <li>1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors.</li> <li>2. Enroll over 400 youth to participate in our ocean programming.</li> <li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li> </ol>
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"> <li>1. Build the berm prior to December 2023.</li> <li>2. Monitor and, if needed, maintain the berm until spring of 2024.</li> <li>3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2024.</li> </ol>
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 FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 541 - Special Events</b>				
<b>Revenue</b>				
45 - Charges for Services	\$ 7,136	\$ 8,800	\$ 10,500	\$ 10,500
<b>Revenue Total:</b>	<b>\$ 7,136</b>	<b>\$ 8,800</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>
<b>Expenditure</b>				
55 - Other Operating Expenses	\$ 76	\$ 2,500	\$ 2,500	\$ 2,500
<b>Expenditure Total:</b>	<b>\$ 76</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>

#### 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

<b>PROGRAM:</b>		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		
<b>FY2023/24 Objectives</b>		<b>Performance Measures</b>
Attract 10 or more teams to the Adult Softball League.	Attract 150 adults to play Generate funds to offset fields operations and maintenance.	
Analyze event for cost effectiveness.	Evaluate each special event for improvements and improve the profit margin on the event.	
Seek new and cost effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.	

# Library Services

## General and Recreation Funds, Measure X funds, Grants, Friends' Funds Parks and Recreation and Public Facilities Department

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### I. Program Summary

Program to operate, maintain, and optimize a public library to serve the Carpinteria Community Library service area. Programs for all ages are planned:

- **Baby and Me Meet-up**

For children 0-2 and their significant adult. Introducing young families to songs, rhymes, board books, and sensory exploration in a drop-in setting, enabling parents and caregivers to make friends and develop community.

- **Early Literacy Story Time**

Exposure to new vocabulary words, word play, poetry, and language repetition which reinforce the five early literacy practice: sing, talk, read, write, and play.

- **Chess Club for students**

Chess play and learning for children up to 15 years of age. Learn rules of play, classic moves, and strategy. All levels welcome.

- **Homework Help for students**

Provide homework support, computers, printing, and expert help, Monday through Thursday after school.

- **Summer Reading Program for all ages**

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 Language Learning/Adult Literacy**

The Adult Literacy Program provides one-to-one tutoring for adults who want to improve reading, writing, and spelling skills in English, improve their ability to speak and understand English, work towards a General Education Diploma, and/or study to become a US citizen. Volunteers are matched with learners that want support in reaching their English language goals.

- **Computer Literacy classes in Spanish**

The Library offers computer literacy courses, in Spanish, taught to small groups in 6-8 week sessions through the year.

- **Tech help, public computers, WiFi, printing, and scanning**

Free public computers available with tech help for Library computers or personal devices. WiFi is free. Printing and scanning services are available and printing homework is free to students.

- **Volunteer Program**

The volunteer program engages adult and student volunteers for processing and organizing library materials, running some of the community programs offered, and providing tutoring to English language learners.

- **Book Clubs**

Monthly book discussions for adults, including one in Spanish.

- **Carpinteria Reads Program**

A Community Reads program encourages the 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 Carpinteria**

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.

- **Community Pioneer Lab**

An original program designed to support community residents in designing and implementing their own program to contribute to the greater good. Small cohorts meet for a series of sessions, several times per year.

- **Programs for All Ages**

In person and virtual programs based on current affairs, seasonal activities, and community interest. Some programs offered by volunteers and/or community groups.

- **Outreach Events**

In partnership with local non-profits, the Carpinteria Unified School District, and other City Departments, develop programs, content, and support for numerous events to enhance awareness of the Library and the resources available and contribute to the quality of life for community residents.

- **Doorstep Delivery for Homebound Patrons**

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

- **Zip Books**

Provides books and/or books on CD that are not available at the Carpinteria Community Library. This program allows patrons from small public libraries in California access to titles which may not otherwise be available to them.

- **Collections**

Purchase physical materials such as books, DVDs, and periodicals, as well as eBooks, audiobooks, digital magazines, and streaming video content to keep the collections interesting and useful.

The Library Advisory Commission consists of five members, appointed by the City Council. They meet monthly to serve as a conduit to the community, providing advice and feedback to the Library Board of Trustees and the City Librarian. The Commission reviews Library programs and services and makes recommendations with the goal of increased Library patronage and citizen participation. Plans for this year include a community assessment, recommending updates to library policies, initiating a strategic plan, and developing a mission statement.

## II. Budget Summary

	Prior Year Actuals FY 2021-22	Current Budget FY 2022-23	Estimated Actual FY 2022-23	Adopted Budget FY 2023-24
<b>Program : 550 - City Library</b>				
<b>Revenue</b>				
43 - Intergovernmental	\$ -	\$ 152,450	\$ 149,100	\$ 156,000
45 - Charges for Services	-	-	2,000	1,000
48 - Miscellaneous Revenue	47,312	175,000	110,300	115,000
<b>Revenue Total:</b>	<b>\$ 47,312</b>	<b>\$ 327,450</b>	<b>\$ 261,400</b>	<b>\$ 272,000</b>
<b>Expenditure</b>				
51 - Personnel Services	\$ 95,928	\$ 412,600	\$ 351,450	\$ 409,700
52 - Professional Services	5,000	90,000	51,050	66,200
53 - Contract Services	47,312	3,000	700	1,000
55 - Other Operating Expenses	9,401	172,650	102,550	161,300
57 - Capital Outlay	63,791	118,700	67,000	50,000
<b>Expenditure Total:</b>	<b>\$ 221,432</b>	<b>\$ 796,950</b>	<b>\$ 572,750</b>	<b>\$ 688,200</b>

### III. Personnel Allocations

<b>Position:</b>	<b>FTE Allocation:</b>
City Librarian	1.00
Community Engagement Library Specialist	1.00
Senior Maintenance Technician	0.10
<b>Total FTE Staff:</b>	<b>2.10</b>

### IV. Expense Summary

#### Operating Expenses

This expense category includes the costs of natural gas, electricity, water, , sewer service, landscaping, pest control, and telephone. Supplies and materials are also required that include paper products, office 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.

### V. Goals, Objectives & Performance Measures

<b>PROGRAM:</b>	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.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Complete Community Assessment	Work with Library Advisory Commission to: 1. Implement, and report on 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.
Outreach	Provide 12 outreach programs to partners and community organizations
Programs	Develop and implement 50 distinct programs.

<b>PROGRAM:</b>	Library Services
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
Increase usage/participation	1. Add 1000 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>					
<b>Revenue</b>					
<b>SubProgram: 131 - Records Management</b>					
<a href="#">101-131-4504</a>	City Clerk Charges	259	300	-	-
<b>SubProgram: 131 - Records Management Total:</b>		<b>259</b>	<b>300</b>	<b>-</b>	<b>-</b>
<b>SubProgram: 151 - Emergency Preparedness</b>					
<a href="#">101-151-4501</a>	General Charges	11,870	-	-	-
<b>SubProgram: 151 - Emergency Preparedness Total:</b>		<b>11,870</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SubProgram: 171 - Law Enforcement</b>					
<a href="#">101-171-4120</a>	Sales Tax Safety	82,773	89,200	89,200	91,000
<a href="#">101-171-4375</a>	Federal Grant- COPS	226,556	150,000	130,000	130,000
<b>SubProgram: 171 - Law Enforcement Total:</b>		<b>309,329</b>	<b>239,200</b>	<b>219,200</b>	<b>221,000</b>
<b>SubProgram: 201 - Financial Management Services</b>					
<a href="#">101-201-4200</a>	Business License Application Fee	13,349	10,000	10,000	10,000
<a href="#">101-201-4400</a>	Penalties/Interest Charges	9,673	5,250	5,500	5,500
<b>SubProgram: 201 - Financial Management Services Total:</b>		<b>23,022</b>	<b>15,250</b>	<b>15,500</b>	<b>15,500</b>
<b>SubProgram: 302 - Advance Planning</b>					
<a href="#">101-302-4360</a>	State Grants	36,317	378,000	178,000	200,000
<a href="#">101-302-4390</a>	Private Grants	74,652	10,000	10,000	-
<a href="#">101-302-4547</a>	General Plan Update Fee	5,172	5,000	5,000	5,000
<b>SubProgram: 302 - Advance Planning Total:</b>		<b>116,141</b>	<b>393,000</b>	<b>193,000</b>	<b>205,000</b>
<b>SubProgram: 321 - Development Review and Building</b>					
<a href="#">101-321-4220</a>	Building/ Construction Permits	215,691	180,000	200,000	200,000
<a href="#">101-321-4260</a>	Sign Permits	-	100	100	100
<a href="#">101-321-4503</a>	Planning Charges	146,956	140,000	140,000	140,000
<a href="#">101-321-4509</a>	Building Plan Check	283,995	120,000	90,000	90,000
<b>SubProgram: 321 - Development Review and Building Total:</b>		<b>646,642</b>	<b>440,100</b>	<b>430,100</b>	<b>430,100</b>
<b>SubProgram: 331 - Code Compliance</b>					
<a href="#">101-331-4210</a>	Massage & Peddler Permits	5,380	700	700	-
<a href="#">101-331-4404</a>	Parking Fines & Penalties	50,107	35,000	35,000	35,000
<a href="#">101-331-4406</a>	Local Fines & Penalties	12,410	10,000	12,000	12,000
<b>SubProgram: 331 - Code Compliance Total:</b>		<b>67,897</b>	<b>45,700</b>	<b>47,700</b>	<b>47,000</b>

				Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>SubProgram: 341 - Animal Care and Control</b>							
<a href="#">101-341-4270</a>	Dog Licenses			9,859	10,000	10,000	10,000
<a href="#">101-341-4271</a>	Animal Keeping Permit			390	400	400	400
<a href="#">101-341-4565</a>	Animal Control Fees			546	500	500	500
<b>SubProgram: 341 - Animal Care and Control Total:</b>				<b>10,795</b>	<b>10,900</b>	<b>10,900</b>	<b>10,900</b>
<b>SubProgram: 401 - Public Works Administration</b>							
<a href="#">101-401-4406</a>	Local Fines & Penalties			-	200	-	-
<a href="#">101-401-4507</a>	Public Works Charges			-	1,000	-	-
<a href="#">101-401-4802</a>	Miscellaneous Income			18,547	600	1,000	1,000
<b>SubProgram: 401 - Public Works Administration Total:</b>				<b>18,547</b>	<b>1,800</b>	<b>1,000</b>	<b>1,000</b>
<b>SubProgram: 402 - Engineering Permits</b>							
<a href="#">101-402-4230</a>	Engineering/ Street Permits			7,409	6,500	6,500	6,500
<a href="#">101-402-4240</a>	Over-Size Load Permits			1,438	1,200	1,400	1,400
<b>SubProgram: 402 - Engineering Permits Total:</b>				<b>8,847</b>	<b>7,700</b>	<b>7,900</b>	<b>7,900</b>
<b>SubProgram: 403 - Capital Improvements</b>							
<a href="#">101-403-4812</a>	Reimbursement- Insurance Claim			-	1,000	500	-
<b>SubProgram: 403 - Capital Improvements Total:</b>				<b>-</b>	<b>1,000</b>	<b>500</b>	<b>-</b>
<b>SubProgram: 451 - Watershed Management</b>							
<a href="#">101-451-4812</a>	Reimbursement- Insurance Claim			-	2,000	1,000	-
<b>SubProgram: 451 - Watershed Management Total:</b>				<b>-</b>	<b>2,000</b>	<b>1,000</b>	<b>-</b>
<b>SubProgram: 461 - Resource Conservation</b>							
<a href="#">101-461-4802</a>	Miscellaneous Income			6,761	-	-	-
<b>SubProgram: 461 - Resource Conservation Total:</b>				<b>6,761</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SubProgram: 900 - Non-Departmental</b>							
<a href="#">101-900-4100</a>	Property Tax- Secured, Current Year			2,533,240	2,631,300	2,631,300	2,710,300
<a href="#">101-900-4101</a>	Property Tax- Unsecured, Current Year			91,176	95,000	95,000	97,900
<a href="#">101-900-4102</a>	Property Tax- Prior Year, Secured/Unsecured			31,573	40,400	40,400	41,700
<a href="#">101-900-4103</a>	Property Tax- In Lieu			1,760,162	1,872,000	1,872,000	1,928,200
<a href="#">101-900-4111</a>	Property Tax- Homeowners Exemption			10,473	11,000	11,000	11,400
<a href="#">101-900-4112</a>	Property Tax- Documentary Transfer			119,293	100,000	100,000	103,000
<a href="#">101-900-4113</a>	Property Tax- Supplemental Roll			74,847	51,000	51,000	52,600
<a href="#">101-900-4121</a>	Sales Tax			2,149,374	2,087,600	2,082,200	2,102,000
<a href="#">101-900-4130</a>	Franchise Fees - Cable			196,627	200,000	180,000	180,000
<a href="#">101-900-4135</a>	Franchise Fees - Gas			43,107	43,100	52,000	52,000
<a href="#">101-900-4140</a>	Franchise Fees - Refuse			318,618	315,000	320,000	320,000
<a href="#">101-900-4145</a>	Franchise Fees - Electric			126,932	127,000	143,000	143,000
<a href="#">101-900-4150</a>	Transient Occupancy Tax			2,552,236	2,650,000	2,650,000	2,730,000
<a href="#">101-900-4151</a>	Transient Occupancy Tax - Short Term Rentals			935,377	900,000	750,000	800,000
<a href="#">101-900-4160</a>	Business License Tax			63,574	62,000	62,000	62,000
<a href="#">101-900-4201</a>	Short-Term Rental License			25,410	24,000	24,000	24,000
<a href="#">101-900-4300</a>	DMV Parking Fees			42,532	14,000	14,000	14,000
<a href="#">101-900-4402</a>	Court Fines & Penalties			1,095	1,500	2,000	2,000
<a href="#">101-900-4410</a>	Property Tax- Interest/Penalties			12,852	10,000	5,000	5,000
<a href="#">101-900-4600</a>	Interest Income			57,699	50,000	100,000	182,800
<a href="#">101-900-4601</a>	Net Adjustment Fair Value			(421,739)	-	-	-
<a href="#">101-900-4602</a>	Gain/Loss on Investment			(3,734)	-	-	-
<a href="#">101-900-4802</a>	Miscellaneous Income			37,540	34,000	10,000	10,000
<a href="#">101-900-4804</a>	SB90 Claims			3,056	8,300	8,300	8,300
<a href="#">101-900-4810</a>	Reimbursement- State			14,335	-	-	-
<a href="#">101-900-4812</a>	Reimbursement- Insurance Claim			-	-	-	-
<a href="#">101-900-4878</a>	Sale of Property Gain/Loss			7,506	-	-	-
<b>SubProgram: 900 - Non-Departmental Total:</b>				<b>10,783,162</b>	<b>11,327,200</b>	<b>11,203,200</b>	<b>11,580,200</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 999 - Transfers</b>								
<a href="#">101-999-4920</a>	From ARPA 105				1,268,403	1,267,000	1,267,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>1,268,403</b>	<b>1,267,000</b>	<b>1,267,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>13,271,674</b>	<b>13,751,150</b>	<b>13,397,000</b>	<b>12,518,600</b>
<b>Expense</b>								
<b>SubProgram: 101 - Legislative &amp; Policy</b>								
<a href="#">101-101-5101</a>	Elected/Appointed Wages				18,600	18,600	18,600	37,200
<a href="#">101-101-5106</a>	Other Pay				-	2,600	2,600	5,100
<a href="#">101-101-5120</a>	Health Insurance				118,441	105,000	105,000	89,050
<a href="#">101-101-5121</a>	Dental Insurance				7,726	8,000	8,000	6,850
<a href="#">101-101-5122</a>	Life Insurance				624	750	750	1,050
<a href="#">101-101-5123</a>	Disability Insurance				76	150	150	1,400
<a href="#">101-101-5140</a>	Medicare Tax				266	300	300	550
<a href="#">101-101-5150</a>	Flexible Benefits Program				6,355	6,550	6,550	6,550
<a href="#">101-101-5151</a>	Fitness Benefit				-	3,000	3,000	3,000
<a href="#">101-101-5500</a>	Printing & Advertising				46	500	250	250
<a href="#">101-101-5505</a>	Public Relations				4,069	5,000	5,000	8,600
<a href="#">101-101-5510</a>	Dues & Subscriptions				9,636	12,000	12,000	13,000
<a href="#">101-101-5512</a>	Meetings & Travel				3,537	10,000	10,000	11,250
<a href="#">101-101-5560</a>	Supplies & Materials				-	500	500	500
<b>SubProgram: 101 - Legislative &amp; Policy Total:</b>					<b>169,375</b>	<b>172,950</b>	<b>172,700</b>	<b>184,350</b>
<b>SubProgram: 102 - Commissions Boards and Committees</b>								
<a href="#">101-102-5100</a>	Regular Wages				10,587	-	-	-
<a href="#">101-102-5106</a>	Other Pay				982	-	-	-
<a href="#">101-102-5120</a>	Health Insurance				1,705	-	-	-
<a href="#">101-102-5121</a>	Dental Insurance				169	-	-	-
<a href="#">101-102-5122</a>	Life Insurance				26	-	-	-
<a href="#">101-102-5123</a>	Disability Insurance				36	-	-	-
<a href="#">101-102-5130</a>	PERS CLASSIC Contribution				1,198	-	-	-
<a href="#">101-102-5132</a>	PERS Prepay UAAL				2,509	-	-	-
<a href="#">101-102-5140</a>	Medicare Tax				167	-	-	-
<a href="#">101-102-5150</a>	Flexible Benefits Program				96	-	-	-
<a href="#">101-102-5151</a>	Fitness Benefit				33	-	-	-
<a href="#">101-102-5152</a>	Cell Phone Allowance				68	200	-	-
<a href="#">101-102-5201</a>	Professional Services				1,620	1,800	1,800	1,800
<a href="#">101-102-5500</a>	Printing & Advertising				2,571	3,000	3,000	3,300
<a href="#">101-102-5512</a>	Meetings & Travel				55	3,000	3,000	4,000
<a href="#">101-102-5590</a>	Advisory Board Stipend				4,405	8,000	8,000	10,000
<b>SubProgram: 102 - Commissions Boards and Committees Total:</b>					<b>26,229</b>	<b>16,000</b>	<b>15,800</b>	<b>19,100</b>
<b>SubProgram: 111 - City Administration</b>								
<a href="#">101-111-5100</a>	Regular Wages				193,682	329,000	300,000	330,800
<a href="#">101-111-5104</a>	Overtime Pay				-	200	200	200
<a href="#">101-111-5106</a>	Other Pay				14,679	19,200	19,200	18,950
<a href="#">101-111-5108</a>	Interpreter Pay				23	1,350	1,350	1,600
<a href="#">101-111-5120</a>	Health Insurance				28,237	57,650	51,000	50,850
<a href="#">101-111-5121</a>	Dental Insurance				2,314	5,050	5,050	4,700
<a href="#">101-111-5122</a>	Life Insurance				1,958	2,500	2,500	850
<a href="#">101-111-5123</a>	Disability Insurance				478	1,100	1,100	950
<a href="#">101-111-5130</a>	PERS CLASSIC Contribution				20,182	30,000	25,000	33,400
<a href="#">101-111-5131</a>	PERS PEPRA Contribution				1,179	7,000	7,000	7,850
<a href="#">101-111-5132</a>	PERS Prepay UAAL				38,210	54,700	40,000	47,600
<a href="#">101-111-5133</a>	PERS Retiree Additional Contribution				3,010	3,500	3,500	3,500
<a href="#">101-111-5134</a>	Deferred Compensation				11,843	14,000	11,500	10,500
<a href="#">101-111-5140</a>	Medicare Tax				3,007	4,750	4,750	4,800
<a href="#">101-111-5150</a>	Flexible Benefits Program				3,701	6,000	6,000	3,150
<a href="#">101-111-5151</a>	Fitness Benefit				22	1,550	1,550	1,450
<a href="#">101-111-5152</a>	Cell Phone Allowance				855	1,300	1,300	1,200
<a href="#">101-111-5153</a>	Auto Allowance				-	-	-	-
<a href="#">101-111-5201</a>	Professional Services				19,413	15,000	10,000	60,000
<a href="#">101-111-5510</a>	Dues & Subscriptions				90	1,500	1,500	4,500
<a href="#">101-111-5512</a>	Meetings & Travel				4,663	5,000	5,000	11,400
<a href="#">101-111-5560</a>	Supplies & Materials				-	100	100	100
<b>SubProgram: 111 - City Administration Total:</b>					<b>347,545</b>	<b>560,450</b>	<b>497,600</b>	<b>598,350</b>

						Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>									
<b>SubProgram: 121 - Legal Services</b>									
<a href="#">101-121-5270</a>	Legal Services					717,265	685,000	900,000	762,000
<a href="#">101-121-5271</a>	Litigation Legal Services					-	50,000	50,000	50,000
<a href="#">101-121-5272</a>	Third Party Legal Services					62,828	50,000	60,000	50,000
<a href="#">101-121-5273</a>	Legal Services - MHRs Ordinance					10,197	10,000	10,000	10,000
<a href="#">101-121-5510</a>	Dues & Subscriptions					2,371	2,500	2,500	-
<b>SubProgram: 121 - Legal Services Total:</b>						<b>792,661</b>	<b>797,500</b>	<b>1,022,500</b>	<b>872,000</b>
<b>SubProgram: 131 - Records Management</b>									
<a href="#">101-131-5100</a>	Regular Wages					17,675	40,000	32,000	47,450
<a href="#">101-131-5102</a>	Part-time Wages					4,347	-	-	-
<a href="#">101-131-5104</a>	Overtime Pay					17	-	-	-
<a href="#">101-131-5106</a>	Other Pay					3,274	2,500	2,500	2,600
<a href="#">101-131-5108</a>	Interpreter Pay					-	-	-	350
<a href="#">101-131-5120</a>	Health Insurance					1,574	8,000	8,000	6,050
<a href="#">101-131-5121</a>	Dental Insurance					109	500	500	500
<a href="#">101-131-5122</a>	Life Insurance					65	200	200	200
<a href="#">101-131-5123</a>	Disability Insurance					65	200	200	200
<a href="#">101-131-5130</a>	PERS CLASSIC Contribution					-	1,500	-	-
<a href="#">101-131-5131</a>	PERS PEPRA Contribution					1,359	2,600	2,600	3,800
<a href="#">101-131-5132</a>	PERS Prepay UAAL					37	100	100	-
<a href="#">101-131-5140</a>	Medicare Tax					368	1,000	1,000	700
<a href="#">101-131-5150</a>	Flexible Benefits Program					271	1,000	1,000	700
<a href="#">101-131-5151</a>	Fitness Benefit					-	450	450	300
<a href="#">101-131-5152</a>	Cell Phone Allowance					107	500	500	250
<a href="#">101-131-5201</a>	Professional Services					2,231	30,250	3,150	30,000
<a href="#">101-131-5500</a>	Printing & Advertising					14,688	15,000	15,000	15,000
<a href="#">101-131-5510</a>	Dues & Subscriptions					650	400	500	500
<a href="#">101-131-5512</a>	Meetings & Travel					2,277	5,100	5,100	6,700
<a href="#">101-131-5560</a>	Supplies & Materials					1,109	1,400	1,400	1,650
<b>SubProgram: 131 - Records Management Total:</b>						<b>50,222</b>	<b>110,700</b>	<b>74,200</b>	<b>116,950</b>
<b>SubProgram: 132 - Elections</b>									
<a href="#">101-132-5100</a>	Regular Wages					3,635	64,400	28,000	33,250
<a href="#">101-132-5106</a>	Other Pay					607	3,900	3,900	1,950
<a href="#">101-132-5120</a>	Health Insurance					286	14,400	3,000	2,800
<a href="#">101-132-5121</a>	Dental Insurance					20	600	600	200
<a href="#">101-132-5122</a>	Life Insurance					12	250	250	150
<a href="#">101-132-5123</a>	Disability Insurance					12	350	350	150
<a href="#">101-132-5130</a>	PERS CLASSIC Contribution					-	1,500	-	-
<a href="#">101-132-5131</a>	PERS PEPRA Contribution					280	2,600	2,600	2,700
<a href="#">101-132-5132</a>	PERS Prepay UAAL					8	100	100	-
<a href="#">101-132-5140</a>	Medicare Tax					62	950	950	500
<a href="#">101-132-5150</a>	Flexible Benefits Program					49	900	900	400
<a href="#">101-132-5151</a>	Fitness Benefit					-	400	400	200
<a href="#">101-132-5152</a>	Cell Phone Allowance					20	300	300	250
<a href="#">101-132-5201</a>	Professional Services					30,122	48,950	28,000	5,000
<a href="#">101-132-5500</a>	Printing & Advertising					-	1,700	1,700	-
<a href="#">101-132-5560</a>	Supplies & Materials					499	550	550	550
<b>SubProgram: 132 - Elections Total:</b>						<b>35,609</b>	<b>141,850</b>	<b>71,600</b>	<b>48,100</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 141 - Staff Recruitment, Retention and Development</b>								
<a href="#">101-141-5100</a>	Regular Wages				85,809	60,000	52,000	120,700
<a href="#">101-141-5102</a>	Part-time Wages				41,217	30,000	30,000	-
<a href="#">101-141-5104</a>	Overtime Pay				-	500	500	500
<a href="#">101-141-5106</a>	Other Pay				3,383	20,000	16,000	5,000
<a href="#">101-141-5120</a>	Health Insurance				7,948	10,000	10,000	21,050
<a href="#">101-141-5121</a>	Dental Insurance				447	800	800	3,800
<a href="#">101-141-5122</a>	Life Insurance				264	300	300	400
<a href="#">101-141-5123</a>	Disability Insurance				319	300	300	650
<a href="#">101-141-5130</a>	PERS CLASSIC Contribution				14,355	9,000	9,000	12,000
<a href="#">101-141-5131</a>	PERS PEPRA Contribution				11	50	50	3,000
<a href="#">101-141-5132</a>	PERS Prepay UAAL				25,887	18,050	16,000	17,100
<a href="#">101-141-5135</a>	Retiree Health				49,345	47,000	42,000	47,000
<a href="#">101-141-5136</a>	Retiree Life Insurance				209	250	250	250
<a href="#">101-141-5140</a>	Medicare Tax				1,858	2,000	2,000	1,650
<a href="#">101-141-5141</a>	Unemployment Insurance				230	16,200	9,000	-
<a href="#">101-141-5150</a>	Flexible Benefits Program				913	1,000	1,000	2,050
<a href="#">101-141-5151</a>	Fitness Benefit				-	450	450	950
<a href="#">101-141-5152</a>	Cell Phone Allowance				625	500	500	150
<a href="#">101-141-5160</a>	Health Insurance Fees - Retiree				198	300	300	300
<a href="#">101-141-5161</a>	Health Insurance Fees				1,818	2,200	2,200	2,200
<a href="#">101-141-5201</a>	Professional Services				45,494	246,000	200,000	95,000
<a href="#">101-141-5221</a>	Employee Training				-	5,000	5,000	5,000
<a href="#">101-141-5501</a>	Recruitment				26,883	10,000	5,000	10,000
<a href="#">101-141-5510</a>	Dues & Subscriptions				4,840	5,800	5,800	5,800
<a href="#">101-141-5512</a>	Meetings & Travel				3,566	2,500	2,500	4,000
<a href="#">101-141-5531</a>	Employee/Public Relations				7,822	26,000	15,000	18,500
<a href="#">101-141-5532</a>	Flexible Benefits Admin Fees				1,192	1,200	1,200	1,200
<a href="#">101-141-5533</a>	Pre-employment Screening				7,890	5,000	5,000	5,000
<a href="#">101-141-5560</a>	Supplies & Materials				925	250	250	250
<b>SubProgram: 141 - Staff Recruitment, Retention and Development Total:</b>					<b>333,449</b>	<b>520,650</b>	<b>432,400</b>	<b>383,500</b>
<b>SubProgram: 142 - Risk Management</b>								
<a href="#">101-142-5100</a>	Regular Wages				28,449	6,000	6,000	45,500
<a href="#">101-142-5106</a>	Other Pay				1,123	6,000	6,000	2,000
<a href="#">101-142-5120</a>	Health Insurance				2,649	2,750	2,750	7,750
<a href="#">101-142-5121</a>	Dental Insurance				149	200	200	1,350
<a href="#">101-142-5122</a>	Life Insurance				88	100	100	150
<a href="#">101-142-5123</a>	Disability Insurance				106	150	150	250
<a href="#">101-142-5130</a>	PERS CLASSIC Contribution				3,218	1,000	1,000	4,750
<a href="#">101-142-5131</a>	PERS PEPRA Contribution				-	-	-	1,000
<a href="#">101-142-5132</a>	PERS Prepay UAAL				5,817	1,500	1,500	6,800
<a href="#">101-142-5140</a>	Medicare Tax				418	300	300	650
<a href="#">101-142-5150</a>	Flexible Benefits Program				318	350	350	750
<a href="#">101-142-5151</a>	Fitness Benefit				-	150	150	350
<a href="#">101-142-5152</a>	Cell Phone Allowance				195	50	50	100
<a href="#">101-142-5201</a>	Professional Services				-	-	-	1,500
<a href="#">101-142-5221</a>	Employee Training				299	2,500	2,500	2,500
<a href="#">101-142-5512</a>	Meetings & Travel				87	500	500	500
<a href="#">101-142-5560</a>	Supplies & Materials				3,098	3,000	3,000	2,000
<a href="#">101-142-5570</a>	Liability Insurance				231,407	279,200	279,200	290,500
<a href="#">101-142-5571</a>	Workers' Compensation				102,978	105,300	105,300	99,500
<a href="#">101-142-5572</a>	Property Insurance/Bonding				97,565	101,000	101,000	125,500
<b>SubProgram: 142 - Risk Management Total:</b>					<b>477,963</b>	<b>510,050</b>	<b>510,050</b>	<b>593,400</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 151 - Emergency Preparedness</b>								
<a href="#">101-151-5100</a>	Regular Wages				60,965	58,150	52,000	57,350
<a href="#">101-151-5106</a>	Other Pay				2,347	3,550	3,550	3,400
<a href="#">101-151-5120</a>	Health Insurance				11,879	11,850	11,850	12,600
<a href="#">101-151-5121</a>	Dental Insurance				1,465	1,150	1,150	1,350
<a href="#">101-151-5122</a>	Life Insurance				228	200	200	250
<a href="#">101-151-5123</a>	Disability Insurance				219	200	200	250
<a href="#">101-151-5130</a>	PERS CLASSIC Contribution				2,129	1,450	1,450	1,550
<a href="#">101-151-5131</a>	PERS PEPRA Contribution				3,244	3,650	3,650	3,750
<a href="#">101-151-5132</a>	PERS Prepay UAAL				4,075	2,050	2,050	2,200
<a href="#">101-151-5140</a>	Medicare Tax				871	850	850	850
<a href="#">101-151-5150</a>	Flexible Benefits Program				1,078	800	800	750
<a href="#">101-151-5151</a>	Fitness Benefit				-	350	350	350
<a href="#">101-151-5152</a>	Cell Phone Allowance				546	800	800	400
<a href="#">101-151-5440</a>	Utility - Communications/Telephone				882	900	900	1,000
<a href="#">101-151-5500</a>	Printing & Advertising				-	1,800	-	1,800
<a href="#">101-151-5510</a>	Dues & Subscriptions				225	250	300	250
<a href="#">101-151-5512</a>	Meetings & Travel				126	2,500	2,500	2,500
<a href="#">101-151-5560</a>	Supplies & Materials				214	3,400	3,400	3,400
<b>SubProgram: 151 - Emergency Preparedness Total:</b>					<b>90,493</b>	<b>93,900</b>	<b>86,000</b>	<b>94,000</b>
<b>SubProgram: 161 - Communication and Community Promotions</b>								
<a href="#">101-161-5100</a>	Regular Wages				44,827	54,700	42,000	53,750
<a href="#">101-161-5104</a>	Overtime Pay				9	-	200	200
<a href="#">101-161-5106</a>	Other Pay				2,165	3,250	3,250	2,900
<a href="#">101-161-5108</a>	Interpreter Pay				390	-	-	-
<a href="#">101-161-5120</a>	Health Insurance				10,257	11,200	9,500	12,950
<a href="#">101-161-5121</a>	Dental Insurance				1,192	1,150	1,150	1,450
<a href="#">101-161-5122</a>	Life Insurance				174	200	200	250
<a href="#">101-161-5123</a>	Disability Insurance				175	250	250	250
<a href="#">101-161-5130</a>	PERS CLASSIC Contribution				1,221	3,100	3,100	2,200
<a href="#">101-161-5131</a>	PERS PEPRA Contribution				2,650	2,550	2,550	3,100
<a href="#">101-161-5132</a>	PERS Prepay UAAL				2,648	4,150	4,150	3,100
<a href="#">101-161-5140</a>	Medicare Tax				661	800	800	800
<a href="#">101-161-5150</a>	Flexible Benefits Program				759	700	700	800
<a href="#">101-161-5151</a>	Fitness Benefit				33	350	350	400
<a href="#">101-161-5152</a>	Cell Phone Allowance				341	400	400	300
<a href="#">101-161-5201</a>	Professional Services				15,174	6,600	6,600	-
<a href="#">101-161-5301</a>	Contract Services				12,400	15,000	15,000	15,000
<a href="#">101-161-5500</a>	Printing & Advertising				7,623	5,000	5,000	5,000
<a href="#">101-161-5512</a>	Meetings & Travel				71	2,000	2,000	2,000
<a href="#">101-161-5560</a>	Supplies & Materials				161	9,500	9,500	11,000
<b>SubProgram: 161 - Communication and Community Promotions Total:</b>					<b>102,932</b>	<b>120,900</b>	<b>106,700</b>	<b>115,450</b>
<b>SubProgram: 162 - Economic Vitality</b>								
<a href="#">101-162-5100</a>	Regular Wages				10,797	21,550	14,000	15,700
<a href="#">101-162-5106</a>	Other Pay				988	1,300	1,300	950
<a href="#">101-162-5120</a>	Health Insurance				1,705	4,250	4,250	2,250
<a href="#">101-162-5121</a>	Dental Insurance				169	400	400	250
<a href="#">101-162-5122</a>	Life Insurance				26	50	50	50
<a href="#">101-162-5123</a>	Disability Insurance				36	100	100	50
<a href="#">101-162-5130</a>	PERS CLASSIC Contribution				1,221	3,100	3,100	2,250
<a href="#">101-162-5132</a>	PERS Prepay UAAL				2,576	4,100	4,100	3,250
<a href="#">101-162-5140</a>	Medicare Tax				171	300	300	250
<a href="#">101-162-5150</a>	Flexible Benefits Program				96	200	200	150
<a href="#">101-162-5151</a>	Fitness Benefit				33	100	100	100
<a href="#">101-162-5152</a>	Cell Phone Allowance				68	100	100	100
<a href="#">101-162-5201</a>	Professional Services				-	15,000	15,000	-
<a href="#">101-162-5301</a>	Contract Services				805	1,000	1,000	1,000
<b>SubProgram: 162 - Economic Vitality Total:</b>					<b>18,692</b>	<b>51,550</b>	<b>44,000</b>	<b>26,350</b>
<b>SubProgram: 163 - Community Services Support</b>								
<a href="#">101-163-5279</a>	SB County Branch Library				30,000	-	-	-
<a href="#">101-163-5601</a>	Community Services Grants				41,261	50,000	50,000	41,350
<a href="#">101-163-5602</a>	Community Services Agreements/Contracts				11,236	11,650	11,650	11,650
<b>SubProgram: 163 - Community Services Support Total:</b>					<b>82,497</b>	<b>61,650</b>	<b>61,650</b>	<b>53,000</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 171 - Law Enforcement</b>								
<a href="#">101-171-5132</a>	PERS Prepay UAAL				263,957	315,600	315,600	309,800
<a href="#">101-171-5133</a>	PERS Retiree Additional Contribution				232	300	300	300
<a href="#">101-171-5253</a>	SB County Mental Health				2,506	3,000	3,000	3,000
<a href="#">101-171-5254</a>	SB County Sheriff				3,941,372	4,370,900	4,370,900	5,147,500
<a href="#">101-171-5255</a>	SB County Sheriff Augmentation				23,572	50,000	50,000	50,000
<b>SubProgram: 171 - Law Enforcement Total:</b>					<b>4,231,638</b>	<b>4,739,800</b>	<b>4,739,800</b>	<b>5,510,600</b>
<b>SubProgram: 201 - Financial Management Services</b>								
<a href="#">101-201-5100</a>	Regular Wages				186,580	285,400	230,000	310,400
<a href="#">101-201-5102</a>	Part-time Wages				17,137	2,100	2,100	51,200
<a href="#">101-201-5104</a>	Overtime Pay				199	500	500	500
<a href="#">101-201-5106</a>	Other Pay				21,863	14,850	14,850	16,050
<a href="#">101-201-5120</a>	Health Insurance				33,211	68,650	35,000	44,600
<a href="#">101-201-5121</a>	Dental Insurance				1,746	3,000	3,000	3,450
<a href="#">101-201-5122</a>	Life Insurance				513	800	800	900
<a href="#">101-201-5123</a>	Disability Insurance				597	1,300	1,300	1,150
<a href="#">101-201-5130</a>	PERS CLASSIC Contribution				12,267	16,300	13,000	17,800
<a href="#">101-201-5131</a>	PERS PEPRRA Contribution				6,047	8,000	8,000	14,900
<a href="#">101-201-5132</a>	PERS Prepay UAAL				22,336	21,950	21,950	25,400
<a href="#">101-201-5140</a>	Medicare Tax				3,282	4,250	4,250	5,300
<a href="#">101-201-5150</a>	Flexible Benefits Program				1,979	4,000	4,000	3,700
<a href="#">101-201-5151</a>	Fitness Benefit				580	1,850	1,850	1,700
<a href="#">101-201-5152</a>	Cell Phone Allowance				887	1,200	1,200	1,000
<a href="#">101-201-5201</a>	Professional Services				69,818	120,000	90,000	45,000
<a href="#">101-201-5210</a>	Annual Audit				33,580	55,000	55,000	57,000
<a href="#">101-201-5236</a>	Banking & Credit Card Fees				1,219	4,000	4,000	3,000
<a href="#">101-201-5301</a>	Contract Services				152	500	500	500
<a href="#">101-201-5510</a>	Dues & Subscriptions				1,265	1,000	1,000	1,500
<a href="#">101-201-5512</a>	Meetings & Travel				3,408	8,000	8,000	12,000
<a href="#">101-201-5530</a>	Interest/Penalty Fees				495	100	1,100	1,000
<a href="#">101-201-5560</a>	Supplies & Materials				1,074	1,000	1,000	1,000
<b>SubProgram: 201 - Financial Management Services Total:</b>					<b>420,237</b>	<b>623,750</b>	<b>502,400</b>	<b>619,050</b>
<b>SubProgram: 211 - Central Services</b>								
<a href="#">101-211-5100</a>	Regular Wages				77,738	56,900	56,900	72,300
<a href="#">101-211-5102</a>	Part-time Wages				-	15,000	-	-
<a href="#">101-211-5104</a>	Overtime Pay				36	-	250	250
<a href="#">101-211-5106</a>	Other Pay				6,956	3,050	3,050	3,650
<a href="#">101-211-5108</a>	Interpreter Pay				1,563	200	200	250
<a href="#">101-211-5120</a>	Health Insurance				20,178	13,200	10,000	11,450
<a href="#">101-211-5121</a>	Dental Insurance				1,575	1,100	1,100	900
<a href="#">101-211-5122</a>	Life Insurance				250	150	150	250
<a href="#">101-211-5123</a>	Disability Insurance				273	250	250	300
<a href="#">101-211-5130</a>	PERS CLASSIC Contribution				2,629	3,500	3,500	3,850
<a href="#">101-211-5131</a>	PERS PEPRRA Contribution				4,317	2,500	2,500	3,700
<a href="#">101-211-5132</a>	PERS Prepay UAAL				4,869	4,700	4,700	5,450
<a href="#">101-211-5140</a>	Medicare Tax				1,259	800	800	1,050
<a href="#">101-211-5150</a>	Flexible Benefits Program				1,440	800	800	950
<a href="#">101-211-5151</a>	Fitness Benefit				124	350	350	450
<a href="#">101-211-5152</a>	Cell Phone Allowance				190	400	400	250
<a href="#">101-211-5301</a>	Contract Services				214	500	500	500
<a href="#">101-211-5400</a>	Utility - Electric				28,207	40,000	34,000	41,000
<a href="#">101-211-5410</a>	Utility - Natural Gas				7,097	16,000	12,000	15,000
<a href="#">101-211-5420</a>	Utility - Sewer				3,554	4,450	4,450	4,900
<a href="#">101-211-5430</a>	Utility - Water				11,047	12,000	9,000	10,400
<a href="#">101-211-5440</a>	Utility - Communications/Telephone				24,062	27,000	25,100	25,200
<a href="#">101-211-5500</a>	Printing & Advertising				898	1,500	1,500	1,500
<a href="#">101-211-5509</a>	Postage				7,679	9,000	9,000	7,500
<a href="#">101-211-5510</a>	Dues & Subscriptions				313	400	400	500
<a href="#">101-211-5536</a>	Equipment/Office Rent & Leases				22,353	23,000	23,000	35,000
<a href="#">101-211-5560</a>	Supplies & Materials				14,177	16,000	16,000	16,000
<a href="#">101-211-5581</a>	Vehicle Operations & Maintenance				384	3,000	3,000	1,500
<a href="#">101-211-5582</a>	Fuel Expense				1,662	3,600	3,600	2,000
<a href="#">101-211-5763</a>	Furniture & Fixtures				-	6,000	2,500	2,500
<b>SubProgram: 211 - Central Services Total:</b>					<b>245,045</b>	<b>265,350</b>	<b>229,000</b>	<b>268,550</b>



					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 221 - Management Information Services</b>								
<a href="#">101-221-5100</a>	Regular Wages				39,981	48,600	48,600	66,550
<a href="#">101-221-5104</a>	Overtime Pay				-	-	50	50
<a href="#">101-221-5106</a>	Other Pay				4,685	2,750	2,750	3,450
<a href="#">101-221-5120</a>	Health Insurance				7,116	10,400	7,500	9,600
<a href="#">101-221-5121</a>	Dental Insurance				374	800	800	750
<a href="#">101-221-5122</a>	Life Insurance				110	150	150	200
<a href="#">101-221-5123</a>	Disability Insurance				128	200	200	250
<a href="#">101-221-5130</a>	PERS CLASSIC Contribution				2,628	3,500	3,500	3,850
<a href="#">101-221-5131</a>	PERS PEPRA Contribution				1,289	1,850	1,850	3,200
<a href="#">101-221-5132</a>	PERS Prepay UAAL				4,786	4,700	4,700	5,450
<a href="#">101-221-5140</a>	Medicare Tax				649	700	700	1,000
<a href="#">101-221-5150</a>	Flexible Benefits Program				424	600	600	800
<a href="#">101-221-5151</a>	Fitness Benefit				124	250	250	400
<a href="#">101-221-5152</a>	Cell Phone Allowance				190	400	400	250
<a href="#">101-221-5201</a>	Professional Services				68,779	90,000	90,000	71,000
<a href="#">101-221-5345</a>	Equipment Repairs/Replacement				611	2,000	2,000	2,000
<a href="#">101-221-5360</a>	Software Subscription/Maintenance				58,315	82,200	82,200	111,100
<a href="#">101-221-5560</a>	Supplies & Materials				281	1,000	1,200	1,000
<a href="#">101-221-5565</a>	Computer Hardware/Replacement				14,796	20,000	20,000	20,000
<a href="#">101-221-5761</a>	Major Equipment				-	-	-	-
<b>SubProgram: 221 - Management Information Services Total:</b>					<b>205,267</b>	<b>270,100</b>	<b>267,450</b>	<b>300,900</b>
<b>SubProgram: 301 - Community Development Administration</b>								
<a href="#">101-301-5100</a>	Regular Wages				70,344	74,050	72,500	76,950
<a href="#">101-301-5104</a>	Overtime Pay				261	500	500	500
<a href="#">101-301-5106</a>	Other Pay				3,713	3,850	3,850	3,950
<a href="#">101-301-5108</a>	Interpreter Pay				198	200	200	250
<a href="#">101-301-5120</a>	Health Insurance				10,890	11,200	11,200	9,950
<a href="#">101-301-5121</a>	Dental Insurance				734	1,250	1,250	800
<a href="#">101-301-5122</a>	Life Insurance				167	200	200	200
<a href="#">101-301-5123</a>	Disability Insurance				239	300	300	300
<a href="#">101-301-5130</a>	PERS CLASSIC Contribution				5,632	8,700	8,700	8,100
<a href="#">101-301-5131</a>	PERS PEPRA Contribution				1,602	1,800	1,800	1,650
<a href="#">101-301-5132</a>	PERS Prepay UAAL				10,119	11,600	10,000	11,550
<a href="#">101-301-5140</a>	Medicare Tax				1,066	1,050	1,050	1,150
<a href="#">101-301-5150</a>	Flexible Benefits Program				826	850	850	800
<a href="#">101-301-5151</a>	Fitness Benefit				60	400	400	400
<a href="#">101-301-5152</a>	Cell Phone Allowance				234	800	800	250
<a href="#">101-301-5512</a>	Meetings & Travel				-	1,500	1,500	1,500
<a href="#">101-301-5560</a>	Supplies & Materials				136	500	500	250
<b>SubProgram: 301 - Community Development Administration Total:</b>					<b>106,221</b>	<b>118,750</b>	<b>115,600</b>	<b>118,550</b>
<b>SubProgram: 302 - Advance Planning</b>								
<a href="#">101-302-5100</a>	Regular Wages				204,752	219,850	195,000	102,550
<a href="#">101-302-5104</a>	Overtime Pay				218	500	500	500
<a href="#">101-302-5106</a>	Other Pay				10,341	12,600	12,600	5,900
<a href="#">101-302-5108</a>	Interpreter Pay				598	600	600	
<a href="#">101-302-5120</a>	Health Insurance				42,956	43,650	43,650	10,250
<a href="#">101-302-5121</a>	Dental Insurance				3,265	2,850	2,850	750
<a href="#">101-302-5122</a>	Life Insurance				586	700	700	300
<a href="#">101-302-5123</a>	Disability Insurance				752	950	950	350
<a href="#">101-302-5130</a>	PERS CLASSIC Contribution				11,641	16,500	13,000	13,350
<a href="#">101-302-5131</a>	PERS PEPRA Contribution				7,887	7,000	7,000	800
<a href="#">101-302-5132</a>	PERS Prepay UAAL				20,941	22,100	22,100	19,000
<a href="#">101-302-5140</a>	Medicare Tax				3,060	3,200	3,200	1,500
<a href="#">101-302-5150</a>	Flexible Benefits Program				2,425	2,500	2,500	950
<a href="#">101-302-5151</a>	Fitness Benefit				180	1,150	1,150	450
<a href="#">101-302-5152</a>	Cell Phone Allowance				1,053	1,200	1,200	450
<a href="#">101-302-5201</a>	Professional Services				11,271	300,000	100,000	216,000
<a href="#">101-302-5512</a>	Meetings & Travel				-	50	50	500
<b>SubProgram: 302 - Advance Planning Total:</b>					<b>321,927</b>	<b>635,400</b>	<b>407,050</b>	<b>373,600</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 311 - Housing</b>								
<a href="#">101-311-5100</a>	Regular Wages				23,417	25,100	25,100	27,250
<a href="#">101-311-5104</a>	Overtime Pay				114	500	500	500
<a href="#">101-311-5106</a>	Other Pay				1,293	1,300	1,300	1,400
<a href="#">101-311-5120</a>	Health Insurance				3,218	3,300	3,300	3,100
<a href="#">101-311-5121</a>	Dental Insurance				209	350	350	250
<a href="#">101-311-5122</a>	Life Insurance				53	50	50	100
<a href="#">101-311-5123</a>	Disability Insurance				75	100	100	100
<a href="#">101-311-5130</a>	PERS CLASSIC Contribution				1,753	2,350	2,350	2,550
<a href="#">101-311-5131</a>	PERS PEPRA Contribution				606	650	650	800
<a href="#">101-311-5132</a>	PERS Prepay UAAL				3,184	3,100	3,100	3,650
<a href="#">101-311-5140</a>	Medicare Tax				357	350	350	400
<a href="#">101-311-5150</a>	Flexible Benefits Program				195	250	250	300
<a href="#">101-311-5151</a>	Fitness Benefit				15	100	100	150
<a href="#">101-311-5152</a>	Cell Phone Allowance				72	100	100	100
<a href="#">101-311-5512</a>	Meetings & Travel				-	200	200	200
<b>SubProgram: 311 - Housing Total:</b>					<b>34,561</b>	<b>37,800</b>	<b>37,800</b>	<b>40,850</b>
<b>SubProgram: 321 - Development Review and Building</b>								
<a href="#">101-321-5100</a>	Regular Wages				324,416	338,150	325,000	436,150
<a href="#">101-321-5104</a>	Overtime Pay				1,276	1,500	1,500	1,500
<a href="#">101-321-5106</a>	Other Pay				13,671	16,950	16,950	20,600
<a href="#">101-321-5108</a>	Interpreter Pay				1,186	1,150	1,150	2,100
<a href="#">101-321-5120</a>	Health Insurance				58,584	61,050	57,000	72,850
<a href="#">101-321-5121</a>	Dental Insurance				4,589	4,000	4,000	6,200
<a href="#">101-321-5122</a>	Life Insurance				897	1,200	1,200	1,200
<a href="#">101-321-5123</a>	Disability Insurance				1,209	1,700	1,700	1,700
<a href="#">101-321-5130</a>	PERS CLASSIC Contribution				24,334	42,100	24,000	40,700
<a href="#">101-321-5131</a>	PERS PEPRA Contribution				8,541	9,000	9,000	12,200
<a href="#">101-321-5132</a>	PERS Prepay UAAL				43,585	55,950	39,000	58,000
<a href="#">101-321-5140</a>	Medicare Tax				4,859	4,900	4,900	6,350
<a href="#">101-321-5150</a>	Flexible Benefits Program				4,448	4,600	4,600	5,400
<a href="#">101-321-5151</a>	Fitness Benefit				301	2,100	2,100	2,500
<a href="#">101-321-5152</a>	Cell Phone Allowance				1,144	1,600	1,600	1,250
<a href="#">101-321-5201</a>	Professional Services				119,103	100,000	100,000	100,000
<a href="#">101-321-5440</a>	Utility - Communications/Telephone				456	400	400	400
<a href="#">101-321-5500</a>	Printing & Advertising				3,776	3,000	3,000	3,000
<a href="#">101-321-5510</a>	Dues & Subscriptions				145	5,650	5,650	650
<a href="#">101-321-5512</a>	Meetings & Travel				163	1,800	1,800	2,000
<a href="#">101-321-5560</a>	Supplies & Materials				-	250	250	500
<a href="#">101-321-5581</a>	Vehicle Operations & Maintenance				641	1,000	1,000	1,000
<a href="#">101-321-5582</a>	Fuel Expense				-	1,600	1,600	1,600
<b>SubProgram: 321 - Development Review and Building Total:</b>					<b>617,325</b>	<b>659,650</b>	<b>607,400</b>	<b>777,850</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 331 - Code Compliance</b>								
<a href="#">101-331-5100</a>	Regular Wages				220,754	235,000	228,000	192,800
<a href="#">101-331-5104</a>	Overtime Pay				560	1,000	500	500
<a href="#">101-331-5106</a>	Other Pay				8,637	11,750	11,750	9,950
<a href="#">101-331-5120</a>	Health Insurance				61,334	65,300	62,000	42,850
<a href="#">101-331-5121</a>	Dental Insurance				4,409	4,000	4,000	4,600
<a href="#">101-331-5122</a>	Life Insurance				712	1,000	1,000	650
<a href="#">101-331-5123</a>	Disability Insurance				821	1,250	1,250	800
<a href="#">101-331-5130</a>	PERS CLASSIC Contribution				18,610	24,700	20,000	18,000
<a href="#">101-331-5131</a>	PERS PEPRRA Contribution				4,331	4,800	4,800	5,400
<a href="#">101-331-5132</a>	PERS Prepay UAAL				33,753	32,900	32,900	25,650
<a href="#">101-331-5140</a>	Medicare Tax				3,334	3,400	3,400	2,800
<a href="#">101-331-5150</a>	Flexible Benefits Program				3,554	3,600	3,600	2,650
<a href="#">101-331-5151</a>	Fitness Benefit				285	1,650	1,650	1,200
<a href="#">101-331-5152</a>	Cell Phone Allowance				1,814	2,000	2,000	850
<a href="#">101-331-5171</a>	Uniform Allowance				425	800	800	800
<a href="#">101-331-5201</a>	Professional Services				-	2,000	2,000	-
<a href="#">101-331-5301</a>	Contract Services				1,690	2,400	2,400	-
<a href="#">101-331-5440</a>	Utility - Communications/Telephone				-	750	750	800
<a href="#">101-331-5500</a>	Printing & Advertising				-	500	500	500
<a href="#">101-331-5510</a>	Dues & Subscriptions				485	500	500	500
<a href="#">101-331-5512</a>	Meetings & Travel				1,161	3,200	3,200	3,200
<a href="#">101-331-5560</a>	Supplies & Materials				-	300	300	300
<a href="#">101-331-5581</a>	Vehicle Operations & Maintenance				3,237	2,000	2,000	2,000
<a href="#">101-331-5582</a>	Fuel Expense				3,589	3,500	3,500	3,000
<b>SubProgram: 331 - Code Compliance Total:</b>					<b>373,495</b>	<b>408,300</b>	<b>392,800</b>	<b>319,800</b>
<b>SubProgram: 341 - Animal Care and Control</b>								
<a href="#">101-341-5100</a>	Regular Wages				54,296	59,550	56,050	32,150
<a href="#">101-341-5104</a>	Overtime Pay				210	1,000	-	-
<a href="#">101-341-5106</a>	Other Pay				1,427	2,300	2,300	1,400
<a href="#">101-341-5120</a>	Health Insurance				18,947	20,450	20,450	9,450
<a href="#">101-341-5121</a>	Dental Insurance				1,397	1,750	1,750	1,000
<a href="#">101-341-5122</a>	Life Insurance				158	300	300	150
<a href="#">101-341-5123</a>	Disability Insurance				209	400	400	150
<a href="#">101-341-5130</a>	PERS CLASSIC Contribution				3,992	5,500	5,500	1,350
<a href="#">101-341-5131</a>	PERS PEPRRA Contribution				1,462	1,600	1,600	1,850
<a href="#">101-341-5132</a>	PERS Prepay UAAL				7,254	7,350	7,350	1,950
<a href="#">101-341-5140</a>	Medicare Tax				811	850	850	500
<a href="#">101-341-5150</a>	Flexible Benefits Program				1,017	1,050	1,050	550
<a href="#">101-341-5151</a>	Fitness Benefit				112	500	500	250
<a href="#">101-341-5152</a>	Cell Phone Allowance				553	800	800	100
<a href="#">101-341-5201</a>	Professional Services				20,673	20,000	20,000	4,000
<a href="#">101-341-5500</a>	Printing & Advertising				-	200	200	200
<a href="#">101-341-5510</a>	Dues & Subscriptions				250	250	250	300
<a href="#">101-341-5560</a>	Supplies & Materials				288	400	400	400
<b>SubProgram: 341 - Animal Care and Control Total:</b>					<b>113,056</b>	<b>124,250</b>	<b>119,750</b>	<b>55,750</b>
<b>SubProgram: 401 - Public Works Administration</b>								
<a href="#">101-401-5100</a>	Regular Wages				122,520	188,150	120,000	166,650
<a href="#">101-401-5104</a>	Overtime Pay				250	1,000	50	50
<a href="#">101-401-5106</a>	Other Pay				8,794	11,100	11,100	8,500
<a href="#">101-401-5120</a>	Health Insurance				16,024	38,250	20,000	29,700
<a href="#">101-401-5121</a>	Dental Insurance				1,428	1,500	1,500	2,550
<a href="#">101-401-5122</a>	Life Insurance				379	600	600	500
<a href="#">101-401-5123</a>	Disability Insurance				413	800	800	650
<a href="#">101-401-5130</a>	PERS CLASSIC Contribution				9,897	13,900	11,000	15,350
<a href="#">101-401-5131</a>	PERS PEPRRA Contribution				2,695	1,500	1,500	4,800
<a href="#">101-401-5132</a>	PERS Prepay UAAL				18,009	18,650	18,650	21,850
<a href="#">101-401-5140</a>	Medicare Tax				1,901	2,750	2,750	2,450
<a href="#">101-401-5150</a>	Flexible Benefits Program				1,645	2,300	2,300	2,050
<a href="#">101-401-5151</a>	Fitness Benefit				84	1,050	1,050	950
<a href="#">101-401-5152</a>	Cell Phone Allowance				690	800	800	550
<a href="#">101-401-5201</a>	Professional Services				8,929	65,000	65,000	-
<a href="#">101-401-5213</a>	Emergency Procurement				-	75,000	100,000	-
<a href="#">101-401-5301</a>	Contract Services				7,973	20,000	20,000	-
<a href="#">101-401-5500</a>	Printing & Advertising				-	-	-	1,000
<a href="#">101-401-5510</a>	Dues & Subscriptions				1,814	3,700	3,700	3,700
<a href="#">101-401-5512</a>	Meetings & Travel				3,236	8,300	8,300	4,300
<a href="#">101-401-5560</a>	Supplies & Materials				-	600	10,050	30,100
<b>SubProgram: 401 - Public Works Administration Total:</b>					<b>206,680</b>	<b>454,950</b>	<b>399,150</b>	<b>295,700</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 403 - Capital Improvements</b>								
<a href="#">101-403-5100</a>	Regular Wages				90,410	162,200	85,000	131,450
<a href="#">101-403-5104</a>	Overtime Pay				534	500	500	500
<a href="#">101-403-5106</a>	Other Pay				7,522	9,400	9,400	6,450
<a href="#">101-403-5108</a>	Interpreter Pay				35	-	-	-
<a href="#">101-403-5120</a>	Health Insurance				14,668	35,800	15,000	27,400
<a href="#">101-403-5121</a>	Dental Insurance				1,353	1,500	1,500	2,550
<a href="#">101-403-5122</a>	Life Insurance				263	500	500	400
<a href="#">101-403-5123</a>	Disability Insurance				297	700	700	550
<a href="#">101-403-5130</a>	PERS CLASSIC Contribution				7,301	9,700	9,700	10,150
<a href="#">101-403-5131</a>	PERS PEPRA Contribution				1,966	1,500	1,500	4,900
<a href="#">101-403-5132</a>	PERS Prepay UAAL				13,114	13,050	13,050	14,450
<a href="#">101-403-5140</a>	Medicare Tax				1,426	2,350	2,350	1,950
<a href="#">101-403-5150</a>	Flexible Benefits Program				1,227	1,950	1,950	1,750
<a href="#">101-403-5151</a>	Fitness Benefit				42	900	900	800
<a href="#">101-403-5152</a>	Cell Phone Allowance				423	800	800	350
<b>SubProgram: 403 - Capital Improvements Total:</b>					<b>140,580</b>	<b>240,850</b>	<b>142,850</b>	<b>203,650</b>
<b>SubProgram: 451 - Watershed Management</b>								
<a href="#">101-451-5100</a>	Regular Wages				67,368	74,500	60,000	86,450
<a href="#">101-451-5104</a>	Overtime Pay				918	1,000	500	500
<a href="#">101-451-5106</a>	Other Pay				5,526	3,900	3,900	4,300
<a href="#">101-451-5108</a>	Interpreter Pay				69	-	-	-
<a href="#">101-451-5120</a>	Health Insurance				14,347	16,750	11,000	17,550
<a href="#">101-451-5121</a>	Dental Insurance				1,227	1,500	1,500	1,750
<a href="#">101-451-5122</a>	Life Insurance				227	300	300	300
<a href="#">101-451-5123</a>	Disability Insurance				250	400	400	400
<a href="#">101-451-5130</a>	PERS CLASSIC Contribution				6,398	7,900	7,900	7,800
<a href="#">101-451-5131</a>	PERS PEPRA Contribution				787	1,450	1,450	2,600
<a href="#">101-451-5132</a>	PERS Prepay UAAL				11,332	10,550	10,550	11,100
<a href="#">101-451-5140</a>	Medicare Tax				1,061	1,100	1,100	1,300
<a href="#">101-451-5150</a>	Flexible Benefits Program				1,143	1,200	1,200	1,350
<a href="#">101-451-5151</a>	Fitness Benefit				14	550	550	600
<a href="#">101-451-5152</a>	Cell Phone Allowance				309	400	400	350
<a href="#">101-451-5301</a>	Contract Services				2,151	30,000	30,000	30,000
<a href="#">101-451-5500</a>	Printing & Advertising				1,610	2,400	2,400	3,000
<a href="#">101-451-5510</a>	Dues & Subscriptions				12,269	16,200	16,700	16,500
<a href="#">101-451-5512</a>	Meetings & Travel				960	3,500	3,500	3,500
<a href="#">101-451-5560</a>	Supplies & Materials				-	1,500	1,650	1,500
<b>SubProgram: 451 - Watershed Management Total:</b>					<b>127,965</b>	<b>175,100</b>	<b>155,000</b>	<b>190,850</b>
<b>SubProgram: 461 - Resource Conservation</b>								
<a href="#">101-461-5100</a>	Regular Wages				31,110	-	-	-
<a href="#">101-461-5106</a>	Other Pay				1,831	-	-	-
<a href="#">101-461-5120</a>	Health Insurance				3,974	-	-	-
<a href="#">101-461-5121</a>	Dental Insurance				282	-	-	-
<a href="#">101-461-5122</a>	Life Insurance				117	-	-	-
<a href="#">101-461-5123</a>	Disability Insurance				119	-	-	-
<a href="#">101-461-5130</a>	PERS CLASSIC Contribution				3,216	-	-	-
<a href="#">101-461-5131</a>	PERS PEPRA Contribution				207	-	-	-
<a href="#">101-461-5132</a>	PERS Prepay UAAL				5,811	-	-	-
<a href="#">101-461-5140</a>	Medicare Tax				466	-	-	-
<a href="#">101-461-5150</a>	Flexible Benefits Program				424	-	-	-
<a href="#">101-461-5151</a>	Fitness Benefit				-	-	-	-
<a href="#">101-461-5152</a>	Cell Phone Allowance				237	-	-	-
<a href="#">101-461-5301</a>	Contract Services				1,000	-	-	-
<a href="#">101-461-5510</a>	Dues & Subscriptions				850	-	-	-
<a href="#">101-461-5536</a>	Equipment/Office Rent & Leases				2,379	-	-	-
<b>SubProgram: 461 - Resource Conservation Total:</b>					<b>52,022</b>	<b>-</b>	<b>-</b>	<b>-</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 101 - GENERAL FUND</b>								
<b>SubProgram: 501 - Parks and Recreation Administration</b>								
<a href="#">101-501-5100</a>	Regular Wages				64,106	89,850	70,000	92,500
<a href="#">101-501-5102</a>	Part-time Wages				7,131	1,700	7,500	-
<a href="#">101-501-5104</a>	Overtime Pay				-	-	-	-
<a href="#">101-501-5106</a>	Other Pay				4,425	5,500	5,500	4,800
<a href="#">101-501-5120</a>	Health Insurance				11,540	20,100	12,000	17,200
<a href="#">101-501-5121</a>	Dental Insurance				976	1,000	1,000	1,750
<a href="#">101-501-5122</a>	Life Insurance				163	250	250	250
<a href="#">101-501-5123</a>	Disability Insurance				206	350	350	350
<a href="#">101-501-5130</a>	PERS CLASSIC Contribution				7,252	9,300	9,300	9,350
<a href="#">101-501-5131</a>	PERS PEPRA Contribution				88	1,900	1,900	2,200
<a href="#">101-501-5132</a>	PERS Prepay UAAL				12,932	12,400	12,400	13,300
<a href="#">101-501-5140</a>	Medicare Tax				1,089	1,300	1,300	1,350
<a href="#">101-501-5141</a>	Unemployment Insurance				244	50	50	-
<a href="#">101-501-5150</a>	Flexible Benefits Program				601	900	900	950
<a href="#">101-501-5151</a>	Fitness Benefit				-	400	400	450
<a href="#">101-501-5152</a>	Cell Phone Allowance				286	800	800	300
<a href="#">101-501-5500</a>	Printing & Advertising				-	-	-	250
<a href="#">101-501-5510</a>	Dues & Subscriptions				-	200	200	200
<a href="#">101-501-5512</a>	Meetings & Travel				33	500	500	500
<a href="#">101-501-5560</a>	Supplies & Materials				-	100	100	100
<b>SubProgram: 501 - Parks and Recreation Administration Total:</b>					<b>111,072</b>	<b>146,600</b>	<b>124,450</b>	<b>145,800</b>
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">101-502-5100</a>	Regular Wages				27,830	27,350	20,000	11,150
<a href="#">101-502-5104</a>	Overtime Pay				3,057	3,000	2,500	2,500
<a href="#">101-502-5106</a>	Other Pay				600	1,000	1,000	450
<a href="#">101-502-5120</a>	Health Insurance				8,298	9,650	9,650	3,700
<a href="#">101-502-5121</a>	Dental Insurance				786	1,050	1,050	200
<a href="#">101-502-5122</a>	Life Insurance				61	150	150	50
<a href="#">101-502-5123</a>	Disability Insurance				91	200	200	50
<a href="#">101-502-5130</a>	PERS CLASSIC Contribution				2,947	3,900	3,900	1,600
<a href="#">101-502-5132</a>	PERS Prepay UAAL				5,105	5,200	5,200	2,300
<a href="#">101-502-5140</a>	Medicare Tax				460	400	400	200
<a href="#">101-502-5150</a>	Flexible Benefits Program				502	500	500	200
<a href="#">101-502-5151</a>	Fitness Benefit				-	250	250	100
<a href="#">101-502-5201</a>	Professional Services				120	5,000	5,000	-
<a href="#">101-502-5301</a>	Contract Services				5,829	20,000	30,000	24,000
<a href="#">101-502-5345</a>	Equipment Repairs/Replacement				2,919	3,000	3,200	10,000
<a href="#">101-502-5350</a>	Landscape Maintenance				5,826	9,000	11,000	12,500
<a href="#">101-502-5356</a>	Tree Maintenance				-	-	-	2,500
<a href="#">101-502-5357</a>	Tree Replacement				-	1,000	1,000	-
<a href="#">101-502-5362</a>	Janitorial Services				24,212	24,000	24,000	26,000
<a href="#">101-502-5510</a>	Dues & Subscriptions				1,413	1,500	1,500	1,650
<a href="#">101-502-5560</a>	Supplies & Materials				1,192	3,500	3,500	3,500
<a href="#">101-502-5561</a>	Janitorial Supplies				6,965	5,000	5,000	5,000
<a href="#">101-502-5567</a>	Landscaping Supply Repairs & Replacement				-	4,500	4,500	2,500
<a href="#">101-502-5761</a>	Major Equipment				-	15,000	15,000	-
<a href="#">101-502-5763</a>	Furniture & Fixtures				-	23,000	23,000	-
<a href="#">101-502-5764</a>	Improvements				-	49,000	49,000	-
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>98,215</b>	<b>216,150</b>	<b>220,500</b>	<b>110,150</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">101-999-5901</a>	To Capital Asset Reserve 103				-	611,576	611,600	-
<a href="#">101-999-5905</a>	To Park Maintenance 204				147,076	219,507	239,100	251,450
<a href="#">101-999-5907</a>	To ROW 209				61,104	78,814	73,450	133,050
<a href="#">101-999-5909</a>	To Recreation Services 213				281,428	569,997	434,000	571,600
<a href="#">101-999-5912</a>	To General Reserve 102				-	1,046,209	1,391,750	-
<a href="#">101-999-5917</a>	To Library Fund 202				-	30,000	30,000	30,000
<b>SubProgram: 999 - Transfers Total:</b>					<b>489,609</b>	<b>2,556,103</b>	<b>27,799,000</b>	<b>986,100</b>
<b>Expense Total:</b>					<b>10,422,584</b>	<b>14,831,053</b>	<b>14,336,100</b>	<b>13,422,300</b>
<b>Fund: 101 - GENERAL FUND Surplus (Deficit):</b>					<b>2,849,090</b>	<b>(1,079,903)</b>	<b>(939,100)</b>	<b>(903,700)</b>

				Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS</b>							
<b>Revenue</b>							
<b>SubProgram: 403 - Capital Improvements</b>							
<a href="#">102-403-4812</a>	Reimbursement- Insurance Claim			-	-	89,000	-
<b>SubProgram: 403 - Capital Improvements Total:</b>				-	-	<b>89,000</b>	-
<b>SubProgram: 900 - Non-Departmental</b>							
<a href="#">102-900-4600</a>	Interest Income			9,948	15,000	30,000	18,200
<a href="#">102-900-4601</a>	Net Adjustment Fair Value			(24,750)	-	-	-
<a href="#">102-900-4602</a>	Gain/Loss on Investment			(1,028)	-	-	-
<b>SubProgram: 900 - Non-Departmental Total:</b>				<b>(15,829)</b>	<b>15,000</b>	<b>30,000</b>	<b>18,200</b>
<b>SubProgram: 999 - Transfers</b>							
<a href="#">102-999-4916</a>	From General 101			-	1,046,209	1,046,250	-
<b>SubProgram: 999 - Transfers Total:</b>				-	<b>1,046,209</b>	<b>1,046,250</b>	-
<b>Revenue Total:</b>				<b>(15,829)</b>	<b>1,061,209</b>	<b>1,165,250</b>	<b>18,200</b>
<b>Expense</b>							
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>							
<a href="#">102-502-5356</a>	Tree Maintenance			3,900	-	-	-
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>				<b>3,900</b>	-	-	-
<b>SubProgram: 999 - Transfers</b>							
<a href="#">102-999-5911</a>	To Capital Improvement 301			163,254	1,465,700	1,046,250	-
<b>SubProgram: 999 - Transfers Total:</b>				<b>163,254</b>	<b>1,465,700</b>	<b>1,046,250</b>	-
<b>Expense Total:</b>				<b>167,154</b>	<b>1,465,700</b>	<b>1,046,250</b>	-
<b>Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS Surplus (Deficit):</b>				<b>(182,983)</b>	<b>(404,491)</b>	<b>119,000</b>	<b>18,200</b>
<b>Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE</b>							
<b>Revenue</b>							
<b>SubProgram: 431 - Street Maintenance</b>							
<a href="#">103-431-4390</a>	Private Grants			-	-	-	50,000
<b>SubProgram: 431 - Street Maintenance Total:</b>				-	-	-	<b>50,000</b>
<b>SubProgram: 900 - Non-Departmental</b>							
<a href="#">103-900-4600</a>	Interest Income			4,484	9,000	15,000	20,400
<a href="#">103-900-4601</a>	Net Adjustment Fair Value			(11,234)	-	-	-
<a href="#">103-900-4602</a>	Gain/Loss on Investment			(480)	-	-	-
<a href="#">103-900-4878</a>	Sale of Property Gain/Loss			-	7,000	14,000	-
<b>SubProgram: 900 - Non-Departmental Total:</b>				<b>(7,230)</b>	<b>16,000</b>	<b>29,000</b>	<b>20,400</b>
<b>SubProgram: 999 - Transfers</b>							
<a href="#">103-999-4916</a>	From General 101			-	611,576	611,600	-
<b>SubProgram: 999 - Transfers Total:</b>				-	<b>611,576</b>	<b>611,600</b>	-
<b>Revenue Total:</b>				<b>(7,230)</b>	<b>627,576</b>	<b>640,600</b>	<b>70,400</b>
<b>Expense</b>							
<b>SubProgram: 331 - Code Compliance</b>							
<a href="#">103-331-5762</a>	Vehicle Purchase			45,607	-	-	-
<b>SubProgram: 331 - Code Compliance Total:</b>				<b>45,607</b>	-	-	-
<b>SubProgram: 431 - Street Maintenance</b>							
<a href="#">103-431-5761</a>	Major Equipment			-	-	-	700,000
<b>SubProgram: 431 - Street Maintenance Total:</b>				-	-	-	<b>700,000</b>
<b>SubProgram: 501 - Parks and Recreation Administration</b>							
<a href="#">103-501-5762</a>	Vehicle Purchase			-	40,000	40,000	-
<b>SubProgram: 501 - Parks and Recreation Administration Total:</b>				-	<b>40,000</b>	<b>40,000</b>	-
<b>SubProgram: 999 - Transfers</b>							
<a href="#">103-999-5916</a>	To Peg 217			-	-	-	50,000
<b>SubProgram: 999 - Transfers Total:</b>				-	-	-	<b>50,000</b>
<b>Expense Total:</b>				<b>45,607</b>	<b>40,000</b>	<b>40,000</b>	<b>750,000</b>
<b>Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE Surplus (Deficit):</b>				<b>(52,837)</b>	<b>587,576</b>	<b>600,600</b>	<b>(679,600)</b>

## Measure X Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 104 - MEASURE X FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 461 - Resource Conservation</b>								
<a href="#">104-461-4802</a>	Miscellaneous Income				-	7,000	4,800	4,800
<b>SubProgram: 461 - Resource Conservation Total:</b>					<b>-</b>	<b>7,000</b>	<b>4,800</b>	<b>4,800</b>
<b>SubProgram: 900 - Non-Departmental</b>								
<a href="#">104-900-4122</a>	Sales Tax - Local				3,983,359	3,959,000	3,821,000	3,861,000
<a href="#">104-900-4600</a>	Interest Income				38,236	30,000	45,000	80,300
<a href="#">104-900-4601</a>	Net Adjustment Fair Value				(91,066)	-	-	-
<a href="#">104-900-4602</a>	Gain/Loss on Investment				(3,988)	-	-	-
<b>SubProgram: 900 - Non-Departmental Total:</b>					<b>3,926,542</b>	<b>3,989,000</b>	<b>3,866,000</b>	<b>3,941,300</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">104-999-4920</a>	From ARPA 105				76,000	75,000	75,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>76,000</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>4,002,542</b>	<b>4,071,000</b>	<b>3,945,800</b>	<b>3,946,100</b>
<b>Expense</b>								
<b>SubProgram: 121 - Legal Services</b>								
<a href="#">104-121-5270</a>	Legal Services				4,206	5,000	2,500	-
<b>SubProgram: 121 - Legal Services Total:</b>					<b>4,206</b>	<b>5,000</b>	<b>2,500</b>	<b>-</b>
<b>SubProgram: 161 - Communication and Community Promotions</b>								
<a href="#">104-161-5201</a>	Professional Services				60,000	60,000	60,000	70,000
<b>SubProgram: 161 - Communication and Community Promotions Total:</b>					<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>70,000</b>
<b>SubProgram: 162 - Economic Vitality</b>								
<a href="#">104-162-5601</a>	Community Services Grants				-	250,000	15,400	200,000
<b>SubProgram: 162 - Economic Vitality Total:</b>					<b>-</b>	<b>250,000</b>	<b>15,400</b>	<b>200,000</b>
<b>SubProgram: 163 - Community Services Support</b>								
<a href="#">104-163-5201</a>	Professional Services				3,773	-	-	-
<a href="#">104-163-5279</a>	SB County Branch Library				250,000	-	-	-
<a href="#">104-163-5601</a>	Community Services Grants				49,696	144,500	144,500	144,500
<a href="#">104-163-5602</a>	Community Services Agreements/Contracts				22,018	22,050	22,050	22,050
<b>SubProgram: 163 - Community Services Support Total:</b>					<b>325,487</b>	<b>166,550</b>	<b>166,550</b>	<b>166,550</b>
<b>SubProgram: 171 - Law Enforcement</b>								
<a href="#">104-171-5254</a>	SB County Sheriff				600,000	686,100	686,100	769,200
<b>SubProgram: 171 - Law Enforcement Total:</b>					<b>600,000</b>	<b>686,100</b>	<b>686,100</b>	<b>769,200</b>



					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 104 - MEASURE X FUND</b>								
<b>SubProgram: 181 - Racial Equity</b>								
<a href="#">104-181-5100</a>	Regular Wages				18,169	35,900	33,000	23,550
<a href="#">104-181-5106</a>	Other Pay				1,651	2,150	2,150	1,400
<a href="#">104-181-5120</a>	Health Insurance				2,842	7,100	7,100	3,350
<a href="#">104-181-5121</a>	Dental Insurance				282	650	650	400
<a href="#">104-181-5122</a>	Life Insurance				44	100	100	100
<a href="#">104-181-5123</a>	Disability Insurance				60	150	150	100
<a href="#">104-181-5130</a>	PERS CLASSIC Contribution				2,056	5,150	5,150	3,400
<a href="#">104-181-5132</a>	PERS Prepay UAAL				4,349	6,800	6,800	4,850
<a href="#">104-181-5140</a>	Medicare Tax				287	500	500	350
<a href="#">104-181-5150</a>	Flexible Benefits Program				161	350	350	200
<a href="#">104-181-5151</a>	Fitness Benefit				55	150	150	100
<a href="#">104-181-5152</a>	Cell Phone Allowance				114	300	300	150
<a href="#">104-181-5201</a>	Profession Services				26,627	89,800	50,000	58,000
<a href="#">104-181-5440</a>	Utility - Communications/Telep				142	650	650	400
<a href="#">104-181-5512</a>	Meetings & Travel				570	-	-	4,000
<b>SubProgram: 181 - Racial Equity Total:</b>					<b>57,409</b>	<b>149,750</b>	<b>107,050</b>	<b>100,350</b>
<b>SubProgram: 221 - Management Information Services</b>								
<a href="#">104-221-5360</a>	Software Subscription/Maintenance				3,916	2,000	2,000	-
<b>SubProgram: 221 - Management Information Services Total:</b>					<b>3,916</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>SubProgram: 302 - Advance Planning</b>								
<a href="#">104-302-5100</a>	Regular Wages				21,398	23,900	17,000	170,750
<a href="#">104-302-5106</a>	Other Pay				864	1,450	1,450	7,850
<a href="#">104-302-5120</a>	Health Insurance				5,360	5,700	5,700	44,200
<a href="#">104-302-5121</a>	Dental Insurance				413	150	150	3,900
<a href="#">104-302-5122</a>	Life Insurance				64	50	50	700
<a href="#">104-302-5123</a>	Disability Insurance				79	100	100	800
<a href="#">104-302-5131</a>	PERS PEPPRA Contribution				1,647	1,850	1,850	13,700
<a href="#">104-302-5132</a>	PERS Prepay UAAL				45	50	50	-
<a href="#">104-302-5140</a>	Medicare Tax				315	350	350	2,000
<a href="#">104-302-5150</a>	Flexible Benefits Program				244	250	250	2,100
<a href="#">104-302-5151</a>	Fitness Benefit				13	100	100	1,000
<a href="#">104-302-5152</a>	Cell Phone Allowance				130	300	300	600
<a href="#">104-302-5201</a>	Professional Services				37,243	132,000	132,000	85,200
<b>SubProgram: 302 - Advance Planning Total:</b>					<b>67,815</b>	<b>166,250</b>	<b>159,350</b>	<b>332,800</b>
<b>SubProgram: 311 - Housing</b>								
<a href="#">104-311-5201</a>	Professional Services				13,200	55,000	87,000	62,000
<b>SubProgram: 311 - Housing Total:</b>					<b>13,200</b>	<b>55,000</b>	<b>87,000</b>	<b>62,000</b>
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">104-431-5302</a>	Street Maintenance				29,563	-	-	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>29,563</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SubProgram: 461 - Resource Conservation</b>								
<a href="#">104-461-5100</a>	Regular Wages				415	30,600	30,600	34,200
<a href="#">104-461-5106</a>	Other Pay				12	1,900	1,900	1,950
<a href="#">104-461-5120</a>	Health Insurance				-	4,750	4,750	4,300
<a href="#">104-461-5121</a>	Dental Insurance				-	350	350	400
<a href="#">104-461-5122</a>	Life Insurance				-	100	100	150
<a href="#">104-461-5123</a>	Disability Insurance				-	150	150	150
<a href="#">104-461-5130</a>	PERS Classic Contribution				47	3,800	3,800	4,350
<a href="#">104-461-5131</a>	PERS Pepra Contribution				-	300	300	350
<a href="#">104-461-5132</a>	PERS Prepay UAAL				133	5,050	5,050	6,150
<a href="#">104-461-5140</a>	Medicare Tax				7	450	450	500
<a href="#">104-461-5150</a>	Flexible Benefits Program				-	400	400	400
<a href="#">104-461-5151</a>	Fitness Benefit				-	200	200	200
<a href="#">104-461-5152</a>	Cell Phone Allowance				-	400	400	200
<a href="#">104-461-5301</a>	Contract Services				-	104,950	104,950	2,000
<a href="#">104-461-5500</a>	Printing& Advertising				-	500	1,000	1,000
<a href="#">104-461-5510</a>	Dues & Subscriptions				-	900	900	1,250
<a href="#">104-461-5512</a>	Meetings & Travel				-	1,500	1,500	1,500
<a href="#">104-461-5536</a>	Equipment/Office Rent & Leases				-	2,000	2,000	2,000
<a href="#">104-461-5560</a>	Supplies & Materials				-	500	500	500
<a href="#">104-461-5761</a>	Major Equipment				-	10,000	11,000	-
<b>SubProgram: 461 - Resource Conservation Total:</b>					<b>613</b>	<b>168,800</b>	<b>170,300</b>	<b>61,550</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 104 - MEASURE X FUND</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">104-502-5100</a>	Regular Wages				144,801	160,350	125,000	126,100
<a href="#">104-502-5104</a>	Overtime Pay				1,846	3,000	3,500	3,500
<a href="#">104-502-5106</a>	Other Pay				11,340	8,450	8,450	6,400
<a href="#">104-502-5120</a>	Health Insurance				62,136	64,800	54,000	45,400
<a href="#">104-502-5121</a>	Dental Insurance				3,965	4,000	4,000	3,900
<a href="#">104-502-5122</a>	Life Insurance				561	600	600	500
<a href="#">104-502-5123</a>	Disability Insurance				551	650	650	550
<a href="#">104-502-5130</a>	PERS CLASSIC Contribution				1,701	2,350	2,350	2,350
<a href="#">104-502-5131</a>	PERS PEPRA Contribution				9,900	11,000	11,000	8,800
<a href="#">104-502-5132</a>	PERS Prepay UAAL				3,344	3,350	3,350	3,350
<a href="#">104-502-5140</a>	Medicare Tax				2,278	2,350	2,350	1,850
<a href="#">104-502-5150</a>	Flexible Benefits Program				2,669	2,750	2,750	2,100
<a href="#">104-502-5151</a>	Fitness Benefit				-	1,250	1,250	1,000
<a href="#">104-502-5152</a>	Cell Phone Allowance				787	1,000	1,000	600
<a href="#">104-502-5171</a>	Uniform Allowance				123	400	400	400
<a href="#">104-502-5180</a>	Individual Equipment/Safety				486	500	500	500
<a href="#">104-502-5301</a>	Contract Services				-	20,000	20,000	20,000
<a href="#">104-502-5345</a>	Equipment Repairs/Replacement				3,345	-	11,000	-
<a href="#">104-502-5440</a>	Utility - Communications/Telephone				693	700	700	600
<a href="#">104-502-5500</a>	Printing & Advertising				46	100	100	-
<a href="#">104-502-5536</a>	Equipment/Office Rent & Leases				5,386	5,400	5,400	5,400
<a href="#">104-502-5560</a>	Supplies & Materials				532	2,500	2,500	5,000
<a href="#">104-502-5568</a>	Minor Equipment				-	2,700	2,700	-
<a href="#">104-502-5763</a>	Furniture & Fixtures				-	17,300	17,300	5,000
<a href="#">104-502-5764</a>	Improvements				-	10,000	10,000	-
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>256,488</b>	<b>325,500</b>	<b>290,850</b>	<b>243,300</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">104-999-5905</a>	To Park Maintenance 204				80,000	120,000	120,000	120,000
<a href="#">104-999-5907</a>	To ROW 209				30,000	50,000	50,000	50,000
<a href="#">104-999-5909</a>	To Recreation Services 213				50,000	80,000	80,000	80,000
<a href="#">104-999-5911</a>	To Capital Improvement 301				1,651,652	3,788,550	1,635,300	4,294,800
<a href="#">104-999-5913</a>	To AB 939 211				-	-	-	174,050
<a href="#">104-999-5917</a>	To Library Fund 202				264,083	606,289	434,300	495,500
<b>SubProgram: 999 - Transfers Total:</b>					<b>2,075,735</b>	<b>4,644,839</b>	<b>2,319,600</b>	<b>5,214,350</b>
<b>Expense Total:</b>					<b>3,494,431</b>	<b>6,679,789</b>	<b>4,066,700</b>	<b>7,326,000</b>
<b>Fund: 104 - MEASURE X FUND Surplus (Deficit):</b>					<b>508,111</b>	<b>(2,608,789)</b>	<b>(120,900)</b>	<b>(3,379,900)</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 105 - AMERICAN RESCUE PLAN ACT (ARPA) FUNDS</b>									
<b>Revenue</b>									
<b>SubProgram: 900 - Non-Departmental</b>									
<a href="#">105-900-4370</a>	Federal Grants					1,600,988	1,601,000	1,601,000	-
<a href="#">105-900-4600</a>	Interest Income					11,025	-	-	-
<a href="#">105-900-4602</a>	Gain/Loss on Investment					(1,610)	-	-	-
<b>SubProgram: 900 - Non-Departmental Total:</b>						<b>1,610,403</b>	<b>1,601,000</b>	<b>1,601,000</b>	<b>-</b>
<b>Revenue Total:</b>						<b>1,610,403</b>	<b>1,601,000</b>	<b>1,601,000</b>	<b>-</b>
<b>Expense</b>									
<b>SubProgram: 999 - Transfers</b>									
<a href="#">105-999-5900</a>	To General 101					1,268,403	1,267,000	1,267,000	-
<a href="#">105-999-5902</a>	To Traffic Safety 201					2,100	2,000	2,000	-
<a href="#">105-999-5903</a>	To Tidelands 207					24,500	24,000	24,000	-
<a href="#">105-999-5904</a>	To PBIA 210					2,200	2,000	2,000	-
<a href="#">105-999-5905</a>	To Park Maintenance 204					21,100	21,000	21,000	-
<a href="#">105-999-5906</a>	To Street Lighting 208					2,600	2,500	2,500	-
<a href="#">105-999-5907</a>	To ROW 209					26,000	25,000	25,000	-
<a href="#">105-999-5909</a>	To Recreation Services 213					83,000	82,000	82,000	-
<a href="#">105-999-5910</a>	To Gas Fund 205					28,000	27,000	27,000	-
<a href="#">105-999-5913</a>	To AB 939 211					24,000	23,000	23,000	-
<a href="#">105-999-5915</a>	To Measure A 215					39,000	38,000	38,000	-
<a href="#">105-999-5916</a>	To Peg 217					6,000	5,500	5,500	-
<a href="#">105-999-5918</a>	To Measure X 104					76,000	75,000	75,000	-
<a href="#">105-999-5919</a>	To Local Transportation 206					7,500	7,000	7,000	-
<b>SubProgram: 999 - Transfers Total:</b>						<b>1,610,403</b>	<b>1,601,000</b>	<b>1,601,000</b>	<b>-</b>
<b>Expense Total:</b>						<b>1,610,403</b>	<b>1,601,000</b>	<b>1,601,000</b>	<b>-</b>
<b>Fund: 105 - AMERICAN RESCUE PLAN ACT (ARPA) FUNDS Surplus (Deficit):</b>						<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Traffic Safety Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 201 - TRAFFIC SAFETY FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 331 - Code Compliance</b>								
<a href="#">201-331-4408</a>	California Vehicle Code Penalties				23,544	30,000	30,000	30,000
<a href="#">201-331-4600</a>	Interest Income				86	300	300	500
<a href="#">201-331-4601</a>	Net Adjustment Fair Value				(269)	-	-	-
<a href="#">201-331-4602</a>	Gain/Loss on Investment				(7)	-	-	-
<a href="#">201-331-4802</a>	Miscellaneous Income				2,560	2,500	2,500	2,500
<a href="#">201-331-4810</a>	Reimbursement- State				-	-	-	-
<b>SubProgram: 331 - Code Compliance Total:</b>					<b>25,915</b>	<b>32,800</b>	<b>32,800</b>	<b>33,000</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">201-999-4920</a>	From ARPA 105				2,100	2,000	2,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>2,100</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>28,015</b>	<b>34,800</b>	<b>34,800</b>	<b>33,000</b>
<b>SubProgram: 331 - Code Compliance</b>								
<a href="#">201-331-5102</a>	Part-time Wages				16,233	20,000	20,000	20,750
<a href="#">201-331-5131</a>	PERS PEPRA Contribution				416	500	500	500
<a href="#">201-331-5132</a>	PERS Prepay UAAL				11	50	50	-
<a href="#">201-331-5140</a>	Medicare Tax				235	300	300	350
<a href="#">201-331-5141</a>	Unemployment Insurance				-	-	-	-
<a href="#">201-331-5560</a>	Supplies & Materials				-	-	-	-
<b>SubProgram: 331 - Code Compliance Total:</b>					<b>16,896</b>	<b>20,850</b>	<b>20,850</b>	<b>21,600</b>
<b>Expense Total:</b>					<b>16,896</b>	<b>20,850</b>	<b>20,850</b>	<b>21,600</b>
<b>Fund: 201 - TRAFFIC SAFETY FUND Surplus (Deficit):</b>					<b>11,119</b>	<b>13,950</b>	<b>13,950</b>	<b>11,400</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 202 - LIBRARY FUND</b>							
<b>Revenue</b>							
<b>SubProgram: 550 - City Library</b>							
<a href="#">202-550-4365</a>	Per Capita County Funding			-	147,100	147,100	151,000
<a href="#">202-550-4510</a>	Library Service Fees			-	-	2,000	1,000
<a href="#">202-550-4806</a>	Donations			-	50,000	33,000	65,000
<b>SubProgram: 550 - City Library Total:</b>				<b>-</b>	<b>197,100</b>	<b>182,100</b>	<b>217,000</b>
<b>SubProgram: 900 - Non-Departmental</b>							
<a href="#">202-900-4600</a>	Interest Income			191	-	-	-
<a href="#">202-900-4601</a>	Net Adjustment Fair Value			(1,045)	-	-	-
<a href="#">202-900-4602</a>	Gain/Loss on Investment			3	-	-	-
<b>SubProgram: 900 - Non-Departmental Total:</b>				<b>(851)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SubProgram: 999 - Transfers</b>							
<a href="#">202-999-4916</a>	From General 101			-	30,000	30,000	30,000
<a href="#">202-999-4918</a>	From Measure X 104			264,083	606,289	434,300	495,500
<b>SubProgram: 999 - Transfers Total:</b>				<b>264,083</b>	<b>636,289</b>	<b>464,300</b>	<b>525,500</b>
<b>Revenue Total:</b>				<b>263,233</b>	<b>833,389</b>	<b>646,400</b>	<b>742,500</b>
<b>Expense</b>							
<b>SubProgram: 102 - Commissions Boards and Committees</b>							
<a href="#">202-102-5590</a>	Advisory Board Stipend			-	1,500	1,500	5,000
<b>SubProgram: 102 - Commissions Boards and Committees Total:</b>				<b>-</b>	<b>1,500</b>	<b>1,500</b>	<b>5,000</b>
<b>SubProgram: 221 - Management Information Services</b>							
<a href="#">202-221-5201</a>	Professional Services			25,168	40,000	40,000	21,500
<a href="#">202-221-5360</a>	Software Subscription/Maintenance			2,085	5,000	5,000	2,500
<a href="#">202-221-5565</a>	Computer Hardware/ Replacement			3,928	7,500	8,000	3,000
<b>SubProgram: 221 - Management Information Services Total:</b>				<b>31,181</b>	<b>52,500</b>	<b>53,000</b>	<b>27,000</b>
<b>SubProgram: 501 - Parks and Recreation Administration</b>							
<a href="#">202-501-5100</a>	Regular Wages			14,535	28,700	28,700	31,400
<a href="#">202-501-5106</a>	Other Pay			1,321	1,750	1,750	1,850
<a href="#">202-501-5120</a>	Health Insurance			2,274	5,700	5,700	4,500
<a href="#">202-501-5121</a>	Dental Insurance			225	500	500	500
<a href="#">202-501-5122</a>	Life Insurance			35	50	50	100
<a href="#">202-501-5123</a>	Disability Insurance			48	100	100	100
<a href="#">202-501-5130</a>	PERS CLASSIC Contribution			1,644	4,100	4,100	4,500
<a href="#">202-501-5132</a>	PERS Prepay UAAL			3,479	5,450	5,450	6,450
<a href="#">202-501-5140</a>	Medicare Tax			230	400	400	500
<a href="#">202-501-5150</a>	Flexible Benefits Program			128	250	250	300
<a href="#">202-501-5151</a>	Fitness Benefit			44	100	100	150
<a href="#">202-501-5152</a>	Cell Phone Allowance			91	200	200	150
<a href="#">202-501-5512</a>	Meetings & Travel			570	-	-	-
<b>SubProgram: 501 - Parks and Recreation Administration Total:</b>				<b>24,624</b>	<b>47,300</b>	<b>47,300</b>	<b>50,500</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 202 - LIBRARY FUND</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">202-502-5201</a>	Professional Services				33,025	10,000	3,500	10,000
<a href="#">202-502-5301</a>	Contract Services				-	13,500	13,500	-
<a href="#">202-502-5345</a>	Equipment Repairs/Replacement				619	13,000	13,000	-
<a href="#">202-502-5350</a>	Landscape Maintenance				-	2,700	-	3,000
<a href="#">202-502-5362</a>	Janitorial Services				-	10,000	10,000	-
<a href="#">202-502-5410</a>	Utility - Natural Gas				-	500	1,500	1,900
<a href="#">202-502-5420</a>	Utility - Sewer				-	500	-	-
<a href="#">202-502-5430</a>	Utility - Water				-	2,400	2,500	2,900
<a href="#">202-502-5440</a>	Utility - Communications/Telephone				83	9,200	2,000	3,800
<a href="#">202-502-5536</a>	Equipment/Office Rent & Leases				541	1,000	1,000	-
<a href="#">202-502-5560</a>	Supplies & Materials				-	1,000	1,400	-
<a href="#">202-502-5561</a>	Janitorial Supplies				1,682	2,000	2,000	2,200
<a href="#">202-502-5567</a>	Landscaping Supply Repairs & Replacement				988	2,000	400	-
<a href="#">202-550-5400</a>	Utility - Electric				-	3,000	3,000	3,000
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>36,938</b>	<b>70,800</b>	<b>53,800</b>	<b>26,800</b>
<b>SubProgram: 550 - City Library</b>								
<a href="#">202-550-5100</a>	Regular Wages				65,283	199,400	175,000	203,900
<a href="#">202-550-5102</a>	Part-time Wages				708	113,100	90,000	111,600
<a href="#">202-550-5104</a>	Overtime Pay				-	-	100	100
<a href="#">202-550-5106</a>	Other Pay				4,170	12,150	12,150	11,800
<a href="#">202-550-5120</a>	Health Insurance				3,980	30,750	22,000	21,200
<a href="#">202-550-5121</a>	Dental Insurance				250	1,600	1,600	1,800
<a href="#">202-550-5122</a>	Life Insurance				205	750	750	850
<a href="#">202-550-5123</a>	Disability Insurance				244	850	850	850
<a href="#">202-550-5130</a>	PERS CLASSIC Contribution				5,345	16,000	11,000	16,650
<a href="#">202-550-5131</a>	PERS PEPRA Contribution				1,388	6,700	6,700	7,050
<a href="#">202-550-5132</a>	PERS Prepay UAAL				12,092	21,400	21,400	23,750
<a href="#">202-550-5140</a>	Medicare Tax				1,027	4,500	4,500	4,650
<a href="#">202-550-5150</a>	Flexible Benefits Program				749	2,600	2,600	2,800
<a href="#">202-550-5151</a>	Fitness Benefit				-	1,200	1,200	1,300
<a href="#">202-550-5152</a>	Cell Phone Allowance				488	1,600	1,600	1,400
<a href="#">202-550-5202</a>	Library Programs				-	20,000	50	-
<a href="#">202-550-5203</a>	Library Operating Services				5,000	70,000	51,000	65,000
<a href="#">202-550-5221</a>	Employee Training				-	-	-	1,200
<a href="#">202-550-5301</a>	Contract Services				-	-	400	1,000
<a href="#">202-550-5500</a>	Printing & Advertising				128	10,000	4,000	8,750
<a href="#">202-550-5510</a>	Dues & Subscriptions				29	800	800	1,000
<a href="#">202-550-5512</a>	Meetings & Travel				150	6,000	2,000	4,500
<a href="#">202-550-5520</a>	Books				48	40,000	25,000	50,000
<a href="#">202-550-5521</a>	Periodicals				-	3,000	4,700	4,300
<a href="#">202-550-5522</a>	Digital Materials				-	50,000	40,000	50,000
<a href="#">202-550-5523</a>	Library of Things				-	10,000	2,000	12,000
<a href="#">202-550-5560</a>	Supplies & Materials				4,805	35,000	10,000	25,000
<a href="#">202-550-5568</a>	Minor Equipment				-	500	50	750
<a href="#">202-550-5761</a>	Major Equipment				63,791	-	-	-
<a href="#">202-550-5763</a>	Furniture & Fixtures				-	4,000	-	-
<b>SubProgram: 550 - City Library Total:</b>					<b>169,879</b>	<b>661,900</b>	<b>491,450</b>	<b>633,200</b>
<b>Expense Total:</b>					<b>262,621</b>	<b>834,000</b>	<b>647,050</b>	<b>742,500</b>
<b>Fund: 202 - LIBRARY FUND Surplus (Deficit):</b>					<b>611</b>	<b>(611)</b>	<b>(650)</b>	<b>-</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">203-431-4314</a>	RMRA (SB1)				266,171	285,000	285,000	325,200
<a href="#">203-431-4600</a>	Interest Income				675	1,000	2,500	5,500
<a href="#">203-431-4601</a>	Net Adjustment Fair Value				(78)	-	-	-
<a href="#">203-431-4602</a>	Gain/Loss on Investment				(37)	-	-	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>266,731</b>	<b>286,000</b>	<b>287,500</b>	<b>330,700</b>
<b>Revenue Total:</b>					<b>266,731</b>	<b>286,000</b>	<b>287,500</b>	<b>330,700</b>
<b>Expense</b>								
<b>SubProgram: 999 - Transfers</b>								
<a href="#">203-999-5911</a>	To Capital Improvement 301				378,070	335,000	50,000	617,600
<b>SubProgram: 999 - Transfers Total:</b>					<b>378,070</b>	<b>335,000</b>	<b>50,000</b>	<b>617,600</b>
<b>Expense Total:</b>					<b>378,070</b>	<b>335,000</b>	<b>50,000</b>	<b>617,600</b>
<b>Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND Surplus (Deficit):</b>					<b>(111,339)</b>	<b>(49,000)</b>	<b>237,500</b>	<b>(286,900)</b>



## Park Maintenance Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 204 - PARK MAINTENANCE FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">204-502-4169</a>	Property Tax- Park Maintenance Tax				153,088	148,000	148,000	148,000
<a href="#">204-502-4316</a>	Bluffs Endowment				70,372	70,500	29,500	29,500
<a href="#">204-502-4500</a>	Rents & Leases				2,100	2,000	-	-
<a href="#">204-502-4513</a>	Park Rentals				15,821	15,000	15,000	15,000
<a href="#">204-502-4600</a>	Interest Income				361	150	150	-
<a href="#">204-502-4601</a>	Net Adjustment Fair Value				(782)	-	-	-
<a href="#">204-502-4602</a>	Gain/Loss on Investment				(31)	-	-	-
<a href="#">204-502-4806</a>	Donations				3,913	4,400	4,400	4,000
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>244,842</b>	<b>240,050</b>	<b>197,050</b>	<b>196,500</b>
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">204-531-4700</a>	Assessment- Berm				20,423	20,400	20,400	20,400
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>20,423</b>	<b>20,400</b>	<b>20,400</b>	<b>20,400</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">204-999-4916</a>	From General 101				147,076	219,507	239,100	251,450
<a href="#">204-999-4918</a>	From Measure X 104				80,000	120,000	120,000	120,000
<a href="#">204-999-4920</a>	From ARPA 105				21,100	21,000	21,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>248,176</b>	<b>360,507</b>	<b>380,100</b>	<b>371,450</b>
<b>Revenue Total:</b>					<b>513,442</b>	<b>620,957</b>	<b>597,550</b>	<b>588,350</b>
<b>Expense</b>								
<b>SubProgram: 501 - Parks and Recreation Administration</b>								
<a href="#">204-501-5100</a>	Regular Wages				38,907	48,950	42,000	49,850
<a href="#">204-501-5102</a>	Part-time Wages				2,377	600	600	2,500
<a href="#">204-501-5104</a>	Overtime Pay				-	-	-	-
<a href="#">204-501-5106</a>	Other Pay				2,766	3,000	3,000	2,700
<a href="#">204-501-5120</a>	Health Insurance				6,809	10,000	7,000	8,350
<a href="#">204-501-5121</a>	Dental Insurance				588	550	550	900
<a href="#">204-501-5122</a>	Life Insurance				95	150	150	150
<a href="#">204-501-5123</a>	Disability Insurance				121	200	200	200
<a href="#">204-501-5130</a>	PERS CLASSIC Contribution				4,402	5,850	5,850	5,850
<a href="#">204-501-5131</a>	PERS PEPRA Contribution				29	650	650	750
<a href="#">204-501-5132</a>	PERS Prepay UAAL				7,897	7,750	7,750	8,350
<a href="#">204-501-5140</a>	Medicare Tax				634	700	700	750
<a href="#">204-501-5150</a>	Flexible Benefits Program				349	450	450	500
<a href="#">204-501-5151</a>	Fitness Benefit				-	200	200	250
<a href="#">204-501-5152</a>	Cell Phone Allowance				179	300	300	200
<b>SubProgram: 501 - Parks and Recreation Administration Total:</b>					<b>65,154</b>	<b>79,350</b>	<b>69,400</b>	<b>81,300</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 204 - PARK MAINTENANCE FUND</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">204-502-5100</a>	Regular Wages				6,958	6,850	6,850	38,900
<a href="#">204-502-5102</a>	Part-time Wages				10,405	11,100	11,100	11,100
<a href="#">204-502-5104</a>	Overtime Pay				764	1,500	1,500	1,500
<a href="#">204-502-5106</a>	Other Pay				150	250	250	1,800
<a href="#">204-502-5120</a>	Health Insurance				2,479	2,400	2,400	10,850
<a href="#">204-502-5121</a>	Dental Insurance				278	250	250	900
<a href="#">204-502-5122</a>	Life Insurance				22	50	50	150
<a href="#">204-502-5123</a>	Disability Insurance				31	50	50	200
<a href="#">204-502-5130</a>	PERS CLASSIC Contribution				737	1,000	1,000	4,050
<a href="#">204-502-5131</a>	PERS PEPRA Contribution				-	-	-	900
<a href="#">204-502-5132</a>	PERS Prepay UAAL				1,276	1,300	1,300	5,800
<a href="#">204-502-5140</a>	Medicare Tax				266	250	250	800
<a href="#">204-502-5141</a>	Unemployment Insurance				-	500	500	-
<a href="#">204-502-5150</a>	Flexible Benefits Program				135	150	150	700
<a href="#">204-502-5151</a>	Fitness Benefit				-	50	50	300
<a href="#">204-502-5152</a>	Cell Phone Allowance				-	-	-	150
<a href="#">204-502-5170</a>	Uniform Cleaning				667	1,000	1,000	1,000
<a href="#">204-502-5171</a>	Uniform Allowance				314	200	200	200
<a href="#">204-502-5180</a>	Individual Equipment/Safety				69	350	350	350
<a href="#">204-502-5301</a>	Contract Services				3,752	5,000	5,000	5,000
<a href="#">204-502-5345</a>	Equipment Repairs/Replacement				3,416	10,000	10,000	5,500
<a href="#">204-502-5350</a>	Landscape Maintenance				110,258	118,500	118,500	141,000
<a href="#">204-502-5356</a>	Tree Maintenance				16,030	23,500	23,500	19,500
<a href="#">204-502-5357</a>	Tree Replacement				67	2,000	-	2,000
<a href="#">204-502-5362</a>	Janitorial Services				24,814	30,000	30,000	32,000
<a href="#">204-502-5400</a>	Utility - Electric				3,658	4,500	4,500	7,500
<a href="#">204-502-5420</a>	Utility - Sewer				1,988	6,550	6,550	7,200
<a href="#">204-502-5430</a>	Utility - Water				123,098	105,000	108,000	124,200
<a href="#">204-502-5536</a>	Equipment/Office Rent & Leases				3,422	2,500	-	-
<a href="#">204-502-5560</a>	Supplies & Materials				25,932	15,000	15,000	16,000
<a href="#">204-502-5561</a>	Janitorial Supplies				3,640	6,000	6,000	5,000
<a href="#">204-502-5566</a>	Sign Replacement				-	3,000	1,000	2,500
<a href="#">204-502-5567</a>	Landscaping Supply Repairs & Replacement				37,418	40,000	40,000	32,500
<a href="#">204-502-5581</a>	Vehicle Operations & Maintenance				970	1,000	1,000	1,000
<a href="#">204-502-5582</a>	Fuel Expense				1,352	1,500	1,500	1,500
<a href="#">204-502-5764</a>	Improvements				-	100,000	100,000	-
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>384,367</b>	<b>501,300</b>	<b>497,800</b>	<b>482,050</b>
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">204-531-5301</a>	Contract Services				20,988	30,000	20,000	25,000
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>20,988</b>	<b>30,000</b>	<b>20,000</b>	<b>25,000</b>
<b>Expense Total:</b>					<b>470,508</b>	<b>610,650</b>	<b>587,200</b>	<b>588,350</b>
<b>Fund: 204 - PARK MAINTENANCE FUND Surplus (Deficit):</b>					<b>42,934</b>	<b>10,307</b>	<b>10,350</b>	<b>-</b>

## Gas Tax Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 205 - GAS TAX FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">205-431-4320</a>	Section 2103				104,341	112,900	112,900	130,400
<a href="#">205-431-4322</a>	Section 2106				42,223	45,000	45,000	48,700
<a href="#">205-431-4324</a>	Section 2107				87,576	95,000	95,000	103,700
<a href="#">205-431-4326</a>	Section 2107.5				3,000	3,000	3,000	3,000
<a href="#">205-431-4328</a>	Section 2105				73,243	79,400	79,400	86,300
<a href="#">205-431-4600</a>	Interest Income				2,685	3,000	5,000	8,600
<a href="#">205-431-4601</a>	Net Adjustment Fair Value				(7,461)	-	-	-
<a href="#">205-431-4602</a>	Gain/Loss on Investment				(244)	-	-	-
<a href="#">205-431-4812</a>	Reimbursement- Insurance Claim				-	3,000	1,500	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>305,363</b>	<b>341,300</b>	<b>341,800</b>	<b>380,700</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">205-999-4920</a>	From ARPA 105				28,000	27,000	27,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>28,000</b>	<b>27,000</b>	<b>27,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>333,363</b>	<b>368,300</b>	<b>368,800</b>	<b>380,700</b>
<b>Expense</b>								
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">205-431-5100</a>	Regular Wages				63,047	70,550	61,000	154,750
<a href="#">205-431-5104</a>	Overtime Pay				1,607	2,000	3,500	3,500
<a href="#">205-431-5106</a>	Other Pay				6,436	3,400	3,400	7,100
<a href="#">205-431-5108</a>	Interpreter Pay				104	-	-	-
<a href="#">205-431-5120</a>	Health Insurance				16,730	19,300	15,000	41,450
<a href="#">205-431-5121</a>	Dental Insurance				1,548	2,000	2,000	4,300
<a href="#">205-431-5122</a>	Life Insurance				191	300	300	550
<a href="#">205-431-5123</a>	Disability Insurance				225	400	400	700
<a href="#">205-431-5130</a>	PERS CLASSIC Contribution				5,597	7,350	7,350	11,550
<a href="#">205-431-5131</a>	PERS PEPRP Contribution				989	1,450	1,450	5,950
<a href="#">205-431-5132</a>	PERS Prepay UAAL				9,698	9,750	9,750	16,500
<a href="#">205-431-5140</a>	Medicare Tax				1,033	1,000	1,000	2,250
<a href="#">205-431-5150</a>	Flexible Benefits Program				1,151	1,200	1,200	2,650
<a href="#">205-431-5151</a>	Fitness Benefit				14	550	550	1,200
<a href="#">205-431-5152</a>	Cell Phone Allowance				166	300	300	450
<a href="#">205-431-5170</a>	Uniform Cleaning				804	1,700	1,000	1,000
<a href="#">205-431-5171</a>	Uniform Allowance				1,149	2,600	1,000	1,000
<a href="#">205-431-5180</a>	Individual Equipment/Safety				109	700	700	500
<a href="#">205-431-5345</a>	Equipment Repairs/Replacement				7,854	30,000	30,000	30,000
<a href="#">205-431-5440</a>	Utility - Communications/Telephone				799	1,650	700	800
<a href="#">205-431-5500</a>	Printing & Advertising				816	1,000	-	1,000
<a href="#">205-431-5510</a>	Dues & Subscriptions				-	1,000	-	1,000
<a href="#">205-431-5512</a>	Meetings & Travel				523	6,000	6,000	1,000
<a href="#">205-431-5536</a>	Equipment/Office Rent & Leases				3,215	10,000	10,000	7,500
<a href="#">205-431-5560</a>	Supplies & Materials				8,875	30,000	25,000	30,000
<a href="#">205-431-5581</a>	Vehicle Operations & Maintenance				5,031	15,000	15,000	15,000
<a href="#">205-431-5582</a>	Fuel Expense				20,192	30,000	25,000	30,000
<a href="#">205-431-5761</a>	Major Equipment				9,055	-	20,000	2,000
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>166,957</b>	<b>249,200</b>	<b>241,600</b>	<b>373,700</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 205 - GAS TAX FUND</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">205-502-5100</a>	Regular Wages				3,479	3,400	3,400	3,750
<a href="#">205-502-5104</a>	Overtime Pay				382	2,500	500	500
<a href="#">205-502-5106</a>	Other Pay				75	150	150	150
<a href="#">205-502-5120</a>	Health Insurance				1,027	1,200	1,200	1,250
<a href="#">205-502-5121</a>	Dental Insurance				96	150	150	100
<a href="#">205-502-5122</a>	Life Insurance				8	50	50	50
<a href="#">205-502-5123</a>	Disability Insurance				11	50	50	50
<a href="#">205-502-5130</a>	PERS CLASSIC Contribution				369	500	500	550
<a href="#">205-502-5132</a>	PERS Prepay UAAL				638	650	650	800
<a href="#">205-502-5140</a>	Medicare Tax				58	50	50	100
<a href="#">205-502-5150</a>	Flexible Benefits Program				63	50	50	100
<a href="#">205-502-5151</a>	Fitness Benefit				-	50	50	50
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>6,205</b>	<b>8,800</b>	<b>6,800</b>	<b>7,450</b>
<b>Expense Total:</b>					<b>173,162</b>	<b>258,000</b>	<b>248,400</b>	<b>381,150</b>
<b>Fund: 205 - GAS TAX FUND Surplus (Deficit):</b>					<b>160,200</b>	<b>110,300</b>	<b>120,400</b>	<b>(450)</b>

## Local Transportation Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 206 - LOCAL TRANSPORTATION FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">206-431-4330</a>	BKWY, ART3; SEC 9				14,693	14,000	14,000	14,000
<a href="#">206-431-4600</a>	Interest Income				206	100	100	-
<a href="#">206-431-4601</a>	Net Adjustment Fair Value				(417)	-	-	-
<a href="#">206-431-4602</a>	Gain/Loss on Investment				(25)	-	-	-
<a href="#">206-431-4812</a>	Reimbursement- Insurance Claim				-	1,000	500	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>14,457</b>	<b>15,100</b>	<b>14,600</b>	<b>14,000</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">206-999-4920</a>	From ARPA 105				7,500	7,000	7,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>7,500</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>21,957</b>	<b>22,100</b>	<b>21,600</b>	<b>14,000</b>
<b>Expense</b>								
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">206-431-5100</a>	Regular Wages				37,837	18,000	20,000	6,700
<a href="#">206-431-5104</a>	Overtime Pay				872	600	500	500
<a href="#">206-431-5106</a>	Other Pay				4,041	1,250	1,250	250
<a href="#">206-431-5108</a>	Interpreter Pay				69	-	-	-
<a href="#">206-431-5120</a>	Health Insurance				10,472	5,000	5,000	950
<a href="#">206-431-5121</a>	Dental Insurance				983	800	800	250
<a href="#">206-431-5122</a>	Life Insurance				122	100	100	50
<a href="#">206-431-5123</a>	Disability Insurance				139	150	150	50
<a href="#">206-431-5130</a>	PERS CLASSIC Contribution				3,619	2,700	2,700	550
<a href="#">206-431-5131</a>	PERS PEPRA Contribution				405	200	200	300
<a href="#">206-431-5132</a>	PERS Prepay UAAL				6,240	3,600	3,600	750
<a href="#">206-431-5140</a>	Medicare Tax				621	300	300	100
<a href="#">206-431-5150</a>	Flexible Benefits Program				715	400	400	150
<a href="#">206-431-5151</a>	Fitness Benefit				-	200	200	100
<a href="#">206-431-5152</a>	Cell Phone Allowance				107	200	200	150
<a href="#">206-431-5302</a>	Street Maintenance				-	4,000	1,000	4,000
<a href="#">206-431-5560</a>	Supplies & Materials				-	2,000	2,000	1,000
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>66,243</b>	<b>39,500</b>	<b>38,400</b>	<b>15,850</b>
<b>Expense Total:</b>					<b>66,243</b>	<b>39,500</b>	<b>38,400</b>	<b>15,850</b>
<b>Fund: 206 - LOCAL TRANSPORTATION FUND Surplus (Deficit):</b>					<b>(44,286)</b>	<b>(17,400)</b>	<b>(16,800)</b>	<b>(1,850)</b>

## Tidelands Trust Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 207 - TIDELANDS TRUST FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">207-531-4500</a>	Rents & Leases				324,653	325,000	325,000	347,700
<a href="#">207-531-4600</a>	Interest Income				2,866	3,000	5,000	6,800
<a href="#">207-531-4601</a>	Net Adjustment Fair Value				(8,114)	-	-	-
<a href="#">207-531-4602</a>	Gain/Loss on Investment				(324)	-	-	-
<a href="#">207-531-4810</a>	Reimbursement- State				1,491	-	-	-
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>320,573</b>	<b>328,000</b>	<b>330,000</b>	<b>354,500</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">207-999-4920</a>	From ARPA 105				24,500	24,000	24,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>24,500</b>	<b>24,000</b>	<b>24,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>345,073</b>	<b>352,000</b>	<b>354,000</b>	<b>354,500</b>
<b>Expense</b>								
<b>SubProgram: 501 - Parks and Recreation Administration</b>								
<a href="#">207-501-5100</a>	Regular Wages				43,584	56,000	47,000	70,950
<a href="#">207-501-5102</a>	Part-time Wages				2,377	600	2,500	-
<a href="#">207-501-5104</a>	Overtime Pay				547	500	500	500
<a href="#">207-501-5106</a>	Other Pay				2,690	3,250	3,250	3,800
<a href="#">207-501-5120</a>	Health Insurance				7,501	11,600	9,000	17,550
<a href="#">207-501-5121</a>	Dental Insurance				703	950	950	1,600
<a href="#">207-501-5122</a>	Life Insurance				118	150	150	250
<a href="#">207-501-5123</a>	Disability Insurance				140	250	250	300
<a href="#">207-501-5130</a>	PERS CLASSIC Contribution				4,295	4,650	4,650	4,700
<a href="#">207-501-5131</a>	PERS PEPRA Contribution				460	1,800	1,800	3,100
<a href="#">207-501-5132</a>	PERS Prepay UAAL				7,786	6,250	6,250	6,650
<a href="#">207-501-5140</a>	Medicare Tax				711	800	800	1,050
<a href="#">207-501-5150</a>	Flexible Benefits Program				460	650	650	900
<a href="#">207-501-5151</a>	Fitness Benefit				-	300	300	400
<a href="#">207-501-5152</a>	Cell Phone Allowance				143	200	200	350
<b>SubProgram: 501 - Parks and Recreation Administration Total:</b>					<b>71,517</b>	<b>87,950</b>	<b>78,250</b>	<b>112,100</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 207 - TIDELANDS TRUST FUND</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">207-502-5100</a>	Regular Wages				-	-	-	3,750
<a href="#">207-502-5102</a>	Part-time Wages				5,203	5,500	5,500	5,550
<a href="#">207-502-5104</a>	Overtime Pay				-	-	-	-
<a href="#">207-502-5106</a>	Other Pay				125	-	-	150
<a href="#">207-502-5120</a>	Health Insurance				65	-	-	1,250
<a href="#">207-502-5121</a>	Dental Insurance				10	-	-	100
<a href="#">207-502-5122</a>	Life Insurance				1	-	-	50
<a href="#">207-502-5123</a>	Disability Insurance				1	-	-	50
<a href="#">207-502-5130</a>	PERS CLASSIC Contribution				-	-	-	550
<a href="#">207-502-5131</a>	PERS PEPRA Contribution				8	50	50	-
<a href="#">207-502-5132</a>	PERS Prepay UAAL				0	50	50	800
<a href="#">207-502-5140</a>	Medicare Tax				77	-	100	200
<a href="#">207-502-5150</a>	Flexible Benefits Program				1	-	-	100
<a href="#">207-502-5151</a>	Fitness Benefit				-	-	-	50
<a href="#">207-502-5301</a>	Contract Services				65	2,000	2,000	2,500
<a href="#">207-502-5345</a>	Equipment Repairs/Replacement				308	5,000	1,500	5,000
<a href="#">207-502-5350</a>	Landscape Maintenance				32,040	32,100	32,100	32,100
<a href="#">207-502-5362</a>	Janitorial Services				15,094	28,000	28,000	15,500
<a href="#">207-502-5560</a>	Supplies & Materials				584	1,500	1,500	1,500
<a href="#">207-502-5561</a>	Janitorial Supplies				3,268	6,000	6,000	6,000
<a href="#">207-502-5567</a>	Landscaping Supply Repairs & Replacement				-	2,500	2,500	2,500
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>56,849</b>	<b>82,700</b>	<b>79,300</b>	<b>77,700</b>
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">207-531-5102</a>	Part-time Wages				62,594	71,800	71,800	80,300
<a href="#">207-531-5104</a>	Overtime Pay				1,336	1,000	2,500	2,500
<a href="#">207-531-5140</a>	Medicare Tax				927	1,050	1,050	1,200
<a href="#">207-531-5141</a>	Unemployment Insurance				2,295	-	-	-
<a href="#">207-531-5171</a>	Uniform Allowance				-	1,000	-	-
<a href="#">207-531-5301</a>	Contract Services				2,555	3,000	3,000	63,500
<a href="#">207-531-5345</a>	Equipment Repairs/Replacement				5,781	5,000	5,000	5,000
<a href="#">207-531-5420</a>	Utility - Sewer				733	1,200	1,200	1,300
<a href="#">207-531-5440</a>	Utility - Communications/Telephone				3,525	3,800	3,800	3,800
<a href="#">207-531-5510</a>	Dues & Subscriptions				25,350	27,000	27,000	28,000
<a href="#">207-531-5560</a>	Supplies & Materials				2,990	3,500	3,500	3,500
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>108,086</b>	<b>118,350</b>	<b>118,850</b>	<b>189,100</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">207-999-5911</a>	To Capital Improvement 301				12,353	105,500	12,200	114,350
<b>SubProgram: 999 - Transfers Total:</b>					<b>12,353</b>	<b>105,500</b>	<b>12,200</b>	<b>114,350</b>
<b>Expense Total:</b>					<b>248,806</b>	<b>394,500</b>	<b>288,600</b>	<b>493,250</b>
<b>Fund: 207 - TIDELANDS TRUST FUND Surplus (Deficit):</b>					<b>96,267</b>	<b>(42,500)</b>	<b>65,400</b>	<b>(138,750)</b>



## Street Lighting Fund

The Street Lighting Fund is used to account for the Street Lighting District #1 that is officially an independent special district governed by the City Council and is included within the City's overall budget for convenience. District revenues are derived from the district's share of the advalorem tax pursuant to Proposition 13 in addition to interest earnings and state assistance. 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 208 - STREET LIGHTING FUND</b>							
<b>Revenue</b>							
<b>SubProgram: 411 - Transportation, Parking and Lighting</b>							
<a href="#">208-411-4100</a>	Property Tax- Secured, Current Year			201,466	213,800	205,000	215,000
<a href="#">208-411-4101</a>	Property Tax- Unsecured, Current Year			7,097	7,200	7,200	7,600
<a href="#">208-411-4111</a>	Property Tax- Homeowners Exemption			813	500	800	850
<a href="#">208-411-4113</a>	Property Tax- Supplemental Roll			5,574	4,000	4,000	4,200
<a href="#">208-411-4410</a>	Property Tax- Interest/Penalties			1,223	750	750	800
<a href="#">208-411-4600</a>	Interest Income			3,470	3,000	3,000	8,400
<a href="#">208-411-4601</a>	Net Adjustment Fair Value			(9,943)	-	-	-
<a href="#">208-411-4602</a>	Gain/Loss on Investment			(332)	-	-	-
<a href="#">208-411-4812</a>	Reimbursement- Insurance Claim			-	1,000	500	-
<b>SubProgram: 411 - Transportation, Parking and Lighting Total:</b>				<b>209,369</b>	<b>230,250</b>	<b>221,250</b>	<b>236,850</b>
<b>SubProgram: 999 - Transfers</b>							
<a href="#">208-999-4920</a>	From ARPA 105			2,600	2,500	2,500	-
<b>SubProgram: 999 - Transfers Total:</b>				<b>2,600</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>Revenue Total:</b>				<b>211,969</b>	<b>232,750</b>	<b>223,750</b>	<b>236,850</b>
<b>Expense</b>							
<b>SubProgram: 411 - Transportation, Parking and Lighting</b>							
<a href="#">208-411-5100</a>	Regular Wages			5,252	19,850	19,850	22,800
<a href="#">208-411-5104</a>	Overtime Pay			183	500	500	500
<a href="#">208-411-5106</a>	Other Pay			710	850	850	1,100
<a href="#">208-411-5120</a>	Health Insurance			651	5,300	5,300	6,150
<a href="#">208-411-5121</a>	Dental Insurance			70	800	800	650
<a href="#">208-411-5122</a>	Life Insurance			14	100	100	100
<a href="#">208-411-5123</a>	Disability Insurance			16	150	150	150
<a href="#">208-411-5130</a>	PERS CLASSIC Contribution			606	2,050	2,050	1,750
<a href="#">208-411-5131</a>	PERS PEPRA Contribution			4	400	400	900
<a href="#">208-411-5132</a>	PERS Prepay UAAL			1,090	2,750	2,750	2,500
<a href="#">208-411-5140</a>	Medicare Tax			90	300	300	350
<a href="#">208-411-5150</a>	Flexible Benefits Program			96	400	400	400
<a href="#">208-411-5151</a>	Fitness Benefit			-	200	200	200
<a href="#">208-411-5152</a>	Cell Phone Allowance			29	100	100	100
<a href="#">208-411-5400</a>	Utility - Electric			109,893	120,000	120,000	144,000
<a href="#">208-411-5560</a>	Supplies & Materials			7,561	8,000	8,000	3,000
<b>SubProgram: 411 - Transportation, Parking and Lighting Total:</b>				<b>126,266</b>	<b>161,750</b>	<b>161,750</b>	<b>184,650</b>
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>							
<a href="#">208-502-5100</a>	Regular Wages			13,672	13,700	10,000	11,150
<a href="#">208-502-5104</a>	Overtime Pay			1,512	1,500	1,500	1,500
<a href="#">208-502-5106</a>	Other Pay			-	500	500	450
<a href="#">208-502-5120</a>	Health Insurance			4,177	4,800	4,800	3,700
<a href="#">208-502-5121</a>	Dental Insurance			400	500	500	200
<a href="#">208-502-5122</a>	Life Insurance			31	50	50	50
<a href="#">208-502-5123</a>	Disability Insurance			46	100	100	50
<a href="#">208-502-5130</a>	PERS CLASSIC Contribution			1,445	1,950	1,950	1,600
<a href="#">208-502-5132</a>	PERS Prepay UAAL			2,509	2,600	2,600	2,300
<a href="#">208-502-5140</a>	Medicare Tax			221	200	200	200
<a href="#">208-502-5150</a>	Flexible Benefits Program			207	250	250	200
<a href="#">208-502-5151</a>	Fitness Benefit			-	100	100	100
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>				<b>24,220</b>	<b>26,250</b>	<b>22,550</b>	<b>21,500</b>
<b>Expense Total:</b>				<b>150,486</b>	<b>188,000</b>	<b>184,300</b>	<b>206,150</b>
<b>Fund: 208 - STREET LIGHTING FUND Surplus (Deficit):</b>				<b>61,483</b>	<b>44,750</b>	<b>39,450</b>	<b>30,700</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 441 - Right of Way Maintenance</b>								
<a href="#">209-441-4410</a>	Property Tax- Interest/Penalties				60	50	50	50
<a href="#">209-441-4600</a>	Interest Income				181	-	150	-
<a href="#">209-441-4601</a>	Net Adjustment Fair Value				(665)	-	-	-
<a href="#">209-441-4602</a>	Gain/Loss on Investment				1	-	-	-
<a href="#">209-441-4701</a>	Assessment- ROW				198,186	196,900	196,900	196,900
<a href="#">209-441-4806</a>	Donations				2,500	-	1,000	-
<a href="#">209-441-4812</a>	Reimbursement- Insurance Claim				-	3,000	1,500	-
<b>SubProgram: 441 - Right of Way Maintenance Total:</b>					<b>200,263</b>	<b>199,950</b>	<b>199,600</b>	<b>196,950</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">209-999-4916</a>	From General 101				61,104	78,814	73,450	133,050
<a href="#">209-999-4918</a>	From Measure X 104				30,000	50,000	50,000	50,000
<a href="#">209-999-4920</a>	From ARPA 105				26,000	25,000	25,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>117,104</b>	<b>153,814</b>	<b>148,450</b>	<b>183,050</b>
<b>Revenue Total:</b>					<b>317,368</b>	<b>353,764</b>	<b>348,050</b>	<b>380,000</b>
<b>Expense</b>								
<b>SubProgram: 441 - Right of Way Maintenance</b>								
<a href="#">209-441-5100</a>	Regular Wages				58,128	59,500	59,500	77,250
<a href="#">209-441-5102</a>	Part-time Wages				15,396	20,100	20,100	19,300
<a href="#">209-441-5104</a>	Overtime Pay				1,741	2,000	2,000	2,000
<a href="#">209-441-5106</a>	Other Pay				6,092	2,750	2,750	3,750
<a href="#">209-441-5108</a>	Interpreter Pay				104	-	-	-
<a href="#">209-441-5120</a>	Health Insurance				16,003	16,100	14,000	19,550
<a href="#">209-441-5121</a>	Dental Insurance				1,497	2,000	2,000	2,050
<a href="#">209-441-5122</a>	Life Insurance				173	250	250	300
<a href="#">209-441-5123</a>	Disability Insurance				205	350	350	350
<a href="#">209-441-5130</a>	PERS CLASSIC Contribution				5,608	7,350	7,350	6,500
<a href="#">209-441-5131</a>	PERS PEPRa Contribution				742	1,500	1,500	2,600
<a href="#">209-441-5132</a>	PERS Prepay UAAL				9,706	9,750	9,750	9,300
<a href="#">209-441-5140</a>	Medicare Tax				1,180	1,050	1,050	1,450
<a href="#">209-441-5150</a>	Flexible Benefits Program				1,041	1,050	1,050	1,250
<a href="#">209-441-5151</a>	Fitness Benefit				-	500	500	600
<a href="#">209-441-5152</a>	Cell Phone Allowance				143	200	200	250
<a href="#">209-441-5170</a>	Uniform Cleaning				1,602	1,700	1,700	1,700
<a href="#">209-441-5171</a>	Uniform Allowance				1,281	2,600	1,000	1,000
<a href="#">209-441-5180</a>	Individual Equipment/Safety				542	700	700	500
<a href="#">209-441-5301</a>	Contract Services				5,918	6,000	6,000	6,000
<a href="#">209-441-5345</a>	Equipment Repairs/Replacement				1,029	1,500	-	-
<a href="#">209-441-5350</a>	Landscape Maintenance				53,619	53,250	53,250	53,250
<a href="#">209-441-5356</a>	Tree Maintenance				12,524	-	-	-
<a href="#">209-441-5362</a>	Janitorial Services				23,570	57,000	57,000	57,000
<a href="#">209-441-5400</a>	Utility - Electric				10,304	11,050	11,050	13,300
<a href="#">209-441-5420</a>	Utility - Sewer				3,296	6,500	6,500	7,200
<a href="#">209-441-5430</a>	Utility - Water				32,041	50,000	41,000	47,200
<a href="#">209-441-5440</a>	Utility - Communications/Telephone				628	1,750	1,100	1,100
<a href="#">209-441-5560</a>	Supplies & Materials				17,022	18,300	18,300	15,000
<a href="#">209-441-5561</a>	Janitorial Supplies				3,230	5,000	5,000	5,000
<a href="#">209-441-5567</a>	Landscaping Supply Repairs & Replacement				14,639	6,900	16,000	5,000
<b>SubProgram: 441 - Right of Way Maintenance Total:</b>					<b>299,005</b>	<b>346,700</b>	<b>340,950</b>	<b>359,750</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND</b>								
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">209-502-5100</a>	Regular Wages				3,479	3,400	3,400	11,550
<a href="#">209-502-5104</a>	Overtime Pay				382	500	500	500
<a href="#">209-502-5106</a>	Other Pay				75	(150)	-	450
<a href="#">209-502-5120</a>	Health Insurance				1,027	1,200	1,200	5,500
<a href="#">209-502-5121</a>	Dental Insurance				96	150	150	500
<a href="#">209-502-5122</a>	Life Insurance				8	50	50	50
<a href="#">209-502-5123</a>	Disability Insurance				11	50	50	100
<a href="#">209-502-5130</a>	PERS CLASSIC Contribution				369	500	500	-
<a href="#">209-502-5131</a>	PERS PEPRA Contribution				-	-	-	950
<a href="#">209-502-5132</a>	PERS Prepay UAAL				638	650	650	-
<a href="#">209-502-5140</a>	Medicare Tax				58	50	50	200
<a href="#">209-502-5150</a>	Flexible Benefits Program				63	50	50	300
<a href="#">209-502-5151</a>	Fitness Benefit				-	50	50	150
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>6,205</b>	<b>6,500</b>	<b>6,650</b>	<b>20,250</b>
<b>Expense Total:</b>					<b>305,210</b>	<b>353,200</b>	<b>347,600</b>	<b>380,000</b>
<b>Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND Surplus (Deficit):</b>					<b>12,158</b>	<b>564</b>	<b>450</b>	<b>-</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 161 - Communication and Community Promotions</b>								
<a href="#">210-161-4600</a>	Interest Income				127	200	200	200
<a href="#">210-161-4601</a>	Net Adjustment Fair Value				(358)	-	-	-
<a href="#">210-161-4602</a>	Gain/Loss on Investment				(15)	-	-	-
<a href="#">210-161-4703</a>	Assessment - General Business				-	15,000	15,000	15,000
<b>SubProgram: 161 - Communication and Community Promotions Total:</b>					<b>(247)</b>	<b>15,200</b>	<b>15,200</b>	<b>15,200</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">210-999-4920</a>	From ARPA 105				2,200	2,000	2,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>2,200</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>1,953</b>	<b>17,200</b>	<b>17,200</b>	<b>15,200</b>
<b>Expense</b>								
<b>SubProgram: 161 - Communication and Community Promotions</b>								
<a href="#">210-161-5100</a>	Regular Wages				2,691	4,100	4,100	-
<a href="#">210-161-5106</a>	Other Pay				368	250	250	-
<a href="#">210-161-5120</a>	Health Insurance				281	1,450	1,450	-
<a href="#">210-161-5121</a>	Dental Insurance				20	50	50	-
<a href="#">210-161-5122</a>	Life Insurance				12	-	-	-
<a href="#">210-161-5123</a>	Disability Insurance				10	50	50	-
<a href="#">210-161-5131</a>	PERS PEPRCA Contribution				207	300	300	-
<a href="#">210-161-5132</a>	PERS Prepay UAAL				6	-	-	-
<a href="#">210-161-5140</a>	Medicare Tax				44	50	50	-
<a href="#">210-161-5150</a>	Flexible Benefits Program				42	50	50	-
<a href="#">210-161-5151</a>	Fitness Benefit				-	50	50	-
<a href="#">210-161-5152</a>	Cell Phone Allowance				23	50	50	-
<a href="#">210-161-5301</a>	Contract Services				3,671	4,100	4,100	12,200
<a href="#">210-161-5500</a>	Printing & Advertising				1,187	750	750	800
<a href="#">210-161-5510</a>	Dues & Subscriptions				625	1,500	1,500	1,550
<a href="#">210-161-5560</a>	Supplies & Materials				802	700	700	750
<b>SubProgram: 161 - Communication and Community Promotions Total:</b>					<b>9,989</b>	<b>13,450</b>	<b>13,450</b>	<b>15,300</b>
<b>SubProgram: 162 - Economic Vitality</b>								
<a href="#">210-162-5601</a>	Community Services Grants				-	2,000	-	-
<b>SubProgram: 162 - Economic Vitality Total:</b>					<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">210-431-5302</a>	Street Maintenance				4,800	5,700	5,700	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>4,800</b>	<b>5,700</b>	<b>5,700</b>	<b>-</b>
<b>Expense Total:</b>					<b>14,789</b>	<b>21,150</b>	<b>19,150</b>	<b>15,300</b>
<b>Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND Surplus (Deficit)</b>					<b>(12,836)</b>	<b>(3,950)</b>	<b>(1,950)</b>	<b>(100)</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 211 - AB 939 SOLID WASTE FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 421 - Solid Waste</b>								
<a href="#">211-421-4516</a>	AB 939 Fees				245,589	245,000	245,000	245,000
<a href="#">211-421-4600</a>	Interest Income				2,196	1,000	1,500	1,300
<a href="#">211-421-4601</a>	Net Adjustment Fair Value				(5,239)	-	-	-
<a href="#">211-421-4602</a>	Gain/Loss on Investment				(236)	-	-	-
<a href="#">211-421-4810</a>	Reimbursement- State				-	-	6,600	-
<a href="#">211-421-4812</a>	Reimbursement- Insurance Claim				-	4,000	1,900	-
<b>SubProgram: 421 - Solid Waste Total:</b>					<b>242,310</b>	<b>250,000</b>	<b>255,000</b>	<b>246,300</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">211-999-4918</a>	From Measure X 104				-	-	-	174,050
<a href="#">211-999-4920</a>	From ARPA 105				24,000	23,000	23,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>24,000</b>	<b>23,000</b>	<b>23,000</b>	<b>174,050</b>
<b>Revenue Total:</b>					<b>266,310</b>	<b>273,000</b>	<b>278,000</b>	<b>420,350</b>
<b>Expense</b>								
<b>SubProgram: 421 - Solid Waste</b>								
<a href="#">211-421-5100</a>	Regular Wages				103,510	120,950	105,000	116,850
<a href="#">211-421-5104</a>	Overtime Pay				2,371	2,500	1,500	1,500
<a href="#">211-421-5106</a>	Other Pay				17,600	5,800	5,800	5,850
<a href="#">211-421-5108</a>	Interpreter Pay				138	-	-	-
<a href="#">211-421-5120</a>	Health Insurance				28,202	27,150	25,000	23,350
<a href="#">211-421-5121</a>	Dental Insurance				2,371	2,000	2,000	2,350
<a href="#">211-421-5122</a>	Life Insurance				342	500	500	450
<a href="#">211-421-5123</a>	Disability Insurance				405	700	700	500
<a href="#">211-421-5130</a>	PERS CLASSIC Contribution				9,253	12,700	12,700	11,100
<a href="#">211-421-5131</a>	PERS PEPRRA Contribution				2,183	2,450	2,450	3,150
<a href="#">211-421-5132</a>	PERS Prepay UAAL				16,258	16,900	16,900	15,850
<a href="#">211-421-5140</a>	Medicare Tax				1,784	1,750	1,750	1,700
<a href="#">211-421-5150</a>	Flexible Benefits Program				2,005	2,100	2,100	1,800
<a href="#">211-421-5151</a>	Fitness Benefit				84	950	950	850
<a href="#">211-421-5152</a>	Cell Phone Allowance				309	600	600	500
<a href="#">211-421-5201</a>	Professional Services				32,963	84,000	49,000	84,000
<a href="#">211-421-5301</a>	Contract Services				28,257	26,000	37,000	37,000
<a href="#">211-421-5362</a>	Janitorial Services				1,995	10,000	10,000	10,000
<a href="#">211-421-5500</a>	Printing & Advertising				3,566	6,150	6,150	6,150
<a href="#">211-421-5531</a>	Employee/Public Relations				270	1,500	1,500	1,500
<a href="#">211-421-5560</a>	Supplies & Materials				7,852	45,000	45,000	45,000
<b>SubProgram: 421 - Solid Waste Total:</b>					<b>261,718</b>	<b>369,700</b>	<b>326,600</b>	<b>369,450</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 211 - AB 939 SOLID WASTE FUND</b>								
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">211-431-5259</a>	Street Sweeping				66,010	140,000	140,000	109,500
<a href="#">211-431-5430</a>	Utility - Water				2,974	1,500	-	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>68,984</b>	<b>141,500</b>	<b>140,000</b>	<b>109,500</b>
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">211-502-5100</a>	Regular Wages				3,479	3,400	3,400	3,750
<a href="#">211-502-5104</a>	Overtime Pay				-	-	100	100
<a href="#">211-502-5106</a>	Other Pay				75	150	150	150
<a href="#">211-502-5120</a>	Health Insurance				933	1,200	1,200	1,250
<a href="#">211-502-5121</a>	Dental Insurance				90	150	150	100
<a href="#">211-502-5122</a>	Life Insurance				7	50	50	50
<a href="#">211-502-5123</a>	Disability Insurance				10	50	50	50
<a href="#">211-502-5130</a>	PERS CLASSIC Contribution				335	500	500	550
<a href="#">211-502-5132</a>	PERS Prepay UAAL				572	650	650	800
<a href="#">211-502-5140</a>	Medicare Tax				52	50	50	100
<a href="#">211-502-5150</a>	Flexible Benefits Program				63	50	50	100
<a href="#">211-502-5151</a>	Fitness Benefit				-	50	50	50
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>5,615</b>	<b>6,300</b>	<b>6,400</b>	<b>7,050</b>
<b>Expense Total:</b>					<b>336,317</b>	<b>517,500</b>	<b>473,000</b>	<b>486,000</b>
<b>Fund: 211 - AB 939 SOLID WASTE FUND Surplus (Deficit):</b>					<b>(70,008)</b>	<b>(244,500)</b>	<b>(195,000)</b>	<b>(65,650)</b>

## Recreation Services Fund

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

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 213 - RECREATION SERVICES FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 503 - Vets Hall/Seaside</b>								
<a href="#">213-503-4500</a>	Rents & Leases				24,355	25,200	25,200	25,200
<a href="#">213-503-4522</a>	Jazzercise				5,966	6,000	6,000	6,000
<a href="#">213-503-4528</a>	Vets Hall Rentals				32,194	35,000	35,000	73,200
<b>SubProgram: 503 - Vets Hall/Seaside Total:</b>					<b>62,514</b>	<b>66,200</b>	<b>66,200</b>	<b>104,400</b>
<b>SubProgram: 521 - Community Pool Services</b>								
<a href="#">213-521-4260</a>	Sign Permits				330	300	300	300
<a href="#">213-521-4529</a>	Uniform Sales				675	1,000	1,000	1,000
<a href="#">213-521-4530</a>	Swim Lessons				24,248	35,000	45,000	45,000
<a href="#">213-521-4532</a>	Punch Card Sales				65,216	40,000	40,000	40,000
<a href="#">213-521-4533</a>	Aerobics Program				13,172	10,000	10,000	10,000
<a href="#">213-521-4535</a>	Adult Pass Fee				6,624	7,000	7,000	7,000
<a href="#">213-521-4536</a>	Senior Pass Fee				4,348	20,000	25,000	25,000
<a href="#">213-521-4537</a>	Masters Swim Program				14,344	15,000	15,000	15,000
<a href="#">213-521-4541</a>	Concession - Taxable				4,170	4,000	4,000	5,500
<a href="#">213-521-4542</a>	Locker Rentals				2,328	2,500	1,500	1,500
<a href="#">213-521-4543</a>	Child Pass Fee				2,280	4,000	4,000	4,000
<a href="#">213-521-4545</a>	Concession - Non Taxable				649	1,500	1,500	1,500
<a href="#">213-521-4546</a>	Pool Special Event				23,858	35,000	50,000	50,000
<a href="#">213-521-4600</a>	Interest Income				52	-	-	-
<a href="#">213-521-4602</a>	Gain/Loss on Investment				1	-	-	-
<a href="#">213-521-4802</a>	Miscellaneous Income				244	-	-	-
<a href="#">213-521-4806</a>	Donations				11,377	20,500	20,500	-
<a href="#">213-521-4810</a>	Reimbursement- State				873	-	-	-
<a href="#">213-900-4601</a>	Net Adjustment Fair Value				(285)	-	-	-
<b>SubProgram: 521 - Community Pool Services Total:</b>					<b>174,502</b>	<b>195,800</b>	<b>224,800</b>	<b>205,800</b>
<b>SubProgram: 522 - Junior Lifeguards</b>								
<a href="#">213-522-4524</a>	Jr Lifeguard Fee				89,968	75,000	90,000	110,000
<b>SubProgram: 522 - Junior Lifeguards Total:</b>					<b>89,968</b>	<b>75,000</b>	<b>90,000</b>	<b>110,000</b>
<b>SubProgram: 523 - Swim Team Aquatics</b>								
<a href="#">213-523-4538</a>	Swim Team Tuition				43,078	40,000	50,000	65,000
<b>SubProgram: 523 - Swim Team Aquatics Total:</b>					<b>43,078</b>	<b>40,000</b>	<b>50,000</b>	<b>65,000</b>
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">213-531-4360</a>	State Grants				8,750	8,750	8,750	8,750
<a href="#">213-531-4500</a>	Rents & Leases				1,433	2,100	1,500	1,500
<a href="#">213-531-4526</a>	Ocean Recreation				88	1,000	1,000	1,000
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>10,272</b>	<b>11,850</b>	<b>11,250</b>	<b>11,250</b>



					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 213 - RECREATION SERVICES FUND</b>								
<b>SubProgram: 532 - Beach Store</b>								
<a href="#">213-532-4523</a>	Beach Concession Rentals				-	-	500	1,000
<a href="#">213-532-4525</a>	Beach Concession Sales				733	15,000	15,000	15,000
<b>SubProgram: 532 - Beach Store Total:</b>					<b>733</b>	<b>15,000</b>	<b>15,500</b>	<b>16,000</b>
<b>SubProgram: 541 - Special Events</b>								
<a href="#">213-541-4520</a>	Softball Revenue				4,120	5,000	5,000	5,000
<a href="#">213-541-4544</a>	Tennis Tuition				3,016	3,800	5,500	5,500
<b>SubProgram: 541 - Special Events Total:</b>					<b>7,136</b>	<b>8,800</b>	<b>10,500</b>	<b>10,500</b>
<b>SubProgram: 542 - Community Garden</b>								
<a href="#">213-542-4521</a>	Community Garden Dues				12,307	10,000	10,000	10,000
<a href="#">213-542-4806</a>	Donations				-	50	50	
<b>SubProgram: 542 - Community Garden Total:</b>					<b>12,307</b>	<b>10,050</b>	<b>10,050</b>	<b>10,000</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">213-999-4901</a>	From Revolving 216				21,905	26,100	26,100	26,500
<a href="#">213-999-4916</a>	From General 101				281,428	569,997	434,000	571,600
<a href="#">213-999-4918</a>	From Measure X 104				50,000	80,000	80,000	80,000
<a href="#">213-999-4920</a>	From ARPA 105				83,000	82,000	82,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>436,334</b>	<b>758,097</b>	<b>622,100</b>	<b>678,100</b>
<b>Revenue Total:</b>					<b>836,843</b>	<b>1,180,797</b>	<b>1,100,400</b>	<b>1,211,050</b>
<b>Expense</b>								
<b>SubProgram: 221 - Management Information Services</b>								
<a href="#">213-221-5201</a>	Professional Services				240	5,000	5,000	9,750
<a href="#">213-221-5360</a>	Software Subscription/Maintenance				6,461	8,500	9,000	10,400
<a href="#">213-221-5565</a>	Computer Hardware/Replacement				-	3,000	3,000	-
<b>SubProgram: 221 - Management Information Services Total:</b>					<b>6,701</b>	<b>16,500</b>	<b>17,000</b>	<b>20,150</b>
<b>SubProgram: 503 - Vets Hall/Seaside</b>								
<a href="#">213-503-5100</a>	Regular Wages				1,324	8,250	8,250	21,100
<a href="#">213-503-5102</a>	Part-time Wages				7,580	6,100	6,100	43,700
<a href="#">213-503-5106</a>	Other Pay				-	500	500	900
<a href="#">213-503-5120</a>	Health Insurance				547	2,950	2,950	6,750
<a href="#">213-503-5121</a>	Dental Insurance				42	100	100	500
<a href="#">213-503-5122</a>	Life Insurance				9	50	50	100
<a href="#">213-503-5123</a>	Disability Insurance				12	50	50	100
<a href="#">213-503-5130</a>	PERS CLASSIC Contribution				150	-	-	1,100
<a href="#">213-503-5131</a>	PERS PEPPA Contribution				29	650	650	1,100
<a href="#">213-503-5132</a>	PERS Prepay UAAL				212	50	50	1,550
<a href="#">213-503-5140</a>	Medicare Tax				129	200	200	1,000
<a href="#">213-503-5150</a>	Flexible Benefits Program				33	150	150	350
<a href="#">213-503-5151</a>	Fitness Benefit				-	50	50	150
<a href="#">213-503-5152</a>	Cell Phone Allowance				-	-	-	50
<a href="#">213-503-5301</a>	Contract Services				1,230	3,000	3,400	3,000
<a href="#">213-503-5345</a>	Equipment Repairs/Replacement				2,545	5,000	5,000	2,000
<a href="#">213-503-5350</a>	Landscape Maintenance				8,027	7,900	7,900	8,900
<a href="#">213-503-5356</a>	Tree Maintenance				950	-	-	-
<a href="#">213-503-5362</a>	Janitorial Services				10,891	18,000	18,000	20,000
<a href="#">213-503-5400</a>	Utility - Electric				3,925	4,400	6,500	7,800
<a href="#">213-503-5410</a>	Utility - Natural Gas				1,505	3,800	3,800	4,750
<a href="#">213-503-5420</a>	Utility - Sewer				3,487	3,700	3,700	4,000
<a href="#">213-503-5430</a>	Utility - Water				2,493	3,000	5,000	5,750
<a href="#">213-503-5440</a>	Utility - Communications/Telephone				1,631	1,650	1,650	1,600
<a href="#">213-503-5560</a>	Supplies & Materials				5,679	2,000	2,000	2,000
<a href="#">213-503-5561</a>	Janitorial Supplies				3,363	2,000	2,000	2,000
<a href="#">213-503-5567</a>	Landscaping Supply Repairs & Replacement				690	2,000	2,000	2,000
<a href="#">213-503-5568</a>	Minor Equipment				-	6,500	6,500	1,500
<a href="#">213-503-5763</a>	Furniture & Fixtures				-	8,500	8,500	-
<a href="#">213-503-5764</a>	Improvements				-	25,000	25,000	-
<b>SubProgram: 503 - Vets Hall/Seaside Total:</b>					<b>56,482</b>	<b>115,550</b>	<b>120,050</b>	<b>143,750</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 213 - RECREATION SERVICES FUND</b>								
<b>SubProgram: 521 - Community Pool Services</b>								
<a href="#">213-521-5100</a>	Regular Wages				104,458	141,150	115,000	158,150
<a href="#">213-521-5102</a>	Part-time Wages				218,699	205,000	205,000	192,250
<a href="#">213-521-5104</a>	Overtime Pay				8,354	6,000	6,000	6,000
<a href="#">213-521-5106</a>	Other Pay				4,896	7,450	7,450	7,650
<a href="#">213-521-5120</a>	Health Insurance				18,646	32,150	32,150	54,050
<a href="#">213-521-5121</a>	Dental Insurance				2,160	2,500	2,500	4,450
<a href="#">213-521-5122</a>	Life Insurance				341	550	550	700
<a href="#">213-521-5123</a>	Disability Insurance				369	700	700	800
<a href="#">213-521-5130</a>	PERS CLASSIC Contribution				8,203	8,500	8,500	3,300
<a href="#">213-521-5131</a>	PERS PEPRA Contribution				2,517	9,400	9,400	10,850
<a href="#">213-521-5132</a>	PERS Prepay UAAL				15,255	15,000	15,000	4,700
<a href="#">213-521-5140</a>	Medicare Tax				4,889	5,050	5,050	5,100
<a href="#">213-521-5141</a>	Unemployment Insurance				1,728	-	-	-
<a href="#">213-521-5150</a>	Flexible Benefits Program				1,722	2,300	2,300	2,500
<a href="#">213-521-5151</a>	Fitness Benefit				-	1,050	1,050	1,150
<a href="#">213-521-5152</a>	Cell Phone Allowance				36	50	50	700
<a href="#">213-521-5171</a>	Uniform Allowance				-	2,000	2,000	2,000
<a href="#">213-521-5221</a>	Employee Training				928	2,500	2,500	2,500
<a href="#">213-521-5236</a>	Banking & Credit Card Fees				5,597	1,500	1,500	1,500
<a href="#">213-521-5301</a>	Contract Services				7,733	7,500	9,000	3,700
<a href="#">213-521-5345</a>	Equipment Repairs/Replacement				8,429	32,000	33,100	20,500
<a href="#">213-521-5350</a>	Landscape Maintenance				7,680	8,000	8,000	8,500
<a href="#">213-521-5362</a>	Janitorial Services				6,524	20,000	20,000	22,000
<a href="#">213-521-5400</a>	Utility - Electric				23,115	24,100	24,100	29,000
<a href="#">213-521-5410</a>	Utility - Natural Gas				37,513	120,000	64,000	64,000
<a href="#">213-521-5420</a>	Utility - Sewer				17,962	20,800	20,800	23,000
<a href="#">213-521-5430</a>	Utility - Water				23,104	26,100	27,500	32,000
<a href="#">213-521-5440</a>	Utility - Communications/Telephone				3,683	5,500	4,300	4,300
<a href="#">213-521-5500</a>	Printing & Advertising				121	300	300	300
<a href="#">213-521-5510</a>	Dues & Subscriptions				-	600	600	7,500
<a href="#">213-521-5512</a>	Meetings & Travel				803	3,000	3,000	2,750
<a href="#">213-521-5536</a>	Equipment/Office Rent & Leases				-	300	300	300
<a href="#">213-521-5546</a>	Cash (Over)/Short				(30)	-	-	-
<a href="#">213-521-5550</a>	Supplies for Resale				15,107	4,500	4,500	7,500
<a href="#">213-521-5560</a>	Supplies & Materials				5,415	10,000	10,000	7,500
<a href="#">213-521-5561</a>	Janitorial Supplies				2,904	2,000	2,000	2,000
<a href="#">213-521-5562</a>	Chemicals				66,798	55,000	55,000	55,000
<a href="#">213-521-5567</a>	Landscaping Supply Repairs & Replacement				503	1,000	1,000	1,000
<a href="#">213-521-5761</a>	Major Equipment				11,377	47,000	47,000	-
<b>SubProgram: 521 - Community Pool Services Total:</b>					<b>637,538</b>	<b>830,550</b>	<b>751,200</b>	<b>749,200</b>
<b>SubProgram: 522 - Junior Lifeguards</b>								
<a href="#">213-522-5100</a>	Regular Wages				27,126	34,800	28,000	37,200
<a href="#">213-522-5102</a>	Part-time Wages				19,143	80,600	80,600	59,400
<a href="#">213-522-5104</a>	Overtime Pay				3,448	3,000	1,000	1,000
<a href="#">213-522-5106</a>	Other Pay				1,306	1,550	1,550	1,550
<a href="#">213-522-5120</a>	Health Insurance				4,890	7,250	7,250	14,100
<a href="#">213-522-5121</a>	Dental Insurance				389	1,000	1,000	1,250
<a href="#">213-522-5122</a>	Life Insurance				88	100	100	200
<a href="#">213-522-5123</a>	Disability Insurance				95	200	200	250
<a href="#">213-522-5130</a>	PERS CLASSIC Contribution				818	1,000	1,000	-
<a href="#">213-522-5131</a>	PERS PEPRA Contribution				1,538	2,000	2,000	3,000
<a href="#">213-522-5132</a>	PERS Prepay UAAL				1,562	1,500	1,500	-
<a href="#">213-522-5140</a>	Medicare Tax				740	1,600	1,600	1,450
<a href="#">213-522-5150</a>	Flexible Benefits Program				240	650	650	700
<a href="#">213-522-5151</a>	Fitness Benefit				-	300	300	300
<a href="#">213-522-5152</a>	Cell Phone Allowance				-	-	-	100
<a href="#">213-522-5171</a>	Uniform Allowance				-	800	-	-
<a href="#">213-522-5345</a>	Equipment Repairs/Replacement				288	3,000	3,000	3,000
<a href="#">213-522-5512</a>	Meetings & Travel				146	2,500	3,000	3,000
<a href="#">213-522-5548</a>	Field Trips				2,548	3,500	3,500	3,000
<a href="#">213-522-5560</a>	Supplies & Materials				8,829	12,000	12,000	12,000
<b>SubProgram: 522 - Junior Lifeguards Total:</b>					<b>73,194</b>	<b>157,350</b>	<b>148,250</b>	<b>141,500</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 213 - RECREATION SERVICES FUND</b>								
<b>SubProgram: 523 - Swim Team Aquatics</b>								
<a href="#">213-523-5100</a>	Regular Wages				662	4,100	4,100	4,600
<a href="#">213-523-5102</a>	Part-time Wages				24,846	7,200	7,200	47,900
<a href="#">213-523-5104</a>	Overtime Pay				108	500	500	500
<a href="#">213-523-5106</a>	Other Pay				-	250	250	200
<a href="#">213-523-5120</a>	Health Insurance				231	1,450	1,450	1,400
<a href="#">213-523-5121</a>	Dental Insurance				12	50	50	150
<a href="#">213-523-5122</a>	Life Insurance				4	-	50	50
<a href="#">213-523-5123</a>	Disability Insurance				5	50	50	50
<a href="#">213-523-5130</a>	PERS CLASSIC Contribution				75	-	-	-
<a href="#">213-523-5131</a>	PERS PEPRA Contribution				15	300	300	400
<a href="#">213-523-5132</a>	PERS Prepay UAAL				106	50	50	-
<a href="#">213-523-5140</a>	Medicare Tax				371	150	150	800
<a href="#">213-523-5150</a>	Flexible Benefits Program				15	50	50	100
<a href="#">213-523-5151</a>	Fitness Benefit				-	50	50	50
<a href="#">213-523-5510</a>	Dues & Subscriptions				1,576	1,900	2,500	2,400
<a href="#">213-523-5512</a>	Meetings & Travel				86	1,000	1,200	1,500
<a href="#">213-523-5560</a>	Supplies & Materials				149	5,000	5,000	3,000
<b>SubProgram: 523 - Swim Team Aquatics Total:</b>					<b>28,261</b>	<b>22,100</b>	<b>22,950</b>	<b>63,100</b>
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">213-531-5100</a>	Regular Wages				662	4,100	4,100	4,600
<a href="#">213-531-5102</a>	Part-time Wages				2,091	8,500	8,500	11,550
<a href="#">213-531-5104</a>	Overtime Pay				26	-	200	200
<a href="#">213-531-5106</a>	Other Pay				-	250	250	200
<a href="#">213-531-5120</a>	Health Insurance				192	1,450	1,450	1,400
<a href="#">213-531-5121</a>	Dental Insurance				10	50	50	150
<a href="#">213-531-5122</a>	Life Insurance				3	-	50	50
<a href="#">213-531-5123</a>	Disability Insurance				4	50	50	50
<a href="#">213-531-5130</a>	PERS CLASSIC Contribution				75	-	-	-
<a href="#">213-531-5131</a>	PERS PEPRA Contribution				15	300	300	400
<a href="#">213-531-5132</a>	PERS Prepay UAAL				106	50	50	-
<a href="#">213-531-5140</a>	Medicare Tax				40	200	200	300
<a href="#">213-531-5150</a>	Flexible Benefits Program				15	50	50	100
<a href="#">213-531-5151</a>	Fitness Benefit				-	50	50	50
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>3,239</b>	<b>15,050</b>	<b>15,300</b>	<b>19,050</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 213 - RECREATION SERVICES FUND</b>								
<b>SubProgram: 532 - Beach Store</b>								
<a href="#">213-532-5100</a>	Regular Wages				662	4,100	4,100	4,600
<a href="#">213-532-5102</a>	Part-time Wages				1,188	300	5,000	-
<a href="#">213-532-5106</a>	Other Pay				-	250	250	200
<a href="#">213-532-5120</a>	Health Insurance				231	1,450	1,450	1,400
<a href="#">213-532-5121</a>	Dental Insurance				12	50	50	150
<a href="#">213-532-5122</a>	Life Insurance				4	-	50	50
<a href="#">213-532-5123</a>	Disability Insurance				5	50	50	50
<a href="#">213-532-5130</a>	PERS CLASSIC Contribution				74	-	-	-
<a href="#">213-532-5131</a>	PERS PEPRA Contribution				15	300	300	400
<a href="#">213-532-5132</a>	PERS Prepay UAAL				106	50	50	-
<a href="#">213-532-5140</a>	Medicare Tax				27	50	100	100
<a href="#">213-532-5150</a>	Flexible Benefits Program				15	50	50	100
<a href="#">213-532-5151</a>	Fitness Benefit				-	50	50	50
<a href="#">213-532-5440</a>	Utility - Communications/Telephone				-	700	600	600
<a href="#">213-532-5550</a>	Supplies for Resale				226	6,000	6,000	6,000
<a href="#">213-532-5560</a>	Supplies & Materials				260	1,000	1,000	1,000
<b>SubProgram: 532 - Beach Store Total:</b>					<b>2,826</b>	<b>14,400</b>	<b>19,100</b>	<b>14,700</b>
<b>SubProgram: 541 - Special Events</b>								
<a href="#">213-541-5542</a>	Softball League Expe				-	2,500	2,500	2,500
<a href="#">213-541-5560</a>	Supplies & Materials				76	-	-	-
<b>SubProgram: 541 - Special Events Total:</b>					<b>76</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>SubProgram: 542 - Community Garden</b>								
<a href="#">213-542-5102</a>	Part-time Wages				21,592	25,700	25,700	24,650
<a href="#">213-542-5140</a>	Medicare Tax				313	400	400	400
<a href="#">213-542-5301</a>	Contract Services				-	3,000	-	-
<a href="#">213-542-5362</a>	Janitorial Services				1,464	1,600	1,600	1,600
<a href="#">213-542-5420</a>	Utility - Sewer				733	800	800	900
<a href="#">213-542-5440</a>	Utility - Communications/Telephone				1,256	1,200	1,500	1,500
<a href="#">213-542-5500</a>	Printing & Advertising				46	50	50	50
<a href="#">213-542-5560</a>	Supplies & Materials				890	1,500	1,500	1,500
<b>SubProgram: 542 - Community Garden Total:</b>					<b>26,293</b>	<b>34,250</b>	<b>31,550</b>	<b>30,600</b>
<b>Expense Total:</b>					<b>834,610</b>	<b>1,208,250</b>	<b>1,127,900</b>	<b>1,184,550</b>
<b>Fund: 213 - RECREATION SERVICES FUND Surplus (Deficit):</b>					<b>2,234</b>	<b>(27,453)</b>	<b>(27,500)</b>	<b>26,500</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 214 - HOUSING FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 311 - Housing</b>								
<a href="#">214-311-4600</a>	Interest Income				5,541	6,000	10,000	14,500
<a href="#">214-311-4601</a>	Net Adjustment Fair Value				(17,850)	-	-	-
<a href="#">214-311-4602</a>	Gain/Loss on Investment				(700)	-	-	-
<a href="#">214-311-4603</a>	Interest Income, Loan				3,000	-	-	-
<a href="#">214-311-4802</a>	Miscellaneous Income				8,000	-	-	-
<a href="#">214-311-4830</a>	Housing Loans				75,000	-	-	-
<b>SubProgram: 311 - Housing Total:</b>					<b>72,991</b>	<b>6,000</b>	<b>10,000</b>	<b>14,500</b>
<b>Revenue Total:</b>					<b>72,991</b>	<b>6,000</b>	<b>10,000</b>	<b>14,500</b>
<b>Expense</b>								
<b>SubProgram: 311 - Housing</b>								
<a href="#">214-311-5201</a>	Professional Services				24,054	19,400	19,400	23,000
<a href="#">214-311-5610</a>	Housing Loan				-	-	187,000	-
<b>SubProgram: 311 - Housing Total:</b>					<b>24,054</b>	<b>19,400</b>	<b>206,400</b>	<b>23,000</b>
<b>Expense Total:</b>					<b>24,054</b>	<b>19,400</b>	<b>206,400</b>	<b>23,000</b>
<b>Fund: 214 - HOUSING FUND Surplus (Deficit):</b>					<b>48,937</b>	<b>(13,400)</b>	<b>(196,400)</b>	<b>(8,500)</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 215 - MEASURE A FUND</b>								
<b>Revenue</b>								
<b>SubProgram: 411 - Transportation, Parking and Lighting</b>								
<a href="#">215-411-4360</a>	State Grants				27,095	-	-	-
<a href="#">215-411-4812</a>	Reimbursement- Insurance Claim				-	4,000	2,400	-
<b>SubProgram: 411 - Transportation, Parking and Lighting Total:</b>					<b>27,095</b>	<b>4,000</b>	<b>2,400</b>	<b>-</b>
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">215-431-4332</a>	Measure A Revenue				1,013,269	1,000,000	1,000,000	1,020,000
<a href="#">215-431-4600</a>	Interest Income				15,521	10,000	20,000	16,150
<a href="#">215-431-4601</a>	Net Adjustment Fair Value				(39,543)	-	-	-
<a href="#">215-431-4602</a>	Gain/Loss on Investment				(1,312)	-	-	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>987,936</b>	<b>1,010,000</b>	<b>1,020,000</b>	<b>1,036,150</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">215-999-4920</a>	From ARPA 105				39,000	38,000	38,000	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>39,000</b>	<b>38,000</b>	<b>38,000</b>	<b>-</b>
<b>Revenue Total:</b>					<b>1,054,030</b>	<b>1,052,000</b>	<b>1,060,400</b>	<b>1,036,150</b>
<b>Expense</b>								
<b>SubProgram: 163 - Community Services Support</b>								
<a href="#">215-163-5601</a>	Community Services Grants				5,429	5,500	5,500	5,500
<b>SubProgram: 163 - Community Services Support Total:</b>					<b>5,429</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>SubProgram: 221 - Management Information Services</b>								
<a href="#">215-221-5360</a>	Software Subscription/Maintenance				11,469	10,000	10,000	10,000
<a href="#">215-221-5565</a>	Computer Hardware/Replacement				-	-	500	-
<b>SubProgram: 221 - Management Information Services Total:</b>					<b>11,469</b>	<b>10,000</b>	<b>10,500</b>	<b>10,000</b>

					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 215 - MEASURE A FUND</b>								
<b>SubProgram: 411 - Transportation, Parking and Lighting</b>								
<a href="#">215-411-5100</a>	Regular Wages				92,258	100,000	82,000	45,800
<a href="#">215-411-5104</a>	Overtime Pay				2,313	2,500	1,500	1,500
<a href="#">215-411-5106</a>	Other Pay				9,393	5,400	5,400	2,100
<a href="#">215-411-5108</a>	Interpreter Pay				173	-	-	-
<a href="#">215-411-5120</a>	Health Insurance				26,457	22,000	20,000	10,250
<a href="#">215-411-5121</a>	Dental Insurance				2,384	3,000	3,000	1,000
<a href="#">215-411-5122</a>	Life Insurance				270	500	500	150
<a href="#">215-411-5123</a>	Disability Insurance				328	700	700	200
<a href="#">215-411-5130</a>	PERS CLASSIC Contribution				7,684	8,000	8,000	3,050
<a href="#">215-411-5131</a>	PERS PEPRa Contribution				1,744	2,000	2,000	2,000
<a href="#">215-411-5132</a>	PERS Prepay UAAL				13,238	13,550	13,550	4,300
<a href="#">215-411-5140</a>	Medicare Tax				1,509	1,700	1,700	700
<a href="#">215-411-5150</a>	Flexible Benefits Program				1,810	2,050	2,050	750
<a href="#">215-411-5151</a>	Fitness Benefit				42	950	950	350
<a href="#">215-411-5152</a>	Cell Phone Allowance				166	300	300	150
<a href="#">215-411-5204</a>	Transit- Senior/ADA Transport				12,000	12,000	12,000	17,500
<a href="#">215-411-5228</a>	Engineering Services				148,760	299,000	299,000	205,000
<a href="#">215-411-5301</a>	Contract Services				7,000	9,250	9,250	8,000
<a href="#">215-411-5500</a>	Printing & Advertising				-	-	-	3,000
<a href="#">215-411-5510</a>	Dues & Subscriptions				3,057	3,000	3,000	3,000
<b>SubProgram: 411 - Transportation, Parking and Lighting Total:</b>					<b>330,587</b>	<b>485,900</b>	<b>464,900</b>	<b>308,800</b>
<b>SubProgram: 431 - Street Maintenance</b>								
<a href="#">215-431-5302</a>	Street Maintenance				66,261	310,000	310,000	110,000
<a href="#">215-431-5345</a>	Equipment Repairs/Replacement				-	-	300	-
<a href="#">215-431-5400</a>	Utility - Electric				10,039	13,000	13,000	15,000
<a href="#">215-431-5536</a>	Equipment/Office Rent & Leases				18,800	30,000	-	-
<a href="#">215-431-5566</a>	Sign Replacement				34,489	40,000	40,000	40,000
<a href="#">215-431-5762</a>	Vehicle Purchase				124,478	201,000	201,000	-
<a href="#">215-431-5764</a>	Improvements				-	-	-	-
<b>SubProgram: 431 - Street Maintenance Total:</b>					<b>254,067</b>	<b>594,000</b>	<b>564,300</b>	<b>165,000</b>
<b>SubProgram: 441 - Right of Way Maintenance</b>								
<a href="#">215-441-5356</a>	Tree Maintenance				150,369	160,000	160,000	160,000
<a href="#">215-441-5357</a>	Tree Replacement				4,845	30,000	-	30,000
<b>SubProgram: 441 - Right of Way Maintenance Total:</b>					<b>155,213</b>	<b>190,000</b>	<b>160,000</b>	<b>190,000</b>
<b>SubProgram: 451 - Watershed Management</b>								
<a href="#">215-451-5353</a>	Storm Drain Maintenance				2,695	5,000	5,000	6,000
<b>SubProgram: 451 - Watershed Management Total:</b>					<b>2,695</b>	<b>5,000</b>	<b>5,000</b>	<b>6,000</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">215-999-5911</a>	To Capital Improvement 301				319,170	1,202,150	711,450	1,188,450
<b>SubProgram: 999 - Transfers Total:</b>					<b>319,170</b>	<b>1,202,150</b>	<b>711,450</b>	<b>1,188,450</b>
<b>Expense Total:</b>					<b>1,078,629</b>	<b>2,492,550</b>	<b>1,921,650</b>	<b>1,873,750</b>
<b>Fund: 215 - MEASURE A FUND Surplus (Deficit):</b>					<b>(24,599)</b>	<b>(1,440,550)</b>	<b>(861,250)</b>	<b>(837,600)</b>

## Revolving Fund

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

				Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 216 - REVOLVING FUND</b>							
<b>Revenue</b>							
<b>SubProgram: 151 - Emergency Preparedness</b>							
<a href="#">216-151-4360</a>	State Grants			53,511	20,000	11,000	10,000
<b>SubProgram: 151 - Emergency Preparedness Total:</b>				<b>53,511</b>	<b>20,000</b>	<b>11,000</b>	<b>10,000</b>
<b>SubProgram: 421 - Solid Waste</b>							
<a href="#">216-421-4360</a>	State Grants			9,914	21,300	15,650	16,600
<b>SubProgram: 421 - Solid Waste Total:</b>				<b>9,914</b>	<b>21,300</b>	<b>15,650</b>	<b>16,600</b>
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>							
<a href="#">216-502-4806</a>	Donations			-	-	9,000	-
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>				<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>
<b>SubProgram: 521 - Community Pool Services</b>							
<a href="#">216-521-4390</a>	Private Grants			11,512	38,000	-	-
<a href="#">216-521-4806</a>	Donations			-	15,800	6,800	4,000
<b>SubProgram: 521 - Community Pool Services Total:</b>				<b>11,512</b>	<b>53,800</b>	<b>6,800</b>	<b>4,000</b>
<b>SubProgram: 522 - Junior Lifeguards</b>							
<a href="#">216-523-4360</a>	State Grants			-	3,000	3,000	3,000
<b>SubProgram: 522 - Junior Lifeguards Total:</b>				<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>SubProgram: 523 - Swim Team Aquatics</b>							
<a href="#">216-522-4806</a>	Donations			-	7,700	7,700	-
<b>SubProgram: 523 - Swim Team Aquatics Total:</b>				<b>-</b>	<b>7,700</b>	<b>7,700</b>	<b>-</b>
<b>SubProgram: 531 - Ocean Beach Services</b>							
<a href="#">216-531-4806</a>	Donations			-	-	12,000	-
<b>SubProgram: 531 - Ocean Beach Services Total:</b>				<b>-</b>	<b>-</b>	<b>12,000</b>	<b>-</b>
<b>SubProgram: 542 - Community Garden</b>							
<a href="#">216-542-4360</a>	State Grants			21,905	26,100	26,100	26,500
<b>SubProgram: 542 - Community Garden Total:</b>				<b>21,905</b>	<b>26,100</b>	<b>26,100</b>	<b>26,500</b>
<b>SubProgram: 550 - City Library</b>							
<a href="#">216-550-4360</a>	State Grants			-	5,350	6,000	5,000
<a href="#">216-550-4806</a>	Donations			47,312	125,000	77,300	50,000
<b>SubProgram: 550 - City Library Total:</b>				<b>47,312</b>	<b>130,350</b>	<b>83,300</b>	<b>55,000</b>
<b>Revenue Total:</b>				<b>144,155</b>	<b>262,250</b>	<b>174,550</b>	<b>115,100</b>



					Prior Year Actuals FY 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 216 - REVOLVING FUND</b>								
<b>Expense</b>								
<b>SubProgram: 151 - Emergency Preparedness</b>								
<a href="#">216-151-5301</a>	Contract Services				53,511	20,000	11,000	10,000
<b>SubProgram: 151 - Emergency Preparedness Total:</b>					<b>53,511</b>	<b>20,000</b>	<b>11,000</b>	<b>10,000</b>
<b>SubProgram: 421 - Solid Waste</b>								
<a href="#">216-421-5301</a>	Contract Services				435	10,650	10,650	14,000
<a href="#">216-421-5500</a>	Printing & Advertising				1,288	-	-	-
<a href="#">216-421-5512</a>	Meetings & Travel				631	-	-	2,600
<a href="#">216-421-5560</a>	Supplies & Materials				5,000	10,650	5,000	-
<b>SubProgram: 421 - Solid Waste Total:</b>					<b>7,354</b>	<b>21,300</b>	<b>15,650</b>	<b>16,600</b>
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>								
<a href="#">216-502-5301</a>	Contract Services				-	-	5,000	-
<a href="#">216-502-5345</a>	Equipment Repairs/Replacement				-	-	4,000	-
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>					<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>
<b>SubProgram: 521 - Community Pool Services</b>								
<a href="#">216-521-5301</a>	Contract Services				-	5,800	-	-
<a href="#">216-521-5345</a>	Contract Services				8,709	5,000	6,800	-
<a href="#">216-521-5560</a>	Supplies & Materials				-	5,000	-	4,000
<a href="#">216-521-5764</a>	Improvements				-	-	-	-
<b>SubProgram: 521 - Community Pool Services Total:</b>					<b>8,709</b>	<b>15,800</b>	<b>6,800</b>	<b>4,000</b>
<b>SubProgram: 522 - Junior Lifeguards</b>								
<a href="#">216-522-5560</a>	Supplies & Materials				-	7,700	7,700	-
<b>SubProgram: 522 - Junior Lifeguards Total:</b>					<b>-</b>	<b>7,700</b>	<b>7,700</b>	<b>-</b>
<b>SubProgram: 523 - Swim Team Aquatics</b>								
<a href="#">216-523-5560</a>	Supplies & Materials				2,803	3,000	3,000	3,000
<b>SubProgram: 523 - Swim Team Aquatics Total:</b>					<b>2,803</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>SubProgram: 531 - Ocean Beach Services</b>								
<a href="#">216-531-5560</a>	Supplies & Materials				-	-	12,000	-
<b>SubProgram: 531 - Ocean Beach Services Total:</b>					<b>-</b>	<b>-</b>	<b>12,000</b>	<b>-</b>
<b>SubProgram: 550 - City Library</b>								
<a href="#">216-550-5345</a>	Equipment Repairs/Replacement				47,312	300	300	-
<a href="#">216-550-5520</a>	Books				-	5,350	6,000	5,000
<a href="#">216-550-5560</a>	Supplies & Materials				2,559	-	-	-
<a href="#">216-550-5568</a>	Minor Equipment				-	10,000	10,000	-
<a href="#">216-550-5761</a>	Major Equipment				-	15,000	15,000	-
<a href="#">216-550-5763</a>	Furniture & Fixtures				-	60,000	50,000	50,000
<a href="#">216-550-5764</a>	Improvements				-	39,700	2,000	-
<b>SubProgram: 550 - City Library Total:</b>					<b>49,871</b>	<b>130,350</b>	<b>83,300</b>	<b>55,000</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">216-999-5909</a>	To Recreation Services 213				21,905	26,100	26,100	26,500
<a href="#">216-999-5911</a>	To Capital Improvement 301				-	38,000	-	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>21,905</b>	<b>64,100</b>	<b>26,100</b>	<b>26,500</b>
<b>Expense Total:</b>					<b>144,154</b>	<b>262,250</b>	<b>174,550</b>	<b>115,100</b>
<b>Fund: 216 - REVOLVING FUND Surplus (Deficit):</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 217 - PEG FEES</b>								
<b>Revenue</b>								
<b>SubProgram: 161 - Communication and Community Promotions</b>								
<a href="#">217-161-4131</a>	COX Cable PEG Fees				42,078	42,000	38,000	38,000
<a href="#">217-161-4600</a>	Interest Income				1,140	500	500	1,100
<a href="#">217-161-4601</a>	Net Adjustment Fair Value				(2,767)	-	-	-
<a href="#">217-161-4602</a>	Gain/Loss on Investment				(122)	-	-	-
<a href="#">217-161-4802</a>	Miscellaneous Income				3,466	2,000	2,400	2,400
<b>SubProgram: 161 - Communication and Community Promotions Total:</b>					<b>43,796</b>	<b>44,500</b>	<b>40,900</b>	<b>41,500</b>
<b>SubProgram: 999 - Transfers</b>								
<a href="#">217-999-4902</a>	From Major Asset Replacement				-	-	-	50,000
<a href="#">217-999-4920</a>	From ARPA 105				6,000	5,500	5,500	-
<b>SubProgram: 999 - Transfers Total:</b>					<b>6,000</b>	<b>5,500</b>	<b>5,500</b>	<b>50,000</b>
<b>Revenue Total:</b>					<b>49,796</b>	<b>50,000</b>	<b>46,400</b>	<b>91,500</b>
<b>Expense</b>								
<b>SubProgram: 161 - Communication and Community Promotions</b>								
<a href="#">217-161-5100</a>	Regular Wages				164	10,450	10,450	2,900
<a href="#">217-161-5104</a>	Overtime Pay				-	500	100	100
<a href="#">217-161-5106</a>	Other Pay				-	400	400	150
<a href="#">217-161-5108</a>	Interpreter Pay				6	400	400	150
<a href="#">217-161-5120</a>	Health Insurance				-	3,500	3,500	950
<a href="#">217-161-5121</a>	Dental Insurance				-	350	350	100
<a href="#">217-161-5122</a>	Life Insurance				-	50	50	50
<a href="#">217-161-5123</a>	Disability Insurance				-	50	50	50
<a href="#">217-161-5131</a>	PERS Pepra Contribution				13	800	800	250
<a href="#">217-161-5132</a>	PERS Prepay UAAL				0	50	50	-
<a href="#">217-161-5140</a>	Medicare Tax				2	150	150	50
<a href="#">217-161-5150</a>	Flexible Benefits Program				-	250	250	100
<a href="#">217-161-5151</a>	Fitness Benefit				-	100	100	50
<a href="#">217-161-5201</a>	Professional Services				55,177	70,000	70,000	70,000
<a href="#">217-161-5345</a>	Equipment Repairs/Replacement				2,224	10,000	10,000	10,000
<a href="#">217-161-5510</a>	Dues & Subscriptions				625	700	700	700
<a href="#">217-161-5560</a>	Supplies & Materials				-	1,000	1,000	500
<a href="#">217-161-5761</a>	Major Equipment				-	10,000	-	50,000
<b>SubProgram: 161 - Communication and Community Promotions Total:</b>					<b>58,213</b>	<b>108,750</b>	<b>98,350</b>	<b>136,100</b>
<b>SubProgram: 221 - Management Information Services</b>								
<a href="#">217-221-5360</a>	Software Subscription/Maintenance				11,603	11,700	11,700	11,700
<b>SubProgram: 221 - Management Information Services Total:</b>					<b>11,603</b>	<b>11,700</b>	<b>11,700</b>	<b>11,700</b>
<b>Expense Total:</b>					<b>69,816</b>	<b>120,450</b>	<b>110,050</b>	<b>147,800</b>
<b>Fund: 217 - PEG FEES Surplus (Deficit):</b>					<b>(20,020)</b>	<b>(70,450)</b>	<b>(63,650)</b>	<b>(56,300)</b>

## 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 2021/22	Current Budget FY 2022/23	Estimated Actual FY 2022/23	Proposed Budget FY 2023/24
<b>Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND</b>							
<b>Revenue</b>							
<b>SubProgram: 401 - Public Works Administration</b>							
<a href="#">301-401-4550</a>	Highway & Bridges			149,382	18,000	18,000	18,000
<a href="#">301-401-4552</a>	Traffic Control			11,997	4,000	2,000	2,000
<a href="#">301-401-4555</a>	General Government			9,757	4,500	2,500	2,500
<b>SubProgram: 401 - Public Works Administration Total:</b>				<b>171,136</b>	<b>26,500</b>	<b>22,500</b>	<b>22,500</b>
<b>SubProgram: 403 - Capital Improvements</b>							
<a href="#">301-403-4360</a>	State Grants			(23,090)	2,068,450	297,150	825,650
<a href="#">301-403-4370</a>	Federal Grants			23,118	908,650	17,700	-
<a href="#">301-403-4380</a>	County Grants			768,035	1,371,700	578,550	381,950
<a href="#">301-403-4390</a>	Private Grants			202,708	1,440,450	860,500	442,400
<a href="#">301-403-4802</a>	Miscellaneous Income			-	43,000	43,000	-
<b>SubProgram: 403 - Capital Improvements Total:</b>				<b>970,771</b>	<b>5,832,250</b>	<b>1,796,900</b>	<b>1,650,000</b>
<b>SubProgram: 431 - Street Maintenance</b>							
<a href="#">301-431-4551</a>	Storm Drainage			28,963	12,500	3,500	3,500
<a href="#">301-431-4553</a>	Streets & Thoroughfares			29,336	4,500	4,500	4,500
<b>SubProgram: 431 - Street Maintenance Total:</b>				<b>58,299</b>	<b>17,000</b>	<b>8,000</b>	<b>8,000</b>
<b>SubProgram: 502 - Parks and Facilities Maintenance</b>							
<a href="#">301-502-4560</a>	Park Land Acquisition			-	78,000	8,000	8,000
<a href="#">301-502-4561</a>	Park & Recreation Facilities Improvement			36,350	15,000	-	-
<a href="#">301-502-4562</a>	Aquatics Facilities			2,198	1,000	1,000	1,000
<a href="#">301-502-4563</a>	Open Space Parks			-	5,100	5,100	5,100
<a href="#">301-502-4564</a>	Quimby Fees			36,318	10,000	-	-
<a href="#">301-502-4566</a>	New Construction Fee			1,000	500	100	100
<b>SubProgram: 502 - Parks and Facilities Maintenance Total:</b>				<b>75,866</b>	<b>109,600</b>	<b>14,200</b>	<b>14,200</b>
<b>SubProgram: 900 - Non-Departmental</b>							
<a href="#">301-900-4600</a>	Interest Income			8,277	15,000	20,000	35,300
<a href="#">301-900-4601</a>	Net Adjustment Fair Value			(43,991)	-	-	-
<a href="#">301-900-4602</a>	Gain/Loss on Investment			(85)	-	-	-
<b>SubProgram: 900 - Non-Departmental Total:</b>				<b>(35,799)</b>	<b>15,000</b>	<b>20,000</b>	<b>35,300</b>
<b>SubProgram: 999 - Transfers</b>							
<a href="#">301-999-4901</a>	From Revolving 216			-	38,000	-	-
<a href="#">301-999-4906</a>	From Measure A Fund 215			319,190	1,202,150	711,450	1,188,450
<a href="#">301-999-4907</a>	From Tidelands Trust Fund 207			12,353	105,500	12,200	114,350
<a href="#">301-999-4917</a>	From General Reserves 102			163,254	1,465,700	1,391,750	-
<a href="#">301-999-4918</a>	From Measure X 104			1,651,652	3,788,550	1,635,300	4,294,800
<a href="#">301-999-4919</a>	From RMRA 203			378,050	335,000	50,000	617,600
<b>SubProgram: 999 - Transfers Total:</b>				<b>2,524,498</b>	<b>6,934,900</b>	<b>3,800,700</b>	<b>6,215,200</b>
<b>Revenue Total:</b>				<b>3,764,771</b>	<b>12,935,250</b>	<b>5,662,300</b>	<b>7,945,200</b>
<b>Expense</b>							
<b>SubProgram: 403 - Capital Improvements</b>							
<a href="#">301-403-5780</a>	Major Capital Projects			4,061,126	13,795,800	5,853,900	8,028,950
<b>SubProgram: 403 - Capital Improvements Total:</b>				<b>4,061,126</b>	<b>13,795,800</b>	<b>5,853,900</b>	<b>8,028,950</b>
<b>Expense Total:</b>				<b>4,061,126</b>	<b>13,795,800</b>	<b>5,853,900</b>	<b>8,028,950</b>
<b>Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND Surplus (Deficit):</b>				<b>(296,355)</b>	<b>(860,550)</b>	<b>(191,600)</b>	<b>(83,750)</b>



### BUDGET PURPOSE AND ORGANIZATION

A. **Balanced Budget.** The City will maintain a balanced budget. This means that:

1. Operating revenues should fully cover operating expenditures, including debt service.
2. Ending fund balance must meet minimum policy levels or other target levels established by the Council for the fiscal year.

Under this policy, it is allowable for total expenditures and uses to exceed revenues and other sources in a given year; however, in this situation, beginning fund balance should only be used to fund capital improvement plan projects or other “one-time,” non-recurring expenditures. (See *Fund Balance and Reserves* policy for other circumstances when it would be appropriate to use beginning fund balance.)

B. **Budget Objectives.** Through its Budget, the City will link resources with goals and results by:

1. Identifying community needs for essential services.
2. Organizing the programs required to provide these essential services.
3. Describing programs and activities performed in delivering services.
4. Proposing objectives for improving the delivery of program services.
5. Identifying and appropriating the resources required to perform program activities and accomplish program objectives.

C. **Measurable Objectives.** The Budget will establish measurable program objectives and allow reasonable time to accomplish those objectives.

D. **Budget Adoption by Resolution.** The City’s annual Budget is adopted 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 adopted.

E. **Goal Status Reports.** The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.

F. **Mid-Year Budget Reviews.** The Council will formally review the City’s fiscal condition, and amend appropriations, if necessary, based on six months of results and emerging trends since the beginning of the fiscal year.

*Status: In Compliance. These practices are either in place or the Council has adopted a budget process and document for 2023-24 that meets these policy objectives. However, linking resources to outcomes and measuring performance will always be a work in progress, with ongoing improvements.*



### REVENUE MANAGEMENT

- A. **Current Revenues for Current Uses; One-Time Revenues for One-Time Purposes.** The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues or rolling over short-term debt. The City will avoid using one-time revenues to fund ongoing program costs.
- B. **Revenue Distribution.** The Council recognizes that generally accepted accounting principles for state and local governments discourage the “earmarking” of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. In those cases where it does occur, the basis and methodology for earmarking should be clearly articulated in the City’s Budget and Fiscal Policies.
- C. **Grant Management.** Intergovernmental assistance in the form of grants and loans will be used to finance only:
1. Capital improvements that are consistent with capital improvement plan (CIP) priorities and can be maintained and operated over time.
  2. Technological upgrades or enhancements.
  3. Capital acquisition items.
  4. Operating programs which either can be sustained over time or have a limited horizon.
  5. Other areas as determined by the Council to be in the best interest of the City.
- D. **Interfund Transfers and Loans.** In order to achieve important public policy goals, the City has established various special revenue and capital project funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund balance.

Any transfers between funds are clearly set forth in the Budget and can only be made by the Administrative Services Director in accordance with the adopted budget. These transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund balance; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time-to-time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Administrative Services Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 60 days. The most common use of interfund borrowing under this circumstance is for grant programs,



where costs are often incurred before drawdowns are initiated and received. However, receipt of funds is typically received shortly after the request for funds has been made.

2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.
3. Any transfers between funds where reimbursement is not expected within one fiscal year shall recorded under one of the following options:
  - a. Where the terms and conditions of repayment are uncertain, they should not be recorded as interfund loans but as interfund transfers that affect fund balance by moving financial resources from one fund to another. In this case, the intent to repay should be documented in the Budget or via Resolution.
  - b. Where repayment is more certain, long-term loans may be recorded as such; and in accordance with generally accepted accounting principles, their balance will be recorded as non-spendable fund balance. In this case, the terms and conditions of loan repayment, including need for the loan, source of repayment funds, interest rate (if any) and amortized repayment schedule, should be documented via Resolution.

**Status: In Compliance.** *These practices are in place or the Council has adopted a budget process and document for 2023-24 that meets these policy objectives. There are currently no long-term interfund loans.*

### MINIMUM FUND BALANCE AND RESERVES

#### A. Reserve for Fiscal Stability, Cash Flow and Contingencies

The City will strive to maintain a minimum General Fund unrestricted balance (less encumbrances and reappropriation carryovers) of at least 40% of operating and debt service expenditures plus subsidy transfers to other funds for fiscal stability, cash flow and contingencies such as economic downturns, catastrophic events and unforeseen operating or capital needs. This target is based on financial management best practices and industry standards, including the risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOA) in adequately addressing:

1. Economic uncertainties, local disasters, public health crises and other financial hardships or downturns in the local or national economy.
2. Contingencies for unseen operating or capital needs, including strategic investment opportunities.
3. Unfunded liabilities such as pensions and retiree health obligations.
4. Dependency of other funds on the General Fund.
5. Institutional changes, such as State budget takeaways and unfunded mandates.
6. Cash flow requirements.



Whenever the City's General Fund unrestricted balance falls below this target, the City will strive to restore reserves to this level within five years. As revenues versus expenditures begin moving in a positive direction, the City will allocate at least half to reserve restoration, with the balance available to fund asset replacements, unfunded liabilities, capital improvement projects, service level restorations or new operating programs.

Circumstances where taking reserves below policy levels would be appropriate include responding to the risks that reserves are intended to mitigate, such as:

1. Meeting cash flow needs during the fiscal year.
2. Closing a projected short-term revenue-expenditure gap.
3. Responding to unexpected expenditure requirements or revenue shortfalls.
4. Making investments in unfunded liability reductions, economic development and revenue base improvements, productivity improvements and similar strategic opportunities that will strengthen City revenues, reduce future costs or achieve "one-time" high-priority City goals.
5. Where a forecast shows an ongoing structural gap: providing a strategic bridge to the future by providing time to develop and implement thoughtful solutions.

On the other hand, the City should avoid using reserves to fund ongoing costs or projected systemic "gaps." Stated simply, reserves can only be used once, so their use should be restricted to one-time (or short-term) uses.

- B. **General Reserve.** This reserve is maintained at a level of \$1,000,000 with interest earned on that balance segregated for use at the Council's direction.
- C. **Major Asset Replacement and Repair Reserve.** Similar to the General Reserve Fund, this reserve is maintained at a level of \$1,000,000 with interest earned segregated for use at the Council's direction.
- D. **Future Capital Project or Other Long-Term Goal Assignments or Commitments.** The Council may also commit or assign specific General Fund balance levels above the reserve targets above for fleet, facility, technology and equipment replacements; major repairs; future development of capital projects, unfunded liabilities and similar policy commitments and assignments for future purposes and long-term goals that it determines to be in the best interests of the City.
- E. **Other Commitments and Assignments.** In addition to the minimum targets noted above, unrestricted fund balance levels will be sufficient to meet funding requirements for programs or projects approved in prior years which are carried forward into the new year; debt service reserve requirements; commitments for encumbrances; and other restrictions, commitments or assignments required by contractual obligations, state law or generally accepted accounting principles.

**Status: In Compliance.** The 2023-24 Budget projects that the ending reserve will meet or exceed policy minimums.





### FINANCIAL REPORTING AND BUDGET ADMINISTRATION

A. **Annual Reporting.** The City will prepare annual financial statements as follows:

1. In accordance with best practices and industry standards, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditors' opinion.
2. The City will use generally accepted accounting principles (GAAP) in preparing its annual financial statements. The Administrative Services Director is authorized to establish Accounting Policies as needed to conform with GAAP. The City will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program by issuing an Annual Comprehensive Financial Report.
3. The City will issue audited financial statements within 180 days after year-end.
4. Unexpended operating appropriations lapse at year, provided however that encumbrance balances will be carried-over and reappropriated into the following fiscal year. Project-length budgets are adopted for capital projects and accordingly unexpended/unencumbered balances will be carried over and reappropriated into the following fiscal year.

B. **Interim Reporting.** The City will prepare and issue timely interim reports on the City's fiscal status to the Council and staff. This includes on-line access for authorized users to the City's financial management system; monthly reports to program managers; more formal quarterly reports to the Council and Department Heads; mid-year budget reviews; and interim annual reports.

C. **Budget Administration.** The Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. Council approval is required for all new appropriations from fund balance. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

D. **Agenda Report Review.** A Fiscal Impact Statement will be provided with each staff report submitted to the Council as part of the agenda packet.

*Status: In Compliance. These practices are in place.*

### HUMAN RESOURCE MANAGEMENT

A. **Regular Staffing**

1. Unless otherwise approved by the Council to achieve one-time budgetary savings, the budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
2. Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time City employees rather than independent





## BUDGET AND FISCAL POLICIES

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contractors or temporary employees. The City will strive to provide competitive compensation and benefit schedules for its authorized regular workforce. Each regular employee will:

- a. Fill an authorized regular position.
  - b. Receive salary and benefits consistent with labor agreements or other compensation plans.
3. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
- a. The Council will authorize all regular positions.
  - b. Human Resources will coordinate and approve the hiring of all regular and temporary employees.
  - c. All requests for additional regular positions will include evaluations of:
    - The necessity, term and expected results of the proposed activity.
    - Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
    - The ability of temporary staff, overtime, private industry or other government agencies to provide the proposed service.
    - Additional revenues or cost savings that may be realized.

### **B. Temporary Staffing**

1. The hiring of temporary employees will not be used as an incremental method for expanding the City's regular workforce.
2. Temporary employees include all employees other than regular employees, elected officials and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants.
3. The City Manager and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies and accomplish tasks where less than full-time, year-round staffing is required. Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1,000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager based on the review and recommendation of the Human Resources Administrator.
4. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between six months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period.

The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.

5. Temporary staffing costs are limited by the approved Budget for these positions.



### C. Overtime Management

1. Overtime should be used only when necessary and when other alternatives are not feasible or cost effective.
2. All overtime must be pre-authorized by the department head or delegate unless it is assumed pre-approved by its nature. For example, overtime that results when an employee is assigned to standby and/or must respond to an emergency or complete an emergency response.
3. Departmental operating budgets should reflect anticipated annual overtime costs and departments will regularly monitor overtime use and expenditures.
4. When considering the addition of regular or temporary staffing, the use of overtime as an alternative will be considered. The department will consider:
  - a. The duration that additional staff resources may be needed.
  - b. The cost of overtime versus the cost of additional staff.
  - c. The skills and abilities of current staff.
  - d. Training costs associated with hiring additional staff.
  - e. The impact of overtime on existing staff.

### D. Private Sector Independent Contractors

Private sector independent contractors are not City employees. They may be used in two situations:

1. Short-term, peak workload assignments to be accomplished using personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through Human Resources and subject to the approval of the Human Resources Administrator.
2. Construction of public works projects and delivery of operating, maintenance or specialized professional services (such as attorneys, architects, fiscal advisors, bond counsel, engineers, scientists and other consultants) not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures.

***Status: In Compliance. These procedures are in place.***

## 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





## 2022/23 Fiscal Year Accomplishments by Program

### General Government Department

<b>PROGRAM:</b>	<b>City Administration</b>	
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Prepare for City Council review and adoption of the City’s Annual Work Program with Strategic Initiatives and specific Department Work Program matters.	1. Meet weekly with Department Heads to coordinate and advance approved work plans. 2. Provide an annual Work Program report. 3. Conduct Department Head Performance Reviews wherein individual employee performance plans reflect, in part, implementation of the annual Department/City Work Program.	Completed.
Prepare and submit for City Council review and adoption the annual municipal budget and provide information sufficient for the City Council to be informed as to the City’s financial condition.	1. Hold regular meetings with the City Council Finance Committee. 2. Prepare and submit the draft budget for City Council consideration at its regular meetings in June. 3. Prepare and maintain a long-term financial plan.	Completed.
Implement annual Budget Performance Measurements.	1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures 2. Provide an annual report on measurable outputs to the City Council as a part of the budget.	Partially completed. The 2022-23 Fiscal Year Budget includes performance measures as well as the annual report on prior year outcomes. Department Head training on performance measurement did not occur. Comprehensive update of the performance program needed.

Monitor external and internal factors affecting the City government organization and make organizational adjustments as determined appropriate.	Participation in regional organizations and events such as the UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.	Completed. The City's long-range financial plan (2022-27) includes environmental scan information as does the 2023 economic forecast that has been initiated in FY2022-23. The City also attends the UCSB forecast.
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's Social Media platforms and newsletter allow for regular, frequent information about City work and opportunities for community engagement to reach constituents. In May of 2023, the City initiated Council District events that in some ways replicate the prior Neighbor-to-Neighbor program pilot rolled out just prior to the Pandemic. The first event will be a combined District 1 and 2 event at Aliso School where information about City and special district work will be shared and residents can share information/concerns about their neighborhood.

Manage contracts for law enforcement and legal services, and franchise agreements.	Ensuring that: contracts are implemented within budget; services delivered through the contracts are meeting community and organizational needs; and, terms of the agreements are being complied with.	Completed. The City Manager's office continues to lead negotiations for a successor to the current law enforcement services agreement that is set to expire on June 30, 2023. Legal Services contract costs are projected to exceed budget and organizational changes, in particular the addition of management analyst positions, are expected to mitigate reliance on the City Attorney's Office.
Monitor and evaluate customer satisfaction via surveys, interviews, and similar tools and take actions necessary to improve customer service.	Respond to a minimum of 10 customer service concerns annually by working with Department heads and implementing change where needed.	The City Manager responded directly and/or coordinated response with staff members concerning over ten customer service matters.
Improve and maintain collaborative relations with other public agencies in the region and with the business community.	<ol style="list-style-type: none"> <li>1. Participation in monthly meetings of the Southcoast Executives and the Carpinteria Valley Managers Group.</li> <li>2. Participation in quarterly meetings of the Santa Barbara County Managers and Administrators group.</li> <li>3. Participation in the South Coast Youth Safety Partnership and regional coordination on homelessness.</li> <li>4. Participation in the Chamber of Commerce Carpinteria Business Committee and support of the Downtown Business Advisory Board.</li> <li>5. Coordination/Participation in at least four City Council committee meetings annually that involve interagency coordination/communication.</li> </ol>	All measures completed in terms of participation in regional managers groups. During the year, the City Manager and/or Assistant City Manager participated in the Chamber's Carpinteria Business Roundtable meetings, and meetings of the DTBAB were held concerning various matters. The Assistant City Manager and Mayor participate in the annual State of the City event. SCYSP

		meetings were attended as were meetings of the Elected Leaders Forum to Address Homelessness. Council Committees met with representatives of the School District and First District Supervisor's Office.
Implement required/necessary local responses to federal and state mandated programs.	<ol style="list-style-type: none"> <li>1. Ensure that a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan is maintained</li> <li>2. Participate on the Operational Area Council.</li> <li>3. Ensure that a legally sufficient and economically feasible Storm Water Management program permit is maintained.</li> <li>4. Support the City's representatives to SBCAG 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.</li> </ol>	All measures addressed. Most significantly, the City expended significant staff and financial resources responding to new State Housing laws and Housing Element update requirements of the State Dept. of Housing and Community Development.
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"> <li>1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc.</li> <li>2. Facilitate legislative advocacy, where determined appropriate, for matters such as State and federal funding of transportation projects, solutions to shoreline erosion and projects necessary to improve coastal access.</li> </ol>	Completed. The City Council is provided the opportunity at each of its regular meetings to direct legislative advocacy, including taking positions on local, state or federal legislation. The City took positions on a number of pieces of state legislation during the year.
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 (2009/10) continue to be considered and influence annual work planning and policy

		considerations. Most recently, the Neighbor-to-Neighbor program is being relaunched in Council Districts.
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<b>PROGRAM:</b>		<b>Communication &amp; Community Promotions</b>
<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: Create a civic engagement program that includes events in each electoral district to enhance communication and partnerships with residents, addressing neighborhood issues and strengthening community bonds.</p>		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Coordinate and monitor release of public information on behalf of the City.	<ol style="list-style-type: none"> <li>1. Serve as Public Information Officer as needed.</li> <li>2. Coordinate release of information with City Manager and Department Heads.</li> <li>3. Respond to calls for release of information as directed by City Manager.</li> </ol>	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. As a part of this work, it has been identified that a major overhaul of the AV system is appropriate and includes shifting to a digital platform.
SB TV Administration	Administer City agreement with public access TV service provider TVSB.	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"> <li>1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and record meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers.</li> <li>2. Oversee rebroadcasting of meetings.</li> <li>3. Schedule live broadcast and/or airing of rebroadcast of other government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.</li> </ol>	Completed. This work is now managed via contract by TVSB.
Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.	<ol style="list-style-type: none"> <li>1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21</li> <li>2. Communicate decision on whether to air submitted programming within 5 business days after review.</li> </ol>	Completed.
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.	Completed.
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"> <li>1. 4 to 6 posts weekly on each platform</li> <li>2. Disseminate monthly e-newsletter</li> </ol>	Completed.
Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).	Oversee and participate in preparation and editing of three City Newsletters.	Not completed. This newsletter has been succeeded by the City's e-newsletter, "The Current".
Comprehensive update of the City's website.	Oversee completion of the City's new website improvements.	Completed and ongoing.
Participate and represent the City in various community events.	<ol style="list-style-type: none"> <li>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee.</li> <li>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</li> </ol>	Completed.



Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.	<ol style="list-style-type: none"> <li>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.</li> <li>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.</li> <li>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.</li> <li>4. Provide copy of approved minutes to City Council and City Manager.</li> </ol>	Completed. The DTBAB was restarted in 2022/23, and a new Public Works hire is providing staff support.
Ensure coordination between the staff DTBAB representative and the HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown.	Staff DTBAB representative, the Coordinator of Volunteer Services, and the City's Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.	Ongoing. The DTBAB was restarted in 2022/23, and a new Public Works hire is providing staff support.
Provide resources and support for the DTBAB.	<ol style="list-style-type: none"> <li>1. Attend scheduled meetings, plan short term and long-term projects and events.</li> <li>2. Maintain annual calendar of events.</li> <li>3. Support and assist DTBAB in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T."</li> <li>4. Assist with DTBAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Halloween Safe Trick or Treating, and Holiday Spirit Parade.</li> </ol>	Ongoing. The DTBAB was restarted in 2022/23, and a new Public Works hire is providing staff support.
Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.	<ol style="list-style-type: none"> <li>1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget.</li> <li>2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.</li> </ol>	Completed.



Assist in preparing annual Assessment District No. 4 report for City Council.	<ol style="list-style-type: none"> <li>1. Meet with DTBAB Chairman to review year's calendar of events, revenue and expenditures.</li> <li>2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees.</li> <li>3. Prepare annual report to City Council for signature of Board members.</li> </ol>	Completed. The DTBAB was restarted in 2022/23, and a new Public Works hire is providing staff support.
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"> <li>1. Work with department directors to increase volunteer opportunities.</li> <li>2. Work with the Neighbor-to-Neighbor Committee to increase community awareness and civic engagement.</li> </ol>	While the Neighbor-to-Neighbor committee no longer meets, a restart event was held in May for Council Districts 1 and 2 that is intended to be a model for further regular events.
Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.	Design and host a volunteer recognition event for all City volunteers.	In process, not completed.
Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	<ol style="list-style-type: none"> <li>1. Update Volunteer contact information. Create and distribute semi-annual communications to City volunteers.</li> <li>2. Add new volunteers to City newsletter distribution list.</li> </ol>	In process, not completed.
Develop and implement standard operating procedures for the HOST program.	<ol style="list-style-type: none"> <li>1. Facilitate HOST volunteer update training. Hold new HOST volunteer Day Captain orientation and training.</li> <li>2. Review and update HOST kiosk materials distribution policy and kiosk utilization policy.</li> </ol>	The HOST program took place in limited capacity during the 2022/23 season. It ran for a total of 7 shifts instead of 9 in response to the pandemic and to volunteer availability.
Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience.	<ol style="list-style-type: none"> <li>1. Update HOST Kiosk panels as needed.</li> <li>2. Review and update information available for distribution in the Kiosk.</li> </ol>	Panel posters and materials were re-evaluated and updated at the end of the season in preparation for the HOST program 2022/23 season.

Develop a Neighbor to Neighbor (NTN) pilot program.	<ol style="list-style-type: none"> <li>1. Continue working with the NTN Committee to create NTN program materials for outreach, instruction and education.</li> <li>2. Expand the NTN program into more neighborhoods.</li> </ol>	After a successful pilot event at Memorial Park in August of 2019, the program was suspended in 2020 due to the Pandemic. It was designed to have a district civic engagement emphasis in 2022/23.
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<b>PROGRAM:</b>		<b>Economic Vitality</b>
The overarching goal of the Economic Vitality program is to establish and maintain a vital local economy with successful businesses that meet the needs of both residents and visitors.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
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.	City Council has provided direction to extend the temporary outdoor dining program and to develop a permanent program. The Parklet program advanced in 2022/23, and exploration of a private property outdoor use program was initiated.
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.	In process. Parklet policy in final approval stages.
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"> <li>1. Identification of at least two options to assist with business attraction.</li> <li>2. Implementation of at least one City-led activity to assist with business attraction.</li> </ol>	City is leading multiple efforts in this area including affordable housing advocacy, trails and open space improvements, and maintenance of downtown.
Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.	<ol style="list-style-type: none"> <li>1. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their topics within two business days.</li> <li>2. Increase in City jobs growth.</li> </ol>	Complete for fiscal year 2022/23. Ongoing.

Enhancement of City sales tax revenues.	<ol style="list-style-type: none"> <li>1. Monitor various top sales tax producers on an annual basis. Discussion topics to include lease status, plans to expand or relocate, miscellaneous business concerns, etc.</li> <li>2. Meet quarterly with City's sales tax auditor to review data and identify opportunities (e.g., new businesses in the City, etc.).</li> </ol>	Complete for fiscal year 2022/23. Ongoing.
Represent City on applicable economic development related committees and attend applicable business functions.	<ol style="list-style-type: none"> <li>1. Participation in City's Economic Vitality Committee meetings.</li> <li>2. Staff participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.</li> </ol>	Complete for fiscal year 2022/23. Ongoing.
Conduct business visitations / tours to establish rapport with local companies and discuss any business-related concerns or issues.	<ol style="list-style-type: none"> <li>1. Arrange one meeting every quarter with local businesses (e.g., top employers, sales tax producers, new businesses, etc.). As timing and schedules permit. Invitees may include up to two Council members, City management, and Chamber representatives.</li> </ol>	Incomplete.

<b>PROGRAM:</b>		<b>Community Services Support</b>
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
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.	Complete.
Timely submittal of contracts, MOUs, 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.
Complete Community Service contracts, MOUs, and grant agreements with service providers.	Obtain appropriate signatures and transmit completed agreements to service providers.	Complete.

<b>PROGRAM:</b>		<b>Racial Equity and Social Justice</b>
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 and representative of the interests of all Carpinterians, while also facilitating community dialogue aimed at improving racial equity and social justice throughout the Carpinteria community.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
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
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
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.	Complete
Guide to completion a Community Survey and Outreach campaign conducted by Just Communities.	Completion of Community Survey and Outreach campaign by Just Communities.	The Just Communities organization dissolved and the City entered into a new agreement with Equity Praxis. This work is scheduled for completion in FY 2023/24, however, focus groups and community listening sessions will be utilized for community engagement in place of a community survey.

<b>PROGRAM:</b>		<b>Records Management</b>
The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Ensure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.	<ol style="list-style-type: none"> <li>1. Prepare 6 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies.</li> <li>2. Provide written notice to all property owners within 300' radius of projects as required.</li> <li>3. Prepare notices of vacancies for all boards/commissions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepared and published 25 notices.</li> <li>2. Completed for all required noticing.</li> <li>3. Prepared and posted 2 vacancy notices.</li> </ol>

Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	<ol style="list-style-type: none"> <li>1. Publish, distribute, and post minimum of 24 City Council agenda packets.</li> <li>2. Publish and post 4-6 agenda packets for special meetings.</li> </ol>	Completed a total of 22 regular and 9 special agenda packets with 392 associated agenda items.
Maintain the City records in an organized and accessible manner & ensure timely compliance with all Public Records Act Requests.	<ol style="list-style-type: none"> <li>1. Process packets for distribution.</li> <li>2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings.</li> <li>3. Respond to 10 Public Records Act Requests.</li> </ol>	<ol style="list-style-type: none"> <li>1. Packets were prepared and timely distributed pursuant to policy.</li> <li>2. Minutes were completed for all City Council meetings.</li> <li>3. Responded to 26 PRA requests.</li> </ol>
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 66 Statement of Economic Statements (Form 700) and 8 Campaign Statement filings.
Provide for the City's processing of Agreements.	Maintain current agreements and process 40 new agreements annually.	Processed 54 City Council approved agreements and 26 City Manager approved agreements.

<b>PROGRAM:</b>		<b>Elections</b>
The goal of the Election Program is to administer and coordinate municipal elections.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
<p>Conduct a general municipal election on November 8, 2022.</p> <p>Performance measures 1 and 2 were 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"> <li>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.</li> <li>2. Prepare candidate Election Guide and assemble candidate packets of all the required forms and/or information.</li> <li>3. Coordinate entire election process with Santa Barbara County Elections Division.</li> <li>4. Work with candidates to assure that all required filings are completed in a timely manner.</li> <li>5. Provide assistance to all candidates during the election process.</li> <li>6. Coordinate Arguments for and against Initiative Measure as well as Rebuttals Arguments against and for the Initiative Measure.</li> </ol>	<p>Performance measures 1 through 2 were completed in Fiscal Year 2021-22.</p> <p>Performance measures 3 through 6 were completed in Fiscal Year 2022-23 prior to the November 8, 2022 general municipal election.</p>
<p>Provide for the timely assuming of office by all elected councilmembers.</p>	<ol style="list-style-type: none"> <li>1. Work with the County Elections to complete canvass of election.</li> <li>2. Prepare resolutions certifying election for Council Adoption.</li> <li>3. Administer oaths of office and file final required documents for newly elected officials.</li> </ol>	<p>This objective was completed in Fiscal Year 2022-23. The City Council declared the results of the November 8, 2022 general municipal election at its meeting on December 12, 2022. One new Councilmember and two existing Councilmembers were administered the oath of office at the same meeting.</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.		
FY2022/23 Objectives	Performance Measures	Results/ Status
Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions incorporating NeoGov(recruitment software).	<div>1. Update current application recruiting system with a system which is able to support public sector recruitment process.</div> <div>2. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy.</div> <div>3. Place recruitment ads of all open positions to be filled through open recruitment.</div> <div>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.</div> <div>5. Prepare testing and interview materials of all open positions.</div> <div>6. Select minimum of three qualified individuals to serve on Oral Board for each interview process.</div> <div>7. Eligibility list with applicants that met minimum qualification.</div> <div>8. Schedule the most qualified applicants to participate in selection process within 60 days of first notice.</div> <div>9. Check minimum of three references on successful candidate.</div> <div>10. Send offer letters to successful candidates within 10 days of Oral Board and appropriate letters advising each candidate of status.</div> <div>11. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.</div>	Complete

Evaluate and monitor the new electronic Employee Benefits Enrollment Portal EASE during Open Enrollment.	<ol style="list-style-type: none"> <li>1. Prepare communications for staff in preparation for open enrollment.</li> <li>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.</li> <li>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, and submit changes and new enrollments manually.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Refine the annual employee performance evaluations and assist Supervisors in preparing annual performance evaluations.	<ol style="list-style-type: none"> <li>1. Revamp the current performance evaluation software, restructure the core factors for consistency for all staff, re-train staff and supervisor software application system.</li> <li>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.</li> <li>3. Foster better communication between supervisors and employees.</li> <li>4. Assure that appointment and promotion of employee is based on merit and performance evaluation.</li> </ol>	Complete for fiscal year 2022/23 and ongoing. City is still refining its employee evaluation program.
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"> <li>1. Review policies to ensure compliance with Federal and State laws.</li> <li>2. Update any pertinent policies once the review is completed and communicate changes to staff.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Annual updates of Employee Handbook for distribution to employees.	<ol style="list-style-type: none"> <li>1. Revise the Employee Handbook, referencing current administrative and personnel rules and regulations.</li> <li>2. Prepare handbook for distribution to regular, full-time employees and Council members in order to provide updated</li> </ol>	In process, not completed.



	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"> <li>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.</li> <li>2. Schedule employees to attend computer training classes, and safety training programs.</li> <li>3. Monitor on-the-job training of all new hires at three months, six months and one year.</li> <li>4. Monitor safety training and certification program for recreation personnel.</li> <li>5. Coordinate with CJPIA to develop target-based training classes such as customer service, team building, communication, etc.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
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"> <li>1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules.</li> <li>2. Interpret human resources policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments.</li> <li>3. Attend training programs and workshops in human resources and health-related issues, benefit programs and legislative update seminars, including training workshops sponsored by CJPIA, web-based training and other 3rd party training workshops/seminars.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.	<ol style="list-style-type: none"> <li>1. Respond to all inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes.</li> <li>2. Meet with City Manager and representatives from the Public Works and General Service employee units as</li> </ol>	Complete for fiscal year 2022/23 and ongoing.

	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"> <li>1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss renewal of current contract.</li> <li>2. Confer with City Manager, and labor attorney, when appropriate, regarding negotiations process and related personnel issues.</li> <li>3. Upon agreement, prepare documents and resolutions for Council approval following negotiations.</li> </ol>	Complete. Finalized a 5-year Memorandum of Understanding with employee bargaining unit.
Review non-negotiable Agreements for Conditions of Employment for Management and Miscellaneous Personnel which expire June 30, 2022.	<ol style="list-style-type: none"> <li>1. Review the non-negotiable documents for Management and Miscellaneous employees and for part-time, hourly-rated and seasonal employees.</li> <li>2. Make changes as appropriate. Prepare resolutions for approval by the City Council.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Coordinate Employee Service and Recognition Programs.	<ol style="list-style-type: none"> <li>1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five, thirty and thirty-five years of service for City staff members. Presentations to be scheduled once a year.</li> <li>2. Send floral arrangements from City staff and Council as appropriate throughout the year and arrange presentation of wreath at the Memorial Day Services held at the Carpinteria Cemetery.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Evaluate and improve procedures for maintaining computerized personnel programs.	Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.	Complete for fiscal year 2022/23 and ongoing.

<b>PROGRAM:</b>		<b>Risk Management</b>
The goal of risk management function is to minimize the City's liability exposure and ensure the safety of all city employees and the community.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Follow proven practices of risk management in order to minimize the City's liability exposure	<ol style="list-style-type: none"> <li>1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren &amp; Company within required time frame and review monthly summary reports.</li> <li>2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program.</li> <li>3. Coordinate annual Risk Management Evaluations and audit inspections.</li> <li>4. Maintain confidential DMV pull-notice driving reports.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
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"> <li>1. Follow required reporting procedures to ensure that all workers' compensation claim forms are submitted in a timely manner.</li> <li>2. Review monthly summary reports.</li> <li>3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties.</li> <li>4. Confer with Supervisor to ensure follow-up safety measures are taken.</li> <li>5. Reduce lost time from injuries by 50%.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
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"> <li>1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program.</li> <li>2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat Monthly Departmental Safety Meetings, and other OSHA required training.</li> <li>3. Schedule at least 6-10 CJPIA safety training classes annually.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	<ol style="list-style-type: none"> <li>1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards.</li> <li>2. Encourage staff attendance at training workshops.</li> <li>3. Apprise staff of new Federal and Cal OSHA regulations and standards.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.

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"> <li>1. Coordinate annual Fire Prevention Plan with the Program Manager.</li> <li>2. Coordinate annual fire extinguisher training for employees with the Program Manager.</li> <li>3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.</li> </ol>	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.	Complete for fiscal year 2022/23 and ongoing.
Work with Parks, Recreation & Public Facilities Department and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by CJPIA.	<ol style="list-style-type: none"> <li>1. Meet with Parks, Recreation &amp; Public Facilities Department Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment</li> <li>2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	<ol style="list-style-type: none"> <li>1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies</li> <li>2. Ensure that tree-trimming maintenance programs are established as claim prevention measures.</li> <li>3. Monitor liability claims with a goal to reduce claims by 50%.</li> </ol>	Complete for fiscal year 2022/23 and ongoing.
Schedule meetings with the Health and Safety Committee for facility inspections and analysis of loss control, in	<ol style="list-style-type: none"> <li>1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis.</li> <li>2. Have minutes of meeting recorded, identify safety risks, respond to safety</li> </ol>	In process, not completed.

compliance with Injury, Illness and Prevention Policy.	concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction	
Coordinate review of planned and on-going ADA related projects.	1. Monitor ADA compliance. 2. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.	Complete for fiscal year 2022/23 and ongoing.
Complete insurance renewal application forms as required; submit information for insurance coverage on new equipment, vehicles and property. Prepare and monitor budget for Risk Management Division.	1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses. 2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory. 3. Prepare and monitor Division's annual budget.	Complete for fiscal year 2022/23 and ongoing.

<b>PROGRAM:</b>		<b>Law Enforcement</b>
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
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.	Reports were provided but were late on occasion.

<b>PROGRAM:</b>		<b>Emergency Preparedness</b>
<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>		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.	<ol style="list-style-type: none"> <li>1. Reach Carpinteria residents and businesses with emergency preparedness information.</li> <li>2. Coordinate multi-agency community preparedness event.</li> </ol>	Post COVID, the City has gradually resumed presenting about emergency preparedness at mobile home parks, schools, and community groups.
Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	<ol style="list-style-type: none"> <li>1. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy.</li> <li>2. Facilitate Carpinteria CERT and Teen CERT trainings.</li> <li>3. Incorporate the new CERT curriculum released by FEMA in late 2019.</li> </ol>	In fall of 2022 previous CERT volunteers were gathered to assess program needs. They also set up an informational booth at the local's night at the Avocado Festival. Trainings are still pending.
Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies.	<ol style="list-style-type: none"> <li>1. Facilitate quarterly City staff trainings on NIMS, SEMS and other critical disaster preparedness and response topics.</li> <li>2. Update Disaster Services Worker tools and resources for City staff.</li> <li>3. Increase emergency response capabilities at City Hall.</li> </ol>	In the winter of 2023 staff activated the EOC and responded to winter storms. No new training has taken place but is being planned. Emergency Preparedness Training support is being considered.
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.	No new training exercises have taken place but are being planned. Emergency Preparedness Training support is being considered.

Offer continuing education for Elected Officials.	Offer emergency training course for elected officials.	Elected Officials have been provided information regarding FEMA online trainings; a newly elected official has completed three of the courses (ICS 100, ICS 700, ICS 908.) No new courses have yet been provided.
Develop and update critical emergency response plans.	<ol style="list-style-type: none"> <li>1. Update the City's Emergency Operations Plan to comply with new State requirements.</li> <li>2. Create a Continuity of Government Plan.</li> <li>3. Update the EOC Activation Handbook.</li> <li>4. Update the Employee Notification &amp; Reporting Plan.</li> <li>5. Work with Red Cross to update emergency shelter list.</li> <li>6. Meet with emergency shelter owners to develop working relationships prior to disaster requests.</li> </ol>	The Local Hazard Mitigation Plan was adopted by the City Council in the Winter of 2023; this Plan has yet to be incorporated into the General Plan. Other updates are pending.
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.	State Parks representatives worked closely in coordination of response and communication following the January 2023 storms. State Parks local administration has recently changed. An ongoing relationship continues to be fostered with the State Parks District Planning Chief.
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"> <li>1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards.</li> <li>2. Continue work on the Transportation Emergency Preparedness Plan with Santa Barbara and Ventura Counties.</li> </ol>	Not Completed/Conducted.

## Administrative Services Department

<b>PROGRAM:</b>		<b>Financial Management Services</b>
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Provide for the complete, accurate and timely recording of accounting transactions.	<ol style="list-style-type: none"> <li>1. Process biweekly payroll and annual W-2 forms.</li> <li>2. Process weekly Accounts Payable.</li> <li>3. Process IRS Forms 1099 on time for eligible vendors.</li> <li>4. Process monthly invoices.</li> <li>5. Process quarterly fund interest allocation calculations.</li> </ol>	1-5. Completed.
Safeguard City assets.	<ol style="list-style-type: none"> <li>1. Maintain fixed assets accounting system.</li> <li>2. Complete monthly bank reconciliations.</li> </ol>	1-2. Completed.
Provide for the City's cash flow needs.	<ol style="list-style-type: none"> <li>1. Process bank wire transfers.</li> <li>2. Process cash receipt transactions.</li> <li>3. Prepare bank deposits.</li> <li>4. Process monthly Community Development private projects accounting statements.</li> <li>5. Perform collections on 160 PBIA assessments.</li> <li>6. Process SB90 mandated reimbursement claims.</li> <li>7. Collect City Business License Taxes and fees.</li> <li>8. Collect Transient Taxes.</li> <li>9. Prepare monthly cash receipts, disbursements and cash balance report for Council.</li> </ol>	1-9. Completed
Obtain unqualified audit opinions on all audits.	<ol style="list-style-type: none"> <li>1. Complete annual financial audit.</li> <li>2. Complete Measure A and D audits.</li> <li>3. Complete Transportation Development Act (TDA) audit.</li> <li>4. Receive the Government Finance Officers Association's award for Excellence in Financial Reporting.</li> </ol>	1-4. Completed



Provide for the timely payment of employees.	<ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 36 full time and approximately 96 part-time employees.</li> <li>2. Provide personnel cost information to assist in development of the budget.</li> </ol>	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"> <li>1. Process 26 biweekly payments of federal, state and state disability deposits.</li> <li>2. Process quarterly tax withholding reports.</li> <li>3. Process annual W-2 forms for each employee.</li> </ol>	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"> <li>1. Review time cards.</li> <li>2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations.</li> </ol>	1-2. Completed
Provide financial administration for retirement programs.	<ol style="list-style-type: none"> <li>1. Process 26 bi-weekly payments for the California Public Employees' Retirement System (CalPERS), International City/County Management Association and Mission Square 457b Deferred Compensation Plan.</li> <li>2. Reconcile quarterly retirement program statements.</li> </ol>	1-2. Completed
Provide a plan to ensure the short- and long-term financing of City programs.	<ol style="list-style-type: none"> <li>1. Update the five-year long-term financial plan document.</li> <li>2. Produce a one-year program/performance budget.</li> <li>3. Produce a detailed line-item appropriation budget.</li> <li>4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award.</li> <li>5. Produce monthly reports to monitor actual versus budgeted results and take corrective action.</li> </ol>	1-5. Completed

Comply with all County, State, and Federal financial reporting mandates.	<p>Annual Reports:</p> <ol style="list-style-type: none"> <li>1. Complete the Franchise Tax Board's annual sales tax remittance report.</li> <li>2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report.</li> <li>3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings.</li> <li>4. Complete the State Controller's Annual Street Report.</li> <li>5. Complete the State Controller's Annual Report of Financial Transactions.</li> <li>6. Completed the State Controller's Compensation Report</li> <li>7. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting District, and the Right of Way Assessment District.</li> <li>8. Complete IRS Form 5500 for compliance with IRS Code.</li> </ol>	Completed all required financial reports.
Administer the Department in an efficient and cost-effective manner.	<ol style="list-style-type: none"> <li>1. Attend City Council meetings as required.</li> <li>2. Attend required safety meetings.</li> <li>3. Attend weekly staff meetings.</li> <li>4. Complete performance review for the Senior Financial Analyst and Accounting Technician.</li> </ol>	1-4. Completed
Keep informed on finance issues.	<ol style="list-style-type: none"> <li>1. Attend several monthly CSMFO chapter meetings.</li> <li>2. Attend annual CSMFO conference.</li> </ol>	1-2. Completed

<b>PROGRAM:</b>		<b>Central Services</b>
Maintain City Hall facilities in a safe, efficient and economical manner.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
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.	1. 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. Completed

<b>PROGRAM:</b>		<b>Management Information Services</b>
Maintain City's Information Technology needs in an efficient and economical manner.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Provide technological hardware and software productivity resources.	1. Procure a contract for the performance of a City-wide Information Technology (IT) needs assessment. 2. Upon determination of required services, proceed with a Request for Proposal for an updated IT Services contract. 3. Upgrade workstations. 4. Increase memory and speed.	1-4. Completed
Ensure system reliability and data security.	1. Perform daily tape backups. 2. Providing security for shared data. 3. Protect data by developing a backup strategy for individual users.	1-3. Completed
Maximize the ease of use of system programs.	1. Facilitate cross training, and train staff users on the new financial software. 2. Monitor individual requirements.	1-2. Completed
Manage network applications.	Modify changes as needed.	Completed.
Maintain a user-friendly and accessible website as a means of communication with the public.	1. Post 100% of City Council, Planning Commission and Architectural Review Board agendas and staff reports before the meeting dates. 2. Perform various staff and City related updates/ modifications to the City's website. 3. Work with MIS consultant, as necessary, on any security, web host or other technical issues.	1-2. Completed by various departments. 3. Complete.

## 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.		
FY2022/23 Objectives	Performance Measures	Results / Status
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.	The Housing Element annual progress report was submitted in March, 2023, and the General Plan annual report in April, 2023. 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 map to post on City website in July 2022 and January 2023.	The updated cumulative projects list was posted on the City's Website in June 2022, and updated in January 2023.

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	Results / Status
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.	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	The work on Accessory Dwelling Units has been completed and several ADUs have received building permits. The Density Bonus, Coastal Development Permit, and Downtown Design Overlay work efforts are still in progress. The Formula Business Restrictions chapter has been approved through the First Read of the new Ordinance by Council and has been submitted to the Coastal Commission for approval in June.

Continue with the multi-year Update to the General Plan/Coastal Land Use Plan.	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	The multi-year Update to the General Plan/Coastal Land Use Plan had experienced delays but is now back on track to resume with Circulating final drafts for public review in the late Summer of 2023.
Continue with the multi-year Update to the Housing Element.	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	The City's Housing Element was Adopted by the City Council on April 10, 2023 and Submitted to HCD for certification on April 12, 2023.
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	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.	The City continues communication with organizations that are committed to constructing affordable housing for low income households. The City assisted Peoples' Self Help in securing an application for a 41-unit 100% affordable housing project as part of the Carpinteria Farm, Hospitality & Residential project on the Bluffs I (Tee Time) site.
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.	The City continues to attend HOME Consortium and CDBG meetings. The City facilitated the CDBG recommendation for available funds to be split

		between Peoples' Self Help housing and the Carpinteria Boys and Girls Club this year.
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 City continues to work with the Housing Trust Fund of Santa Barbara County to implement the Workforce Homebuyer Down Payment Loan Program. Two new \$100,000 loans are in the works and will likely close by June 2023. A three-year contract to continue the City's work with the Housing Trust Fund of Santa Barbara County will be brought to the City Council for review and approval in June or July, 2023.

<b>PROGRAM:</b>		<b>Development Review &amp; Building</b>
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results / Status</b>
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.

<b>PROGRAM:</b>		<b>Code Compliance</b>
The goal of the Code Compliance Program is to ensure the public health, safety and welfare and maintain the quality of life in Carpinteria through outreach and education to residents and visitors to ensure compliance with the Municipal Code.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results / Status</b>
Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial site investigations of 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 now presents quarterly report to the City Council. Staff also attends the Homeless outreach meetings regularly, 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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<b>PROGRAM:</b>		<b>Animal Care &amp; Control</b>
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results / Status</b>
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 all 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 all 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 repeat offenders 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.



## Public Works Department

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	Results/Status
Improve response time to service requests.	Upgrade computer-based service request and work order tracking system.	On-going.
Optimize Department operations.	<ol style="list-style-type: none"> <li>1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated.</li> <li>2. Conduct annual performance evaluations of Department staff.</li> <li>3. Coordinate with Administrative Services Department to monitor Department budget on a regular basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> <li>3. Completed and established best practice.</li> </ol>
Communicate Department accomplishments and future work plans to City Manager and City Council.	<ol style="list-style-type: none"> <li>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.</li> <li>2. Department Director to meet with City Manager weekly to discuss workload and upcoming matters.</li> <li>3. Provide mid-year workplan status reports to City Manager and City Council.</li> <li>4. Provide year-end report to City Council about Department accomplishments and success toward meeting City Council goals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> <li>3. Completed and established best practice.</li> <li>4. Completed and established best practice.</li> </ol>
Engineering Plan Checks.	Turn-around plan checks consistent with the Permit Streamlining Act.	Completed and established best practice.
Floodplain Management.	Enroll in FEMA Community Rating System (CRS) to reduce flood insurance premiums for properties in the special flood hazard areas.	On-going.

Continue public outreach about Department.	<ol style="list-style-type: none"> <li>1. Celebrate National Public Works Week (May) with proclamation from City Council.</li> <li>2. Educate public about Department as first responder. Affix "Public Works First Responder" symbol on Department uniforms, vehicles, and equipment.</li> <li>3. Improve user interface and accessibility of Department webpage.</li> <li>4. Contribute Department articles to City's newsletter and social media.</li> <li>5. Rename "Public Works Yard" to "Corporation Yard" for inclusivity with the Parks, Recreation and Public Facilities Department as one team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> <li>3. On-going.</li> <li>4. Completed and established best practice.</li> <li>5. Not started.</li> </ol>
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PROGRAM:		Transportation, Parking and Lighting
Reactivate electric shuttle service from pandemic suspension. Improve management of public parking.		
FY 2021-22 Objectives	Performance Measures	Results/Status
Reactivate Seaside Shuttle service.	Meet with Santa Barbara Metropolitan Transit District to negotiate reactivation.	Meetings were not held over the last fiscal. Micro-transit service scheduled for roll-out by MTD in 2024.
Prepare Parking Management Plan.	<ol style="list-style-type: none"> <li>1. Inventory of parking and parking restrictions in the Downtown "T" area.</li> <li>2. Study opportunities for increasing public parking such as expansion of City parking lots.</li> <li>3. Study feasibility of on-street outdoor seating decks.</li> <li>4. Produce the Parking Management Plan that includes near and long-term solutions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed.</li> <li>3. On-going.</li> <li>4. On-going.</li> </ol>

<b>PROGRAM:</b>		<b>Resource Conservation</b>
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.		
<b>FY 2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/Status</b>
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. Completed.
Community Choice Energy.	Provide equitable, clean resilient power at competitive electric rates.	Completed.
Santa Barbara County Regional Climate Collaborative.	1. Bring political leaders, practitioners, and stakeholders together to coordinate in finding solutions to address climate change. 2. Complete Dune and Shoreline Management Plan.	1. On-going. 2. Completed.

<b>PROGRAM:</b>		<b>Solid Waste</b>
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.		
<b>FY 2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/Status</b>
Provide and promote safe collection, disposal, and recycling of antifreeze, batteries, oil, and paint (ABOP), household hazardous waste (HHW), and electronic waste (E-waste).	1. Conduct annual HHW and household goods collection event (April). 2. Advertise ABOP, HHW, and E-Waste collection events monthly via City newsletter and social media and Coastal View Newspaper. 4. Continue to update and distribute educational materials of ABOP, HHW, and E-Waste.	1. Completed and established best practice. 2. Completed and established best practice. 3. Completed and established best practice.
Enforce the 65% diversion requirement of construction and demolition debris.	1. Use building and dumpster permits to better track roll-off diversion rates from individual projects. 2. Require all permit applicants to submit a waste management summary upon completion of	1. Completed and established best practice. 2. Completed and established best practice.

	project certifying the diversion goals have been met.	
Submit progress reports of City's recycling program.	<ol style="list-style-type: none"> <li>1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year.</li> <li>2. Prepare and submit an Annual Report on the City's diversion rate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> </ol>
Work with waste haulers, local jurisdictions, and other local organizations to comply with State Organics requirements.	<ol style="list-style-type: none"> <li>1. Work with waste haulers to increase enrollment in the organics (food waste) diversion program.</li> <li>2. Continue participating with Santa Barbara County Food Rescue to divert usable food to organizations for distribution.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> </ol>
Renew Marborg Roll-Off Franchise Agreement.	Submit to City Council for approval.	Completed.
Regional Disaster Debris Management Plan.	<ol style="list-style-type: none"> <li>1. Collaborate with other local jurisdictions and the selected consultant to draft a Regional Disaster Debris Management Plan.</li> <li>2. Submit to City Council for adoption.</li> </ol>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. Not started.</li> </ol>
Multi-Jurisdictional Coordination.	<ol style="list-style-type: none"> <li>1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) quarterly meetings.</li> <li>2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> </ol>

<b>PROGRAM:</b>		<b>Watershed Management</b>
Protect local watershed, restore critical ecosystems, and implement stormwater quality solutions that integrate the urban area with the natural environments.		
<b>FY 2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/Status</b>
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"> <li>1. Public Education.</li> <li>2. Public Outreach.</li> <li>3. Illicit Discharge Detection and Elimination.</li> <li>4. Construction Runoff Control implementation.</li> <li>5. Post-Construction Stormwater Control Measures.</li> <li>6. Good Housekeeping/Pollution Prevention on Municipal Activities.</li> <li>7. Program Management.</li> <li>8. Water Quality Monitoring and Sampling (quarterly).</li> <li>9. Trash Implementation Plan.</li> <li>10. Program Effectiveness Assessment (annually).</li> <li>11. Total Maximum Daily Load Compliance.</li> <li>12. Annual Reporting Program.</li> </ol>	Completed and established best practice.
Regional Coordination.	<ol style="list-style-type: none"> <li>1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM) and Integrated Regional Water Management (IRWM) meetings.</li> <li>2. Continue to work with 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.</li> </ol>	Completed and established best practice.
Trash Implementation Plan.	Prepare for implementation of the draft plan pending comments from Regional Water Quality Control Board.	Completed and established best practice.

Storm Drain Maintenance.	<ol style="list-style-type: none"> <li>1. Remove trash, debris, and sediment from storm drain inlets/catch basins prior to rain event.</li> <li>2. Repair or replace damaged storm drain inlets/catch basins and parkway drains.</li> <li>3. Maintain "Drains to Ocean" markers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> <li>3. Completed and established best practice.</li> </ol>
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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	Results/Status
Continue to maintain City streets and bridges in good condition.	<ol style="list-style-type: none"> <li>1. Use sustainable practices.</li> <li>2. Convert to electric-powered tools. Replace surplus or outdated vehicles and equipment with electric-powered and/or fuel-efficient vehicles and equipment.</li> <li>3. Develop Pedestrian Bridge Inspection Program in order to identify rehabilitation, replacement, or preventive maintenance strategies including appropriate scopes of work and cost estimates.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed.</li> <li>3. Completed.</li> </ol>
Improve maintenance reporting efficiency and reduce paper use. Modernize daily report system.	<ol style="list-style-type: none"> <li>1. Procure computer maintenance management system (CMMS) for field tablets.</li> <li>2. Integrate GIS with CMMS.</li> </ol>	<ol style="list-style-type: none"> <li>1. On-going.</li> <li>2. Not started.</li> </ol>

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	Results/Status
Continue to maintain City rights-of-way in good condition.	<ol style="list-style-type: none"> <li>1. Use sustainable practices.</li> <li>2. Convert to electric-powered tools. Replace surplus or outdated vehicles and equipment with electric-powered and/or fuel-efficient vehicles and equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed and established best practice.</li> <li>2. Completed and established best practice.</li> </ol>

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.	Completed.
Update Sidewalk Assessment Program.	1. Conduct sidewalk inspection surveys for Sidewalk Maintenance Zones 1 and 2. 2. Repair sidewalks in Sidewalk Maintenance Zones 1 and 2.	1. Completed. 2. Completed.

<b>PROGRAM:</b>		<b>Capital Improvements</b>
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.		
<b>FY 2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/Status</b>
Continue to pursue state- and federal-aid funding opportunities.	Take advantage of grant workshops for better understanding of criteria.	Completed and established best practice.
Involve community in design phase.	Conduct public outreach before construction phase.	Completed and established best practice.
Continue coordination with Santa Barbara County Association of Governments (SBCAG) and California Department of Transportation (Caltrans).	1. Participate in county-wide analysis of potential regulations for shared mobility devices. 2. Coordinate with SBCAG and Caltrans on U.S. Highway 101 corridor improvement projects.	1. Not started. 2. Completed and established best practice.
Continue coordination meetings with Carpinteria Valley Water District and Carpinteria Sanitary District.	1. Conduct quarterly coordination meetings. 2. Pre-design planning to avoid utility conflicts.	1. Completed and established best practice. 2. Completed and established best practice.
Improve pedestrian and school crossing safety.	1. Develop Local Roadway Safety Plan. 2. Conduct public outreach.	1. Completed. 2. On-going.
Utility underground overhead facilities.	1. Develop Utility Undergrounding Program to identify and evaluate the feasibility to underground existing overhead utility facilities citywide as eligible Tariff Rule 20A projects. 2. Coordinate with Southern California Edison. 3. Conduct public outreach.	1. Not started. 2. On-going. 3. On-going.

Upgrade pedestrian facilities (sidewalks and curb ramps) to current Americans with Disabilities Act (ADA) standards.	1. Incorporate pedestrian facility upgrades with pavement improvement projects. 2. Update ADA Transition Plan.	1. Completed and established best practice. 2. Completed and established best practice.
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## Parks, Recreation & Public Facilities Department

<b>PROGRAM:</b>	<b>Parks, Recreation &amp; Public Facilities Administration</b>
The goal of the Parks and Recreation Administration Program is to effectively guide the operation, enhancement and expansion of the City's parks, trails, beaches and other facilities while ensuring operational efficiencies, community support, and leveraging grant opportunities in order to fully realize the City's parks and open space assets.	
<b>FY2023/24 Objectives</b>	<b>Performance Measures</b>
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.
Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	1. Continue to provide assistance as needed for the Carpinteria Rincon Trail. 2. Develop concept designs for new park land uses such as Bluffs 3 and a concept dog park. 3. Develop Linden Beach lifeguard tower and plaza design.
Construct Skate Park	Place project out to public bid, Award bid depending on available funding, Construct project. Project is currently under construction with expected completion in July 2023.
Obtain Permits for Bluffs 2 trail.	Permits have been granted, (CDP, DP). Basic trail opened in May of 2023. Improved and landscaped trail still seeking funding.
Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.	Keep Beach and Aquatic facility staffed to the required level to meet public's expectations.
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.

<b>PROGRAM:</b>		<b>Community Pool Services</b>
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.		
<b>FY2021/22 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Increase pool patronage.	<ol style="list-style-type: none"> <li>1. Increase pool patronage revenues by 5%.</li> <li>2. Promote pool programs in City newsletters and other media.</li> </ol>	The pool reopened from pandemic restrictions and patronage is back to pre-pandemic levels, however, no fee increases were rolled out. We did bring back annual passes at a higher rate than they were previously.
Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool.	<ol style="list-style-type: none"> <li>1. Hire and train a sufficient number of recreation staff.</li> <li>2. Enroll over 300 hundred youth to participate in pool recreation programming.</li> <li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li> </ol>	Recruitment and hiring of staff have been successful this FY.
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.	Recreation staff meetings are held weekly and pool staff training/ meetings occur bi-monthly.

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. Additionally, \$18,000 were raised for a new set of pool covers, in addition to these funds, we are expecting a \$6,150 Gas Co refund. \$12,00 was raised for the purchase of a new automatic pool vacuum. \$3,000 was raised for pool projects to be used as we see fit. \$2,500 was raised to go toward the purchase of a new fully compliant ADA lift, which has been installed. Grant funding paid for a new water bottle filler to be installed at the Carpinteria Community Pool by mid-June.
High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of high importance.	<ol style="list-style-type: none"> <li>1. Clean locker rooms daily.</li> <li>2. Respond to Customer concerns with prompt response.</li> <li>3. Have four pool staff meetings where facility maintenance procedures and implementation are reviewed.</li> </ol>	An outside janitorial company (Big Green) was hired to augment staff cleanings.
<b>PROGRAM:</b>	<b>Ocean Beach Services</b>	
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.		
<b>FY2021/22 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
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"> <li>1. Daily litter pick-up from June 10th to September 3rd including trash, cigarette butts and sharps.</li> <li>2. Beach raking by use of a tractor at least 4 times a week throughout the summer.</li> </ol>	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 with 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"> <li>1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors.</li> <li>2. Enroll over four hundred youth to participate in our ocean programming.</li> <li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li> </ol>	The Junior Lifeguard Program enrolled 181 participants in the summer of 2022. 212 people are current registered for the 2023 JG program but registration just opened on May 30 so we expect to see a slight increase in registration numbers.
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"> <li>1. Build the berm prior to December 2022.</li> <li>2. Monitor and, if needed, maintain the berm until spring of 2023.</li> <li>3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2023.</li> </ol>	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.	A grant has been obtained for a portion of the project. A design has been prepared for consideration of permits.
<b>PROGRAM:</b>	<b>Special Events</b>	
The Goal of the special events program is to provide outstanding recreational opportunities that promote the community and support department programming including youth recreation scholarships.		
<b>FY2021/22 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Attract 10 or more teams to the Adult Softball League.	Attract 150 adults to play Generate funds to offset fields operations and maintenance.	12 teams have registered for the 2023 summer season with the possibility of up to 14 teams joining.
Seek new and cost-effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.	Staff is working with social media and with online

		registration to improve patron accessibility.
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<b>PROGRAM:</b>		<b>Parks &amp; Public Facilities Maintenance</b>
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.		
<b>FY2022/23 Objectives</b>		<b>Performance Measures</b>
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 Monte Vista Park play structure replacement.		Completed June 2023

<b>PROGRAM:</b>		<b>Library Services</b>
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.		
<b>FY2022/23 Objectives</b>	<b>Performance Measures</b>	<b>Results/ Status</b>
Community Assessment, both needs and assets	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.	The Community Assessment is in process, with much of the ground work being done by the Library Advisory Commission and staff from Supervisor Williams' office.
Strategic Plan	Working with Library Advisory Commission, a three-year strategic plan will be developed.	This has not been accomplished.
Staff training	Provide training, as needed, to provide services as deemed appropriate.	On the job training and webinars have been offered and provided on technical services, materials processing, literacy training, active

		shooter training, program production, cataloging, and teaching computer literacy.
Program development	Develop and implement 50 distinct programs.	44 distinct programs were developed, including partnered programs. Many of these programs were weekly and/or regularly occurring.
Increase usage/participation	<ol style="list-style-type: none"> <li>1. Add 3000 new patrons.</li> <li>2. Report 5000 active program participants.</li> </ol>	The Library has 2770 library card holders with the new Carpinteria prefix. Program participants were 5755 to date.
Establish partnerships with local organizations	Develop relationships and mutually beneficial agreements with five local organizations.	The Library has established ongoing working partnerships with 8 organizations in town, including Carpinteria Children's Project, Alzheimer's Association, Carpinteria Unified School District, Carp Pride, Santa Barbara City College, Carpinteria Birdwatchers, United Way, Girl's, Inc. and Carpinteria Writer's Group.
Produce a one-community, one book program	Select one title and produce programming to encourage participation in community-wide activity.	The One Community, One Book program is in the planning stages and will be rolled out June/July 2023.
Establish a volunteer program	Develop volunteer positions and recruit and train 10 volunteers to support library operations.	The library currently has 12 library volunteers who volunteer weekly and 11 literacy tutors who work with learners, for a total of 23 volunteers.
Apply for grants	Apply for five grants to support programs for patrons.	The library applied for three grants this fiscal year.





## **RESOLUTION NO. 6247**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2023-24**

**WHEREAS**, on June 26, 2023, pursuant the powers and duties established at Chapter 2.08.110(G)(H), the City Manager presented the proposed Budget for Fiscal Year (FY) 2023/24 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 12 and 26, 2023, 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 2023-24, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved and adopted, effective July 1, 2023.

**SECTION 3.** The final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for FY 2022-23 are also hereby approved for the 2022-23 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 for the City's part time, temporary and season employees and 41 full time employees.

**SECTION 6.** The City Council approves the revised budget and fiscal policies, Exhibit 1 to this Resolution, dated June 26, 2023, for inclusion in the Budget document.



**PASSED, APPROVED AND ADOPTED** on June 26, 2023 by the following vote:

AYES: COUNCILMEMBER(S): Lee, Nomura, Solorzano, Alarcon, Clark


NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None

ABSTAIN: COUNCILMEMBER(S): None

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


ATTEST:

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 26, 2023.

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 1 to Resolution No. 6247

### Budget and Fiscal Policy

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## BUDGET AND FISCAL POLICY COUNCIL POLICY

### BUDGET PURPOSE AND ORGANIZATION

A. **Balanced Budget.** The City will maintain a balanced budget. This means that:

1. Operating revenues should fully cover operating expenditures, including debt service.
2. Ending fund balance must meet minimum policy levels or other target levels established by the Council for the fiscal year.

Under this policy, it is allowable for total expenditures and uses to exceed revenues and other sources in a given year; however, in this situation, beginning fund balance should only be used to fund capital improvement plan projects or other “one-time,” non-recurring expenditures. (See *Fund Balance and Reserves* policy for other circumstances when it would be appropriate to use beginning fund balance.)

B. **Budget Objectives.** Through its Budget, the City will link resources with goals and results by:

1. Identifying community needs for essential services.
2. Organizing the programs required to provide these essential services.
3. Describing programs and activities performed in delivering services.
4. Proposing objectives for improving the delivery of program services.
5. Identifying and appropriating the resources required to perform program activities and accomplish program objectives.

C. **Measurable Objectives.** The Budget will establish measurable program objectives and allow reasonable time to accomplish those objectives.

- D. **Budget Adoption by Resolution.** The City's annual Budget is adopted 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 adopted.
- E. **Goal Status Reports.** The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.
- F. **Mid-Year Budget Reviews.** The Council will formally review the City's fiscal condition, and amend appropriations, if necessary, based on six months of results and emerging trends since the beginning of the fiscal year.

**Status: In Compliance.** *These practices are either in place or the Council has adopted a budget process and document for 2023-24 that meets these policy objectives. However, linking resources to outcomes and measuring performance will always be a work in progress, with ongoing improvements.*

## REVENUE MANAGEMENT

- A. **Current Revenues for Current Uses; One-Time Revenues for One-Time Purposes.** The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues or rolling over short-term debt. The City will avoid using one-time revenues to fund ongoing program costs.
- B. **Revenue Distribution.** The Council recognizes that generally accepted accounting principles for state and local governments discourage the "earmarking" of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. In those cases where it does occur, the basis and methodology for earmarking should be clearly articulated in the City's Budget and Fiscal Policies.
- C. **Grant Management.** Intergovernmental assistance in the form of grants and loans will be used to finance only:
  1. Capital improvements that are consistent with capital improvement plan (CIP) priorities and can be maintained and operated over time.
  2. Technological upgrades or enhancements.
  3. Capital acquisition items.
  4. Operating programs which either can be sustained over time or have a limited horizon.
  5. Other areas as determined by the Council to be in the best interest of the City.
- D. **Interfund Transfers and Loans.** In order to achieve important public policy goals, the City has established various special revenue and capital project funds to account for revenues whose use should be restricted to certain activities. Accordingly, each

fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund balance.

Any transfers between funds are clearly set forth in the Budget and can only be made by the Administrative Services Director in accordance with the adopted budget. These transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund balance; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time-to-time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Administrative Services Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 60 days. The most common use of interfund borrowing under this circumstance is for grant programs, where costs are often incurred before drawdowns are initiated and received. However, receipt of funds is typically received shortly after the request for funds has been made.
2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.
3. Any transfers between funds where reimbursement is not expected within one fiscal year shall be recorded under one of the following options:
  - a. Where the terms and conditions of repayment are uncertain, they should not be recorded as interfund loans but as interfund transfers that affect fund balance by moving financial resources from one fund to another. In this case, the intent to repay should be documented in the Budget or via Resolution.
  - b. Where repayment is more certain, long-term loans may be recorded as such; and in accordance with generally accepted accounting principles, their balance will be recorded as non-spendable fund balance. In this case, the terms and conditions of loan repayment, including need for the loan, source of repayment funds, interest rate (if any) and amortized repayment schedule, should be documented via Resolution.

**Status: In Compliance.** *These practices are in place or the Council has adopted a budget process and document for 2023-24 that meets these policy objectives. There are currently no long-term interfund loans.*

## **MINIMUM FUND BALANCE AND RESERVES**

### **A. Reserve for Fiscal Stability, Cash Flow and Contingencies**

The City will strive to maintain a minimum General Fund unrestricted balance (less encumbrances and reappropriation carryovers) of at least 40% of operating and debt service expenditures plus subsidy transfers to other funds for fiscal stability, cash flow and contingencies such as economic downturns, catastrophic events and unforeseen operating or capital needs. This target is based on financial management best practices and industry standards, including the risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada (GFOA) in adequately addressing:

1. Economic uncertainties, local disasters, public health crises and other financial hardships or downturns in the local or national economy.
2. Contingencies for unseen operating or capital needs, including strategic investment opportunities.
3. Unfunded liabilities such as pensions and retiree health obligations.
4. Dependency of other funds on the General Fund.
5. Institutional changes, such as State budget takeaways and unfunded mandates.
6. Cash flow requirements.

Whenever the City's General Fund unrestricted balance falls below this target, the City will strive to restore reserves to this level within five years. As revenues versus expenditures begin moving in a positive direction, the City will allocate at least half to reserve restoration, with the balance available to fund asset replacements, unfunded liabilities, capital improvement projects, service level restorations or new operating programs.

Circumstances where taking reserves below policy levels would be appropriate include responding to the risks that reserves are intended to mitigate, such as:

1. Meeting cash flow needs during the fiscal year.
2. Closing a projected short-term revenue-expenditure gap.
3. Responding to unexpected expenditure requirements or revenue shortfalls.
4. Making investments in unfunded liability reductions, economic development and revenue base improvements, productivity improvements and similar strategic opportunities that will strengthen City revenues, reduce future costs or achieve "one-time" high-priority City goals.

5. Where a forecast shows an ongoing structural gap: providing a strategic bridge to the future by providing time to develop and implement thoughtful solutions.

On the other hand, the City should avoid using reserves to fund ongoing costs or projected systemic “gaps.” Stated simply, reserves can only be used once, so their use should be restricted to one-time (or short-term) uses.

**B. General Reserve.** This reserve is maintained at a level of \$1,000,000 with interest earned on that balance segregated for use at the Council's direction.

**C. Major Asset Replacement and Repair Reserve.** Similar to the General Reserve Fund, this reserve is maintained at a level of \$1,000,000 with interest earned segregated for use at the Council's direction.

**D. Future Capital Project or Other Long-Term Goal Assignments or Commitments.** The Council may also commit or assign specific General Fund balance levels above the reserve targets above for fleet, facility, technology and equipment replacements; major repairs; future development of capital projects, unfunded liabilities and similar policy commitments and assignments for future purposes and long-term goals that it determines to be in the best interests of the City.

**E. Other Commitments and Assignments.** In addition to the minimum targets noted above, unrestricted fund balance levels will be sufficient to meet funding requirements for programs or projects approved in prior years which are carried forward into the new year; debt service reserve requirements; commitments for encumbrances; and other restrictions, commitments or assignments required by contractual obligations, state law or generally accepted accounting principles.

**Status: In Compliance.** *The 2023-24 Budget projects that the ending reserve will meet or exceed policy minimums.*

## **FINANCIAL REPORTING AND BUDGET ADMINISTRATION**

**A. Annual Reporting.** The City will prepare annual financial statements as follows:

1. In accordance with best practices and industry standards, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditors' opinion.
2. The City will use generally accepted accounting principles (GAAP) in preparing its annual financial statements. The Administrative Services Director is authorized to establish Accounting Policies as needed to conform with GAAP. The City will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program by issuing an Annual Comprehensive Financial Report.
3. The City will issue audited financial statements within 180 days after year-end.



4. Unexpended operating appropriations lapse at year, provided however that encumbrance balances will be carried-over and reappropriated into the following fiscal year. Project-length budgets are adopted for capital projects and accordingly unexpended/unencumbered balances will be carried over and reappropriated into the following fiscal year.
- B. **Interim Reporting.** The City will prepare and issue timely interim reports on the City's fiscal status to the Council and staff. This includes on-line access for authorized users to the City's financial management system; monthly reports to program managers; more formal quarterly reports to the Council and Department Heads; mid-year budget reviews; and interim annual reports.
- C. **Budget Administration.** The Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. Council approval is required for all new appropriations from fund balance. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.
- D. **Agenda Report Review.** A Fiscal Impact Statement will be provided with each staff report submitted to the Council as part of the agenda packet.

**Status: In Compliance.** *These practices are in place.*

## **HUMAN RESOURCE MANAGEMENT**

### **A. Regular Staffing**

1. Unless otherwise approved by the Council to achieve one-time budgetary savings, the budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
2. Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time City employees rather than independent contractors or temporary employees. The City will strive to provide competitive compensation and benefit schedules for its authorized regular workforce. Each regular employee will:
  - a. Fill an authorized regular position.
  - b. Receive salary and benefits consistent with labor agreements or other compensation plans.
3. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
  - a. The Council will authorize all regular positions.
  - b. Human Resources will coordinate and approve the hiring of all regular and temporary employees.

- c. All requests for additional regular positions will include evaluations of:
- The necessity, term and expected results of the proposed activity.
  - Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
  - The ability of temporary staff, overtime, private industry or other government agencies to provide the proposed service.
  - Additional revenues or cost savings that may be realized.

## **B. Temporary Staffing**

1. The hiring of temporary employees will not be used as an incremental method for expanding the City's regular workforce.
2. Temporary employees include all employees other than regular employees, elected officials and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants.
3. The City Manager and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies and accomplish tasks where less than full-time, year-round staffing is required. Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1,000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager based on the review and recommendation of the Human Resources Administrator.
4. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between six months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period.

The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.

5. Temporary staffing costs are limited by the approved Budget for these positions.

## **C. Overtime Management**

1. Overtime should be used only when necessary and when other alternatives are not feasible or cost effective.

2. All overtime must be pre-authorized by the department head or delegate unless it is assumed pre-approved by its nature. For example, overtime that results when an employee is assigned to standby and/or must respond to an emergency or complete an emergency response.
3. Departmental operating budgets should reflect anticipated annual overtime costs and departments will regularly monitor overtime use and expenditures.
4. When considering the addition of regular or temporary staffing, the use of overtime as an alternative will be considered. The department will consider:
  - a. The duration that additional staff resources may be needed.
  - b. The cost of overtime versus the cost of additional staff.
  - c. The skills and abilities of current staff.
  - d. Training costs associated with hiring additional staff.
  - e. The impact of overtime on existing staff.

#### **D. Private Sector Independent Contractors**

Private sector independent contractors are not City employees. They may be used in two situations:

1. Short-term, peak workload assignments to be accomplished using personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through Human Resources and subject to the approval of the Human Resources Administrator.
2. Construction of public works projects and delivery of operating, maintenance or specialized professional services (such as attorneys, architects, fiscal advisors, bond counsel, engineers, scientists and other consultants) not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures.

**Status: In Compliance.** *These procedures are in place.*

Approved:   
Dave Durlinger, City Manager

Effective Date 6/27/23

**RESOLUTION NO. 6248**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
FOR FISCAL YEAR 2023-24**

**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 2023-24 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 2023/24 is hereby set at \$21,962,508, 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 26, 2023 by the following vote:

AYES: COUNCILMEMBER(S): Lee, Nomura, Solorzano, Alarcon, Clark

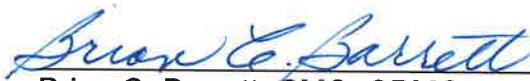
NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None

ABSTAIN: COUNCILMEMBER(S): None

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


ATTEST:

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 26, 2023.

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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, 2023: \$ 21,155,763

Adjustment Factors: % Ratio

Population Factor (County) 0.994  
Economic Factor (Per Capita) 1.0444

Population Factor x Economic Ratio (per capita personal income) 1.0381

Appropriation limit for fiscal year ended June 30, 2024: \$ 21,962,508

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
2023-2024	\$ 21,962,508	\$ 14,777,100	\$ 7,185,408



**RESOLUTION NO. 6249**

**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 2023-24**

**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 2023-24 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 2023-24 is hereby set at \$776,040 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 26, 2023 by the following vote:

AYES: COUNCILMEMBER(S): Lee, Nomura, Solorzano, Alarcon, Clark


NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None

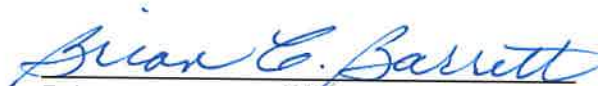
ABSTAIN: COUNCILMEMBER(S): None

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


ATTEST:

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 26, 2023.

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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, 2023: \$ 747,534

Adjustment Factors: % Ratio

Population Factor (County) 0.994  
Economic Factor (Per Capita) 1.0444

Population Factor x Economic Ratio (per capita personal income) 1.0381

Appropriation limit for fiscal year ended June 30, 2024: \$ 776,040

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
2022-2023	\$ 747,534	\$ 225,500	\$ 522,034
2023-2024	\$ 776,040	\$ 227,650	\$ 548,390



**RESOLUTION NO. 6252**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CARPINTERIA APPROVING AND ADOPTING A NEW  
CLASSIFICATION AND COMPENSATION SCHEDULE FOR SERVICE  
EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 620,  
REPRESENTING EMPLOYEES IN THE GENERAL SERVICE, PUBLIC  
WORKS AND PARKS, RECREATION, AND PUBLIC FACILITIES  
BARGAIN UNIT**

**WHEREAS**, the City of Carpinteria City Council recognizes that the salary structure for the SEIU bargaining unit is separate from the Management Personnel and Miscellaneous Unrepresented Personnel covered under separate City of Carpinteria Conditions of Employment; and

**WHEREAS**, the positions listed in the Class and Compensation Schedule for SEIU Represented Employees include the full-time positions proposed in the FY 2023-24 budget; and

**WHEREAS**, on January 23, 2023, the City Council adopted Resolution No. 6190 approving SEIU Memorandum of Understanding for a five-year period beginning July 1, 2022 and ending June 30, 2027; and

**WHEREAS**, Section 23.H Base Wage Adjustment of the SEIU MOU states that employees shall have a cost-of-living adjustment based on the Los Angeles-Long Beach-Anaheim area for Urban Wage Earners and Clerical Workers Consumer Price Index (CPI), with a minimum increase of 2.5% and a maximum increase of 5%; and

**WHEREAS**, the CPI for the period of April 2022 through April 2023 of 3.0% shall be used to adjust the Class and Compensation Schedule for SEIU effective July 1, 2023; and

**WHEREAS**, in order to maintain a competitive compensation package, it is the desire of the City Council to amend the Class and Compensation Schedule for SEIU Represented Employees.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** The revised Class and Compensation Schedule for SEIU Personnel, attached hereto as Exhibit A, effective July 1, 2023, is hereby approved and implementation by the City Manager is authorized.

**PASSED, APPROVED AND ADOPTED** on 26<sup>th</sup> day of June, 2023, by the following vote:

AYES: COUNCILMEMBER(S): Lee, Nomura, Solorzano, Alarcon, Clark


NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None

ABSTAIN: COUNCILMEMBER(S): None

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

ATTEST:

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 26, 2023.

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
City Clerk, City of Carpinteria

APPROVED AS TO FORM:


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

Exhibit A to Resolution No. 6252

<b>City of Carpinteria</b> <b>SEIU REPRESENTED EMPLOYEES</b> <b>Classification and Compensation Information</b> <b>Salary Schedule Effective July 1, 2023</b> <b>FY 2023-24</b>								
Grade	FLSA	Position	Pay Type	A	B	C	D	E
114	NE	Administrative Assistant II	Hourly	\$ 30.07	\$ 31.57	\$ 33.15	\$ 34.81	\$ 36.55
			Bi-weekly	\$ 2,405.68	\$ 2,525.97	\$ 2,652.26	\$ 2,784.88	\$ 2,924.12
			Monthly	\$ 5,212.31	\$ 5,472.93	\$ 5,746.57	\$ 6,033.90	\$ 6,335.60
			Annual	\$ 62,547.73	\$ 65,675.12	\$ 68,958.87	\$ 72,406.82	\$ 76,027.16
113	NE NE	Lead Maintenance Worker Sr. Parks/Facilities Maintenance Technician	Hourly	\$ 29.34	\$ 30.80	\$ 32.34	\$ 33.96	\$ 35.66
			Bi-weekly	\$ 2,347.01	\$ 2,464.36	\$ 2,587.57	\$ 2,716.95	\$ 2,852.80
			Monthly	\$ 5,085.18	\$ 5,339.44	\$ 5,606.41	\$ 5,886.73	\$ 6,181.07
			Annual	\$ 61,022.18	\$ 64,073.28	\$ 67,276.95	\$ 70,640.80	\$ 74,172.84
112			Hourly	\$ 28.62	\$ 30.05	\$ 31.56	\$ 33.13	\$ 34.79
			Bi-weekly	\$ 2,289.76	\$ 2,404.25	\$ 2,524.46	\$ 2,650.69	\$ 2,783.22
			Monthly	\$ 4,961.15	\$ 5,209.21	\$ 5,469.67	\$ 5,743.15	\$ 6,030.31
			Annual	\$ 59,533.83	\$ 62,510.52	\$ 65,636.05	\$ 68,917.85	\$ 72,363.74
111			Hourly	\$ 27.92	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.94
			Bi-weekly	\$ 2,233.91	\$ 2,345.61	\$ 2,462.89	\$ 2,586.04	\$ 2,715.34
			Monthly	\$ 4,840.15	\$ 5,082.16	\$ 5,336.26	\$ 5,603.08	\$ 5,883.23
			Annual	\$ 58,081.79	\$ 60,985.87	\$ 64,035.17	\$ 67,236.93	\$ 70,598.77
110	NE	Maintenance Worker II	Hourly	\$ 27.24	\$ 28.61	\$ 30.04	\$ 31.54	\$ 33.11
			Bi-weekly	\$ 2,179.43	\$ 2,288.40	\$ 2,402.82	\$ 2,522.96	\$ 2,649.11
			Monthly	\$ 4,722.10	\$ 4,958.20	\$ 5,206.11	\$ 5,466.42	\$ 5,739.74
			Annual	\$ 56,665.16	\$ 59,498.41	\$ 62,473.33	\$ 65,597.00	\$ 68,876.85
109			Hourly	\$ 26.58	\$ 27.91	\$ 29.30	\$ 30.77	\$ 32.31
			Bi-weekly	\$ 2,126.27	\$ 2,232.59	\$ 2,344.22	\$ 2,461.43	\$ 2,584.50
			Monthly	\$ 4,606.92	\$ 4,837.27	\$ 5,079.13	\$ 5,333.09	\$ 5,599.74
			Annual	\$ 55,283.08	\$ 58,047.23	\$ 60,949.59	\$ 63,997.07	\$ 67,196.93
108	NE	Administrative Assistant I	Hourly	\$ 25.93	\$ 27.23	\$ 28.59	\$ 30.02	\$ 31.52
			Bi-weekly	\$ 2,074.41	\$ 2,178.13	\$ 2,287.04	\$ 2,401.39	\$ 2,521.46
			Monthly	\$ 4,494.56	\$ 4,719.29	\$ 4,955.25	\$ 5,203.01	\$ 5,463.16
			Annual	\$ 53,934.71	\$ 56,631.45	\$ 59,463.02	\$ 62,436.17	\$ 65,557.98
107			Hourly	\$ 25.30	\$ 26.56	\$ 27.89	\$ 29.29	\$ 30.75
			Bi-weekly	\$ 2,023.82	\$ 2,125.01	\$ 2,231.26	\$ 2,342.82	\$ 2,459.96
			Monthly	\$ 4,384.94	\$ 4,604.18	\$ 4,834.39	\$ 5,076.11	\$ 5,329.92
			Annual	\$ 52,619.23	\$ 55,250.19	\$ 58,012.70	\$ 60,913.34	\$ 63,959.00
106			Hourly	\$ 24.68	\$ 25.91	\$ 27.21	\$ 28.57	\$ 30.00
			Bi-weekly	\$ 1,974.46	\$ 2,073.18	\$ 2,176.84	\$ 2,285.68	\$ 2,399.96
			Monthly	\$ 4,277.99	\$ 4,491.89	\$ 4,716.48	\$ 4,952.30	\$ 5,199.92
			Annual	\$ 51,335.83	\$ 53,902.63	\$ 56,597.76	\$ 59,427.65	\$ 62,399.03
105			Hourly	\$ 24.08	\$ 25.28	\$ 26.55	\$ 27.87	\$ 29.27
			Bi-weekly	\$ 1,926.30	\$ 2,022.61	\$ 2,123.74	\$ 2,229.93	\$ 2,341.43
			Monthly	\$ 4,173.65	\$ 4,382.33	\$ 4,601.44	\$ 4,831.52	\$ 5,073.09
			Annual	\$ 50,083.74	\$ 52,587.93	\$ 55,217.32	\$ 57,978.19	\$ 60,877.10
104	NE	Maintenance Worker I	Hourly	\$ 23.49	\$ 24.67	\$ 25.90	\$ 27.19	\$ 28.55
			Bi-weekly	\$ 1,879.31	\$ 1,973.28	\$ 2,071.94	\$ 2,175.54	\$ 2,284.32
			Monthly	\$ 4,071.85	\$ 4,275.44	\$ 4,489.21	\$ 4,713.67	\$ 4,949.36
			Annual	\$ 48,862.19	\$ 51,305.30	\$ 53,870.56	\$ 56,564.09	\$ 59,392.29
103			Hourly	\$ 22.92	\$ 24.06	\$ 25.27	\$ 26.53	\$ 27.86
			Bi-weekly	\$ 1,833.48	\$ 1,925.15	\$ 2,021.41	\$ 2,122.48	\$ 2,228.60
			Monthly	\$ 3,972.54	\$ 4,171.16	\$ 4,379.72	\$ 4,598.71	\$ 4,828.64
			Annual	\$ 47,670.43	\$ 50,053.95	\$ 52,556.64	\$ 55,184.48	\$ 57,943.70

City of Carpinteria SEIU REPRESENTED EMPLOYEES Classification and Compensation Information Salary Schedule Effective July 1, 2023 FY 2023-24								
Grade	FLSA	Position	Pay Type	A	B	C	D	E
102	NE	Office Assistant II	Hourly	\$ 22.36	\$ 23.48	\$ 24.65	\$ 25.88	\$ 27.18
			Bi-weekly	\$ 1,788.76	\$ 1,878.20	\$ 1,972.11	\$ 2,070.71	\$ 2,174.25
			Monthly	\$ 3,875.64	\$ 4,069.43	\$ 4,272.90	\$ 4,486.54	\$ 4,710.87
			Annual	\$ 46,507.73	\$ 48,833.12	\$ 51,274.78	\$ 53,838.51	\$ 56,530.44
101			Hourly	\$ 21.81	\$ 22.90	\$ 24.05	\$ 25.25	\$ 26.52
			Bi-weekly	\$ 1,745.13	\$ 1,832.39	\$ 1,924.01	\$ 2,020.21	\$ 2,121.22
			Monthly	\$ 3,781.12	\$ 3,970.17	\$ 4,168.68	\$ 4,377.11	\$ 4,595.97
			Annual	\$ 45,373.40	\$ 47,642.07	\$ 50,024.17	\$ 52,525.38	\$ 55,151.65
100			Hourly	\$ 21.28	\$ 22.35	\$ 23.46	\$ 24.64	\$ 25.87
			Bi-weekly	\$ 1,702.57	\$ 1,787.69	\$ 1,877.08	\$ 1,970.93	\$ 2,069.48
			Monthly	\$ 3,688.89	\$ 3,873.34	\$ 4,067.01	\$ 4,270.36	\$ 4,483.87
			Annual	\$ 44,266.73	\$ 46,480.07	\$ 48,804.07	\$ 51,244.27	\$ 53,806.49
99			Hourly	\$ 20.76	\$ 21.80	\$ 22.89	\$ 24.04	\$ 25.24
			Bi-weekly	\$ 1,661.04	\$ 1,744.09	\$ 1,831.30	\$ 1,922.86	\$ 2,019.01
			Monthly	\$ 3,598.92	\$ 3,778.87	\$ 3,967.81	\$ 4,166.20	\$ 4,374.51
			Annual	\$ 43,187.05	\$ 45,346.41	\$ 47,613.73	\$ 49,994.41	\$ 52,494.13
98	NE	Office Assistant I	Hourly	\$ 20.26	\$ 21.27	\$ 22.33	\$ 23.45	\$ 24.62
			Bi-weekly	\$ 1,620.53	\$ 1,701.55	\$ 1,786.63	\$ 1,875.96	\$ 1,969.76
			Monthly	\$ 3,511.14	\$ 3,686.70	\$ 3,871.03	\$ 4,064.59	\$ 4,267.82
			Annual	\$ 42,133.71	\$ 44,240.40	\$ 46,452.42	\$ 48,775.04	\$ 51,213.79

NE - Non-Exempt

**RESOLUTION NO. 6253**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CARPINTERIA APPROVING AND ADOPTING A NEW  
CLASSIFICATION AND COMPENSATION SCHEDULE FOR  
MANAGEMENT PERSONNEL AND MISCELLANEOUS  
UNREPRESENTED PERSONNEL**

**WHEREAS**, the City of Carpinteria City Council recognizes that the salary structure for Management Personnel and Miscellaneous Unrepresented Personnel is separate from classified employees covered under the Memorandum of Understanding between the City of Carpinteria and the Service Employees International Union (SEIU) Local 620; and

**WHEREAS**, the positions listed in the Class and Compensation Schedule for Management Personnel and Miscellaneous Unrepresented Personnel include the full-time positions proposed in the FY 2023-24 budget; and

**WHEREAS**, for consistency with SEIU represented employees, the month of April and the Los Angeles-Long Beach-Anaheim area for Urban Wage Earners and Clerical Workers (CPI-W) are referenced to determine CPI; and

**WHEREAS**, the CPI for the period of April 2022 through April 2023 of 3.0% shall be used to adjust the salary ranges for Management Personnel and Miscellaneous Unrepresented Personnel effective July 1, 2023; and

**WHEREAS**, in order to maintain a competitive compensation package, it is the desire of the City Council to amend the Class and Compensation Schedule for Management Personnel and Miscellaneous Unrepresented Personnel.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** The revised Class and Compensation Schedule for Management Personnel and Miscellaneous Unrepresented Personnel, attached hereto as Exhibit A, effective July 1, 2023, is hereby approved and implementation by the City Manager is authorized.




**PASSED, APPROVED AND ADOPTED** on 26<sup>th</sup> day of June, 2023, by the following vote:

AYES: COUNCILMEMBER(S): Lee, Nomura, Solorzano, Alarcon, Clark


NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None


ABSTAIN: COUNCILMEMBER(S): None

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


ATTEST:

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 26, 2023.

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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

**City of Carpinteria**  
**Management Personnel and Miscellaneous Unrepresented Personnel**  
**Classification and Compensation Information**  
**Salary Schedule Effective July 1, 2023**  
**FY 2023-24**

Grade	FLSA	Position	Pay Type	Minimum	Control Point	Maximum
100			Hourly	\$ 75.46	\$ 89.61	\$ 103.76
			Bi-weekly	\$ 6,036.83	\$ 7,168.73	\$ 8,300.64
			Monthly	\$ 13,079.80	\$ 15,532.26	\$ 17,984.72
			Annual	\$ 156,957.55	\$ 186,387.09	\$ 215,816.63
99			Hourly	\$ 71.87	\$ 85.34	\$ 98.82
			Bi-weekly	\$ 5,749.36	\$ 6,827.37	\$ 7,905.37
			Monthly	\$ 12,456.95	\$ 14,792.63	\$ 17,128.30
			Annual	\$ 149,483.38	\$ 177,511.52	\$ 205,539.65
98			Hourly	\$ 68.44	\$ 81.28	\$ 94.11
			Bi-weekly	\$ 5,475.58	\$ 6,502.25	\$ 7,528.92
			Monthly	\$ 11,863.76	\$ 14,088.22	\$ 16,312.67
			Annual	\$ 142,365.13	\$ 169,058.59	\$ 195,752.05
97			Hourly	\$ 65.19	\$ 77.41	\$ 89.63
			Bi-weekly	\$ 5,214.84	\$ 6,192.62	\$ 7,170.40
			Monthly	\$ 11,298.82	\$ 13,417.35	\$ 15,535.88
			Annual	\$ 135,585.83	\$ 161,008.18	\$ 186,430.52
96	E	Assistant City Manager	Hourly	\$ 62.08	\$ 73.72	\$ 85.36
	E	Administrative Services Director	Bi-weekly	\$ 4,966.51	\$ 5,897.74	\$ 6,828.96
	E	Community Development Director	Monthly	\$ 10,760.78	\$ 12,778.43	\$ 14,796.07
	E	Parks, Recreation, and Community Services Director	Annual	\$ 129,129.37	\$ 153,341.12	\$ 177,552.88
	E	Public Works Director				
95			Hourly	\$ 59.13	\$ 70.21	\$ 81.30
			Bi-weekly	\$ 4,730.01	\$ 5,616.89	\$ 6,503.77
			Monthly	\$ 10,248.36	\$ 12,169.93	\$ 14,091.50
			Annual	\$ 122,980.35	\$ 146,039.16	\$ 169,097.98
94			Hourly	\$ 56.31	\$ 66.87	\$ 77.43
			Bi-weekly	\$ 4,504.77	\$ 5,349.42	\$ 6,194.07
			Monthly	\$ 9,760.35	\$ 11,590.41	\$ 13,420.47
			Annual	\$ 117,124.14	\$ 139,084.92	\$ 161,045.69
93			Hourly	\$ 53.63	\$ 63.68	\$ 73.74
			Bi-weekly	\$ 4,290.26	\$ 5,094.69	\$ 5,899.11
			Monthly	\$ 9,295.57	\$ 11,038.49	\$ 12,781.40
			Annual	\$ 111,546.80	\$ 132,461.83	\$ 153,376.85
92	E	Civil Engineer	Hourly	\$ 51.07	\$ 60.65	\$ 70.23
			Bi-weekly	\$ 4,085.96	\$ 4,852.08	\$ 5,618.20
			Monthly	\$ 8,852.92	\$ 10,512.84	\$ 12,172.77
			Annual	\$ 106,235.05	\$ 126,154.12	\$ 146,073.19
91	E	Finance Manager	Hourly	\$ 48.64	\$ 57.76	\$ 66.88
			Bi-weekly	\$ 3,891.39	\$ 4,621.03	\$ 5,350.67
			Monthly	\$ 8,431.35	\$ 10,012.23	\$ 11,593.11
			Annual	\$ 101,176.24	\$ 120,146.78	\$ 139,117.33
90	E	Principal Planner	Hourly	\$ 46.33	\$ 55.01	\$ 63.70
			Bi-weekly	\$ 3,706.09	\$ 4,400.98	\$ 5,095.87
			Monthly	\$ 8,029.86	\$ 9,535.46	\$ 11,041.06
			Annual	\$ 96,358.32	\$ 114,425.51	\$ 132,492.69
89			Hourly	\$ 44.12	\$ 52.39	\$ 60.67
			Bi-weekly	\$ 3,529.61	\$ 4,191.41	\$ 4,853.21
			Monthly	\$ 7,647.49	\$ 9,081.39	\$ 10,515.29
			Annual	\$ 91,769.83	\$ 108,976.67	\$ 126,183.52
88	E	City Clerk	Hourly	\$ 42.02	\$ 49.90	\$ 57.78
	E	City Librarian	Bi-weekly	\$ 3,361.53	\$ 3,991.82	\$ 4,622.11
	E	Human Resources/Risk Manager	Monthly	\$ 7,283.32	\$ 8,648.94	\$ 10,014.56
			Annual	\$ 87,399.84	\$ 103,787.31	\$ 120,174.78
87			Hourly	\$ 40.02	\$ 47.52	\$ 55.03
			Bi-weekly	\$ 3,201.46	\$ 3,801.73	\$ 4,402.01
			Monthly	\$ 6,936.50	\$ 8,237.09	\$ 9,537.68
			Annual	\$ 83,237.94	\$ 98,845.05	\$ 114,452.17

**City of Carpinteria**  
**Management Personnel and Miscellaneous Unrepresented Personnel**  
**Classification and Compensation Information**  
**Salary Schedule Effective July 1, 2023**  
**FY 2023-24**

86	E	Chief Building Inspector/Plans Examiner	Hourly	\$ 38.11	\$ 45.26	\$ 52.40
	E	Environmental Program Manager	Bi-weekly	\$ 3,049.01	\$ 3,620.70	\$ 4,192.39
	E	Senior Planner	Monthly	\$ 6,606.19	\$ 7,844.85	\$ 9,083.51
	E	Senior Financial Analyst	Annual	\$ 79,274.23	\$ 94,138.15	\$ 109,002.07
85	E	Program Manager	Hourly	\$ 36.30	\$ 43.10	\$ 49.91
			Bi-weekly	\$ 2,903.82	\$ 3,448.28	\$ 3,992.75
			Monthly	\$ 6,291.61	\$ 7,471.28	\$ 8,650.96
			Annual	\$ 75,499.27	\$ 89,655.38	\$ 103,811.49
84	NE	Associate Planner	Hourly	\$ 34.57	\$ 41.05	\$ 47.53
	NE	Associate Engineer	Bi-weekly	\$ 2,765.54	\$ 3,284.08	\$ 3,802.62
	NE	Management Analyst II	Monthly	\$ 5,992.01	\$ 7,115.51	\$ 8,239.01
	E	Parks & Facilities Maintenance Supervisor	Annual	\$ 71,904.06	\$ 85,386.07	\$ 98,868.09
83	E	Public Works Supervisor	Hourly	\$ 32.92	\$ 39.10	\$ 45.27
	E	Aquatics Superintendent	Bi-weekly	\$ 2,633.85	\$ 3,127.70	\$ 3,621.54
	E	Code Compliance Supervisor	Monthly	\$ 5,706.67	\$ 6,776.67	\$ 7,846.67
		Community Engagement Library Specialist	Annual	\$ 68,480.06	\$ 81,320.07	\$ 94,160.08
82	NE	Assistant Engineer	Hourly	\$ 31.36	\$ 37.23	\$ 43.11
	NE	Assistant Planner	Bi-weekly	\$ 2,508.43	\$ 2,978.76	\$ 3,449.09
	NE	Management Analyst I	Monthly	\$ 5,434.93	\$ 6,453.97	\$ 7,473.02
	NE	Environmental Program Coordinator	Annual	\$ 65,219.10	\$ 77,447.69	\$ 89,676.27
81			Hourly	\$ 29.86	\$ 35.46	\$ 41.06
			Bi-weekly	\$ 2,388.98	\$ 2,836.91	\$ 3,284.85
			Monthly	\$ 5,176.12	\$ 6,146.64	\$ 7,117.16
			Annual	\$ 62,113.43	\$ 73,759.70	\$ 85,405.97
80	NE	Accounting Technician	Hourly	\$ 28.44	\$ 33.77	\$ 39.11
	NE	Code Compliance Officer II	Bi-weekly	\$ 2,275.22	\$ 2,701.82	\$ 3,128.42
	NE	Engineering Technician	Monthly	\$ 4,929.64	\$ 5,853.94	\$ 6,778.25
			Annual	\$ 59,155.65	\$ 70,247.33	\$ 81,339.02
79			Hourly	\$ 27.09	\$ 32.16	\$ 37.24
			Bi-weekly	\$ 2,166.87	\$ 2,573.16	\$ 2,979.45
			Monthly	\$ 4,694.89	\$ 5,575.19	\$ 6,455.48
			Annual	\$ 56,338.71	\$ 66,902.22	\$ 77,465.73
78	NE	Aquatics Program Coordinator	Hourly	\$ 25.80	\$ 30.63	\$ 35.47
	NE	Accounting Specialist	Bi-weekly	\$ 2,063.69	\$ 2,450.63	\$ 2,837.57
	NE	Senior Services Coordinator*	Monthly	\$ 4,471.33	\$ 5,309.70	\$ 6,148.07
	NE	Human Resources Assistant*	Annual	\$ 53,655.92	\$ 63,716.40	\$ 73,776.89
77	NE	Management Assistant	Hourly	\$ 24.57	\$ 29.17	\$ 33.78
			Bi-weekly	\$ 1,965.42	\$ 2,333.93	\$ 2,702.45
			Monthly	\$ 4,258.41	\$ 5,056.86	\$ 5,855.31
			Annual	\$ 51,100.88	\$ 60,682.29	\$ 70,263.70
76	NE	Code Compliance Officer I	Hourly	\$ 23.40	\$ 27.78	\$ 32.17
			Bi-weekly	\$ 1,871.83	\$ 2,222.79	\$ 2,573.76
			Monthly	\$ 4,055.63	\$ 4,816.05	\$ 5,576.48
			Annual	\$ 48,667.50	\$ 57,792.66	\$ 66,917.81
75			Hourly	\$ 22.28	\$ 26.46	\$ 30.64
			Bi-weekly	\$ 1,782.69	\$ 2,116.95	\$ 2,451.20
			Monthly	\$ 3,862.50	\$ 4,586.72	\$ 5,310.94
			Annual	\$ 46,350.00	\$ 55,040.63	\$ 63,731.25

E - Exempt  
NE - Non-Exempt  
\* New Classifications

**RESOLUTION NO. 6254**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CARPINTERIA APPROVING AND ADOPTING THE REVISIONS TO  
THE COMPENSATION SCHEDULE FOR PART-TIME, TEMPORARY,  
AND SEASONAL HOURLY-RATED EMPLOYEES**

**WHEREAS**, the City of Carpinteria employs hourly rated part-time, temporary, and seasonal employees limited to working less than 999 hours per fiscal year; and

**WHEREAS**, rates of pay and conditions of employment for hourly rated employees are not subject to, nor do they have employment rights of the personnel system as described in the City of Carpinteria Personnel System Rules and Regulations and the Employer-Employee Relations Policy for regular employees; and

**WHEREAS**, a uniform basis for recognizing compensation levels for this category of employee is essential to the effective and efficient operation of the City; and

**WHEREAS**, the positions listed in the Compensation Schedule for Part-time, Temporary, and Seasonal Hourly-Rated Employees include positions proposed in the FY 2023-24 budget; and

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**Section 1.** The above recites are true and correct.

**Section 2.** The hourly compensation schedule, Exhibit A, is hereby approved and authorizes the City Manager to implement the changes to be effective July 1, 2023.

**PASSED, APPROVED AND ADOPTED** on 26<sup>th</sup> day of June, 2023, by the following vote:

AYES: COUNCILMEMBER(S): Lee, Nomura, Solorzano, Alarcon, Clark


NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None

ABSTAIN: COUNCILMEMBER(S): None

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


ATTEST:

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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 26, 2023.

  
\_\_\_\_\_  
Brian C. Barrett, CMC, CPMC  
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

**City of Carpinteria**  
**PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES**  
**Classification and Compensation Information**  
**Salary Schedule Effective July 1, 2023**  
**FY 2023-24**

Grade	FLSA	Position	Pay Type	A	B	C	D	E
621	NE		Hourly	\$15.7500	\$16.5375	\$17.3644	\$18.2326	\$19.1442
622	NE	Clerk/Cashier	Hourly	\$16.5375	\$17.3644	\$18.2326	\$19.1442	\$20.1014
623	NE	Managing Cashier/Clerk	Hourly	\$17.3644	\$18.2326	\$19.1442	\$20.1014	\$21.1065
624	NE	Assistant Swim Coach Aqua Aerobics Instructor Crossing Guards Parks & Facilities Attendant* Parks Maintenance Worker Public Works Maintenance Worker	Hourly	\$18.2326	\$19.1442	\$20.1014	\$21.1065	\$22.1618
625	NE	Office Clerk Management Intern	Hourly	\$19.1442	\$20.1014	\$21.1065	\$22.1618	\$23.2699
626	NE	Beach Lifeguard Coach/Swim Team Junior Lifeguard Instructor Pool Lifeguard Recreation Leader	Hourly	\$20.1014	\$21.1065	\$22.1618	\$23.2699	\$24.4334
627	NE	Assistant Aquatic Program Coordinator Assistant Senior Services Coordinator* Senior Pool Lifeguard	Hourly	\$21.1065	\$22.1618	\$23.2699	\$24.4334	\$25.6551
628	NE	Beach Lifeguard Supervisor	Hourly	\$22.1618	\$23.2699	\$24.4334	\$25.6551	\$26.9378
629	NE	Aquatics Beach Program Coordinator Community Garden Coordinator	Hourly	\$23.2699	\$24.4334	\$25.6551	\$26.9378	\$28.2847
630	NE	Beach Program Coordinator Lifeguard Program Coordinator	Hourly	\$24.4334	\$25.6551	\$26.9378	\$28.2847	\$29.6990
631	NE	Library Technician	Hourly	\$25.6551	\$26.9378	\$28.2847	\$29.6990	\$31.1839
632	NE		Hourly	\$26.9378	\$28.2847	\$29.6990	\$31.1839	\$32.7431
633	NE	Senior Beach Supervisor	Hourly	\$28.2847	\$29.6990	\$31.1839	\$32.7431	\$34.3803
634	NE		Hourly	\$29.6990	\$31.1839	\$32.7431	\$34.3803	\$36.0993
635	NE		Hourly	\$31.1839	\$32.7431	\$34.3803	\$36.0993	\$37.9043
636	NE		Hourly	\$32.7431	\$34.3803	\$36.0993	\$37.9043	\$39.7995

NE - Non-Exempt







# City of Carpinteria

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## General Fund Five-Year Financial Plan: 2022-27

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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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## OVERVIEW

### Background

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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

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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

## INTRODUCTION

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

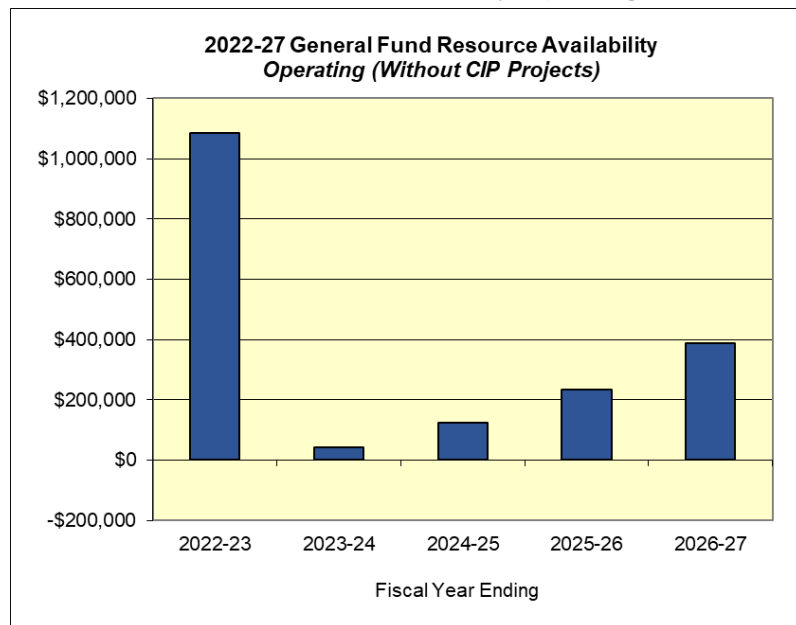
### **The Short Story**

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- 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).

# INTRODUCTION

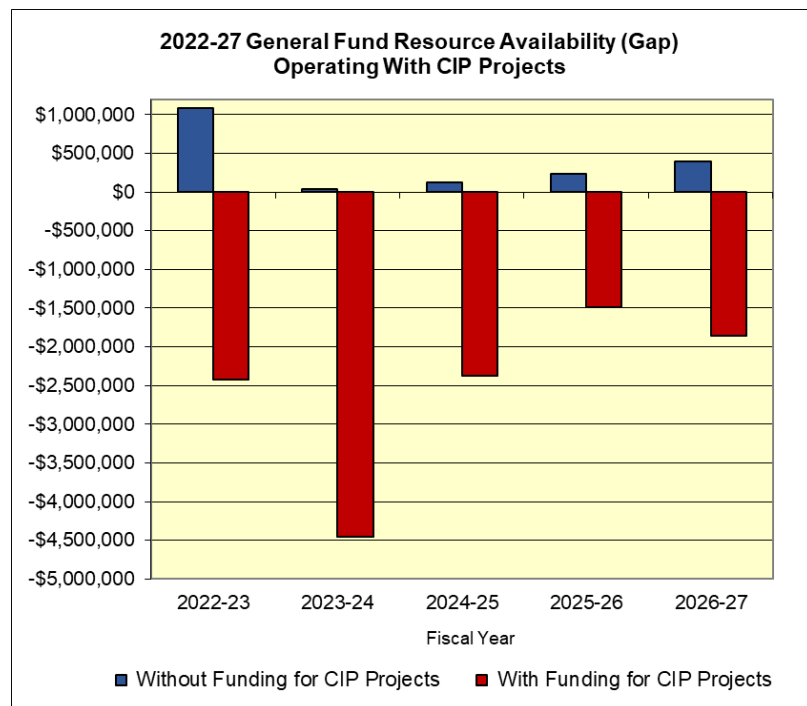
**Table 1. General Fund Resource Availability: Operating Costs**



**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.

# INTRODUCTION

## 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

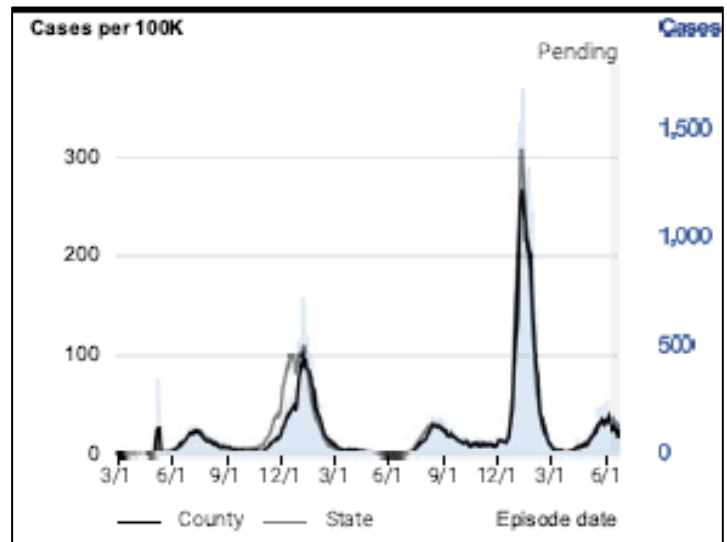
### ❶ *General Economic Trends and Outlook*

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**



## INTRODUCTION

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

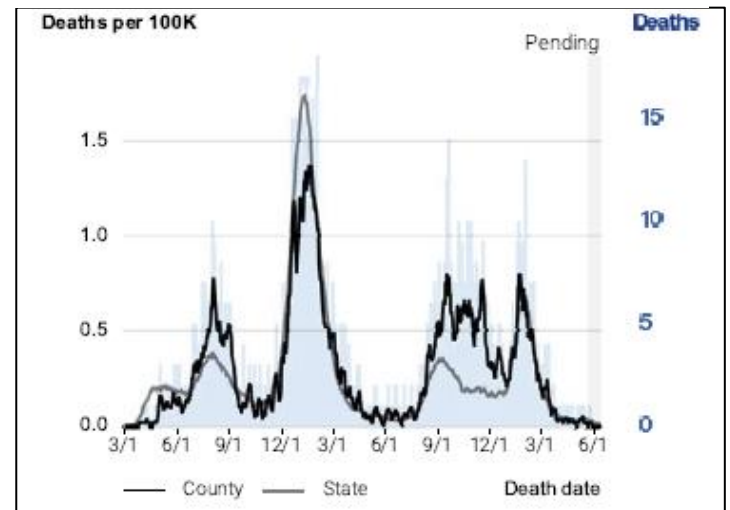
While Covid-19 impacts may be behind us, new economic challenges have surfaced in its wake, with mixed economic signals.

**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.

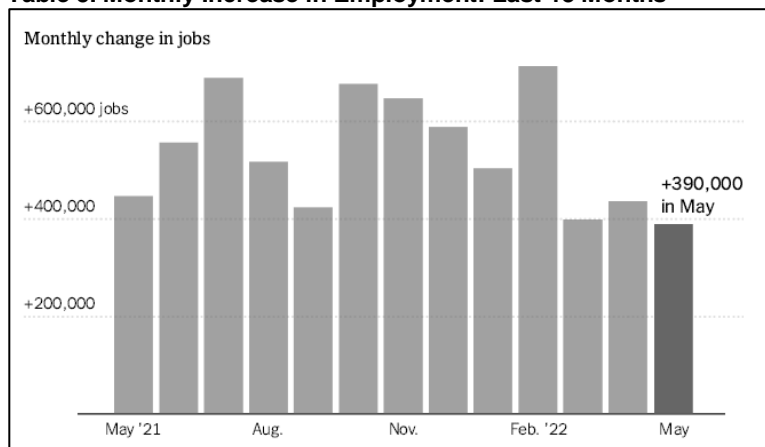
Moreover, employment trends are also favorable. Nationally, the unemployment rate continues at 3.6% for the third straight month, with 500,000 jobs created in April 2022 and 390,000 in May 2022. This is the 17th straight monthly gain. The unemployment rate was 3.6% for the third straight month, a touch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

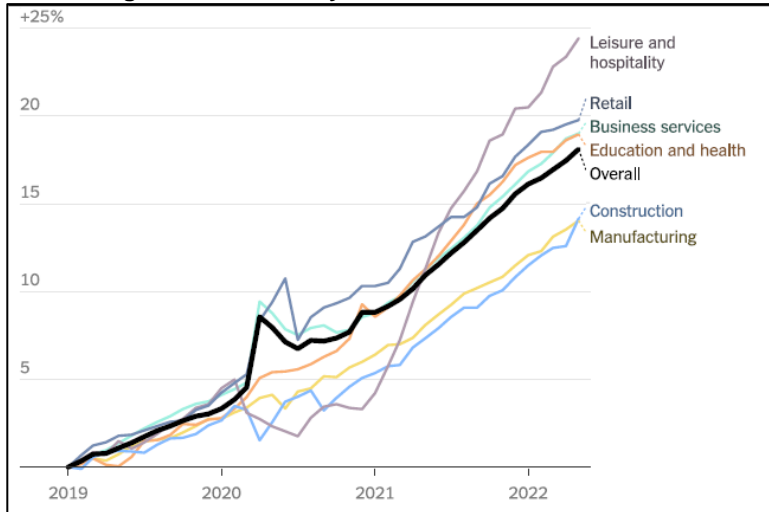


Source: U.S. Bureau of Labor Statistics  
Graphic by the New York Times

## INTRODUCTION

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.

## INTRODUCTION

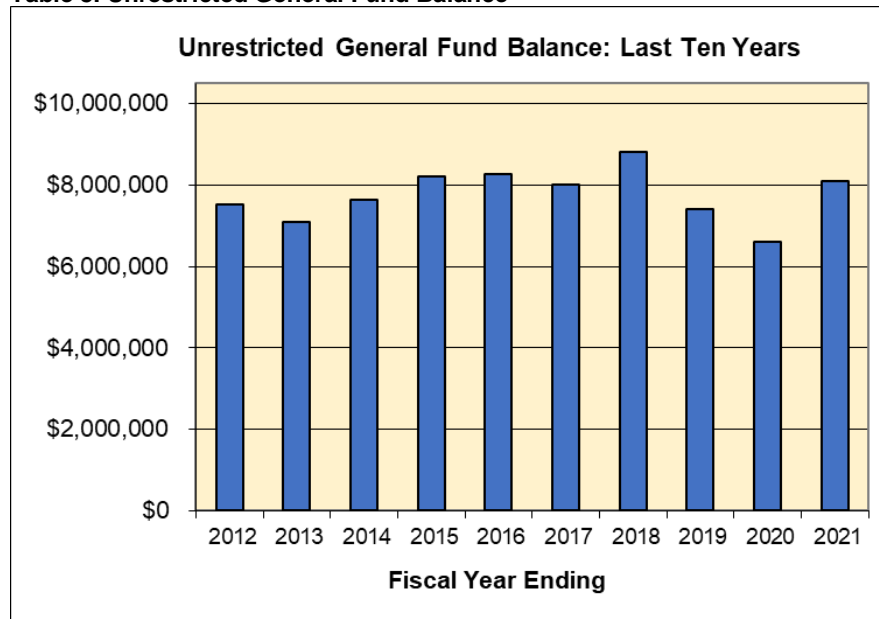
### ② *Current Strong Financial Condition*

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.



**Table 9. Unrestricted General Fund Balance**

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

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.

## INTRODUCTION

- **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**

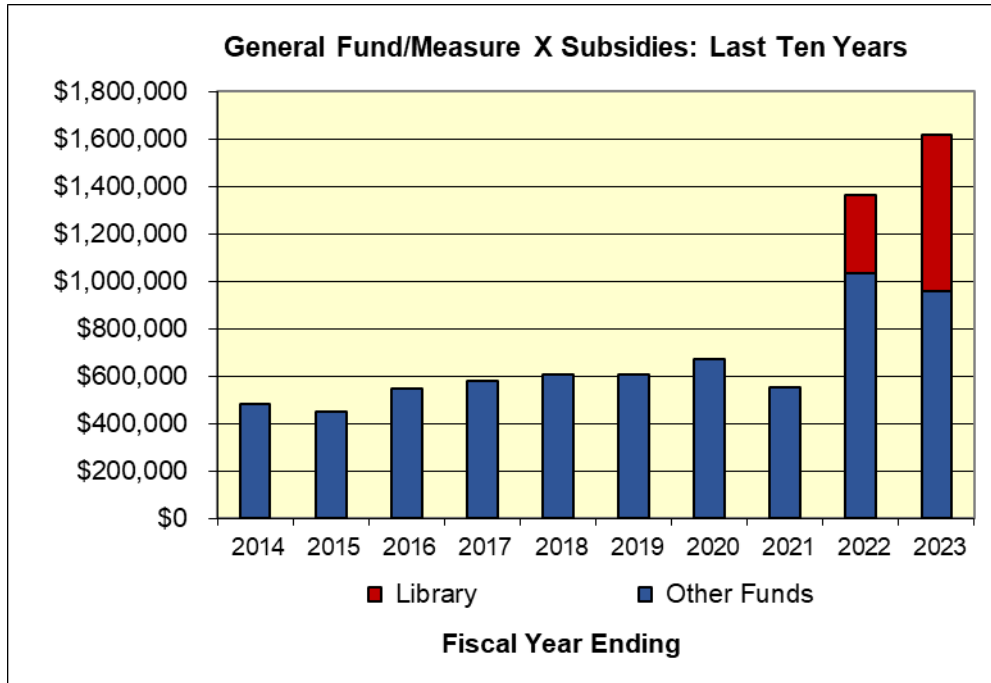
<b>2022-23 Proposed General Fund/Measure X Subsidies</b>			
Fund	General Fund	Measure X	Total
Park Maintenance	218,100	120,000	338,100
ROW Assessment	17,700	50,000	67,700
Recreation Services	474,400	80,000	554,400
Library	30,000	630,700	660,700
Total	\$740,200	\$880,700	\$1,620,900

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.

## INTRODUCTION

**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

## INTRODUCTION

### 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**

<b>CIP Projects: General Fund/Measure X</b>					
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
<b>Total</b>	<b>\$3,506,700</b>	<b>\$4,492,400</b>	<b>\$2,501,600</b>	<b>\$1,724,900</b>	<b>\$2,252,400</b>

### 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

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

### Demographic and Financial Trends

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

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

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

- Long and short-term trends in key City revenues and expenditures.
- Economic trends as reported in the national media.
- Statewide and regional economic forecasts prepared by the University of California, Los Angeles, University of California, Santa Barbara, California Economic Forecast and Beacon Economics.

## INTRODUCTION

- 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

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

**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?

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

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

**Revenue Projections from New Development.** While none are reflected in the forecast, it is possible that some of the hotel and 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).

## INTRODUCTION

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

## INTRODUCTION

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



## INTRODUCTION

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
<b>REVENUES</b>								
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
<b>Total Revenues</b>	<b>13,814,000</b>	<b>13,969,200</b>	<b>15,772,200</b>	<b>15,898,600</b>	<b>16,730,100</b>	<b>17,256,300</b>	<b>17,802,000</b>	<b>18,402,000</b>
<b>EXPENDITURES</b>								
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
<b>Total Expenditures</b>	<b>11,688,900</b>	<b>11,926,400</b>	<b>14,095,300</b>	<b>18,041,900</b>	<b>19,510,800</b>	<b>17,930,400</b>	<b>17,556,200</b>	<b>18,493,900</b>
<b>OTHER SOURCES (USES)</b>								
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)	-	-	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>(460,500)</b>	<b>(555,100)</b>	<b>309,800</b>	<b>(278,900)</b>	<b>(1,669,500)</b>	<b>(1,702,900)</b>	<b>(1,737,000)</b>	<b>(1,771,700)</b>
<b>Sources Over (Under) Uses</b>	<b>1,664,600</b>	<b>1,487,700</b>	<b>1,986,700</b>	<b>(2,422,200)</b>	<b>(4,450,200)</b>	<b>(2,377,000)</b>	<b>(1,491,200)</b>	<b>(1,863,600)</b>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	9,122,600	10,787,200	12,274,900	14,261,600	11,839,400	7,389,200	5,012,200	3,521,000
<b>FUND BALANCE, END OF YEAR</b>	<b>10,787,200</b>	<b>12,274,900</b>	<b>14,261,600</b>	<b>11,839,400</b>	<b>7,389,200</b>	<b>5,012,200</b>	<b>3,521,000</b>	<b>1,657,400</b>
<b>GENERAL FUND BALANCE, END OF YEAR</b>								
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)
<b>Total</b>	<b>10,787,200</b>	<b>12,274,900</b>	<b>14,261,600</b>	<b>11,839,400</b>	<b>7,389,200</b>	<b>5,012,200</b>	<b>3,521,000</b>	<b>1,657,400</b>

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%
<b>REVENUES &amp; OTHER SOURCES</b>						
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
<b>EXPENDITURES</b>						
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

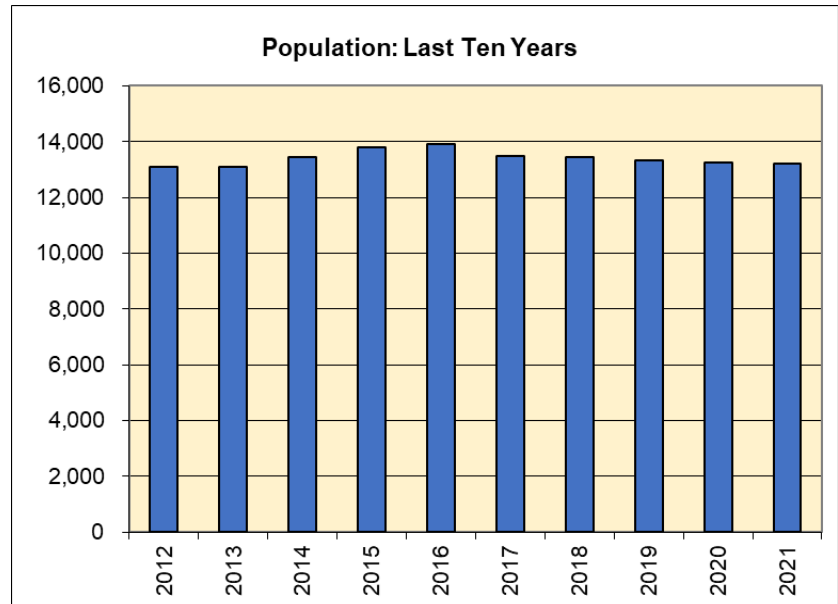
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>OTHER SOURCES (USES)</b>						
Transfers In						
ARPA						
General Fund	1,269,000	1,267,000				
Measure X	76,000	75,000				
Total	1,345,000	1,342,000	-	-	-	-
Transfers Out						
Historic Fund Subsidies						
General Fund	(547,700)	(710,200)				
Measure 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

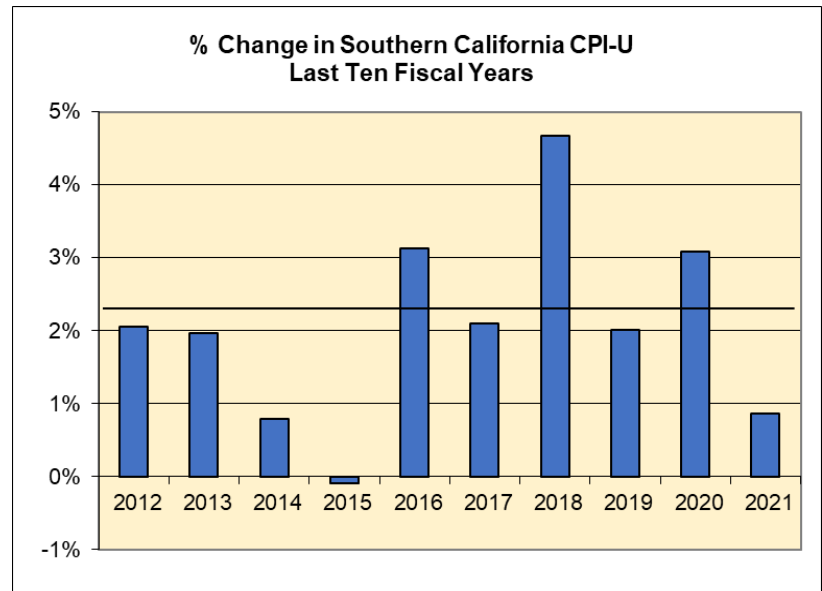
**Population.** The City's population has remained virtually unchanged for the past ten years.

*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*

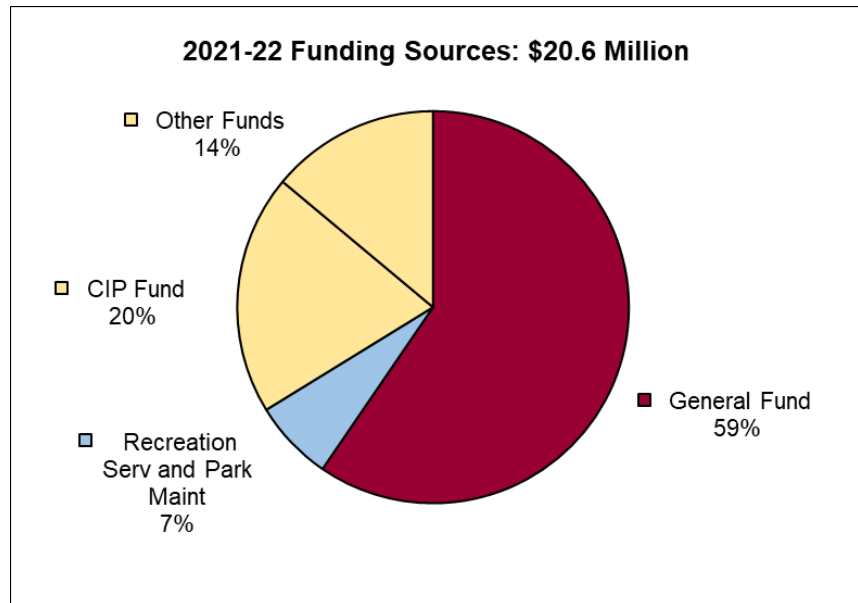




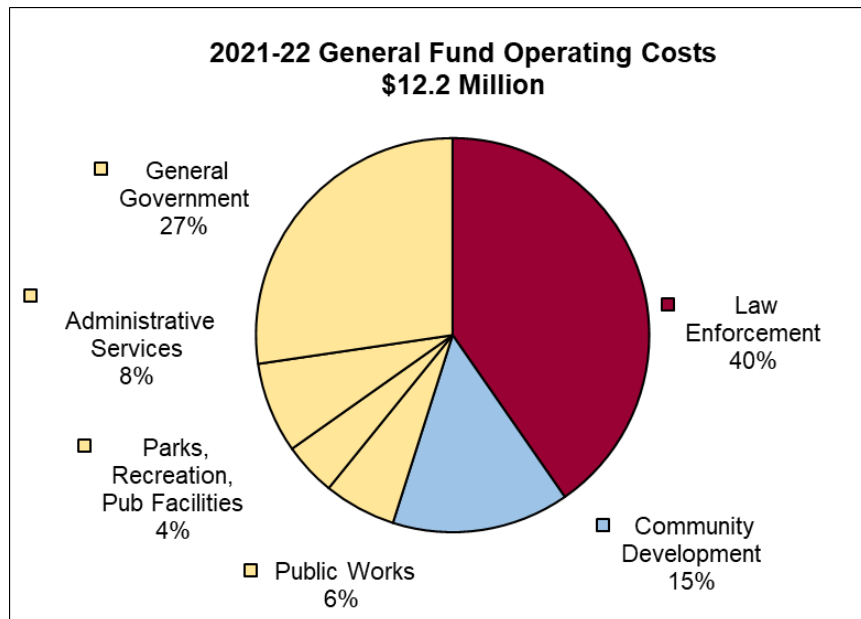
## HISTORICAL TRENDS

### 2021-22 EXPENDITURE AND REVENUE SUMMARIES

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

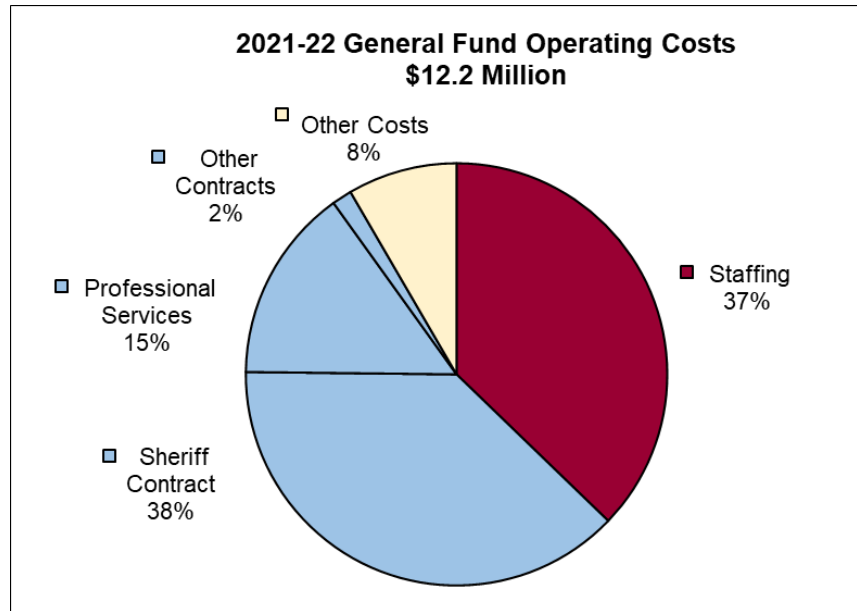


At 40%, law enforcement costs are the largest use of General Fund resources.

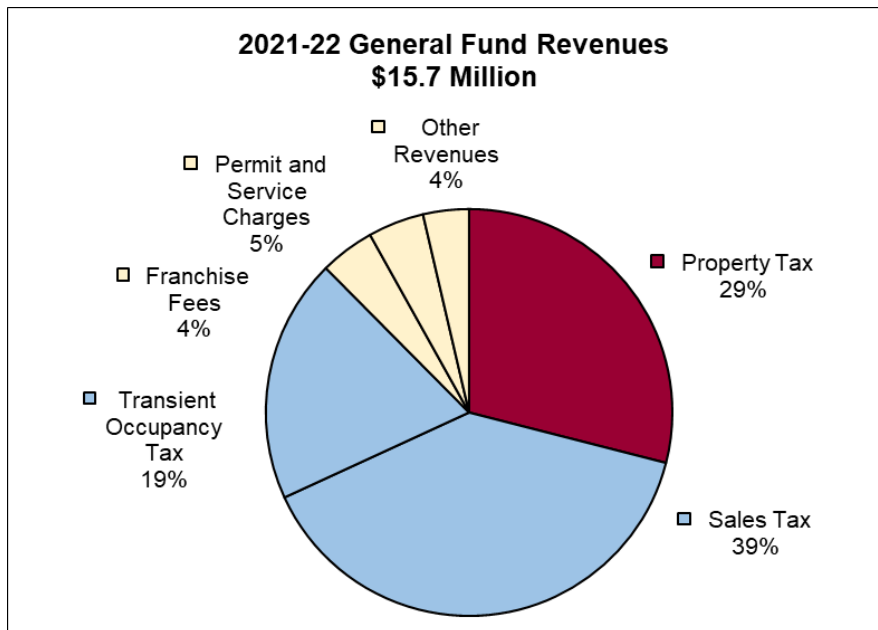


## HISTORICAL TRENDS

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%).



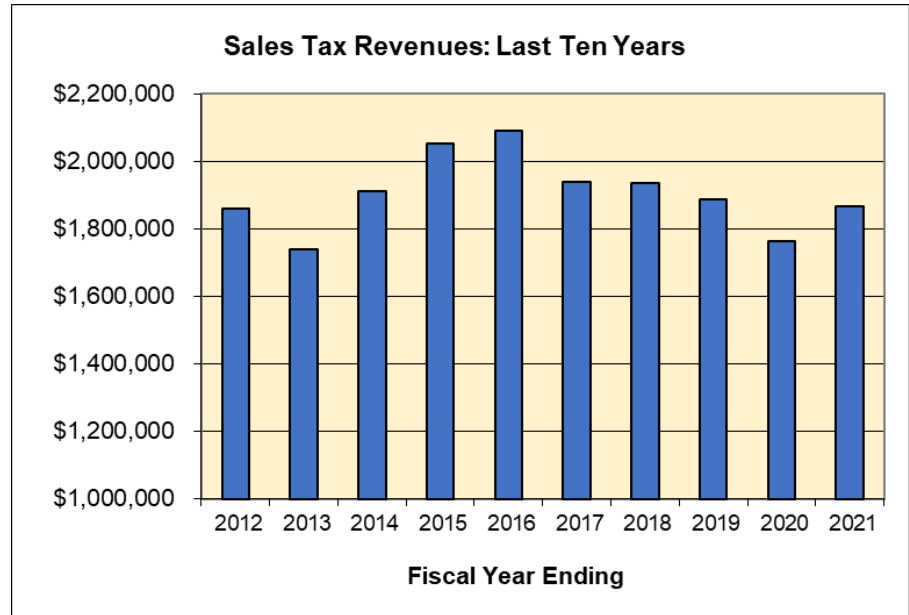
# HISTORICAL TRENDS

## GENERAL FUND REVENUE TRENDS

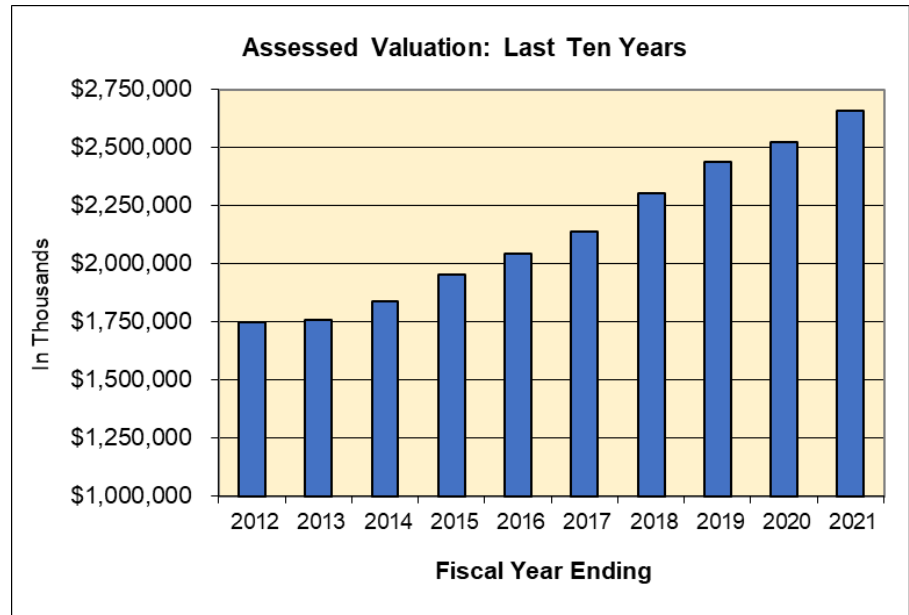
The following tables and charts show long and short term trends in General Fund for the “Top Three” revenue sources, which account for about 90% of total General Fund revenues.

**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.



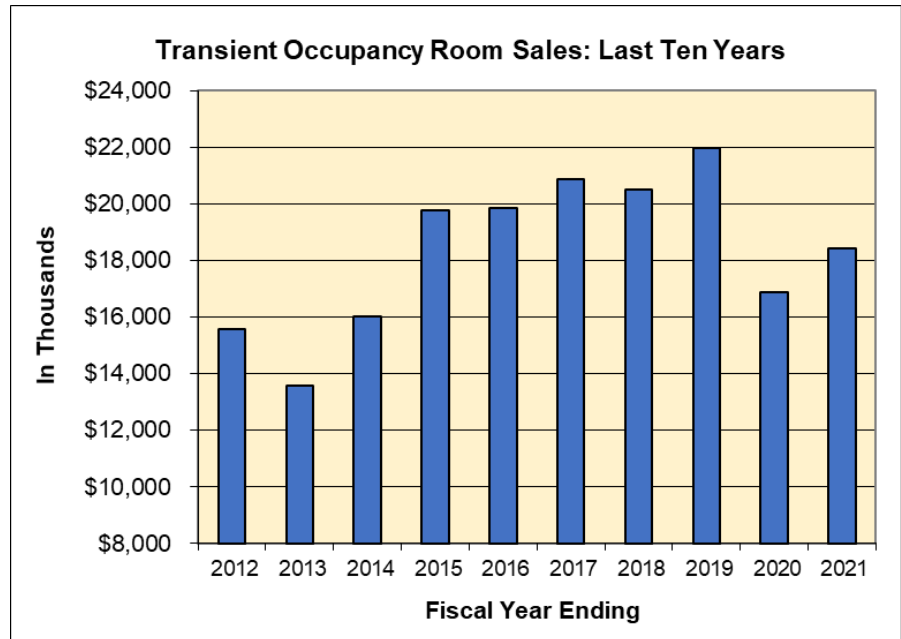
**Property Tax.** The second most important revenue (accounting for about 30% of total General Fund revenues,), these are driven by changes in assessed value as determined by the Santa Barbara County Assessor’s office. (The apportionment of property taxes is determined by the State and subject to change;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



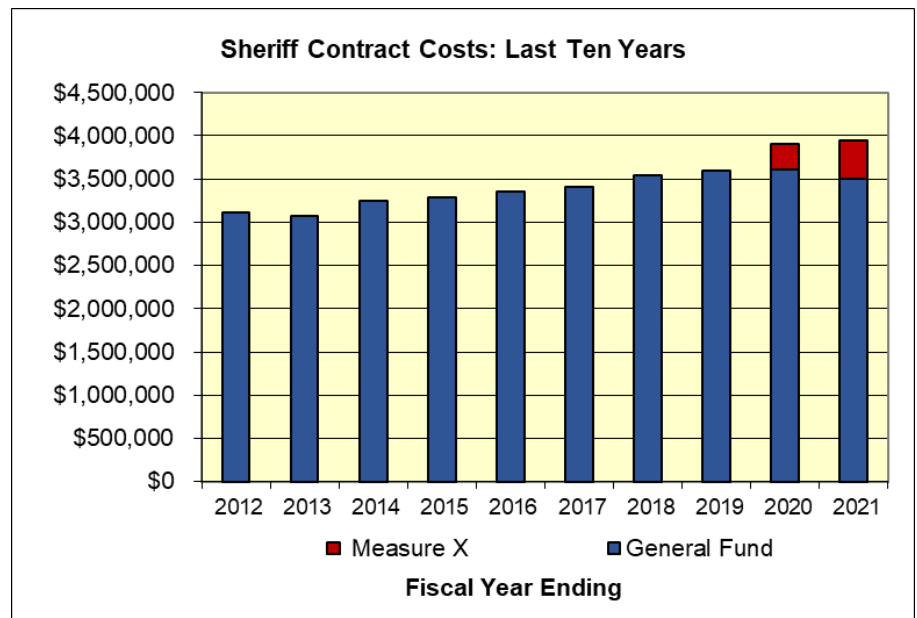
## GENERAL FUND EXPENDITURE TRENDS

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.

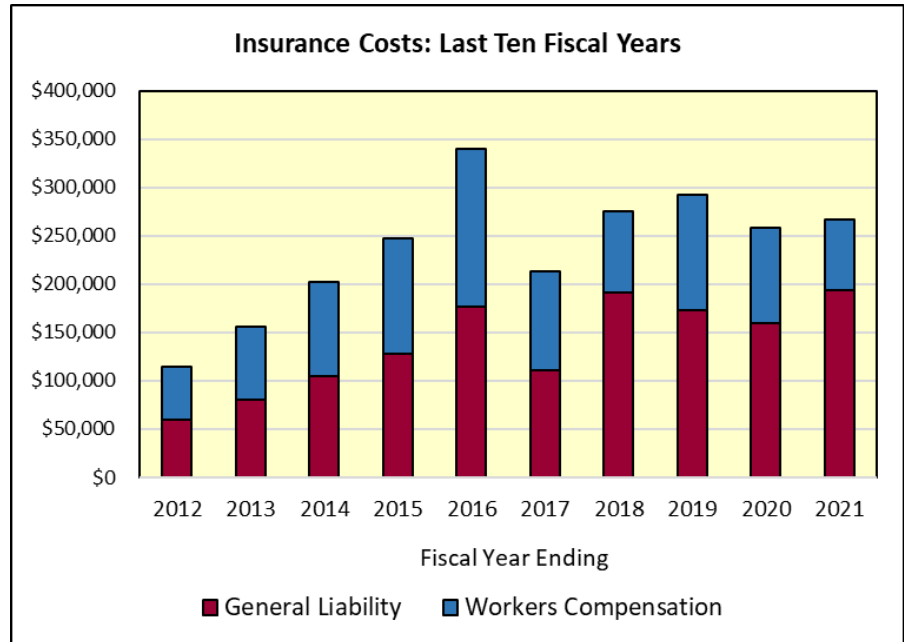
**Sheriff Contract Costs.** The City contracts with the County of Santa Barbara for police services. This is the City largest operating cost, accounting for almost 40% of total operating costs.

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.



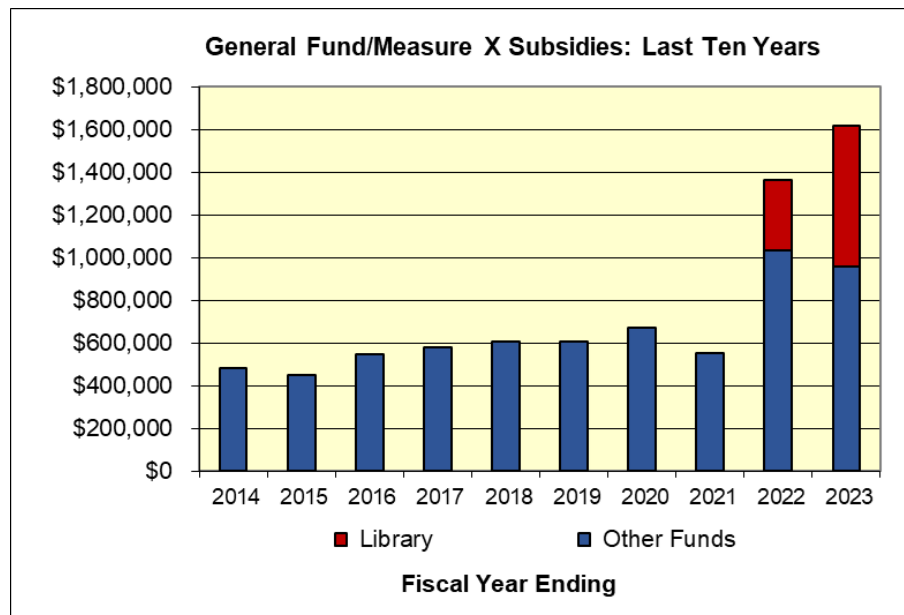
## HISTORICAL TRENDS

**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)

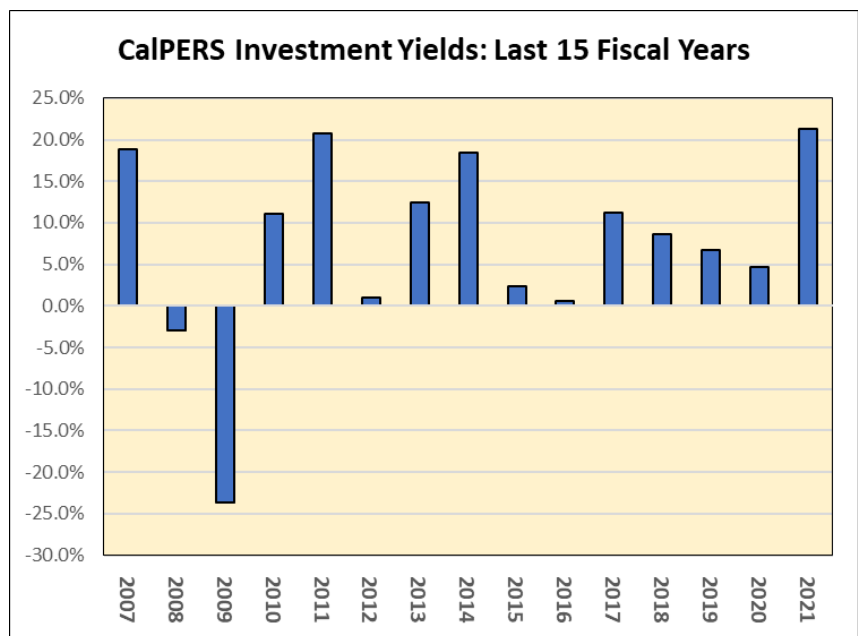
- **“Classic” Employees: 2% at 55.** Employees in the system before January 1, 2013 (which CalPERS calls “classic” employees) are provided with the “2% at 55” plan: they receive 2% of their eligible compensation for each year worked if they retire at age 55. Classic employees include those who worked 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).

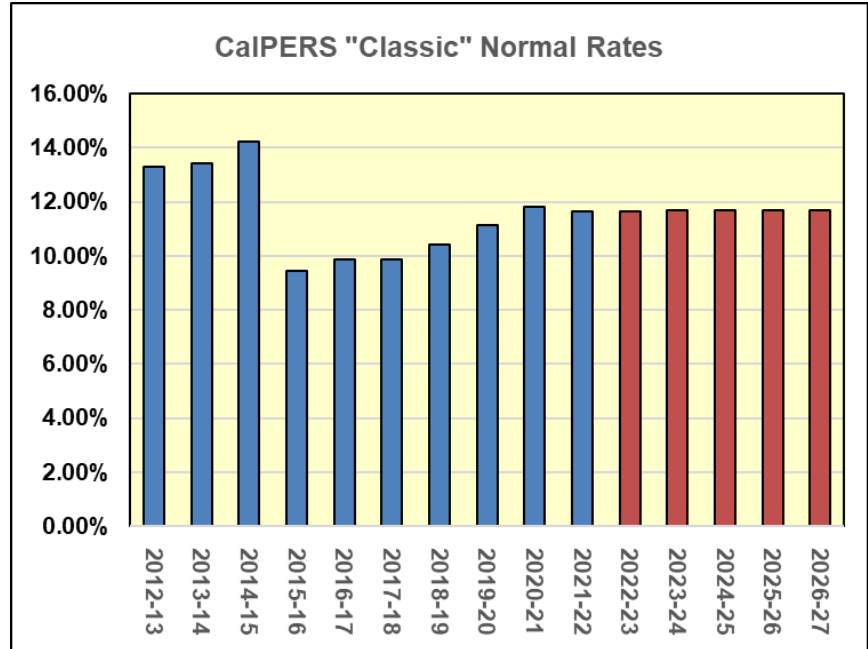
**CalPERS Employer Contribution Rates.** Over the past five years, CalPERS has phased-in increases in both the normal and UAL employer contribution rates due to actual assumption changes. As reflected in Tables 15 and 16, normal cost rates have stabilized but UAL payments continue to rise.

## HISTORICAL TRENDS

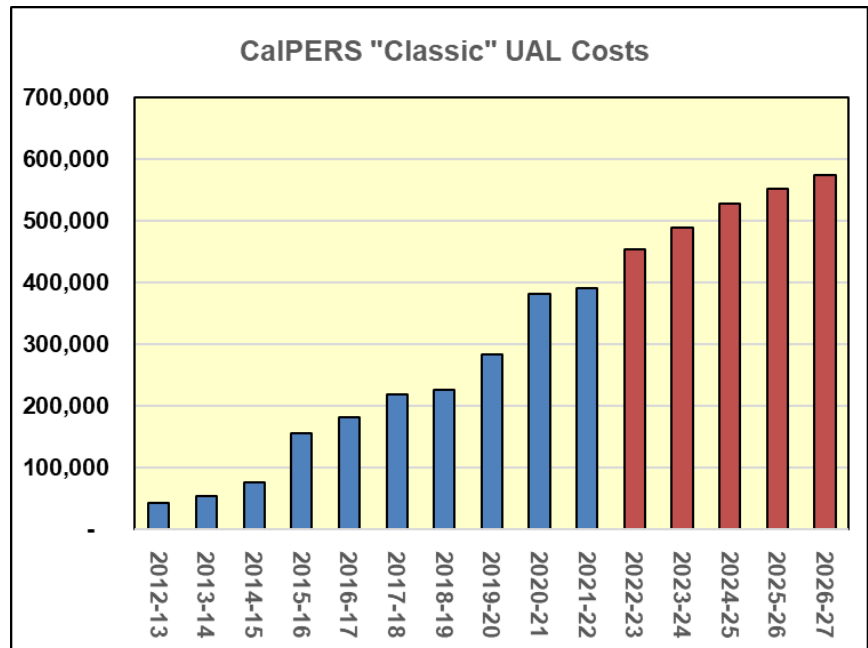
The sidebar table shows actual contribution rates for the past ten years (in blue) for the City's "classic" employees along with projected rates for next five years (in red). As discussed above, it shows how normal rates have stabilized.

(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



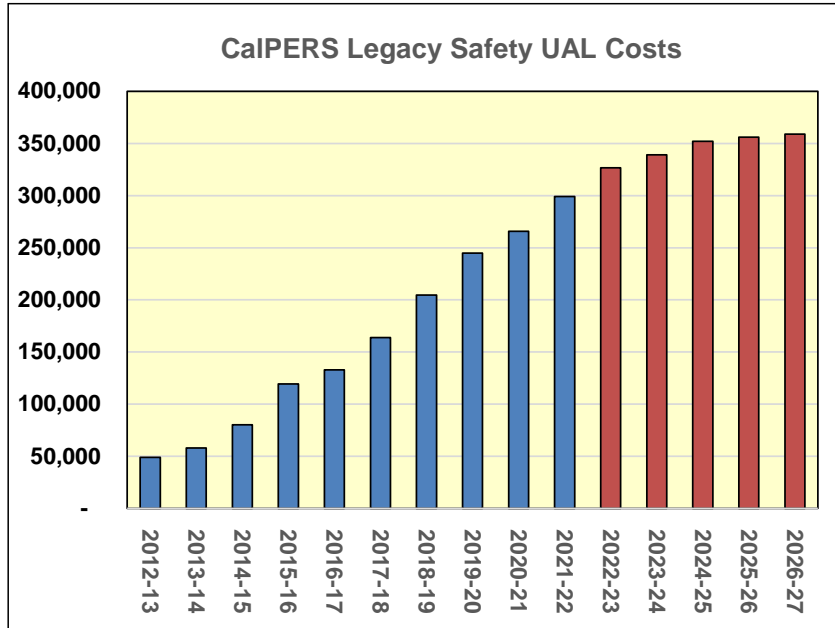
Source: July 2021 CalPERS Miscellaneous Plan of the City of Carpinteria, Annual Valuation Report as of June 30, 2020; City of Carpinteria



## 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