

City of Carpinteria
City Council Regular Meeting Agenda
Monday, June 24, 2013
Council Chamber, 5775 Carpinteria Avenue

5:30 p.m. Regular Session

INFORMATION ABOUT CITY COUNCIL MEETINGS:

- The time at which an item on the agenda is scheduled to be heard is an estimate only. The City Council may consider and act on an agenda item in any order it deems appropriate. In addition, an item may be considered earlier or later than the Estimated Time, depending on the length of time which is devoted to other agenda items. All persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure that they are present when the item is called.
- The regular meeting will be broadcast live over Government Access Television Channel 21. The City Council meetings will be rebroadcast on Wednesdays at 8:00 p.m. and Saturdays at 5:00 p.m.
- Materials related to an Agenda item submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 5775 Carpinteria Avenue, Carpinteria, during normal business hours. Such documents are also available on the City of Carpinteria website at www.carpinteria.ca.us subject to staff's ability to post the documents before the meeting.
- Any written or printed material and/or exhibits presented at a City Council meeting or work session become the property of the City.
- Any information presented to the City Council by the public on any agenda item and during Public Comment using electronic media to be displayed on the overhead projector must be arranged with staff for review of materials in advance of the meeting and no later than Friday prior to the Council meeting.
- As a courtesy to others and to avoid interference with the public address system, please refrain from using cell phones in the Council Chambers and please turn off all audible pagers and rings.
- If you wish to speak on a matter scheduled for consideration in a closed session, you will have an opportunity to address the City Council before the Council retires to its closed session deliberations.

ESTIMATED

TIME:

5:30 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

Presentation by South Coast Task Force on Youth Gangs representatives.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

5:46 p.m.

CITY MANAGER'S REPORT

The City Manager will report to the City Council regarding various City and/or community events and/or matters of interest. There will be no City Council discussion except to ask questions or refer matters to staff; and no action will be taken unless listed on a subsequent agenda.

5:50 p.m.

PRESENTATIONS BY CITIZENS/PUBLIC COMMENT

This is a time for public comments on matters not otherwise on the agenda but within the subject matter jurisdiction of the City Council. The Public Comment period is limited to 15 minutes and divided among those persons desiring to speak. No person shall speak longer than three minutes; however, the Mayor may establish shorter periods based on the time available and/or the number of persons waiting to speak. Persons wishing to speak on a specific item will be recognized at the time the agenda item is considered.

Please be aware that items on the consent calendar are considered to be routine and are normally enacted by one unanimous vote of the Council. If you wish to speak on a consent calendar item, or on a matter scheduled for consideration in a closed session at the end of the agenda, please do so during the Presentations by Citizens/Public Comment portion of the meeting.

The City and the City Council are not responsible for the content of statements made during the public comment period, or the factual accuracy of any such statements.

AGENDA MODIFICATIONS: The City Council may modify the regular agenda by tabling items, adding urgency items to the agenda, or changing the order in which items are considered. Changes to the Consent Calendar are considered at the time the Consent Calendar is considered.

6:05 p.m.

CONSENT CALENDAR (to be approved by roll call vote on one motion with all resolutions and ordinances as read by title only).

Individual items may be removed and considered separately at the request of a Councilmember. Any item, which is removed from the Consent Calendar, will be added to the end of the agenda under Other Business.

1. Approve Resolution No. 5474, as read by title only, approving an Agreement with the County of Santa Barbara Board of Supervisors to purchase certain tax defaulted property designated by the County Assessor as APNs 001-170-010 and 001-170-013; and authorize the Mayor to sign the Agreement on behalf of the City of Carpinteria.
2. Minutes of the regular meeting held May 28 and June 10, 2013.
3. Expenditures for the period ending June 19, 2013.
4. Final Acceptance of Grading, Drainage, Other Private and Public Improvements and Bond Release of Various Property Locations as Identified in the Staff Report.
5. Extension of an Agreement between the City of Carpinteria and the Housing Trust Fund of Santa Barbara County for Continued Implementation of the Workforce Homebuyer Down Payment Loan Program to December 31, 2014.

ADMINISTRATIVE MATTER: NONE

6:07 p.m.

PUBLIC HEARING:

6. Consideration of Adoption of the 2013-14 Budget, Setting of Appropriation Limits as Required by State Law, and Establishment of the Budget/Finance Committee - CONTINUED FROM JUNE 10, 2013

Recommendation: (1) Open the public hearing, if so desired, and receive additional public comment, provide staff with direction concerning any amendments to the proposed budget and adopt Resolution Nos. 5468, 5469, and 5470, as read by title only, thereby approving the municipal budget for 2013-14, and setting related appropriation limits in compliance with State law; and (2) Adopt Resolution No. 5472, as read by title only, establishing a Finance/Budget Committee.

Staff presenter: Dave Durflinger, City Manager

OTHER BUSINESS:

- 6:30 p.m. 7. Authorization and Award to Berry General Engineering Contractors, Inc. for Construction of City Maintenance Project No. 15024, Carpinteria Avenue at Santa Ynez Avenue and Seventh Street Intersection Improvements.

Recommendation: (1) Authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of the City Maintenance Project No. 15024, Carpinteria Avenue at Santa Ynez Avenue and Seventh Street Intersection Improvements Project; and (2) Approve a project budget of \$193,190.50.

Staff presenter: Charles W. Ebeling, Public Works Director

- a. Staff Report
- b. Public Comment
- c. City Council Determination

- 6:40 p.m. 8. Authorization and Award to Berry General Engineering Contractors, Inc. for Construction of City Maintenance Project No. 15020, Calle Ocho and Concha Loma Drive Intersection Improvements

Recommendation: (1) Authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of the City Maintenance Project No. 15020, Calle Ocho and Concha Loma Intersection Improvements Project; and (2) Approve a project budget of \$91,743.83.

Staff presenter: Charles W. Ebeling, Public Works Director

- a. Staff Report
- b. Public Comment
- c. City Council Determination

- 6:50 p.m. 9. Authorization and Award to Berry General Engineering Contractors, Inc. for Construction of City Maintenance Project No. 15035 Santa Ynez Avenue Pedestrian Improvements

Recommendation: (1) Authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of the City Maintenance Project No. 15035, Santa Ynez Avenue Pedestrian Improvement Project; and (2) Approve a project budget of \$108,605.00.

Staff presenter: Charles W. Ebeling, Public Works Director

- a. Staff Report
- b. Public Comment
- c. City Council Determination

7:00 p.m.

10. Adopt Resolution No. 5473 Approving Traffic and Pedestrian Safety Improvements as Recommended by the City's Traffic Safety Committee

Recommendation: Receive the staff report and approve Resolution No. 5473, as read by title only, adopting the recommendations from the May 28, 2013 Traffic Safety Committee Meeting and direct the Department of Public Works to develop a capital improvement project to improve safety at the Carpinteria Avenue/Elm Avenue Metropolitan Transit District bus stops.

Staff presenter: Charles W. Ebeling, Public Works Director

- a. Staff Report
- b. Public Comment
- c. City Council Determination

7:30 p.m.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Informational reports from Councilmember representatives on the committees, commissions and organizations listed below. This is also an opportunity for Councilmembers to request information from staff or seek support from fellow Councilmembers for future agenda items.

- 1. Representatives to Regional Agencies and Committees
 - a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Shaw/Alt. Carty)
 - b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Shaw)
 - c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw)
 - d. Santa Barbara Association of Governments (SBCAG)(Clark/Alt. Nomura)
 - e. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura)

- f. Santa Barbara Joint Housing Task Group (Carty & Shaw)
- g. Central Coast Collaborative on Homelessness (C3H) (Carty)
- h. South Coast Task Force on Youth Gangs Leadership and Executive Council (Carty & Clark)

2. Joint and Special Committees

- a. City Council/Chamber of Commerce Board of Directors Committee (Carty & Nomura)
- b. City Council/Public Safety Committee (Clark & Shaw)
- c. City Council/School Board Committee (Stein & Carty)
- d. City Council/Utilities Committee (Stein & Nomura)
- e. City Council/First District Supervisor Committee (Stein & Carty)

3. Ad Hoc Committees

- a. Budget Committee (Stein & Clark)
- b. Public Facility Site Acquisition/Development Committee (Carty & Nomura)
- c. Transportation Committee (Stein & Shaw)

4. City Representatives on other Committees

- a. Community Media Access Center (Gary Dobbins)
- b. Santa Barbara Coastal Vector Control District (Ronald Hurd)
- c. Santa Barbara Metropolitan Transit District (Chuck McQuary)

7:35 p.m.

ADJOURNMENT

The next regular meeting to be held on **Monday, July 8, 2013**, at **5:30 P.M.**, in the Council Chamber, City Hall, 5775 Carpinteria Avenue, Carpinteria, California.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk's Office at 684-5405, extension 403 or the California Relay Service at (866) 735-2929. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

This agenda was posted on Wednesday, June 19, 2013, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

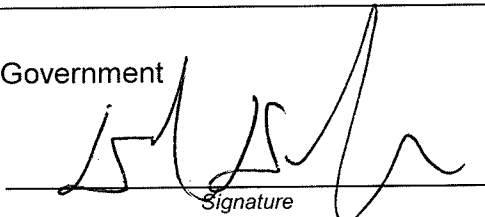
STAFF REPORT
CITY COUNCIL MEETING
June 24, 2013

ITEM FOR COUNCIL CONSIDERATION:

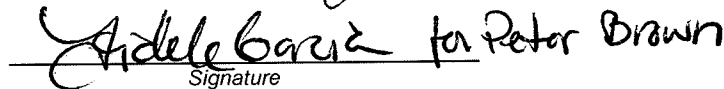
Resolution No. 5474, approving an Agreement with the County of Santa Barbara Board of Supervisors to purchase certain tax defaulted property.

Department: General Government

City Manager


Signature

City Attorney


Signature

ACTION ITEM X; NON-ACTION ITEM

STAFF RECOMMENDATION:

Approve Resolution No. 5474, approving an agreement with the County of Santa Barbara Board of Supervisors to purchase certain tax defaulted property designated by the County Assessor as APNs 001-170-010 and 001-170-013, and authorize the Mayor to sign the Agreement on behalf of the City of Carpinteria.

Sample Motion: I move to:

Approve Resolution No. 5474, as read by title only, approving the Agreement to Purchase Tax-Defaulted Property between the City of Carpinteria and the County of Santa Barbara Board of Supervisors for the Purchase of Property Known as Assessor's Parcel Numbers 001-170-010 and 001-170-013, and Authorizing the Mayor to Execute Such Agreement on Behalf of the City.

I. BACKGROUND/DISCUSSION:

Property within the incorporated area of the City of Carpinteria (designated by the County Assessor as Assessor's Parcel Numbers 001-170-010 and 001-170-013), consisting of approximately 27.5 acres located between Carpinteria Avenue and the Pacific Ocean, adjacent to and east of Carpinteria City Hall, 5775 Carpinteria Avenue

(see attached map) ("Property"), is tax defaulted and had been scheduled for tax sale at public auction earlier this month. The City Council of the City of Carpinteria determined that the Property is needed for public use. The City Council adopted Resolution No. 5466 on May 23, 2013, objecting to the tax sale at public auction and making an application to purchase the Property, pursuant to Revenue and Taxation Code Section 3695.4.

The City submitted the objection and application to the County Tax Collector on May 24, 2013, and the City received a letter confirming receipt and application completeness on June 3, 2013. The County removed the subject parcels from list of properties subject to tax sale at public auction.

At its regular meeting of June 14, 2013, the City Council approved the Agreement to Purchase Tax Defaulted Property, with direction to revise certain provisions. The proposed Resolution No. 5474 would approve the final Agreement with the changes made in response to the Council's direction and other minor changes, including extending the timing of payment from 60 days to 90 days from after the Agreement effective date, and revised exhibits.

On June 14, the City Council also established an ad hoc Bluffs I Purchase fundraising committee (Mayor Stein, Councilmember Clark).

II. FINANCIAL:

The cost to purchase the Property includes the taxes and penalties owed to the County Tax Collector plus some fees and charges. The total calculated price is expected to be just under \$1.6 million. Payment is required no later than 90 days after the Agreement effective date, which means an expected payment date of mid-December. City funds available to support the purchase of the Property include various City reserves and dedicated funds such as Parkland Acquisition fees.

III. LEGAL:

The approval of the Agreement is exempt from CEQA review under CEQA Guidelines Section 15061(b)(3) because it is certain that there is no possibility that the activity in question will have a significant effect on the environment, and Section 15378 because the activity in question is not a project within the meaning of CEQA.

IV. ATTACHMENTS:

- A. Resolution No. 5474, with attached Agreement to Purchase Tax Defaulted Property and attached Notice of Exemption.

Attachment A

Resolution No. 5474

RESOLUTION NO. 5474

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, CALIFORNIA, APPROVING THE AGREEMENT TO PURCHASE TAX-DEFAULTED PROPERTY BETWEEN THE CITY OF CARPINTERIA AND THE COUNTY OF SANTA BARBARA BOARD OF SUPERVISORS FOR THE PURCHASE OF PROPERTY KNOWN AS ASSESSOR'S PARCEL NUMBERS 001-170-010 and 001-170-013, AND AUTHORIZING THE MAYOR TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, the City Council of the City of Carpinteria objected to the public auction of tax-defaulted property designated by the County of Santa Barbara Assessor's Office as APNs 001-170-010 and 001-170-013, described more particularly in Exhibit 1 attached to this Resolution (the Property), by Resolution No. 5466 on May 23, 2013; and

WHEREAS, the Property was a part of a larger site proposed for public acquisition and permanent preservation as open space by the City approximately 15 years ago but was left out of that acquisition due to the objection of the owners at that time; and

WHEREAS, no application for development of the Property has been submitted to the City in nearly 14 years; and

WHEREAS, the Property is located adjacent to the coastline, includes a coastal bluff, and is adjacent to a 53-acre permanently protected public open space and recreation area, and unique coastal resources; and

WHEREAS, the Property occupies a strategically important location with regard to the City's ability to implement a number of General Plan and Local Coastal Plan policies that call for the protection and restoration of environmentally sensitive habitat areas, improving public access to the coast, improving public recreation opportunities in the coastal zone, and protecting important public viewsheds; and

WHEREAS, acquisition of the Property by the City would create unique opportunities to implement these policies and develop a variety of public improvements expanding opportunities for public access to the coastline, recreational opportunities in the coastal zone, and habitat restoration efforts, as well provide opportunities to increase public safety; and

WHEREAS, the City may purchase tax-defaulted property for the minimum bid amount established by the County if the City purchase of the property would serve a public purpose; and

WHEREAS, the City desires to purchase the Property for the amount of \$1,528,490.24, plus various taxes, penalties and costs specified in the attached Agreement; and

WHEREAS, the City intends to devote the Property to the public purposes of open space/recreation, coastal resource preservation, and public safety.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARPINTERIA AS FOLLOWS:

SECTION 1:

The above recitals are true and correct and are incorporated herein as though set forth in full.

SECTION 2:

The City Council of the City of Carpinteria finds and determines that the Property should be purchased for the public purposes of open space/recreation, coastal resource preservation, and public safety, and acquisition of the Property for such uses is consistent with the City's General Plan/Local Coastal Plan.

SECTION 3:

The City Council of the City of Carpinteria hereby approves the Agreement to Purchase Tax-Defaulted Property between the City of Carpinteria and the County of Santa Barbara for the sum of \$1,528,490.24 ("Agreement"), attached hereto as Exhibit 1 and incorporated herein by this reference, and authorizes the Mayor to execute the Agreement.

SECTION 4:

The City Council finds and determines that the approval of the Agreement is exempt from CEQA review under CEQA Guidelines Section 15061(b)(3) because it is certain that there is no possibility that the activity in question will have a significant effect on the environment, and Section 15378 because the activity in question is not a project within the meaning of CEQA, and hereby approves a Notice of Exemption for the activity in the form attached hereto as Exhibit 2, and incorporated herein by this reference.

PASSED, APPROVED AND ADOPTED this 24th day of June, 2013 by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Mayor, City of Carpinteria

ATTEST:

City Clerk, City of Carpinteria

Resolution No. 5474

Page 3

I hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 24th day of June, 2013.

City Clerk, City of Carpinteria

APPROVED AS TO FORM:

City Attorney, City of Carpinteria

Exhibit 1

AGREEMENT TO PURCHASE TAX-DEFAULTED PROPERTY

This Agreement is made this _____ day of _____, _____, by and between the County of Santa Barbara, a political subdivision of the State of California ("County"), and the City of Carpinteria, a municipal corporation, as a Taxing Agency ("PURCHASER"), pursuant to the Provisions of Division 1, Part 6, Chapter 8, of the Revenue and Taxation Code.

The real property situated within said county, hereinafter set forth and described in this Agreement, is tax-defaulted and is subject to the power of sale by the tax collector of said county for the nonpayment of taxes, pursuant to provisions of law.

In consideration of the mutual promises herein set forth, the parties mutually agree as follows:

1. That, as provided by Revenue and Taxation Code section 3800, the cost of giving notice of this Agreement shall be paid by the PURCHASER.
2. That the PURCHASER agrees to pay the sum of \$ 1,528,490.24 for the real property described in Exhibit "A" within ninety (90) days after the date this Agreement becomes effective. Upon payment of said sum to the tax collector, the tax collector shall execute and deliver a deed conveying title to said property to PURCHASER.
3. That the property sold pursuant to this Agreement is offered and sold as is. The State, the County, and each employee of those entities acting in the employee's official capacity in preparing, conducting, and selling property under this Agreement are not liable for any known or unknown conditions of the property, including, but not limited to, contaminated or damaged property, or errors in the Assessor's, Tax Collector's, or other County records. PURCHASER acknowledges that it is not relying upon any statements or representations of the County concerning the subject property.
4. That the County makes no representation concerning the condition of title to the subject property. County does not warrant title to the property or make any representations concerning the title. PURCHASER shall be responsible for any costs of guaranty of title, costs of proceedings to obtain a clear title to the property, and expenses incurred in the payment, compromise, or other method of removal of any liens or adverse claims against the property. County shall not be responsible for undertaking any such activities or paying any such costs.
5. That the parcels acquired pursuant to this Agreement may contain hazardous wastes, toxic substances, or other substances regulated by federal, state, and local agencies. County in no way assumes any responsibility, implied or otherwise, and makes no representations that the parcels are in compliance with federal, state, or local laws governing such substances. County in no way assumes any responsibility, implied or otherwise, for any costs or liability of any kind imposed upon or voluntarily assumed by PURCHASER or any other owner to remediate, clean up or otherwise bring into compliance according to federal, state, or local environmental laws any parcel purchased.
6. That if any individual parcel listed in Exhibit "A" is withdrawn by the County or redeemed prior to the effective date of this Agreement, this Agreement shall be null and void as to that individual parcel. Notwithstanding the foregoing, the Agreement shall be binding and shall remain in full force and effect with respect to any remaining parcel(s).
7. Given that the effective date of the sale is estimated, any taxes owed for the 2013-14 fiscal year ("current year") taxes and redemption penalties will be paid by the PURCHASER prior to receiving title to the parcel(s).
8. That the PURCHASER agrees to use the parcel(s) for public purpose under the following intent:
The City of Carpinteria intends to use the parcels for open space/recreation, coastal resource preservation, and public safety.
9. That, if said PURCHASER is a taxing agency as defined in Revenue and Taxation Code section 121 or any other agency that receives its revenue share under the provisions of Division 1, Part 8, Chapter 3 of the Revenue and Taxation Code, it will not share in the distribution of the payment required by the Agreement as defined by section 3791 and section 3720 of the Revenue and Taxation Code.

10. That this Agreement may be executed in counterparts, each of which constitutes an original.

The undersigned hereby agree to the terms and conditions of this Agreement and are duly authorized to sign for said agencies.

PURCHASER
CITY OF CARPINTERIA

DATED: _____

Mayor

ATTEST:
CITY CLERK

By: _____
(seal)

APPROVED AS TO FORM:
CITY ATTORNEY

By: _____

COUNTY OF SANTA BARBARA

DATED: _____

Salud Carbajal, Chair
Board of Supervisors

ATTEST:
CLERK OF THE BOARD

By: _____
Deputy
(seal)

APPROVED AS TO FORM:

DENNIS A. MARSHALL
COUNTY COUNSEL

By: _____
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

ROBERT W. GEIS, CPA
AUDITOR-CONTROLLER

By: _____

Pursuant to the provisions of section 3795 of the Revenue and Taxation Code, the Controller approves the foregoing agreement this _____ day of _____, _____.

JOHN CHIANG, CALIFORNIA STATE CONTROLLER

By _____

"EXHIBIT A"

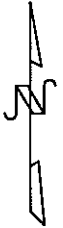
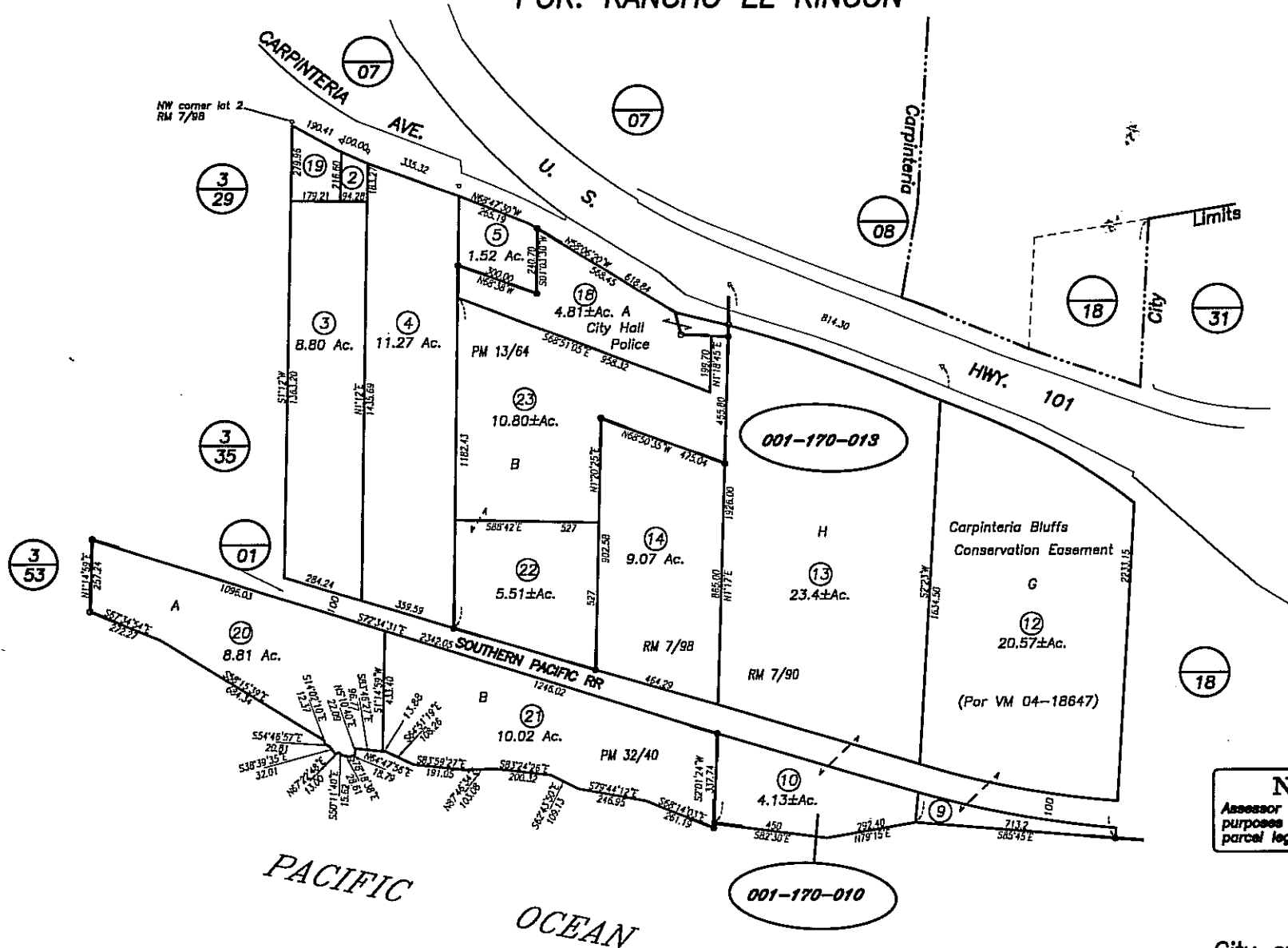
AGREEMENT TO PURCHASE TAX-DEFAULTED PROPERTY

Item	APN Last Assessee(s) Price	Default Number Year First Defaulted Notice Recorded Number	Street Address City
1	001-170-010 (as more particularly described in attachment 1) Capinteria Partners Limited Partnership * \$ 24,278.21	#00006 2005-2006 2011-0046545	5669 Carpinteria Ave City of Carpinteria
2	001-170-013 (as more particularly described in attachment 2) Capinteria Partners Limited Partnership * \$ 1,504,212.03	#00007 2005-2006 2011-0046546	5885 Carpinteria Ave City of Carpinteria

*The recorded Trustee's Deed Upon Sale identifies "Capinteria Partners Limited Partnership" as opposed to "Carpinteria Partners Limited Partnership" as the foreclosing beneficiary who now holds title to this property. The word "Capinteria" may be a misspelling of "Carpinteria".

POR. RANCHO EL RINCON

001-17



1" = 400
scale ±

NOTICE

Assessor's Parcels are for tax assessment purposes only and do not indicate either parcel legality or a valid building site.

City of Carpinteria
Assessor's Map Bk, 001 -Pg, 17
County of Santa Barbara, Calif.

10/13/1914 R.M. Bk. 7 , Pg. 98 , Tract P. C. Higgins Orchard Company
06/01/1914 R.M. Bk. 7 , Pg. 90 , Tract Estate of M. C. Bailard

06/05 add notations to 12

Attachment 1

A Tract of land in the City of Carpinteria, County of Santa Barbara, State of California, described as follows:

All of Tract "H" as shown on the map attached to the Commissioner's Report in the Matter of the Partition of the Estate of Martha C. Bailard, deceased, filed in Case No. 8145, in The Superior Court of Santa Barbara County, State of California, and a copy thereof filed in Book 7 at Page 90 of Maps and Surveys, in the Office of the County Recorder of said County.

Excepting therefrom those portions thereof lying Northerly of the Southerly line of that portion thereof described in the Deed to the Southern Pacific Branch Railway Company dated February 2, 1887, recorded March 29, 1887 in Book 12 at Page 543 of Deeds, in the Office of the County Recorder of said County.

Assessor's Parcel No. 001-170-010

Attachment 2

A Tract of land in the City of Carpinteria, County of Santa Barbara, State of California, described as follows:

All of Tract "H" as shown on the map attached to the Commissioner's Report in the Matter of the Partition of the Estate of Martha C. Bailard, deceased, filed in Case No. 8145, in The Superior Court of Santa Barbara County, State of California, and a copy thereof filed in Book 7 at Page 90 of Maps and Surveys in the Office of the County Recorder of said County.

Excepting therefrom those portions lying within the lines of the state highway as conveyed to the State of California by deed recorded May 20, 1953 as Instrument No. 8237 in Book 1153 at Page 185 of Official Records of said County.

Also Excepting therefrom those portions thereof described in the deed to State of California recorded January 16, 1964 as Instrument No. 2425, in Book 2031 at Page 424 of Official Records.

Also Excepting therefrom those portions thereof lying Southerly of the Northerly line of that portion thereof described in the Deed to the Southern Pacific Branch Railway Company dated February 2, 1887, recorded March 29, 1887 in Book 12 at Page 543 of Deeds, in the Office of the County Recorder of said County.

Assessor's Parcel No. 001-170-013

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Santa Barbara
123 E. Anapamu Street
Santa Barbara, CA 93101

From: (Public Agency): City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013

(Address)

Project Title: Bluffs I Tax-Defaulted Property Acquisition

Project Applicant: City of Carpinteria

Project Location - Specific:

The property is located on Carpinteria Avenue, immediately east of Carpinteria City Hall and addressed as 5885 Carpinteria Avenue (APNs 001-170-010 and 001-170-013).

Project Location - City: Carpinteria Project Location - County: Santa Barbara

Description of Nature, Purpose and Beneficiaries of Project:

The proposed project is an agreement between the City of Carpinteria and the County of Santa Barbara to allow the City to purchase tax-defaulted property within its boundary. The property is currently used as a golf driving range and agricultural fields.

Name of Public Agency Approving Project: City of Carpinteria

Name of Person or Agency Carrying Out Project: City of Carpinteria

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☐ Categorical Exemption. State type and section number: _____
- ☒ Statutory Exemptions. State code number: 15378 and 15061(B)(3)

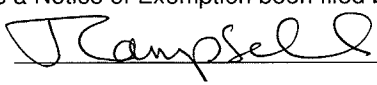
Reasons why project is exempt:

The acquisition of the subject property is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it is certain that there is no possibility that the activity in question will have a significant effect on the environment. The City's acquisition of the property does not commit the property to any change in use; and Section 15378 because the activity in question is not a project within the meaning of CEQA.

Lead Agency
Contact Person: Jackie Campbell Area Code/Telephone/Extension: 805-684-5405 x45

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature:  Date: June 24, 2013 Title: Community Development

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Exhibit 2

2. Minutes of the regular meeting held May 28 and June 10, 2013.

**City of Carpinteria
City Council Minutes
Regular Meeting
Council Chambers
Tuesday, May 28, 2013**

CALL TO ORDER

The meeting was called to order by Mayor Stein at 5:30 p.m.

ROLL CALL

Councilmembers present:

Councilmember Al Clark
Councilmember Wade Nomura
Councilmember Fred Shaw
Vice Mayor Gregg Carty
Mayor J. Bradley Stein

Staff members present:

Dave Durflinger, City Manager
Peter Brown, City Attorney
Fidela Garcia, City Clerk
Nick Bobroff, Associate Planner
Jackie Campbell, Community Development Director
John Thornberry, Administrative Services Director
Charles Ebeling, Public Works Director/City Engineer/Traffic Engineer
Matt Roberts, Parks and Recreation Director
Sylvia Echeverria, Code Compliance Supervisor

PLEDGE OF ALLEGIANCE

All present were led in the salute to the flag by Mayor Stein.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: NONE

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Mayor Stein thanked Mike Damron and Peter By from the Cemetery District for the Memorial Day service. He asked that the meeting be adjourned in memory of Chuck Thompson.

Vice Mayor Carty stated he would recuse himself from Item 4. Mayor Stein stated that he would also recuse himself from Item 4 and he would ask Councilmember Clark to sit in as Acting Mayor during discussion of that item.

CITY MANAGER'S REPORT

- Architectural Review Board meeting on May 30 at 5:30 p.m. The Board will conduct the final review of the Franklin Trail Project and conceptual review for the Lagunitas office building.
- Registration is open for all Summer Recreation Programs, including Junior Lifeguard Program, swim lessons, kayaking and sailing lessons, and other programs. Additional information is available on the City's website and at City Hall.
- First drop-in basketball game begins June 13 at the middle school gym.
- Backyard Compost Workshop by the County Resource and Waste Management Division is scheduled on June 1 from 10:00 a.m. to 11:30 a.m. at Santa Barbara City College. All are welcome.

PRESENTATIONS BY CITIZENS/PUBLIC COMMENT: NONE

AGENDA MODIFICATIONS: NONE

CONSENT CALENDAR

Motion by Vice Mayor Carty, seconded by Councilmember Shaw, to approve the Consent Calendar and Resolution No. 5465 as read by title only.

Upon voice vote, motion carried.

1. Minutes of the regular meeting held May 13, 2013.
2. Expenditures for the period ending May 21, 2013.
3. Resolution No. 5465, entitled A Resolution of the Carpinteria City Council Authorizing Destruction of Certain Records in the City Clerk's Office.

ADMINISTRATIVE MATTER: NONE

PUBLIC HEARING:

4. Request for a Revised Development Plan and Coastal Development Permit to Consider Revisions to the Previously Approved Islands Apartments Remodel at 261 Linden Avenue. The Requested Revisions Include New Fencing/Walls, Landscape/Hardscape Revisions, New Outdoor Gas Fireplaces for Each Ground Floor Unit, and a New Parking Lot Security Gate; Owners Barbara and Peter Coeler; Applicants George Manuras, Contractor and William Araluce, Architect

Recommendation: Adopt Resolution No. 5467, as read by title only, thereby approving the requested project revision to the previous approved Islands Apartments Remodel with modifications as recommended by staff.

Vice Mayor Carty and Mayor Stein recused themselves from this item due to a conflict of interest and stepped down from the dais at 5:41 p.m. Councilmember Clark was the Acting Mayor.

Nick Bobroff, Associate Planner, presented the staff report and PowerPoint presentation. He noted the applicant's proposed change to the rear property line wall, new paving material for the parking lot, new stone gas fireplaces in the ground floor patios along Linden Avenue, new pedestrian patio gates, new trash enclosure/fence along the side yard, new low patio wall along the Third Street frontage, and new vehicle and pedestrian gates along the rear driveway. He also noted revisions to the resolution included reference to new findings and updated findings to reflect the new project revisions. He stated that staff recommended approval with the exception of the driveway which are to be eliminated from the plans.

Acting Mayor Clark opened the Public Hearing at 6:00 p.m.

Bill Araluce, project architect, stated he was accompanied by Barbara and Peter Coeler, owners of the Islands Apartments, and contractor George Manuras. He addressed staff's concerns regarding the gate for vehicles and stated that the gate is five feet high, construction materials will be made of high quality similar to the garage door, a column will be to the right which will be approximately five feet, six inches, and the proposed gate would be installed to the right. He indicated that the intent was to close it in with a 30-inch high wall. He stated that to the left would be a low wall with a gate that would be 30 inches wide by 30 inches high. He indicated that the gates would allow visual penetrations into the backyard, and the purpose of the gate would be to reduce visibility of parked vehicles. He stated that the face of the proposed gate would be approximately 45 feet from the edge of curb. He also stated that it appeared it was highly appropriate to have this gate at this location and he asked for the City Council's approval. He further stated there would be no visual impact to the adjacent property.

Linda Zimmerman stated that she was impressed that the site appeared to be well organized, well contained, and of high quality. She also stated that it fit well into the neighborhood, and it was a wonderful addition to the beach community.

Donnie Nair complimented the building team for making it a most handsome building in the area. She noted that her friends recently rented four units during the Memorial Day weekend and they were impressed and made plans to rent again. She stated that since the Architectural Review Board (ARB) had approved the project she saw no problems with anything for this project. She urged the City Council to approve the project as is.

She complimented staff, the ARB, builders, and owners for a quality project that makes Carpinteria proud.

Steven Marcussen stated that everyone appreciates the Islands Apartments being made better. He noted that the initial plans were accepted by the ARB with minor changes. He stated that the accepted plans placed the dumpster directly in front of his front door and the parking which historically was in the rear of the building was moved and placed parallel to the property line. He also stated that the project included a new second floor balcony and walkway and new concrete wall on the north property line. He expressed concern that these items have affected his property because of waste and byproducts from exhaust and noise generated by the users of Islands Apartments were placed directly next to his front door along the shared property line. He stated that the new second floor balcony overlooks his front yard and bedrooms and invades his privacy. He also stated that the third six-foot wall eliminates the street view of the existing green landscape wall. He indicated that he discussed the plans with staff and the architect; however, he has not been able to come to middle ground with Islands Apartments therefore he sought help from the City. He noted that City staff agreed that the location of the trash enclosure was not acceptable and they asked to have it relocated. He also noted that City staff recognized the exhaust issue was a health hazard and had a negative impact to him. He noted that the Planning Commission recommended the removal of the new single car garage and revert it to the existing head-in parking that served the property for many years. He stated that a development plan modification was granted to allow a change in the parking requirements; however, the single car garage was not removed, the balcony was left intact, and a request was made to make the walkway narrower; however, instead the walkway became wider. He also stated that the six-foot wall was accepted. He noted that the Islands Apartments was again proposing a new driveway gate that will create the same exhaust issue that was previously addressed and resolved. He indicated that he wrote a letter to the ARB about the constant modifications to the plans and the letter stated that the new driveway gate was not compatible to the beach neighborhood. He stated that his letter discussed the distance of the pedestrian gate, driveway gate, column, and wall to his front door, and he expressed his concern that he would be subjected to car emissions, exhaust, and noise. He noted that the previous Council's recommendation was to keep the cars and their byproducts away from the property line and the ARB supported all the changes. He stated that the recommendation to move the pedestrian gate to the south side of the wall next to the ground floor patio of Unit A conflicts with the landscape schedule and that this driveway gate does not provide any security. He also stated that the rear patio for Unit A would have a low wall and the area cannot be secure. He noted that the Planning Commission's recommendation was to have the driveway gate, columns, pedestrian gate, and wall removed for many reasons, and that they believed the use of the gate is not compatible with the pedestrian-friendly street frontage. He stated that regular use of the gate has the potential to create nuisance issues to the immediate adjacent neighbor whose front door is located close to the proposed gate location. He also stated that the solid five-foot high gates would make it difficult to

ensure that the rear parking areas are being used for parking and made available to occupants of the units. He urged the City Council to require that the walls and gates be removed from the plan, and that the City Council should insist on retaining the as-built landscape areas and the surface for Parking Space No. 14.

Acting Mayor Clark closed the public hearing at 6:18 p.m.

Mr. Bobroff addressed Mr. Marcussen's question regarding elimination of the parking space by stating that the dimensions of what is paved there provides the necessary space for the additional overflow parking stall. He noted that the ARB discussed relocating the gate because they felt the parking stall would not be obscured should a gate be installed across the rest of the driveway. He stated that parking should be sufficient; however, staff could revisit.

Councilmember Nomura expressed concern with the gate discussed for the parking area. He stated that he did not see where the pedestrian gate fits into the landscaping and that he did not see a landing area. Mr. Araluce responded that the owner does not want to reduce the landscaping and stepping stone would be installed on either side of the gate. He indicated that the purpose of the gate would be to allow patrons of the site to access their units from the rear. Councilmember Nomura expressed concern that the gate lends itself to the appearance that even though it is creating privacy it appeared to be creating a façade or fake front. He suggested installation of an open gate in order to create openness.

Councilmember Shaw expressed concern with the loss of flow of the driveway treatment into the parking lot by installing a solid gate. He suggested installation of a wrought iron gate in order to create a much more open look. Mr. Araluce responded that the owner would be willing to take the gate design back to the ARB to make it more visually open with perhaps wrought iron or a gate-like element on top to reduce opacity.

Acting Mayor Clark stated that his concern was a policy issue and not whether the gate is opaque or open. He expressed concern that that the gate is inconsistent with the neighborhood.

George Manuras stated that he walked the neighborhood several times and it was not the gate that is a concern but rather a privacy issue. He noted that on the weekends people will try to walk through the rear to access the beach and at times cars will park in that area because they do not understand that it is the parking lot for the apartment complex. He stated that the architect is trying to find a way to create security for the building owner. He noted that nine out of 18 homes on the same street have a parking gate and every home has a pedestrian gate that blocks their backyard.

Mr. Bobroff stated that he also walked the neighborhood and he recognized many properties have gates; however, many are open and transparent. He noted that single-

family homes with detached garages have solid wood gate. He stated that what makes this project unique is that it has a much longer open expanse along the street frontage.

Councilmember Shaw inquired regarding the process to bring this project back to the ARB for a new design. Mr. Bobroff responded that the City Council could approve the project with direction to return it to the ARB for revisions, or the City Council could refer it back to the ARB for revisions and it can be brought back to the City Council for review of final concept.

Motion by Councilmember Shaw to adopt Resolution No. 5467, as read by title only, thereby approving the requested project revisions with the previously approved Islands Apartments remodel with modifications as recommended by staff with the understanding that the gate issue would go back to the ARB.

City Manager Dave Durflinger noted that staff's recommendation was to not include the gate. He inquired whether the City Council was willing to include in the motion approval of the gate if it is appropriately modified and direction to be given to ARB in terms of a changed gate.

Acting Mayor Clark addressed Councilmember Shaw and inquired whether his motion included the specifications such as preference on height, amount of transparency, or type of material for the gate. Councilmember Shaw responded that if there is to be a gate he would like to see wrought iron with visibility through it and something lower than five feet.

Councilmember Nomura seconded the motion with discussion. He noted that the cut sheet the City Council received was incomplete without specifics for the pedestrian gate and with no vertical height mark-outs. He stated that he would agree to a four-foot wrought iron gate to deal with privacy and trespassing issues.

Mr. Bobroff stated that he understood the City Council prefers the gate to be lower in height to perhaps four-foot maximum and the columns would be brought down lower to be compatible to scale. He also noted that Councilmember Shaw recommended wrought iron as an alternative material. He asked for clarification whether a partially solid gate would be an option such as a solid lower half with wrought iron on top. Councilmember Nomura responded that he would leave that to the ARB and the design team for the project.

Upon voice vote, motion carried.

Vice Mayor Carty and Mayor Stein returned to the Council Chambers at 6:45 p.m. and took their seats at the dais.

5. Continuation of the Street Lighting District No. 1 for Fiscal Year 2013-14 and Related Protest Hearing

Recommendation:

1. Following the Staff Report, open the public hearing and receive any testimony and/or protests concerning the continuation of Assessment District No. 1 for Fiscal Year 2013-14.
2. Close the public hearing and continue the District for Fiscal Year 2013-14, by adopting Resolution 5461, as read by title only.

John Thornberry, Administrative Services Director, presented the staff report.

Mayor Stein opened the public hearing at 6:47 p.m. No public comment. Mayor Stein closed the public hearing at 6:47 p.m.

Motion by Councilmember Nomura, seconded by Councilmember Clark, to adopt Resolution No. 5461, as read by title only, to continue Street Lighting District No. 1 for Fiscal Year 2013-14.

Upon voice vote, motion carried.

6. Continuation of Carpinteria Right-of-Way Assessment District No. 3 for Fiscal Year 2013-14 and Related Protest Hearing

Recommendation:

1. Following the Staff Report, open the public hearing and receive any testimony and/or protests concerning the continuation of Assessment District No. 3 for Fiscal Year 2013-14.
2. Close the public hearing and continue the District for Fiscal Year 2013-14, by adopting Resolution 5462, as read by title only.

John Thornberry, Administrative Services Director, presented the staff report.

Mayor Stein opened the public hearing at 6:49 p.m. No public comment. Mayor Stein closed the public hearing at 6:49 p.m.

Motion by Councilmember Nomura, seconded by Councilmember Clark, to adopt Resolution No. 5462, as read by title only, to continue Right-of-Way Assessment District No. 3 for Fiscal Year 2013-14.

Upon voice vote, motion carried.

7. Continuation of the Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2013-14 and Related Protest Hearing

Recommendation:

1. Following the Staff Report, Open the public hearing and receive any testimony and/or protests concerning the continuation of the Assessment District No. 4 for Fiscal Year 2013-14, to include the addition of an annual inflationary adjustment to the general assessment amount.
2. Close the public hearing and continue the District for Fiscal Year 2013-14, by adopting Resolution 5463, as read by title only.

Charles W. Ebeling, Public Works Director, presented the staff report.

Mayor Stein opened the public hearing at 6:50 p.m. No public comment. Mayor Stein closed the public hearing at 6:50 p.m.

Motion by Councilmember Shaw, seconded by Councilmember Clark, to adopt Resolution No. 5463, as read by title only, to continue Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2013-14.

8. Public Hearing confirming the Engineer's Report, Ordering the Improvement and Levying Annual Assessment for Assessment Dist. No. 5 for Fiscal Year 2013-14

Recommendation:

1. Following the Staff Report, Open the public hearing and receive any testimony and/or protests concerning the continuation of the Assessment District No. 5 for Fiscal Year 2013-14.
2. Close the public hearing and continue the District for Fiscal Year 2013-14, by adopting Resolution 5464, as read by title only.

Matt Roberts, Parks and Recreation Director, presented the staff report.

Vice Mayor Carty inquired how often the homeowners vote on the assessment district. Mr. Roberts responded that the Municipal Improvement Act of 1913 does not require the assessment participants to vote again unless the City wants to raise the assessment or change the boundaries of the district

Mayor Stein opened the public hearing at 6:52 p.m. No public comment. Mayor Stein closed the public hearing at 6:52 p.m.

Motion by Councilmember Clark, seconded by Councilmember Shaw, to adopt Resolution No. 5464, as read by title only, to continue Improvement and Levying Annual Assessment for Assessment Dist. No. 5 for Fiscal Year 2013-14.

Upon voice vote, motion carried.

OTHER BUSINESS:

9. Determination that the Parking of Business Related Vehicles in Conjunction with a Home Occupation, Under Certain Conditions, is Consistent with Carpinteria Municipal Code Section 14.50.030

Recommendation:

1. Determine that the parking of business related vehicles in a residential zone district in association with a home occupation is not, by itself, a violation of the City's Home Occupation Regulations and further that the illegal parking of vehicles (including but not limited to overweight vehicles or those of excessive length), vehicle dispatching, nuisance activities such as vehicle loading, noise, odor and litter, and any other violation of local or state law will remain prohibited and subject to enforcement.
2. Adopt Resolution No. 5458, as read by title only, entitled A Resolution of the City Council of the City of Carpinteria Determining that the Parking of Business Related Vehicles in Conjunction with a Home Occupation, Under Certain Conditions, is Consistent with Carpinteria Municipal Code Section 14.50.030.

Jackie Campbell, Community Development Director, presented the staff report. She noted a correction to the resolution, which should reference Municipal Code Section 14.50.030, Zoning Chapter Title 14.

No public comment.

Motion by Councilmember Clark, seconded by Councilmember Shaw, to adopt Resolution No. 5458, as read by title only, determining that the Parking of Business Related Vehicles in conjunction with a Home Occupation, under certain conditions, is consistent with Carpinteria Municipal Code Section 14.50.030.

Upon voice vote, motion carried.

10. Letter of Support for the Federal Transportation Investment Generating Economic Recovery (TIGER) Program Grant Application for the Carpinteria Creek U.S. 101 Bridge Widening Project

Recommendation: Authorize the Mayor to sign a letter of support, consistent with the request from the Santa Barbara County Association of Governments (SBCAG), to the Federal TIGER program grant application for the Carpinteria Creek U.S. 101 Bridge widening project.

Charles W. Ebeling, Public Works Director, presented the staff report.

No public comment.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to authorize the Mayor to sign a letter of support, consistent with the request from the Santa Barbara County Association of Governments (SBCAG), to the Federal TIGER program grant application for the Carpinteria Creek U.S. 101 Bridge widening project.

Upon voice vote, motion carried.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Shaw reported that he attended the Beach Erosion Authority for Clean Oceans and Nourishment meeting on May 17 where they authorized the Executive Director to distribute the Single Use Plastic Bag Reduction Environmental Impact Report to member agencies; authorized an agreement to continue lobbying services for Regional Sediment Management projects; accepted budget to actual report for year to date; adopted the recommended FY 2013-14 budget; and approved a resolution of support for increased funding for Local Coastal Planning by the California Local Coastal Commission.

ADJOURNMENT

The meeting was adjourned at 7:05 p.m. by Mayor Stein in memory of Chuck Thompson.

J. Bradley Stein, Mayor

ATTEST:

Fidela Garcia, CMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Council Chambers
Monday, June 10, 2013**

CALL TO ORDER

The meeting was called to order by Mayor Stein at 4:30 p.m.

ROLL CALL

Councilmember Wade Nomura, Councilmember Fred Shaw, and Mayor J. Bradley Stein were present. Councilmember Al Carty, and Vice Mayor Gregg Carty were absent. City Manager Dave Durflinger, City Attorney Peter Brown, City Attorney Dylan Johnson, Parks and Recreation Director Matt Roberts were also present.

CLOSED SESSION

Mayor Stein stated that he would recuse himself from Closed Session Item b.

Peter Brown, City Attorney, announced that the City Council would temporarily adjourn to a Closed Session for the purpose of the following items:

a. Conference with Real Property Negotiator(s) – Government Code Section 54956.8

Property: Assessor's Parcel No. 001-170-010. Property located at 5669 Carpinteria Avenue; and Assessor's Parcel No. 001-170-013. Property located at 5885 Carpinteria Avenue.

Negotiating Party: County of Santa Barbara.

Agency Negotiators: Matt Roberts, Parks and Recreation Director; Dave Durflinger, City Manager; Peter Brown, City Attorney; and Dylan Johnson, Deputy City Attorney.

Under Negotiation: price and/or terms of purchase agreement.

b. Conference with Real Property Negotiator(s) – Government Code Section 54956.8

Property: Assessor's Parcel No. 004-105-015. Property located on Linden at the railroad.

Negotiating Party/Property Owner: Southern Pacific Railroad Corporation

Agency Negotiators: Matt Roberts, Parks and Recreation Director; Jackie Campbell, Community Development Director; John Thornberry, Administrative Services Director; and Beth Collins-Burgard and Dylan Johnson, Deputy City Attorneys.

Under Negotiation: price and/or terms of purchase agreement.

Peter Brown, City Attorney, stated that since there appeared to be no quorum for Closed Session item b the matter would not be heard.

PUBLIC COMMENT ON CLOSED SESSION MATTERS: NONE

TEMPORARY ADJOURNMENT TO CLOSED SESSION

The City Council recessed to Closed Session at 4:31 p.m.

CALL BACK TO ORDER

The meeting was called to order by Mayor Stein at 5:30 p.m.

CLOSED SESSION REPORT

Peter Brown, City Attorney, reported that Closed Session Item b was not held due to lack of quorum and there was no reportable action from Closed Session Item a.

ROLL CALL

Councilmembers present:

Councilmember Wade Nomura
Councilmember Fred Shaw
Mayor J. Bradley Stein

Councilmember Al Clark and Vice Mayor Gregg Carty were absent.

Staff members present:

Dave Durlinger, City Manager
Peter Brown, City Attorney
Fidela Garcia, City Clerk
Kevin Silk, Assistant to the City Manager
John Thornberry, Administrative Services Director
Jackie Campbell, Community Development Director
Charles Ebeling, Public Works Director/City Engineer/Traffic Engineer
Matt Roberts, Parks and Recreation Director

PLEDGE OF ALLEGIANCE

All present were led in the salute to the flag by Mayor Stein.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: NONE

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS: NONE

CITY MANAGER'S REPORT

- Lagunitas Home lottery applications are due by June 17, 5:00 p.m. for the inclusionary affordable housing units. Application and information are available on the City's website.
- Information regarding the Workforce Down Payment Loan Program is available on the City's website
- The City received a revised application for the Paradon project from Venoco last week. Staff will review the revised application for completeness and make a determination on or before July 3. The revised application is available for viewing on the City's website under "What's New."
- Carpinteria Creek Watershed Coalition will meet on June 20 in the Council Chambers at 6:00 p.m. to discuss a number of topics. Erin Maker will discuss the City's water quality program. Other topics will include water quality monitoring and stormwater runoff.
- Maintenance activities will occur on the Ninth Street Bridge and the bridge will need to be closed temporarily.

PRESENTATIONS BY CITIZENS/PUBLIC COMMENT

Peter Bonning, representing Carpinteria Skate Foundation, stated that he recently returned to Carpinteria after receiving his teaching credential from San Francisco State University. He also stated that he would be working on behalf of the Carpinteria Skate Foundation for their efforts to make a skate park in the City a reality. He expressed his appreciation to the City Council for listening to the community's positive and negative concerns regarding the proposed skate park.

Jason Lesh stated that the Carpinteria Skate Park Foundation has been working on becoming aware of what the community wants for a skate park. He noted that the foundation is studying the concerns the neighbors have about the site and developing an alternative site analysis that they would soon present to the City Council. He stated that he asked his group to be silent and listen to the opposition's concerns. He expressed his appreciation for the City Council's hard work regarding this issue.

Pat Kistler, Carpinteria Valley Chamber of Commerce, announced that the Chamber would hold a meeting at the Shepard's Place Apartments Clubhouse on June 19 at 6:00

p.m. for a preview of their November trip to Costa Rica. She also announced that the Lunch and Learn would be held on June 21 from noon to 1:00 p.m. at the Curious Cup Bookstore for a presentation regarding estate planning. She further announced that the Chamber Mixer would be held the Venoco plant, Gate 2, on June 26, 5:30 p.m. Lastly, she announced that the Rods and Roses Car Show and annual parade would be held on June 29.

Becki Norton, representing Hope Net of Carpinteria, a grass roots group interested in suicide prevention, expressed appreciation for the City Council's support for hosting the forum last June and for the issuance of a proclamation. She noted that they recently applied for a grant through the City and she stated that she hoped the City Council would continue to support their efforts. She also noted that they hope to have a banner installed at the pool fence with the National Suicide Prevention Hotline phone number.

AGENDA MODIFICATIONS: NONE

CONSENT CALENDAR

It was moved by Councilmember Shaw, seconded by Councilmember Nomura, to approve the Consent Calendar.

Upon voice vote, motion carried. Councilmember Clark and Vice Mayor Carty were absent.

1. Minutes of the special meeting held May 23, 2013.
2. Expenditures for the period ending June 4, 2013.
3. Ratification of Certificate of Commendation Awarded to Gary & Geri Campopiano in Recognition of their Volunteer Service to Promote the Arts in the City of Carpinteria.

ADMINISTRATIVE MATTER: NONE

PUBLIC HEARING:

4. Consideration of Adoption of the 2013-14 Budget, Setting of Appropriation Limits as Required by State Law, and Establishment of the Budget/Finance Committee.

Recommendation:

1. Receive the staff report, open the public hearing and receive public comment, provide staff with direction concerning any amendments to the proposed budget and adopt Resolution Nos. 5468, 5469, and 5470, as read by title

only, thereby approving the municipal budget for 2013-14, and setting related appropriation limits in compliance with State law.

2. Adopt Resolution No. 5472, as read by title only, establishing a Finance/Budget Committee

Dave Durflinger, City Manager, provided a PowerPoint presentation with an overview of the proposed budget.

John Thornberry, Administrative Services Director/Finance Director, presented the General Fund budget.

Jackie Campbell, Community Development Director, presented the Community Development Department budget.

Charles Ebeling, Public Works Director, presented the Public Works Department budget.

Matt Roberts, Parks and Recreation Director, presented the Parks and Recreation Department budget.

Mr. Thornberry presented the Administrative Services Program.

Mr. Durflinger presented the General Government Program.

Councilmember Shaw inquired regarding senior discount programs for public access with Cox Cable. Mr. Durflinger responded that this is mandated through the franchise agreement with Cox Cable; however, most inquiries are handled through Cox Cable. Kevin Silk, Assistant to the City Manager, added that staff could provide more details related to this program and staff was considering promoting this program via the City scroll.

Councilmember Shaw inquired regarding the Engineering Permits Program and whether the creation of the new Civil Engineer position would streamline this process. Mr. Ebeling responded that his vision for funding the Civil Engineer position would be through the engineering permits program/development review program and capital projects. He noted that work on capital projects using in-house labor is an eligible expense for grants.

Councilmember Shaw referred to the EEMP grant application for gardening project and inquired whether this would be for the use of the Whitney parcel or the Fifth Street parcel. Mr. Roberts responded that this grant was filed for the use of the Fifth Street parcel. Councilmember Shaw inquired whether there were any plans for a community garden at Whitney parcel. Ms. Campbell responded that staff is looking at having

Caltrans deed the remainder of the Whitney property to the City for a community garden as part of the development review for the Local Coastal Program Amendment

Councilmember Nomura inquired regarding the revenue received from the Carpinteria Triathlon. Mr. Roberts responded that gross revenue is approximately \$100,000 with a profit of \$25,000 to \$28,000.

Councilmember Nomura inquired regarding the potential for a dog park. Mr. Roberts responded that the concept design for Memorial Park would include many elements, including an off-leash area which is different from a dog park. He stated that staff would seek feedback from people who live in this neighborhood because typically people want a dog park, but they do not want them near their front door.

The City Council discussed continuing the public hearing in order to allow participation from Councilmember Clark and Vice Mayor Carty.

Motion by Councilmember Nomura, seconded by Councilmember Shaw, to continue the public hearing to the next Regular City Council meeting.

Upon voice vote, motion carried. Councilmember Clark and Vice Mayor Carty were absent.

Mr. Durflinger noted that public comment was not received.

Mayor Stein opened the Public Hearing at 7:08 p.m.

Patricia Manuras thanked the City for its support of the library and asked for the City's continued support. Mayor Stein noted that funds have been set aside in the budget.

Elizabeth Lee, Community Action Commission, thanked the City Council for its support of the Healthy Senior Lunch Program, which feeds low-income seniors at the Veterans' Memorial Building. She urged the City Council for its continued support. Mayor Stein noted that funds have been set aside in the budget.

Mayor Stein closed the Public Hearing to be continued to the next Regular City Council meeting.

Mr. Durflinger noted that under Community Support Program, the Santa Barbara County Branch Library would be funded at \$27,000 and the Senior Nutrition Program would be funded at \$10,000.

OTHER BUSINESS:

5. Consider Adoption of Resolution No. 5471, Appropriating up to a Combined Total of \$800,000 from the Parkland Acquisition Fund, the Quimby Fund and the Park Open Space Fund, To Be Used to Fund the Purchase of a 1.44 Acre Portion of a Parcel of Vacant Land Designated by the Santa Barbara County Assessor as APN 004-105-015; and Authorize the Mayor to Execute the Purchase and Sale Agreement and Escrow Instructions Between Southern Pacific Rail Corporation and the City of Carpinteria.

Recommendation:

1. Adopt Resolution No. 5471, as read by title only, appropriating up to a combined total of \$800,000 from the Parkland Acquisition Fund, the Quimby Fund and the Park Open Space Fund, to be used to purchase a 1.44 acre portion of the parcel of vacant land designated by the Santa Barbara County Assessor as APN 004-105-015.
2. Authorize the Mayor to execute the Purchase and Sale Agreement and Escrow Instructions between Southern Pacific Rail Corporation and the City of Carpinteria.

Mayor Stein declared a conflict of interest due to his living within 300 feet of the Southern Pacific property, and stated that this item would be continued due to a lack of quorum.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS.

Councilmember Nomura reported that he attended Santa Barbara County Association of Governments meeting last week. He noted that one item was in support of moving forward with the development and approval of the three bridges along the freeway and over Carpinteria Creek. He also noted the approval of a six-month extension for the engineering report for the bicycle path, which includes the bridge going over Rincon Park.

ADJOURNMENT

The meeting was adjourned at 7:23 p.m. by Mayor Stein.

J. Bradley Stein, Mayor

ATTEST:

Fidela Garcia, CMC, City Clerk

STAFF REPORT
COUNCIL MEETING DATE
June 24, 2013

ITEM FOR COUNCIL CONSIDERATION

EXPENDITURES FOR THE PERIOD ENDING JUNE 19, 2013

Report prepared by: John Thornberry,
Administrative Services Director

Signature

Reviewed by: Dave Durflinger, City Manager

Signature

STAFF RECOMMENDATION

Action Item X; Non-Action Item

That the City Council accept this report pursuant to Carpinteria Municipal Code 2.08.110(l), and ratify the attached schedule of demands as part of approving the consent calendar.

I. DISCUSSION

As part of each regular City Council agenda, staff prepares the attached listing of checks dispersed with staff certification that the expenditure transactions listed in the warrant register have been reviewed and are within the budgeted appropriations. Staff recommends that the City Council ratify the schedule of demands attached.

II. FINANCIAL CONSIDERATIONS

The warrant register included as an attachment is designed to communicate fiscal activity since the previous regular City Council agenda. No further action of a fiscal nature is requested as part of this report.

III. ATTACHMENT

A. Warrant Register for the period ending June 19, 2013

CITY OF CARPINTERIA
Warrant Register
June 4 - 19, 2013

Trans #	Entered/Last Modified	Date	Num	Name	Source Name	Memo	Account	Paid Amount
98515	06/05/13 12:12:51	6/5/13	80521	A T & T MOBILITY	A T & T MOBILI...	ACCOUNT 337015224648	100010...	
98459	06/05/13 08:32:30	5/23/13	33701522...		A T & T MOBILI...	CELL PHONE - PW SUPERVISOR	253130...	-115.28
					A T & T MOBILI...	CELL PHONE - PW CREW	101330...	-11.84
					A T & T MOBILI...	CELL PHONE - PW CREW	333230...	-11.84
					A T & T MOBILI...	CELL PHONE - PW CREW	253130...	-84.67
TOTAL								-223.63
98516	06/05/13 12:12:52	6/5/13	80522	AG ENT INC	AG ENT INC		100010...	
98454	06/05/13 08:28:45	5/25/13	12755		AG ENT INC	CACTUS LANE	236122...	-45.00
98455	06/05/13 08:29:12	5/25/13	12758		AG ENT INC	ELM & SANDYLAND	236122...	-209.86
TOTAL								-254.86
98517	06/05/13 12:12:52	6/5/13	80523	ALL AROUND LANDS...	ALL AROUND ...	CUSTOMER #354	100010...	
98456	06/05/13 08:30:03	5/10/13	S1655310....		ALL AROUND ...	BANNER AVE	333230...	-31.46
TOTAL								-31.46
98518	06/05/13 12:12:53	6/5/13	80524	AMERICAN PLASTIC ...	AMERICAN PL...	INVOICE 1353546	100010...	
98284	05/21/13 11:16:41	5/10/13	1353546		AMERICAN PL...	MISCELLANEOUS TOYS-BEACH...	286430...	-1,006.32
TOTAL								-1,006.32
98519	06/05/13 12:12:54	6/5/13	80525	AT & T MOBILITY	AT & T MOBILI...	ACCOUNT #832685259	100010...	
98460	06/05/13 08:33:36	5/23/13	832685259		AT & T MOBILI...	CODE ENFORCEMENT	104721...	-124.91
					AT & T MOBILI...	CODE ENFORCEMENT	104721...	-56.19
					AT & T MOBILI...	CODE ENFORCEMENT	104721...	-51.19
TOTAL								-232.29
98520	06/05/13 12:12:55	6/5/13	80526	BALMADRID, ARLENE	BALMADRID, A...	JUNE 2013 CELL PHONE	100010...	
98461	06/05/13 08:34:23	5/23/13	JUN 2013 ...		BALMADRID, A...	JUNE 2013 CELL PHONE	101630...	-65.00
TOTAL								-65.00
98521	06/05/13 12:12:55	6/5/13	80527	BARBER-FORD, R.E.	BARBER-FOR...	INVOICE #FOCS566571	100010...	
98462	06/05/13 08:38:59	5/30/13	FOCS566...		BARBER-FOR...	VEHICLE MAINTENANCE	253130...	-930.74

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TOTAL								
98522	06/05/13 12:12:56	6/5/13	80528	BROWNSTEIN HYAT...	BROWNSTEIN ...		100010...	-930.74
98463	06/05/13 08:39:54	5/15/13	533956		BROWNSTEIN ...	CITY OF CARP V CRUZ	101722...	-12,153.00
98464	06/05/13 08:40:41	5/15/13	533957		BROWNSTEIN ...	MHR SB MATTER	101722...	-228.00
98465	06/05/13 08:41:26	5/15/13	533954		BROWNSTEIN ...	CITY ATTORNEY RETAINER	101722...	-10,000.00
98466	06/05/13 08:42:17	5/15/13	533955		BROWNSTEIN ...	CITY ATTORNEY OVER 50 HOURS	101722...	-4,814.22
TOTAL								
								-27,195.22
98523	06/05/13 12:12:57	6/5/13	80529	BUREAU OF THE PU...	BUREAU OF T...	REMITTANCE #130045317	100010...	
98287	05/21/13 11:21:10	5/10/13	130045317		BUREAU OF T...	TREASURY DIRECT ADMIN FEE	101422...	-100.00
TOTAL								
								-100.00
98524	06/05/13 12:12:58	6/5/13	80530	CAMPBELL, JACQUE...	CAMPBELL, JA...	CELL PHONE REIMBURSEMENT...	100010...	
98467	06/05/13 08:43:07	6/4/13	JUN 2013 ...		CAMPBELL, JA...	CELL PHONE REIMBURSEMENT...	104130...	-65.00
TOTAL								
								-65.00
98525	06/05/13 12:12:58	6/5/13	80531	CENTRAL COAST IM...	CENTRAL COA...	INVOICE #AR24405	100010...	
98468	06/05/13 08:43:55	5/30/13	AR24405		CENTRAL COA...	COPIES	101822...	-158.90
TOTAL								
								-158.90
98526	06/05/13 12:12:59	6/5/13	80532	CHEVRON & TEXAC...	CHEVRON & T...	789-819-058-7	100010...	
98469	06/05/13 08:44:52	5/22/13	MAY 2013...		CHEVRON & T...	VEHICLE FUEL	101330...	-282.63
					CHEVRON & T...	VEHICLE FUEL	333230...	-404.65
					CHEVRON & T...	VEHICLE FUEL	236130...	-174.47
TOTAL								
								-861.75
98527	06/05/13 12:13:00	6/5/13	80533	COASTAL VIEW NEWS	COASTAL VIE...	INVOICE 41093	100010...	
98470	06/05/13 08:46:45	5/30/13	41093		COASTAL VIE...	PET AD	104721...	-20.00
TOTAL								
								-20.00
98528	06/05/13 12:13:01	6/5/13	80534	COLSON, MARY ANN	COLSON, MAR...	WELLNESS REIMBURSEMENT - ...	100010...	
98471	06/05/13 08:47:19	6/4/13	JUN 2013 ...		COLSON, MAR...	WELLNESS REIMBURSEMENT - ...	101419...	-415.75

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TOTAL								-415.75
98529	06/05/13 12:13:01	6/5/13	80535	DIAZ, JAYNE	DIAZ, JAYNE	WELLNESS REIMBURSEMENT - ...	100010...	
98479	06/05/13 11:10:05	5/23/13	JUNE 201...		DIAZ, JAYNE	WELLNESS REIMBURSEMENT J...	101419...	-415.75
TOTAL								-415.75
98530	06/05/13 12:13:02	6/5/13	80536	DRIGGERS, LARRY	DRIGGERS, LA...	WELLNESS REIMBURSEMENT - ...	100010...	
98480	06/05/13 11:10:42	5/23/13	JUNE 201...		DRIGGERS, LA...	WELLNESS REIMBURSEMENT - ...	101419...	-415.75
TOTAL								-415.75
98531	06/05/13 12:13:03	6/5/13	80537	DURFLINGER, DAVID	DURFLINGER, ...	CELL PHONE REIMBURSEMENT...	100010...	
98481	06/05/13 11:11:27	5/23/13	JUN 2013 ...		DURFLINGER, ...	CELL PHONE REIMBURSEMENT...	101230...	-65.00
TOTAL								-65.00
98532	06/05/13 12:13:03	6/5/13	80538	EAGLE SIGNS	EAGLE SIGNS	PROJECT #1661 REFUND	100010...	
98482	06/06/13 15:10:13	5/23/13	PROJ 166...		EAGLE SIGNS	PROJ 1661 REFUND	100025...	-312.62
TOTAL								-312.62
98533	06/05/13 12:13:04	6/5/13	80539	EBELING, CHARLES	EBELING, CHA...	CELL PHONE REIMBURSEMENT...	100010...	
98483	06/05/13 11:13:02	5/23/13	JUN 2013 ...		EBELING, CHA...	CELL PHONE REIMBURSEMENT...	103030...	-65.00
TOTAL								-65.00
98534	06/05/13 12:13:05	6/5/13	80540	EMI SPORTSWEAR I...	EMI SPORTSW...		100010...	
98474	06/05/13 10:59:12	5/20/13	54385		EMI SPORTSW...	SHIRTS FOR RESALE	286430...	-376.43
98473	06/05/13 10:58:44	5/22/13	54541		EMI SPORTSW...	SHIRTS FOR RESALE	286430...	-379.08
TOTAL								-755.51
98535	06/05/13 12:13:06	6/5/13	80541	FRONTADO, JOHN	FRONTADO, J...	WELLNESS PAYMENT- JUN 2013	100010...	
98485	06/05/13 11:14:10	5/30/13	JUN 2013 ...		FRONTADO, J...	WELLNESS - JUNE 2013	101419...	-415.75
TOTAL								-415.75
98536	06/05/13 16:22:38	6/5/13	80542	GARCIA, FIDELA	GARCIA, FIDELA	VOID: CELL PHONE REIMBURS...	100010...	

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TOTAL								0.00
98537	06/05/13 12:13:07	6/5/13	80543	HIDALGO, BENNY	HIDALGO, BEN...	WELLNESS REIMBURSEMENT - ...	100010...	
98488	06/05/13 11:26:52	5/15/13	JUNE 201...		HIDALGO, BEN...	WELLNESS REIMBURSEMENT - ...	101419...	-415.75
TOTAL								-415.75
98538	06/05/13 12:13:08	6/5/13	80544	HIGHWAY TECHNOL...	HIGHWAY TEC...	INVOICE 455791-006	100010...	
98296	05/21/13 11:32:27	5/10/13	455791-006		HIGHWAY TEC...	VIA REAL @ SANTA YNEZ KRAIL...	277041...	-700.00
TOTAL								-700.00
98539	06/05/13 12:13:08	6/5/13	80545	JIMENEZ, ERNEST	JIMENEZ, ERN...	WELLNESS REIMBURSEMENT - ...	100010...	
98489	06/05/13 11:27:16	5/15/13	JUN 2013 ...		JIMENEZ, ERN...	WELLNESS REIMBURSEMENT - ...	101419...	-415.75
TOTAL								-415.75
98540	06/05/13 12:13:09	6/5/13	80546	LEMERE, PATRICIA	LEMERE, PAT...	WELLNESS REIMBURSEMENT - ...	100010...	
98490	06/05/13 11:27:40	5/15/13	JUN 2013 ...		LEMERE, PAT...	WELLNESS REIMBURSEMENT J...	101419...	-415.75
TOTAL								-415.75
98541	06/05/13 12:13:10	6/5/13	80547	LINCOLN FINANCIAL...	LINCOLN FINA...	JUNE 2013 BILLING	100010...	
98491	06/05/13 11:29:09	5/31/13	JUNE 201...		LINCOLN FINA...	JUNE 2013	105119...	-59.18
					LINCOLN FINA...	JUNE 2013	101119...	-81.13
					LINCOLN FINA...	JUNE 2013	101219...	-116.49
					LINCOLN FINA...	JUNE 2013	101319...	-30.57
					LINCOLN FINA...	JUNE 2013	101419...	-154.66
					LINCOLN FINA...	JUNE 2013	101619...	-145.82
					LINCOLN FINA...	JUNE 2013	103019...	-131.26
					LINCOLN FINA...	JUNE 2013	253119...	-170.43
					LINCOLN FINA...	JUNE 2013	104119...	-333.09
					LINCOLN FINA...	JUNE 2013	104219...	-178.65
					LINCOLN FINA...	JUNE 2013	106919...	-153.57
					LINCOLN FINA...	JUNE 2013	102219...	-123.06
					LINCOLN FINA...	JUNE 2013	333219...	-70.64
					LINCOLN FINA...	JUNE 2013	104419...	-88.90
					LINCOLN FINA...	JUNE 2013	236119...	-57.21
					LINCOLN FINA...	JUNE 2013	486819...	-31.94

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TOTAL								
98542	06/05/13 12:13:11	6/5/13	80548	MCCORMIX CORP	MCCORMIX C...	INVOICE 873813	100010...	-1,926.60
98492	06/05/13 11:29:32	5/15/13	873813		MCCORMIX C...	PUBLIC WORKS FUEL	333230...	-112.77
TOTAL								
98543	06/05/13 12:13:12	6/5/13	80549	QUALITY DISCOUNT ...	QUALITY DISC...	INVOICE 30500076	100010...	
98477	06/05/13 11:08:54	5/29/13	30500076		QUALITY DISC...	POOL RESALE ITEMS	486635...	-211.56
TOTAL								
98544	06/05/13 12:13:13	6/5/13	80550	REAL GREEN GARD...	REAL GREEN ...		100010...	
98493	06/06/13 15:50:01	4/30/13	MAR 2013...					
				REAL GREEN ...	REAL GREEN ...	979 BAILARD	236130...	-540.00
				REAL GREEN ...	REAL GREEN ...	980 CARP CREEK PARK	236122...	-540.00
				REAL GREEN ...	REAL GREEN ...	PROJ 4865 - VETS HALL	100025...	-75.00
				REAL GREEN ...	REAL GREEN ...	982 MARSH PARK	286122...	-450.00
				REAL GREEN ...	REAL GREEN ...	983 MONTE VISTA	236122...	-1,035.00
				REAL GREEN ...	REAL GREEN ...	984 SEASIDE	486522...	-180.00
				REAL GREEN ...	REAL GREEN ...	985 COASTAL VISTA TRAIL	286122...	-360.00
				REAL GREEN ...	REAL GREEN ...	986 TAR PITS PARK	286122...	-450.00
				REAL GREEN ...	REAL GREEN ...	PROJ 4865 - VETS HALL	100025...	-120.60
				REAL GREEN ...	REAL GREEN ...	987 VETS HALL	486530...	-59.40
				REAL GREEN ...	REAL GREEN ...	988 VIOLA FIELDS	236130...	-720.00
				REAL GREEN ...	REAL GREEN ...	989 BAILARD	236130...	-540.00
				REAL GREEN ...	REAL GREEN ...	990 CARP CREEK PARK	236122...	-540.00
				REAL GREEN ...	REAL GREEN ...	PROJ 4865 - VETS HALL	100025...	-75.00
				REAL GREEN ...	REAL GREEN ...	992 MARSH PARK	286122...	-450.00
				REAL GREEN ...	REAL GREEN ...	993 MONTE VISTA	236122...	-1,335.00
				REAL GREEN ...	REAL GREEN ...	994 SEASIDE	486522...	-180.00
				REAL GREEN ...	REAL GREEN ...	995 COASTAL VISTA TRAIL	286122...	-360.00
				REAL GREEN ...	REAL GREEN ...	996 TAR PITS PARK	286122...	-450.00
				REAL GREEN ...	REAL GREEN ...	PROJ 4865 - VETS HALL	100025...	-120.60
				REAL GREEN ...	REAL GREEN ...	997 VETS HALL	486530...	-59.40
				REAL GREEN ...	REAL GREEN ...	998 VIOLA FIELDS	236130...	-720.00
TOTAL								
								-9,360.00
98545	06/05/13 12:13:14	6/5/13	80551	ROBERTS, MATTHEW	ROBERTS, MA...	CELL PHONE REIMBURSEMENT...	100010...	
98495	06/05/13 11:35:11	4/30/13	JUN 2013 ...		ROBERTS, MA...	CELL PHONE REIMBURSEMENT...	106930...	-65.00
TOTAL								
								-65.00

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98546	06/05/13 12:13:15	6/5/13	80552	SILK, KEVIN	SILK, KEVIN	CELL PHONE REIMBURSEMENT...	100010...	
98498	06/05/13 11:36:16	5/21/13	JUN 2013 ...		SILK, KEVIN	CELL PHONE REIMBURSEMENT...	104430...	-35.00
TOTAL								
								-35.00
98547	06/05/13 12:13:16	6/5/13	80553	SO CA EDISON	SO CA EDISON		100010...	
98499	06/05/13 11:36:46	5/21/13	2-22-684-6...		SO CA EDISON	100 LINDEN	292322...	-30.69
98411	05/29/13 11:19:00	5/25/13	2-17-070-7...		SO CA EDISON	1 CARP TC	292322...	-52.27
98412	05/29/13 11:19:28	5/25/13	2-19-146-8...		SO CA EDISON	9TH ST BTHRM	292322...	-28.60
TOTAL								
								-111.56
98548	06/05/13 12:13:17	6/5/13	80554	STANLEY SECURITY ...	STANLEY SEC...	INVOICE 902712389	100010...	
98504	06/05/13 11:40:57	5/10/13	902712387		STANLEY SEC...	RESTROOMS	333222...	-471.93
TOTAL								
								-471.93
98549	06/05/13 12:13:17	6/5/13	80555	STAPLES ADVANTAGE	STAPLES ADV...	INVOICE 3199600138	100010...	
98507	06/05/13 11:43:43	5/10/13	3199600138		STAPLES ADV...	CITY CLERK	101130...	-41.26
					STAPLES ADV...	OFFICE SUPPLIES	101330...	-378.49
TOTAL								
								-419.75
98550	06/05/13 12:13:18	6/5/13	80556	THORNBERRY, JOHN	THORNBERRY,...	CELL PHONE REIMBURSEMENT...	100010...	
98509	06/05/13 11:44:40	5/15/13	JUN 2013 ...		THORNBERRY,...	CEL PHONE REIMBURSEMENT ...	101430...	-65.00
TOTAL								
								-65.00
98551	06/05/13 12:13:19	6/5/13	80557	US BANK	US BANK	ACCT#95462880	100010...	
98510	06/05/13 11:46:08	5/24/13	3403849		US BANK	ADMINISTRATION FEES	101422...	-3,852.50
TOTAL								
								-3,852.50
98552	06/05/13 12:13:20	6/5/13	80558	VENCO WESTERN INC	VENCO WEST...	INVOICE #0147644-IN	100010...	
98512	06/06/13 15:09:57	5/15/13	0147644-IN		VENCO WEST...	ROW	333222...	-1,793.19
					VENCO WEST...	CITY HALL	101322...	-742.10
					VENCO WEST...	PROJ 4865	100025...	-221.26
					VENCO WEST...	VETS HALL	486522...	-108.66
					VENCO WEST...	POOL	486622...	-221.73

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				VENCO WEST...	VENCO WEST...	ROW PARKING LOT PARKS	332322...	-422.38
							236122...	-4,523.56
								-8,032.88
TOTAL								
98553	06/05/13 12:13:20	6/5/13	80559	VOLGISTICS INC	VOLGISTICS INC	ORDER-INVOICE #44009223	100010...	
98475	06/05/13 11:03:53	6/3/13	44009223		VOLGISTICS INC	VOLUNTEER TRACKING	104530...	-114.00
TOTAL								-114.00
98554	06/05/13 12:28:36	6/5/13	80560	GRAINGER	GRAINGER	ACCT #838183929	100010...	
98487	06/05/13 11:25:35	5/15/13	9142786764		GRAINGER	PW SUPPLIES	333230...	-170.43
TOTAL								-170.43
98555	06/05/13 12:28:37	6/5/13	80561	MANHATTAN ENTER...	MANHATTAN E...	INVOICE 719661	100010...	
98399	05/29/13 10:49:12	5/14/13	719661		MANHATTAN E...	BEACH RESALE ITEMS POOL RESALE ITEMS	286430...	-620.49
					MANHATTAN E...		486635...	-517.08
TOTAL								-1,137.57
98556	06/05/13 13:02:22	6/5/13	80562	MNS ENGINEERS INC	MNS ENGINEE...	VOID: INVOICE 63239	100010...	
TOTAL								0.00
98557	06/05/13 12:28:38	6/5/13	80563	RINCON BROADCASTS...	RINCON BROA...	INVOICE #1280	100010...	
98407	05/29/13 11:01:22	5/14/13	1280		RINCON BROA...	FIRST FRIDAY RADIO AD	104430...	-220.00
TOTAL								-220.00
98558	06/05/13 12:28:39	6/5/13	80564	SO CA EDISON	SO CA EDISON		100010...	
98500	06/05/13 11:37:24	5/29/13	2-14-791-5...		SO CA EDISON	101 ASH AVE	292322...	-99.46
98501	06/05/13 11:38:07	5/29/13	2-26-504-7...		SO CA EDISON	CARP/CASITAS	292321...	-28.16
98502	06/05/13 11:38:49	5/30/13	2-30-652-4...		SO CA EDISON	SEASIDE BLDG	486530...	-50.96
98503	06/06/13 15:14:49	5/30/13	2-32-832-7...		SO CA EDISON	PROJ 4865 - VEETS HALL	100025...	-457.91
					SO CA EDISON	VETS HALL UTILITIES	486530...	-389.98
TOTAL								-1,026.47
98559	06/05/13 12:28:40	6/5/13	80565	STAPLES ADVANTAGE	STAPLES ADV...		100010...	

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98508	06/05/13 11:44:15	5/15/13	3199947025		STAPLES ADV...	OFFICE SUPPLIES	101330...	-72.92
98505	06/05/13 11:41:35	5/16/13	3200007879		STAPLES ADV...	COMPUTER HARDWARE	107041...	-53.99
TOTAL								
								-126.91
98560	06/05/13 12:28:41	6/5/13	80566	TRIP BUILDER MEDIA	TRIP BUILDER ...	INVOICE #11543-A	100010...	
98476	06/05/13 11:07:02	5/30/13	11543-A		TRIP BUILDER ...	50% DEPOSIT	104530...	-3,610.00
TOTAL								
								-3,610.00
98561	06/05/13 12:28:42	6/5/13	80567	VERIZON CALIFORNIA	VERIZON CALI...		100010...	
98513	06/05/13 11:48:37	5/22/13	01171112...		VERIZON CALI...	OUTSIDE PD	101330...	-86.33
98514	06/05/13 11:49:21	5/25/13	01171112...		VERIZON CALI...	ASH AVE	101330...	-86.33
TOTAL								
								-172.66
98659	06/12/13 13:24:21	6/12/13	80568	AERIOCONNECT	AERIOCONNECT	ACCOUNT 674021	100010...	
98588	06/11/13 11:07:52	6/1/13	674021		AERIOCONNECT	DSL MONTHLY SERVICE CHAR...	101822...	-66.06
TOTAL								
								-66.06
98660	06/12/13 13:24:21	6/12/13	80569	BALMADRID, ARLENE	BALMADRID, A...	SUPPLIES REIMBURSEMENT	100010...	
98628	06/12/13 11:02:44	5/29/13	REIMBUR...		BALMADRID, A...	SUPPLIES REIMBURSEMENT	101230...	-68.53
TOTAL								
								-68.53
98661	06/12/13 13:24:22	6/12/13	80570	BAYARD	BAYARD	INVOICE #INV-23813	100010...	
98590	06/11/13 11:11:10	5/31/13	INV-23813		BAYARD	PARKS & REC ADVERTISING	101630...	-1,000.00
TOTAL								
								-1,000.00
98662	06/12/13 13:24:23	6/12/13	80571	BERNARDO CRUZ	BERNARDO C...	PROJ 1146 REFUND	100010...	
98598	06/11/13 11:19:11	6/10/13	PROJ 114...		BERNARDO C...	PROJ 1146 REFUND	310026...	-537.02
TOTAL								
								-537.02
98663	06/12/13 13:24:24	6/12/13	80572	CARPINTERIA VALL...	CARPINTERIA ...	MAY 2013 BILLING	100010...	
98591	06/17/13 14:41:19	5/28/13	MAY 2013...		CARPINTERIA ...	UTILITIES - CIVIC CENTER	101331...	-512.24
					CARPINTERIA ...	UTILITIES - PARKING/STREETS	333231...	-1,888.04
					CARPINTERIA ...	UTILITIES - PARKS	236131...	-6,154.34

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TOTAL					CARPINTERIA ...	UTILITIES - POOL	486631...	-746.16
					CARPINTERIA ...	UTILITIES - VETS HALL	486530...	-187.76
					CARPINTERIA ...	PROJ 4865 - VETS HALL	100025...	-381.20
								-9,869.74
98664	06/12/13 13:24:25	6/12/13	80573	CARPINTERIA VETE...	CARPINTERIA ...		100010...	
98593	06/11/13 11:13:14	5/11/13	192191		CARPINTERIA ...	DOG LICENSE	104721...	-105.00
98592	06/11/13 11:12:52	5/23/13	192915		CARPINTERIA ...	DOG LICENSE	104721...	-50.00
TOTAL								-155.00
98665	06/12/13 13:24:26	6/12/13	80574	COASTAL VIEW NEWS	COASTAL VIE...		100010...	
98595	06/11/13 11:15:43	12/19/12	40030		COASTAL VIE...	PET AD	104730...	-40.00
98596	06/11/13 11:16:13	3/28/13	40632		COASTAL VIE...	PET ADS	104730...	-80.00
98594	06/11/13 11:13:59	6/6/13	41138		COASTAL VIE...	FIRST FRIDAY	104430...	-750.00
TOTAL								-870.00
98666	06/12/13 13:24:27	6/12/13	80575	COCA-COLA BOTTLI...	COCA-COLA B...	8647365	100010...	
98638	06/12/13 11:41:40	6/4/13	3036191819		COCA-COLA B...	SODA PURCHASES FOR RESAL...	486635...	-139.08
TOTAL								-139.08
98667	06/12/13 13:24:27	6/12/13	80576	COX COMMUNICATI...	COX COMMUN...	ACCT #001 3011 022093901	100010...	
98640	06/12/13 11:42:56	6/1/13	JUNE 201...		COX COMMUN...	INTERNET SERVICES - JUNE 2013	101822...	-132.00
TOTAL								-132.00
98668	06/12/13 13:24:28	6/12/13	80577	EMI SPORTSWEAR I...	EMI SPORTSW...		100010...	
98599	06/11/13 11:19:39	5/30/13	54835		EMI SPORTSW...	SHIRTS FOR RESALE	286430...	-738.26
98636	06/12/13 11:40:34	5/31/13	54895		EMI SPORTSW...	SHIRTS FOR RESALE	286430...	-806.96
TOTAL								-1,545.22
98669	06/12/13 13:24:29	6/12/13	80578	FIDELITY SECURITY ...	FIDELITY SEC...	INVOICE 5499160	100010...	
98600	06/11/13 11:20:55	4/25/13	5499160		FIDELITY SEC...	WELLNESS JUNE 2013	101619...	-17.56
					FIDELITY SEC...	WELLNESS JUNE 2013	104119...	-8.78
					FIDELITY SEC...	WELLNESS JUNE 2013	103019...	-25.81
					FIDELITY SEC...	WELLNESS JUNE 2013	104119...	-25.81
					FIDELITY SEC...	WELLNESS JUNE 2013	102219...	-8.78

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					FIDELITY SEC...	WELLNESS JUNE 2013	253119...	-25.81
					FIDELITY SEC...	WELLNESS JUNE 2013	333219...	-16.68
					FIDELITY SEC...	WELLNESS JUNE 2013	106919...	-8.78
					FIDELITY SEC...	WELLNESS JUNE 2013	104419...	-16.68
					FIDELITY SEC...	WELLNESS JUNE 2013	253119...	-8.78
					FIDELITY SEC...	WELLNESS JUNE 2013	101119...	-8.78
					FIDELITY SEC...	WELLNESS JUNE 2013	102219...	-17.56
					FIDELITY SEC...	WELLNESS JUNE 2013	106919...	-25.81
					FIDELITY SEC...	WELLNESS JUNE 2013	105119...	-16.68
								-232.30
98670	06/12/13 13:24:30	6/12/13	80579	GREEN EARTH NUR...	GREEN EARTH...	INVOICE #14472	100010...	
98631	06/12/13 11:07:25	4/19/13	14472		GREEN EARTH...	PLANTINGS	236122...	-295.75
								-295.75
98671	06/12/13 13:24:31	6/12/13	80580	LESLIE'S POOL SUP ...	LESLIE'S POO...	INVOICE #308-236967	100010...	
98630	06/12/13 11:05:53	5/31/13	308-236967		LESLIE'S POO...	POOL CHEMICALS	486630...	-203.24
								-203.24
98672	06/12/13 13:24:32	6/12/13	80581	MISSION UNIFORM S...	MISSION UNIF...	MAY 2013 UNIFORM	100010...	
98602	06/11/13 11:22:20	5/31/13	MAY 2013...		MISSION UNIF...	UNIFORM RENTAL - MAY	253119...	-72.66
					MISSION UNIF...	UNIFORM RENTAL - MAY	333219...	-72.66
					MISSION UNIF...	UNIFORM RENTAL - MAY	101319...	-36.33
					MISSION UNIF...	UNIFORM RENTAL - MAY	236119...	-36.31
								-217.96
98673	06/12/13 13:24:34	6/12/13	80582	MNS ENGINEERS INC	MNS ENGINEE...		100010...	
98641	06/12/13 11:47:00	5/14/13	63254		MNS ENGINEE...	PROJ 5007 - LAGUNITAS	100025...	-630.00
98642	06/12/13 11:49:01	5/14/13	63255		MNS ENGINEE...	PROJ 5369	100025...	-507.50
					MNS ENGINEE...	PROJ 1660	100025...	-507.50
					MNS ENGINEE...	PROJ 1543	100025...	-145.00
					MNS ENGINEE...	PROJ 5218	100025...	-362.50
					MNS ENGINEE...	PROJ 5339	100025...	-36.25
					MNS ENGINEE...	PROJ 1665	100025...	-145.00
					MNS ENGINEE...	GENERAL ENGINEERING SERVI...	253622...	-1,877.50
98643	06/12/13 11:49:41	5/14/13	63256		MNS ENGINEE...	PROJ 5109	100025...	-108.75
98644	06/12/13 13:07:59	5/14/13	63257		MNS ENGINEE...	MEASURE A GRANT 4	207927...	-326.25
98645	06/12/13 13:08:28	5/14/13	63258		MNS ENGINEE...	MEASURE A GRANT 4	202027...	-326.25
						5051	100025...	-870.00

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98646	06/12/13 13:09:36	5/14/13	63259		MNS ENGINEE...	ENGINEERING SERVICES	277041...	-7,975.00
					MNS ENGINEE...	ENGINEERING SERVICES	253622...	-1,015.00
98647	06/12/13 13:10:26	5/14/13	63260		MNS ENGINEE...	PROJ 1601	100025...	-217.50
98648	06/12/13 13:11:07	5/14/13	63261		MNS ENGINEE...	LINDEN/CASITAS INTERCHANGE	310023...	-2,972.50
98649	06/12/13 13:11:53	5/14/13	63262		MNS ENGINEE...	MEASURE A GRANT 3	207927...	-18.13
					MNS ENGINEE...	MEASURE A GRANT 3	207927...	-18.12
98650	06/12/13 13:12:33	5/14/13	63263		MNS ENGINEE...	MEASURE A GRANT 2	207927...	-271.87
					MNS ENGINEE...	MEASURE A GRANT 2	207927...	-271.87
98651	06/12/13 13:13:33	5/14/13	63264		MNS ENGINEE...	FLOODPLAIN MGMT	253622...	-1,020.00
98652	06/12/13 13:14:06	5/14/13	63265		MNS ENGINEE...	EL CARRO SIDEWALK	277041...	-5,002.50
98653	06/12/13 13:14:47	5/14/13	63266		MNS ENGINEE...	MEASURE A GRANT 1	207927...	-145.00
					MNS ENGINEE...	MEASURE A GRANT 1	207927...	-145.00
98654	06/12/13 13:15:22	5/14/13	63267		MNS ENGINEE...	SANTA YNEZ AVE	277962...	-752.50
98655	06/12/13 13:15:45	5/14/13	63268		MNS ENGINEE...	PROJ 5100	100025...	-1,522.50
98656	06/12/13 13:16:09	5/14/13	63269		MNS ENGINEE...	PROJ 5218	100025...	-217.50
98657	06/12/13 13:16:51	5/14/13	63270		MNS ENGINEE...	EL CARRO SIDEWALK	277041...	-13,830.00
98658	06/12/13 13:17:30	5/14/13	63302		MNS ENGINEE...	PROJ 1002	100025...	-507.50
TOTAL								-41,745.00
98674	06/12/13 13:24:36	6/12/13	80583	MONTECITO BANK &...	MONTECITO B...		100010...	
98603	06/11/13 11:23:10	5/24/13	0740		MONTECITO B...	CDD SUPPLIES	104721...	-350.00
98604	06/11/13 11:24:53	5/24/13	4379		MONTECITO B...	PW SUPPLIES	333230...	-52.11
					MONTECITO B...	PW SUPPLIES	253130...	-46.73
					MONTECITO B...	PW SUPPLIES	103030...	-49.64
TOTAL								-498.48
98675	06/12/13 13:24:37	6/12/13	80584	QUALITY DISCOUNT ...	QUALITY DISC...	INVOICE 30500020	100010...	
98637	06/12/13 11:41:09	6/11/13	30500020		QUALITY DISC...	POOL RESALE ITEMS	486635...	-182.76
TOTAL								-182.76
98676	06/12/13 13:24:38	6/12/13	80585	RINCON FLORAL	RINCON FLOR...	INVOICE #27	100010...	
98629	06/12/13 11:04:50	5/30/13	27		RINCON FLOR...	GET WELL GIFT - EMPLOYEES	101631...	-242.51
					RINCON FLOR...	SYMPATHY GIFT - COUNCIL	105131...	-245.00
TOTAL								-487.51
98677	06/12/13 13:24:39	6/12/13	80586	ROCKWELL PRINTING	ROCKWELL P...	INVOICE #23159	100010...	
98605	06/11/13 11:25:25	6/5/13	23159		ROCKWELL P...	OFFICE SUPPLIES	101330...	-814.29
TOTAL								-814.29

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98678	06/12/13 13:24:40	6/12/13	80587	SANSUM CLINIC	SANSUM CLINIC		100010...	
98606	06/11/13 11:26:13	5/29/13	97684-001		SANSUM CLINIC	HEALTH SCREEN - GOODMAN...	101632...	-105.00
98623	06/12/13 10:49:19	5/29/13	97684-002		SANSUM CLINIC	HEALTH SCREEN - GOODMAN...	286232...	-20.00
98624	06/12/13 10:56:38	5/29/13	97698-001		SANSUM CLINIC	HEALTH SCREEN - GARCIA	286232...	-105.00
98625	06/12/13 10:56:56	5/29/13	97698-002		SANSUM CLINIC	HEALTH SCREEN - GARCIA	286232...	-20.00
98626	06/12/13 10:57:29	5/29/13	97724-001		SANSUM CLINIC	HEALTH SCREEN - PERKINS	286232...	-70.00
98627	06/12/13 10:57:58	5/29/13	97673-001		SANSUM CLINIC	HEALTH SCREEN - SCHNEIDER	286232...	-105.00
TOTAL								-425.00
98679	06/12/13 13:24:41	6/12/13	80588	SANTA BARBARA NE...	SANTA BARBA...	INVOICE T3381060	100010...	
98621	06/12/13 10:42:14	6/6/13	T3381060		SANTA BARBA...	RECRUITMENT AD	101630...	-427.50
TOTAL								-427.50
98680	06/12/13 13:24:42	6/12/13	80589	SOLID WASTE SOLU...	SOLID WASTE ...	INVOICE NO 95	100010...	
98608	06/11/13 11:28:52	6/1/13	95		SOLID WASTE ...	AB 939 COORDINATION	393722...	-774.00
TOTAL								-774.00
98681	06/12/13 13:24:42	6/12/13	80590	SOUTHERN ADVERTI...	SOUTHERN AD...	INVOICE I-23774	100010...	
98635	06/12/13 11:39:58	6/9/13	I-23774		SOUTHERN AD...	BEACH RESALE ITEMS	286430...	-297.18
TOTAL								-297.18
98682	06/12/13 13:24:43	6/12/13	80591	TRI-CO BLUE PRINT ...	TRI-CO BLUE ...		100010...	
98619	06/11/13 11:38:26	5/1/13	0275435-IN		TRI-CO BLUE ...	COPIES	101018...	-5.42
98622	06/12/13 10:43:20	5/2/13	0275525-IN		TRI-CO BLUE ...	COPY OF PLANS	101018...	-14.04
TOTAL								-19.46
98683	06/12/13 13:24:44	6/12/13	80592	TRIBUNE MEDIA SE...	TRIBUNE MEDI...	INVOICE 0597463	100010...	
98618	06/11/13 11:37:44	5/27/13	0597463		TRIBUNE MEDI...	PROJ 4863 - GATV	100025...	-54.64
TOTAL								-54.64
98684	06/12/13 13:24:45	6/12/13	80593	VERIZON CALIFORNIA	VERIZON CALL...	01 1711 1143298004 06	100010...	
98620	06/11/13 11:40:01	5/28/13	01171111...		VERIZON CALL...	CIVIC CENTER	101330...	-797.76
					VERIZON CALL...	PW	253130...	-35.57

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TOTAL					VERIZON CALI...	BEACH	286230...	-120.80
					VERIZON CALI...	POOL	486630...	-235.25
					VERIZON CALI...	BEACH CONCESSION	286430...	-113.71
								-1,303.09
98685	06/12/13 13:24:46	6/12/13	80594	VIDIFLO, LLC	VIDIFLO, LLC	INVOICE I2013050801	100010...	
98632	06/12/13 11:36:46	5/8/13	I20130508...		VIDIFLO, LLC	PROJ 4863 - GATV	100025...	-758.07
TOTAL								-758.07
98686	06/12/13 13:45:06	6/12/13	80595	A-OK POWER EQUIP...	A-OK POWER ...		100010...	
98458	06/05/13 08:31:24	5/20/13	5193		A-OK POWER ...	PUBLIC WORKS SUPPLIES	253130...	-3.99
98457	06/05/13 08:30:36	5/21/13	5279		A-OK POWER ...	PUBLIC WORKS SUPPLIES	253130...	-158.13
TOTAL								-162.12
98687	06/12/13 13:45:07	6/12/13	80596	C3 INTELLIGENCE, I...	C3 INTELLIGE...	INVOICE #1938	100010...	
98587	06/11/13 11:07:15	6/3/13	1938		C3 INTELLIGE...	BACKGROUND REPORTS	486630...	-504.00
TOTAL								-504.00
98688	06/12/13 13:45:08	6/12/13	80597	CONCRETE EXPRES...	CONCRETE EX...	ACCT 3CAR050	100010...	
98478	06/05/13 11:09:34	5/23/13	40234		CONCRETE EX...	ARBOL VERDE	277961...	-282.36
TOTAL								-282.36
98689	06/12/13 13:45:09	6/12/13	80598	JOBS AVAILABLE INC	JOBS AVAILAB...	INVOICE 1311005	100010...	
98315	05/22/13 11:50:59	5/21/13	1311005		JOBS AVAILAB...	EMPLOYMENT AD - MANAGEMEN...	101630...	-280.00
TOTAL								-280.00
98690	06/12/13 13:45:10	6/12/13	80599	SANTA BARBARA C...	SANTA BARBA...	13-273	100010...	
98607	06/11/13 11:28:33	5/22/13	13-273		SANTA BARBA...	JUNE 2013 CONTRACT SERVICES	102121...	-272,974.17
					SANTA BARBA...	JUNE 2013 CONTRACT SERVICES	100015...	-8,333.33
TOTAL								-281,307.50
98691	06/12/13 13:45:10	6/12/13	80600	SO CA EDISON	SO CA EDISON	2-01-201-6465	100010...	
98609	06/11/13 11:29:25	6/6/13	2-01-201-6...		SO CA EDISON	STREET LIGHTING	292322...	-7,301.84

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TOTAL								-7,301.84
98692	06/12/13 13:45:11	6/12/13	80601	STAPLES ADVANTAGE	STAPLES ADV...		100010...	
98506	06/05/13 11:43:01	5/22/13	3200380555		STAPLES ADV... STAPLES ADV... STAPLES ADV... STAPLES ADV...	PW SUPPLIES PARKS CITY HALL OFFICE SUPPLIES	253130... 236122... 101330... 101330...	-180.88 -200.85 -139.50 -162.06
98383	05/28/13 12:43:03	5/23/13	3200410349					-683.29
TOTAL								
98693	06/12/13 13:45:12	6/12/13	80602	THE STORAGE PLACE	THE STORAGE...	STORAGE RENTAL JUNE 2013	100010...	
98617	06/11/13 11:37:00	6/3/13	JUNE 201...		THE STORAGE...	OFFSITE STORAGE RENTAL	101322...	-305.00
TOTAL								-305.00
98694	06/12/13 13:45:13	6/12/13	80603	ZEP SALES & SERVI...	ZEP SALES & ...	INVOICE #9000298909	100010...	
98401	05/29/13 10:55:31	5/20/13	9000298909		ZEP SALES & ...	POOL SUPPLIES	486630...	-218.62
TOTAL								-218.62
98695	06/12/13 13:51:53	6/12/13	80604	VENCO POWER SW...	VENCO POWE...	INVOICE 0041140-IN	100010...	
98511	06/12/13 13:51:29	5/15/13	0041140-IN		VENCO POWE...	STREET SWEEPING SERVICE - ...	253122...	-3,318.60
TOTAL								-3,318.60
98697	06/13/13 13:58:01	6/13/13	80605	PADILLA BROTHERS...	PADILLA BROT...	VOID: BUSINESS LICENSE REF...	100010...	
TOTAL								0.00
98704	06/13/13 12:56:52	6/13/13	80606	EDD-SDI	EDD-SDI	ACCT #776-5147-9	100010...	
98699	06/13/13 12:54:09	6/13/13	PAYROLL...		EDD-SDI	PAYROLL 06-13-13	100022...	-841.65
TOTAL								-841.65
98705	06/13/13 12:56:52	6/13/13	80607	EDD-SIT	EDD-SIT	ACCT #932-0283-6	100010...	
98700	06/13/13 12:54:37	6/13/13	PAYROLL...		EDD-SIT	PAYROLL 06-13-13	100022...	-3,449.33
TOTAL								-3,449.33

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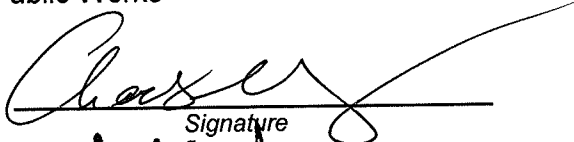
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98706	06/13/13 12:56:53	6/13/13	80608	HURLEY OPTICAL	HURLEY OPTI...	INVOICE 349831	100010...	
98698	06/13/13 12:53:13	2/23/13	349831		HURLEY OPTI...	SAFETY GLASSES & FRAME - G...	101330...	-520.00
TOTAL								-520.00
98707	06/13/13 12:56:53	6/13/13	80609	SEUI LOCAL 620	SEUI LOCAL 620	UNION DUES	100010...	
98701	06/13/13 12:55:15	6/13/13	PAYROLL...		SEUI LOCAL 620	PAYROLL 06-13-13	100022...	-146.19
TOTAL								-146.19
98708	06/13/13 12:56:54	6/13/13	80610	UNITED WAY OF SA...	UNITED WAY O...	PAYROLL CONTRIBUTION	100010...	
98702	06/13/13 12:55:33	6/13/13	PAYROLL...		UNITED WAY O...	PAYROLL 06-13-13	100022...	-20.00
TOTAL								-20.00
98709	06/13/13 12:56:54	6/13/13	80611	VANTAGEPOINT TRA...	VANTAGEPOIN...	PAYROLL DEPOSIT PLAN #303555	100010...	
98703	06/13/13 12:55:52	6/13/13	PAYROLL...		VANTAGEPOIN...	PAYROLL 06-13-13	100010...	-964.86
TOTAL								-964.86
98712	06/13/13 13:53:15	6/13/13	80612	SCHNEIDER, KARIN	SCHNEIDER, K...	BUSINESS LICENSE REFUND	100010...	
98711	06/13/13 13:52:31	6/13/13	BUS LIC ...		SCHNEIDER, K...	BUSINESS REFUND	100026...	-1.00
					SCHNEIDER, K...	BUSINESS REFUND	101018...	-30.00
					SCHNEIDER, K...	BUSINESS REFUND	101012...	-6.25
					SCHNEIDER, K...	BUSINESS REFUND	101018...	-38.75
TOTAL								-76.00
98714	06/17/13 13:54:04	6/17/13	80613	DENITZ, KAREN	DENITZ, KAREN	PAYROLL 06-13-13	100010...	
98713	06/17/13 13:53:33	6/17/13	PAYROLL...		DENITZ, KAREN	PAYROLL 06-13-13	100010...	-318.70
TOTAL								-318.70
TOTAL							\$431,015.10	

STAFF REPORT
COUNCIL MEETING DATE:
June 24, 2013

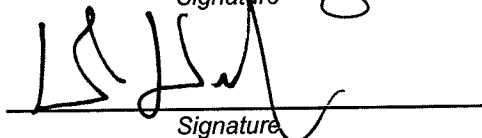
ITEMS FOR COUNCIL CONSIDERATION:

**Final Acceptance of Grading, Drainage, Other Private and Public Improvements
and Bond Release Various Locations**

Report prepared by: Charles W. Ebeling, Director
Department: Public Works


Signature

**Reviewed by
City Manager:**


Signature

ACTION ☒ **NON-ACTION** ☐

STAFF RECOMMENDATION:

Recommendation: Accept the grading, drainage and other private and public improvements associated with Engineering Permits 5007, 5052, 5109, 5187, and 5246; authorize the City Clerk to release the related sureties associated with Permits 5007, 5187 and 5246; and authorize the City Finance Manager to release the cash bonds associated with Permits 5052 and 5109.

Sample Motion: I move to accept the grading, drainage and other private and public improvements associated with Engineering Permits 5007, 5052, 5109, 5187, and 5246; authorize the City Clerk to release the related sureties associated with Permits 5007, 5187 and 5246; and authorize the City Finance Manager to release the cash bonds associated with Permits 5052 and 5109.

I. BACKGROUND:

When land development permit projects receive Engineering Permits, a Performance Bond is required to be posted with the City per the Municipal Code. To release the bond, the Department of Public Works must confirm that all work has been completed to their satisfaction. To formally release the bond, the City Council must accept the work as complete and then take action on the release of the performance bond.

II. DISCUSSION:

At this time, the Department of Public Works has determined that the work described in the following permits is substantially complete to the satisfaction of the City Engineer:

Permit Number	Project Name	Amount	Surety Type
5007	Lagunitas (ResCal 73)	\$ 250,000	Performance Bond 0547060
5007	Lagunitas (ResCal 73)	\$3,425,000	Performance Bond 0547061
5052	Seventh St Cottages	\$ 93,700	Cash Bond Deposit
5109	Dorrance Way Group	\$ 30,000	Cash Bond Deposit
5187	Casitas Plaza (Holman)	\$ 595,000	Letter of Credit 120223.OD.6356
5246	Kittie Bailard (ATC)	\$ 22,500	Performance Bond ASB535978
5246	Kittie Bailard (ATC)	\$ 100,000	Performance Bond ASB536006

The applicants have submitted the necessary documentation for the final acceptance of the grading and drainage improvements. The work has been reviewed by the City Engineer and found to be in substantial compliance with the plans and specifications.

III. POLICY:

The release of bonds and letters of credit for Engineering Permit projects by Council action is consistent with Municipal Code Section 2.17.110 – Release of Bonds.

IV. FINANCIAL CONSIDERATIONS:

Approval of this request would be revenue neutral to the General Fund and Public Works Department Budgets. The release of these funds is from the bond cash deposits made previously by the developer.

V. ATTACHMENTS:

- Attachment A – Notice of Completion – Lagunitas (ResCal)
- Attachment B – Notice of Completion – Seventh Street Cottages (Vernon)
- Attachment C – Notice of Completion – Dorrance Way Group
- Attachment D – Notice of Completion – Casitas Plaza (Holman)
- Attachment E – Notice of Completion – Kittle Bailard (ATC)

ATTACHMENT A

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Carpinteria
c/o City Clerk
5775 Carpinteria Avenue
Carpinteria, California 93013

NO FEE PER GOVERNMENT CODE SECTION 27383

Space above this line is for Recorder's use.

APN 001-190-017

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: RESCAL LAGUNITAS 73, LLC
3. The full address of the owner is: 10880 Wilshire Boulevard, Suite 1420
Los Angeles, CA 90024
4. The nature of the interest or estate of the owner is; in fee.
5. A work of improvement on the property hereinafter described was completed on May 31, 2013 to the satisfaction of the City Engineer. The work done was: on-site grading and drainage improvement, retaining walls, landscaping, and frontage improvements, under Engineering Permit 5007.
6. The name of the contractor, if any, for such work of improvement was MD2 Communitites/Tri Pointe Homes.
7. The property on which said work of improvement was completed is in the City of Carpinteria, County of Santa Barbara, State of California, and is described as follows:

APN 001-190-017 (northerly of road right-of-way for Via Real, east of Bailard Avenue).

Dated: _____

David Durflinger
City Manager

VERIFICATION

I, the undersigned, say: I am the City Engineer of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____,
(Date of Signature) (City where signed)

California.

Charles W. Ebeling, P.E.

ATTACHMENT B

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Carpinteria
c/o City Clerk
5775 Carpinteria Avenue
Carpinteria, California 93013

NO FEE PER GOVERNMENT CODE SECTION 27383

Space above this line is for Recorder's use.

APN 003-305-004

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: SEVENTH STREET COTTAGES, LLC
3. The full address of the owner is: 845 11th Street
Boulder, Colorado 80302-7514
4. The nature of the interest or estate of the owner is; in fee.
5. A work of improvement on the property hereinafter described was completed on May 30, 2013 to the satisfaction of the City Engineer. The work done was: on-site grading and drainage improvements and frontage improvements, under Engineering Permit 5052.
6. The name of the contractor, if any, for such work of improvement was SEVENTH STREET COTTAGES, LLC.
7. The property on which said work of improvement was completed is in the City of Carpinteria, County of Santa Barbara, State of California, and is described as follows:

APN 003-305-004 (southerly of road right-of-way for Seventh Street, east of Holly Avenue).

Dated: _____

David Durflinger
City Manager

VERIFICATION

I, the undersigned, say: I am the City Engineer of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____,
(Date of Signature) (City where signed)
California.

Charles W. Ebeling, P.E.

ATTACHMENT C

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Carpinteria
c/o City Clerk
5775 Carpinteria Avenue
Carpinteria, California 93013

NO FEE PER GOVERNMENT CODE SECTION 27383

Space above this line is for Recorder's use.

APNs 003-436-021/003-436-022/003-436-023

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: DORRANCE WAY GROUP, LLC
3. The full address of the owner is: 1086 Coast Village Road
Santa Barbara, CA 93108
4. The nature of the interest or estate of the owner is; in fee.
5. A work of improvement on the property hereinafter described was completed on April 10, 2013 to the satisfaction of the City Engineer. The work done was: on-site grading and drainage improvements, and frontage improvements, under Engineering Permit 5109.
6. The name of the contractor, if any, for such work of improvement was Peter Lapidus Construction, Inc.
7. The property on which said work of improvement was completed is in the City of Carpinteria, County of Santa Barbara, State of California, and is described as follows:

APNs 003-436-021/003-436-022/003-436-023 (southerly of road right-of-way for Dorrance Way, west of Holly Avenue).

Dated: _____

David Durflinger
City Manager

VERIFICATION

I, the undersigned, say: I am the City Engineer of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____,
(Date of Signature) (City where signed)

California.

Charles W. Ebeling, P.E.

ATTACHMENT D

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Carpinteria
c/o City Clerk
5775 Carpinteria Avenue
Carpinteria, California 93013

NO FEE PER GOVERNMENT CODE SECTION 27383

Space above this line is for Recorder's use.

APNs 001-070-063

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: **HOLMAN PROPERTY COMPANY**
3. The full address of the owner is: **315 Meigs Road, Suite A654
Santa Barbara, CA 93109**
4. The nature of the interest or estate of the owner is; in fee.
5. A work of improvement on the property hereinafter described was completed on December 15, 2012 to the satisfaction of the City Engineer. The work done was: on-site grading and drainage improvements, and frontage improvements, under Engineering Permit 5187.
6. The name of the contractor, if any, for such work of improvement was Ritter Construction, Inc...
7. The property on which said work of improvement was completed is in the City of Carpinteria, County of Santa Barbara, State of California, and is described as follows:

APNs 001-070-063 (easterly of road right-of-way for Casitas Pass Road, north of Carpinteria Avenue).

Dated: _____

David Durflinger
City Manager

VERIFICATION

I, the undersigned, say: I am the City Engineer of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____,
(Date of Signature) (City where signed)

California.

Charles W. Ebeling, P.E.

ATTACHMENT E

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

City of Carpinteria
c/o City Clerk
5775 Carpinteria Avenue
Carpinteria, California 93013

NO FEE PER GOVERNMENT CODE SECTION 27383

Space above this line is for Recorder's use.

APN 001-170-012

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is: ConocoPhillips
3. The full address of the owner is: 5905 Carpinteria Avenue
Carpinteria, CA 93013
4. The nature of the interest or estate of the owner is; in fee.
5. A work of improvement on the property hereinafter described was completed on May 21, 2013 to the satisfaction of the City Engineer. The work done was: on-site grading improvements and well abandonment, under Engineering Permit 5246.
6. The name of the contractor, if any, for such work of improvement was Cardno/ATC Associates.
7. The property on which said work of improvement was completed is in the City of Carpinteria, County of Santa Barbara, State of California, and is described as follows:

APN 001-170-012 (southerly of road right-of-way for Carpinteria Avenue, west of Bailard Avenue).

Dated: _____

David Durflinger
City Manager

VERIFICATION

I, the undersigned, say: I am the City Engineer of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____,
(Date of Signature) (City where signed)
California.

Charles W. Ebeling, P.E.

STAFF REPORT
COUNCIL MEETING DATE
June 24, 2013

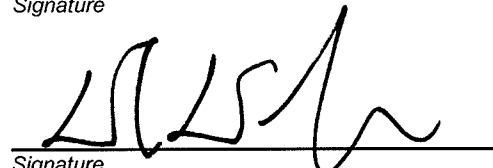
ITEM FOR COUNCIL CONSIDERATION

Extension of an Agreement between the City of Carpinteria and the Housing Trust Fund of Santa Barbara County for Continued Implementation of the Workforce Homebuyer Down Payment Loan Program to December 31, 2014

Report prepared by: Jackie Campbell
Community Development Director


Signature

Reviewed by: Dave Durlinger
City Manager


Signature

STAFF RECOMMENDATION

Action Item X; Non-Action Item ____

Approve extending the agreement with the Housing Trust Fund of Santa Barbara County for Workforce Homebuyer Program Implementation

Motion: I move to authorize the City Manager to sign the Agreement between the City of Carpinteria and the Housing Trust Fund of Santa Barbara County to extend the term to implement the Workforce Homebuyer Down Payment Loan Program through December 31, 2014.

I. BACKGROUND

In October 2011, the City entered into a Development Agreement with 4646 CARPAV, LLC authorizing the conversion of five affordable housing units to market rate units at the Lavender Court Mixed Use Development, and the payment of \$571,000 to the City's Affordable Housing Trust Fund. The Council directed that the contribution to the Affordable Housing Trust Fund be designated for use in supporting affordable housing for households earning in the lower-moderate and above-moderate income categories.

One of the options presented to the Council at the time of its decision to approve the Development Agreement and accept the contribution of \$571,000 was from the Housing Trust Fund of Santa Barbara County. The Housing Trust Fund addressed the Council at the public hearings on the Development Agreement and suggested that the \$571,000 could be used to assist low and above-moderate income earners with down payments to make home ownership a viable option for more families in Carpinteria. In February 2012, the Housing Trust Fund submitted a proposal to the City to implement a Workforce Homebuyer Down Payment Loan Program in Carpinteria. The Council evaluated the proposal and entered into an agreement with the Housing Trust Fund in April 2012 to implement the program. Over the course of the last year, all of the program documents were created and reviewed and approved through the City Attorney's Office. Community Partners were approached and asked to join the program including first mortgage lenders, homebuyer education program providers, title companies and escrow officers. Several of the program documents were also translated into Spanish.

All of this background work led to publication of advertisements in the *Coastal View News* promoting a workshop held at Canalino School in May 2013. An email and post card mailing to approximately 300 people on the City's Affordable Housing Interested Persons list was also done. The workshop was attended by approximately 40 people interested in the Down Payment Program. Attendees were able to ask specific questions of the lenders regarding first mortgage loan details, such as what type of loans are offered and what current interest rates might be. Follow-up conversations were held with several potential borrowers who are now currently working with first mortgage lenders and real estate agents to qualify for the program and find an eligible home for purchase.

II. DISCUSSION

The goal of the Workforce Homebuyer Down Payment Loan Program is to provide deferred re-payment of down payment loans to assist eight to ten low to above-moderate income families in purchasing a home in Carpinteria. In the program, workforce homebuyers are those households defined as earning between 80 - 200% of the Area Median Income. Down payment loans would average \$58,000 per loan and would be offered with a 30-year repayment term, with a maximum loan amount of \$75,000. The current contract expires on June 30, 2013. The request to extend the contract would allow the City to continue working with the Housing Trust Fund to implement this program over the next 18 months, until December 31, 2014. It is anticipated that loans using the full amount of the available fund of \$571,000 would be expended by that time. Section 3. TERM of the existing Agreement is proposed to be modified as follows:

- 3. TERM.** This Agreement shall be effective as of the date first above written and shall continue until all Services to be provided by Consultant are completed, but in no event later than the ~~31st~~^{30th} day of December 2014~~June 2013~~, unless terminated earlier as provided for herein.

III. ANALYSIS

The City's Housing Element sets out goals and policies to assist in the development of affordable housing. The goals that the City has given priority to and which meet the criteria set forth by HUD in the utilization of funds to be awarded are listed below.

- Attain a housing supply that meets a variety of housing needs.
- Attain a housing supply that meets the needs of low and moderate income households.
- Attain a housing supply that meets the needs of special population groups.

These goals can be attained through the implementation of policies identified in Program Category 2 of the Housing Element which were specifically adopted to fulfill these goals.

By using the City's Affordable Housing Trust Fund to support a homebuyer program for workforce employees, the City is implementing these goals and objectives identified in the 2009 Housing Element. In particular, the opportunity for affordable home ownership meets an unmet need for housing in the lower-moderate income category and is consistent with the following goals and policies of the Housing Element.

Program Category 1: Actions to Make Sites Available to Accommodate the RHNA

Goal: *Attain additions to the housing supply that meet the housing needs of all economic segments.*

Policy: *In the General Plan/Coastal Plan and implementing ordinances provide for a mix of housing types consistent with the City's needs, including single family detached and multiple family housing.*

Over the past several years, the City has financially supported Peoples' Self-Help Housing in development of affordable rental apartments for extremely low, very low and low income households through contributions from both the HOME and Community Development Block Grant (CDBG) programs. Additionally, affordable units have been made available for purchase to households earning in the above-moderate income category through the City's Inclusionary Housing Ordinance. However, there has not been assistance for households earning in the lower-moderate income range. Therefore, implementing the proposed Workforce Homebuyer Down Payment Loan Program would benefit an income group that has not previously received direct financial support and would serve this particular income category and support the City's objective of meeting this category of need as included in the City's Housing Element.

Program Category 2: Assist in the Development of Adequate Housing to Meet the Needs of Extremely Low, Very Low, Low and Moderate-Income Households

Goal: *Attain a housing supply that meets a variety of housing needs.*

As discussed under Program Category 1 above, the City has financially supported extremely low, very low and low income households through contributions toward affordable rental apartments and has implemented an inclusionary housing ordinance which has provided ownership opportunities for households in the above-moderate income category. However, the City has not previously provided financial assistance or other incentives for home ownership for lower-moderate income households. Therefore, implementing the Workforce Homebuyer Program would target an income group that has not received direct financial support from the City in the past and would serve this housing need.

Program Category 5: Promote Housing Opportunities For All Persons

Goal: *Attain a housing market with "fair housing choice," meaning the ability of persons of similar income levels regardless of race, color, religion, sex, national origin, disability and familial status to have available to them the same housing choices.*

The Workforce Homebuyer Program would be available to all persons who qualify on an income basis for down payment assistance according to the program rules.

IV. FINANCIAL CONSIDERATIONS

To engage the services of the Housing Trust Fund to implement the Workforce Homebuyer Program would result in a cost to the City of approximately \$40,000.00. Ongoing costs for the number of hours worked by the Housing Trust Fund staff would be billed at an hourly rate of \$100.00.

The City would continue to receive bi-monthly invoices from the Housing Trust Fund for costs associated with administering the program and preparing loan documents. All administrative and program costs to implement the program would be paid out of the original \$571,000 received from the Development Agreement with 4646 CARPAV, LLC.

V. LEGAL ISSUES

The City Attorney has reviewed and approved the Extension to the Agreement as to form. The Agreement will involve the City Council's approval that will then be forwarded to the Housing Trust Fund for execution.

VI. PRINCIPAL PARTIES EXPECTED

None. Jennifer McGovern, President and CEO of the Housing Trust Fund of Santa Barbara County, has reviewed the staff report and First Amendment to the Agreement and is in support of the proposed modification.

VII. OPTIONS

1. Extend the Agreement between the City and the Housing Trust Fund of Santa Barbara County to December 31, 2014 to implement the Workforce Homebuyer Program (staff recommendation).
2. Extend the Agreement with modifications.
3. Receive staff report and choose not to extend the Agreement for Workforce Homebuyer Program implementation. If the Council chooses not to extend agreement with the Housing Trust Fund, the remainder of the \$571,000 in the City's Affordable Housing Trust Fund will be unspent and may be used for other affordable housing programs in the future.

VIII. ATTACHMENTS

- Attachment A** First Amendment to Agreement for Consultant Services Between the City of Carpinteria and the Housing Trust Fund of Santa Barbara County
- Attachment B** Agreement for Consultant Services Between the City of Carpinteria and the Housing Trust Fund of Santa Barbara County, including the Scope of Services (Exhibit A)

ATTACHMENT A

MODIFICATION TO AGREEMENT FOR CONSULTANT SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES ("First Amendment") is effective this 1st day of July 2013, by and between the City of Carpinteria, a municipal corporation ("City"), and the Housing Trust Fund of Santa Barbara County, a non-profit public benefit corporation ("Consultant"), at Carpinteria, California, with reference to the following facts:

- A. The City and Consultant have entered into that certain Agreement for Consultant Services, dated April 30, 2012 ("Consultant Agreement"), pursuant to which Consultant shall provide services related to the Workforce Homebuyer Down Payment Program; and
- B. The Workforce Homebuyer Down Payment Program has not yet concluded; and
- C. The parties desire to extend the term of the Consultant Agreement so that Consultant may continue to provide services to the City.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Section 3 entitled "TERM" is hereby amended to read as follows:

- 3. **TERM.** This Agreement shall be effective as of the date first above written and shall continue until all Services to be provided by Consultant are completed, but in no event later than the 31st day of December 2014, unless terminated earlier as provided for herein.

IN WITNESS WHEREOF, the parties have executed this Amendment to become effective as of the date and year first set forth above.

"CITY"
City of Carpinteria

"CONSULTANT"
Housing Trust Fund of Santa Barbara County

By: _____
Dave Durflinger, City Manager

By: _____
Jennifer McGovern, President and CEO

APPROVED AS TO FORM:

By: _____
Peter N. Brown, City Attorney

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT FOR CONSULTANT SERVICES ("Agreement") is made and effective as of the 30th day of April 2012 by and between the City of Carpinteria, a municipal corporation ("City"), and Housing Trust Fund of Santa Barbara County, a nonprofit public benefit corporation, ("Consultant") at Carpinteria, California, with reference to the following facts:

- A. City has determined that it is necessary and appropriate to engage a consultant to carry out the services described herein; and
- B. Consultant has represented itself as being fully qualified and available to perform the consultant services necessary to complete the work in a timely manner; and
- C. City desires to contract with Consultant and Consultant is willing to perform the consultant services, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SERVICES.

- 1.1 **Basic Services.** City hereby retains Consultant to perform the services described and set forth in the attached Exhibit A ("Basic Services"), which is incorporated by this reference as though set forth in full. Consultant hereby agrees to perform said services within the designated time frames and accepts this retention.
- 1.2 **Additional Services.** In addition to the Basic Services, City may elect to have Consultant perform additional services that are beyond the current scope of the project, but within the expertise of Consultant ("Additional Services"). Such Additional Services shall be mutually agreed to in advance and specified in writing, which shall also specify the basis for the Consultant's fee for such additional services. Basic Services and Additional Services are referenced collectively as "Services."

2. PERFORMANCE.

- 2.1 **Standard of Performance.** Consultant shall faithfully, competently and diligently perform the obligations and responsibilities required by this Agreement, applying prevailing standards of professionalism and good workmanship utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.
- 2.2 **Labor and Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and services necessary for the successful completion of the Services. Consultant shall give its attention and supervision to the fulfillment of the provisions of this Agreement by its employees and sub-contractors and shall be responsible for the timely performance of the Services required by this Agreement.

- 2.3 **Review of Service.** Consultant shall furnish City with reasonable opportunities from time to time to ascertain whether the Services of Consultant are being performed in accordance with this Agreement. All work done and materials furnished shall be subject to final review and approval by City; Consultant is not providing final approval or review, which is solely City's function and role. City review and approval of such work and Services shall not, however, relieve Consultant of any of its obligations under this Agreement.
- 2.4 **Contract Administration.** The City Manager or his/her designee shall represent the City in all matters relating to the administration of this Agreement. The City Manager or his/her designee shall have the authority to act on City's behalf to review and approve all products submitted by Consultant and may execute all necessary documents to authorize Consultant to perform Additional Services as provided for herein.
3. **TERM.** This Agreement shall be effective as of the date first above written and shall continue until all Services to be provided by Consultant are completed, but in no event later than the 30th day of June 2013, unless terminated earlier as provided for herein.
4. **COMPENSATION.**
- 4.1 **Basic Services.** For Basic Services, City shall pay Consultant an hourly rate of one hundred dollars (\$100.00) as full compensation for all labor, materials, equipment, tools, transportation and services. This compensation shall be paid in accordance with the payment rates and schedule as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based on the actual time spent on the tasks.
- 4.2 **Additional Services.** Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing in the method provided for herein. Consultant will submit fee estimates for such additional services upon request of City.
- 4.3 **Invoices.** Each and every payment by City shall be subject to City's receipt of an invoice outlining the items for which payment is requested. Payment to Consultant as to any undisputed fees shall be made, after verification of Consultant's performance, within 30 (thirty) days of receipt of invoice. If City disputes any of Consultant's fees, it shall give written notice to Consultant within 30 (thirty) days of receipt of an invoice of such disputed fees.
- 4.4 **Withholding.** City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found to be substantially inadequate. City shall notify Consultant in writing of deficiencies believed to be substantially inadequate within thirty (30) days after receipt of product.
- 4.5 **Taxes/Insurance/Licenses.** Consultant shall be solely responsible for the payment of any federal, state or local income tax, social security tax, workers' compensation insurance, state disability insurance and any other taxes or insurance which Consultant is responsible for paying as an independent contractor under federal, state or local law. At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses necessary for the performance of Services hereunder, including without limitation, business licensing from City, all at the sole cost of Consultant.

5. **RECORDS.**

- 5.1 **Financial Records.** Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall also maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.
- 5.2 **Access to Records.** Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.
- 5.3 **Original Records.** Upon completion of, or in the event of termination or suspension of this Agreement, all completed and incomplete original agreements, data, documents, designs, drawings, exhibits, maps, models, computer files, reports, studies, surveys, notes, and other work, materials or documents prepared or used to prepare Consultant's work product in the course of providing the Services pursuant to this Agreement ("**Consultant Work Product**") shall become the sole property of City. City may duplicate, disclose, disseminate, use, reuse or otherwise dispose of Consultant Work Product in whole or in part in any manner it deems appropriate, without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at Consultant's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may retain copies of such Consultant Work Product as a part of its record of professional activity.

6. **TERMINATION.**

- 6.1 **Termination Without Cause.** City may at any time terminate this Agreement or any portion thereof for any reason by giving Consultant at least ten days prior written notice of such termination. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.
- 6.2 **Termination With Cause.** City may terminate this Agreement with cause, effective immediately upon written notice of such termination to Consultant, based upon the occurrence of any of the following events:
- Material breach of this Agreement by Consultant;
 - Cessation of Consultant to be licensed, as required;
 - Failure of Consultant to substantially comply with any applicable federal, state or local law or regulation;
 - Filing by or against Consultant of any petition under any law for the relief of debtors; and,

- Filing of a criminal complaint against Consultant for any crime, other than minor traffic offenses.

6.3 **Payment Upon Termination.** In the event this Agreement is terminated, with or without cause, pursuant to this Section, City shall pay Consultant for the actual value of the work performed up to the time of termination, provided that the work performed is of value to City. Upon termination of the Agreement, Consultant will submit an invoice to City as provided for herein.

7. **INSURANCE.** Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in the attached Exhibit C, which is incorporated by this reference as though set forth in full.

8. **INDEMNIFICATION.**

8.1 **Indemnification for Professional Liability.** When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("**Indemnified Parties**") from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs and expert witness fees) ("**Claims**"), to the extent same are caused, or alleged to have been caused, in whole or in part by any act or omission, negligent or otherwise, of Consultant, its officers, agents, employees, sub-contractors or consultants or any entity or individual for whom Consultant shall bear legal liability in the performance of professional services under this Agreement. For design professionals, Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless any Indemnified Parties from and against any and all Claims which arise out of, pertain to or relate to the negligence, recklessness or willful misconduct of the Consultant.

8.2 **Indemnification for Other Than Professional Liability.** Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless any Indemnified Parties from and against any Claims, where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for whom Consultant is legally liable, including but not limited to, officers, agents, employees, sub-contractors or consultants of Consultant.

9. **RELEASE OF INFORMATION.**

9.1 **Confidentiality.** All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released except to the City, directly or indirectly, by Consultant without City's prior written authorization. Consultant, its officers, employees, sub-contractors or sub-consultants shall not voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement unless requested by the City Attorney or authorized in writing by the City Manager. Response to a subpoena or court order shall not be considered

"voluntary" provided that Consultant shall give City prompt written notice of any such court order or subpoena.

- 9.2 **Notice and Cooperation.** Consultant shall promptly notify the City Manager and City Attorney in writing if Consultant, its officers, employees, agents, or sub-contractors or consultants should be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any person or party related to this Agreement and/or Consultant's related Services. City has no obligation to, but may exercise discretion to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City an opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not grant or imply a right of City to control, direct, dictate or rewrite said response.

10. **RELATIONSHIP TO CITY.**

- 10.1 **Independent Contractor.** Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.
- 10.2 **No Employee Privileges.** No City employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.
- 10.3 **Consultant Duty to City.** Consultant understands and agrees that its responsibility to provide complete and accurate Services is owed solely to City and that its accountability under this contract shall likewise be solely to City and not to any City applicants or any other third person or entity.
- 10.4 **Interest of Consultant.** Consultant represents and warrants to City that it presently has no interests, and covenants that it shall not acquire any interests, direct or indirect, financial or otherwise, which would conflict with the performance of the services to be provided by Consultant under this Agreement. Consultant further covenants that, in the performance of this Agreement, no sub-contractor or employee having such an interest shall be employed by Consultant. Consultant certifies that no one who has or will have any financial interest under this Agreement is: (a) an officer or employee of City, or (b) an officer or employee of the applicant and any of its consultants.

- 10.5 **Undue Influence.** Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement or financial inducement. No officer or employee of City will receive compensation, directly or indirectly, from Consultant or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.

11. GENERAL PROVISIONS.

- 11.1 **Further Assurances.** City and Consultant each agree to cooperate with one another, to use their best efforts, to act in good faith, and to promptly perform such acts and execute such documents or instruments as are reasonably necessary and proper to consummate the transactions contemplated by this Agreement.
- 11.2 **Notices.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served or on the second day after mailing if mailed by first-class mail, registered or certified, return receipt requested, postage prepaid and properly addressed as follows:

To City:

Jackie Campbell, Community Development
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013-2698
P: (805) 684-5405
F: (805) 684-5304

To Consultant:

Jennifer McGovern, President and CEO
Housing Trust Fund of Santa Barbara County
P.O. Box 60909
Santa Barbara, CA 93160-0909
P: (805) 685-1949

Any party may change their address for the purpose of this paragraph by giving the other party written notice of the new address in the above manner.

- 11.3 **Legal Responsibilities.** Consultant shall keep itself informed of state and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. City and its officers and employees shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.
- 11.4 **Licenses.** At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required by law for the performance of services described in this Agreement.
- 11.5 **Labor Conditions.** City is a public entity in the state of California, and therefore, City and Consultant are subject to the provisions of the Government Code and the Labor Code of the state of California. All provisions of law applicable to public contracts and/or this Agreement are incorporated herein by this reference and are made a part of this Agreement to the same extent as if they were fully stated in the Agreement and shall be complied with by Consultant.

- 11.6 **Labor Requirements.** Consultant shall abide by all federal and California laws and regulations regarding wages, including, without limitation, the Fair Labor Standards Act and the California Labor Code, which, in part, require Consultant to pay the general prevailing wage rates.
- 11.7 **Discrimination.** No person shall be excluded from employment in the performance of this Agreement on the grounds of race, creed, color, sex, age, marital status, sexual orientation or place of national origin. Consultant shall comply with all local, state and federal laws relating to equal employment opportunity rights.
- 11.8 **Assignment.** Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of City, which shall have the sole discretion to consent to any proposed assignment. Because of the personal nature of the Services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.
- 11.9 **Waiver.** No waiver of a provision of this Agreement shall constitute a waiver of any other provision, whether or not similar. No waiver shall constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
- 11.10 **Construction of Terms.** All parts of this Agreement shall in all cases be construed according to their plain meaning and shall not be construed in favor or against either of the parties. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, in whole or in part, the remainder of this Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated thereby. In the event of any provision shall be adjudged invalid, void or unenforceable, the parties hereto agree to enter into a supplemental agreement to effectuate the intent of the parties and the purposes of this Agreement.
- 11.11 **Controlling Law.** City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement, with venue proper only in the County of Santa Barbara, State of California.
- 11.12 **Attorneys Fees.** In the event any action is brought to enforce or interpret the terms of this Agreement or for damages on account of the breach hereof, the prevailing party therein shall be entitled to recover from the other party its costs and expenses incurred in connection therewith, including without limitation, reasonable attorneys fees and the costs and expenses of litigation.
- 11.13 **Authorization.** All officers and individuals executing this and other documents on behalf of the respective parties hereby certify and warrant that they have the capacity and have been duly authorized to execute said documents on behalf of the entities indicated.
- 11.14 **Entire Agreement.** This Agreement, along with its attached exhibits, which are incorporated herein by this reference, constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements, representations and understandings of the parties. This Agreement may be altered, amended or modified only by a supplemental writing executed by the parties to this Agreement and by no other means. Each party waives any future right to

claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

11.15 **Counterparts.** This Agreement may be executed in counterparts, each of which shall remain in full force and effect as to each party.

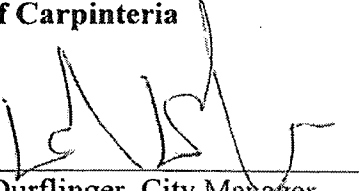
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IN WITNESS WHEREOF, the parties have executed this Agreement at the place and as of the date first written above.

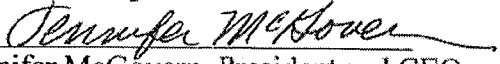
"CITY"

City of Carpinteria

By: 
Dave Durflinger, City Manager

"CONSULTANT"

Housing Trust Fund of Santa Barbara County

By: 
Jennifer McGovern, President and CEO

APPROVED AS TO FORM:
City of Carpinteria

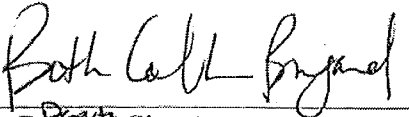
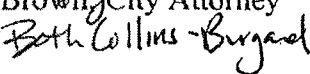
By: 
~~Peter Brown~~ City Attorney


EXHIBIT A

SCOPE OF SERVICES

Housing Trust Fund of Santa Barbara County

P.O. Box 60909 Santa Barbara, CA 93160-0909 (805) 685-1949 www.sbhousingtrust.org

City of Carpinteria
Workforce Homebuyer Down Payment Loan Program
SCOPE OF SERVICES

February 2012

Housing Trust Fund of Santa Barbara County
P. O. Box 60909
Santa Barbara, CA 93160-0909

*"We build innovative partnerships and resources to meet
community affordable and workforce housing needs".*

City of Carpinteria
Workforce Homebuyer Down Payment Loan Program
SCOPE OF SERVICES

I. Program Purpose:

The purpose of the Workforce Homebuyer Down Payment Loan Program is to expand homeownership opportunities for low to upper middle-income households by providing down payment loan assistance to enable local working families to purchase an entry-level home within the City of Carpinteria.

The Housing Trust Fund of Santa Barbara County (HTF), a countywide non-profit financing agency, proposes to assist the City of Carpinteria in designing and implementing a pilot Workforce Homebuyer Down Payment Loan Program using in-lieu fees from the Lavender Court Project, as described in this Scope of Services and Appendices.

II. Program Description:

A. Goals/Outcomes: The Workforce Homebuyer Down Payment Program will provide pre-purchase education and deferred payment down payment loans to assist 8-10 low to upper-moderate income families in purchasing an entry-level home within the City of Carpinteria. Under the program, workforce homebuyers earning between 80-200% of Area Median Income (AMI) will be offered 30-year deferred payment down payment loans averaging \$58,000 per household to help them buy a home, using \$571,000 in in-lieu fees from the City of Carpinteria.

The program will benefit low to upper-moderate income families and individuals living in Carpinteria who would like to be homebuyers and who have a steady income and good credit. In Carpinteria home prices have devalued in the past several years and this presents a good opportunity to assist qualified workforce households in purchasing an entry-level home. The pilot program will also develop positive working relationships with local lenders and other community partners for a potential future program expansion.

B. Program Parameters:

1. Program Income Targeting: Homebuyers must have a combined annual household income that does not exceed 80% of Area Median Income for low-income, 120% for moderate-income or 200% for upper-moderate income, adjusted for household size.

2. Homebuyer Eligibility: Homebuyers seeking assistance under this program must meet the following criteria: 1) Preference will be given to applicants who live or work in Carpinteria or are Critical Workforce employees; 2) Applicants must occupy their home as a principal residence; 3) The size of the eligible home must be sufficient for the household so that there is no

overcrowding¹; 4) Homebuyers must contribute at least 3.5% of the purchase price and closing costs of the home and must invest any other liquid assets in excess of \$20,000 for the purchase of the home; and, 5) Borrowers must complete a homebuyer education program, secure pre-approval of a First Mortgage loan from a participating lender, have their income certified and have satisfactory credit and job/income stability.

3. Eligible home types: Eligible home types include: detached or attached single-family homes; duplexes; townhomes; condominiums; units in Planned Developments; and, mobile homes that are on a permanent foundation and that have an individual deed to the property. Homes must be completed and ready for occupancy and meet health and safety and building code standards.

4. Down Payment Loans: The down payment loans will be subordinate financing, secured by a second position on the home, and due upon sale or refinancing of the home, or at the end of the loan term. The loans will be deferred 'soft seconds' with no current interest or principle payments. Instead, the loans will be structured with equity sharing and contingent interest will be due to the City of Carpinteria based on the city's proportionate share of the property appreciation. First-time homebuyers must purchase a home located within the City of Carpinteria and occupy the home as a primary residence for the duration of the loan. The loan will become due when the borrower sells or transfers the property, ceases to maintain the home as a primary residence, converts the home to a rental, or refinances the first mortgage²

5. Maximum Loan Limits: HTF will provide down payment loans up to a maximum of \$75,000, with the average loan anticipated to be about \$58,000. The amount of the individual homebuyer loan will be based on the home purchase price, homebuyer income and need. The down payment loan will not be for more than the homebuyer needs to purchase the home with affordable monthly payments and may not be used to buy a home that exceeds the homebuyer's purchasing ability. The maximum down payment loan amount may be adjusted, based on program experience.

6. Number of Loans and Individuals Served: We anticipate that the First-time Homebuyer Down Payment Program will assist between 8-10 workforce households living within the City of Carpinteria, depending upon the amount of down payment assistance each family requires.

7. Repayment of Loans: Down payment loans will be repaid at the end of the 30-year loan term. Loan repayment may be accelerated and would be immediately due and payable under any of the following occurrences: a) Sale, transfer, reconveyance or alienation of the home; b) Failure of the homebuyer to occupy the home as a principal residence; c) An Event of Default (either on the first mortgage or down payment loan); or, d) Refinance of the First Mortgage Loan such that the principal amount of all debt exceeds the original First Loan Amount.

8. Shared Appreciation: In lieu of interest, the City of Carpinteria would share in the home's equity and potential appreciation based on the proportion of the total capital contributed to the

¹ Overcrowding is a measurement of the number of persons living in a housing unit and has been determined by HUD to be more than 1 person per room. Rooms include all rooms used for living purposes except bathrooms, hallways, storage areas and balconies.

² Exceptions are if the refinance is a "no cash out" refinance or the entire proceeds of the refinance are for paying non-luxury capital improvements on the property.

property by the City and the borrower at the time of transfer, refinance or repayment. Properties must be sold or revalued at Fair Market Value. The City's capital share is the down payment loan amount. The Borrower's capital contribution is the Borrower's down payment and eligible Home Improvements. Eligible home improvements must be substantial capital improvements that increase the value of the home, and are clearly defined in the proposed Program Guidelines.

9. Long-term Affordability: A goal of the program is to achieve long-term housing affordability. This will be accomplished through a shared equity arrangement so that City of Carpinteria funds are returned upon sale of the home and recycled to assist future low-income homebuyers. Therefore, first-time homebuyers receiving a down payment loan under the program must agree to a 30-year Regulatory Agreement that will be recorded against their title to ensure that the home remains owner-occupied and that the City receives its proportionate share of home appreciation upon the sale or refinancing of the home.

10. Homebuyer Outreach: HTF will carry out public relations and outreach activities to publicize the Workforce Homebuyer Program and identify potential homebuyers. Such activities will include Press Releases and public announcements, email and regular mailings, presentations to community groups, and quarterly informational workshops open to the public. Specifically, HTF will conduct targeted outreach to local employers, the Chambers of Commerce, Realtors, Coastal Housing Partnership to identify potential homebuyers, and also to the County and City Housing Authorities and nonprofit agencies such as Peoples' Self-Help Housing that maintain waiting lists of households who wish to be homebuyers.

11. Pre-Purchase Counseling Services: HTF will provide or arrange for pre-purchase counseling and assistance to help the homebuyers complete their home acquisition. Counseling and acquisition assistance will include: a) Explanation of the down payment program and eligibility requirements; b) Education to help homebuyers understand the equity share component of the loan; c) Referral to participating community partners for homebuyer education training and pre-approval of First Mortgage financing; d) Assistance with completion of the down payment loan documents; e) Coordination with lenders to arrange pre-approval of the secondary loan program; and, f) Coordination with the City of Carpinteria to arrange homebuyer income certification. HTF will arrange for pre-purchase counseling services on a one-on-one basis as well as at periodic Workforce Homebuyer workshops.

12. Loan Benefits: The down payment loan will enable qualified working families to purchase an entry-level home in Carpinteria that will significantly contribute to the family's well being and economic stability. Homeownership provides a safe, stable residence that strengthens the family and the neighborhood. The terms and conditions of the down payment loans—30 years with no interest or principal payments, and a minimum 3.5%-cash contribution required from the borrower—make this a truly affordable loan product. The program will enable workforce families in Carpinteria who have previously been shut out of the local housing market to buy an affordable home. The down payment loans remove a financial barrier to the dream of homeownership and lower the overall home acquisition and carrying costs for the families.

13. Community Partners: We will coordinate with community partners—including First Mortgage lenders, local realtors, title insurance companies and nonprofit housing groups—who can provide homebuyer referrals, homebuyer education training and assist with the homebuyer sales contracts, loan application underwriting and closing. We will collaborate with First

Mortgage lenders to obtain pre-approval of the homebuyer down payment assistance loan program, to arrange favorable terms and/or discounts on the mortgage interest rate and loan processing and closing costs, and to access other special benefits for homebuyers who use these participating lenders for their First Mortgage. We will arrange with Peoples' Self-Help Housing, Cabrillo Economic Development Corporation and Coastal Housing Partnership to provide first-time homebuyer education training and income certification.

14. Positive Community Impacts: The First-time Homebuyer Down Payment Program will assist local workforce families who lack adequate down payment and closing cost resources to purchase a home in Carpinteria. This homeownership opportunity will provide decent, affordable housing, stabilize the family's housing costs and enable them to participate as contributing members of the community. The positive outcome of this effort will be twofold: 1) a minimum of 8 and up to 10 families will be able to afford to purchase a home under this pilot program; and, 2) the City of Carpinteria and HTF will establish positive working relationships with local community partners for a future expanded down payment loan program.

C. Program Models:

1. Market Research: We established homebuyer purchase models based on market research. This included a review and analysis of single-family home and condominium sales in Carpinteria within the past six months from the County of Santa Barbara Assessor's online site and current listings of homes, condominiums and townhomes for sale within the City of Carpinteria. The market research revealed that currently there are opportunities for workforce homebuyers to purchase entry-level condominiums in the \$290,000 range for a two-bedroom, 1.5 bath unit of approximately 1100 square feet. A larger three-bedroom 2.5 bath condominium or townhome of between 1100-1330 square feet might average \$370,000, depending upon location and amenities. And, there are past sales and current listings for entry-level single-family homes in the \$535,000 price range for a 3-bedroom 2-bath home of 1250 to 1750 square feet and \$570,000 for a 3-5 bedroom 2-bath home of 1600 to 2100 square feet, depending upon location and amenities. There are also opportunities to purchase mobile homes and manufactured homes in the \$200,000 price range, and foreclosed homes at discounted prices. Given the small scale of the City's pilot program, with an anticipated 8-10 loans, we believe that there will be no difficulty finding adequately priced housing product for the workforce homebuyers.

2. Homebuyer Profile Models:

We completed financial models to show how the down payment program will work to assist low to upper moderate-income workforce households earning a range of income in purchasing an entry-level home within the City of Carpinteria. Our models depict two potential scenarios: 1) the combined homebuyer and City of Carpinteria down payment equals 20% of the home purchase price, therefore avoiding the need for FHA mortgage insurance; and, 2) the combined homebuyer and City down payment is less than 20% and requires FHA mortgage insurance. For modeling purposes, we also assume that the workforce homebuyer can contribute down payment resources of 3.5% to 7% of the home purchase price. If the homebuyer has more resources for the down payment, then the amount of required City assistance will be less and the program will be able to assist more homebuyers. We also assume a maximum of 35% of household income for

all housing costs, including mortgage interest and principle payment, property taxes, insurance and homeowner association fees, and any required mortgage insurance.

The models are illustrative of how the pilot Workforce Homebuyer Program can assist a variety of workforce households in purchasing an entry-level home but are not all inclusive of the range of eligible homebuyers. The program can also serve higher or lower household incomes, depending upon the amount of down payment assistance required.

Table 1: Workforce Homebuyer Models -20% Down Payment Option

Homebuyer Income	Percentage Area Median Income	Condo or Single-Family Sales Price	Homebuyer Down Payment (3.5-7%)	City Down Payment Loan
\$46,200	71%	\$200,000	\$7,000	\$33,000
\$58,600	90%	\$290,000	\$10,000	\$47,000
\$72,100	95%	\$369,000	\$15,000	\$59,000
\$91,900	121%	\$535,000	\$32,000	\$75,000
\$98,400	126%	\$570,000	\$39,000	\$75,000

Total City of Carpinteria assistance in the case of the five example loans above would be \$289,000 or an average of about \$58,000 per workforce homebuyer.

Table 2: Workforce Homebuyer Models – FHA Mortgage Insurance Option -15% Down

Homebuyer Income	Percentage Area Median Income	Condo or Single-Family Sales Price	Homebuyer Down Payment (3.5%)	City Down Payment Loan	Total Down Payment Percentage
\$82,800	106%	\$369,000	\$15,000	\$41,000	15%
\$115,400	152%	\$570,000	\$20,000	\$66,000	15%

In these two examples we show combined homebuyer and City down payment assistance of 15% of the home purchase price, which would trigger the necessity for FHA mortgage insurance. We assume that the homebuyer can contribute only 3.5% to 5% of the home purchase price towards the down payment, which is the FHA requirement. As a result of the added mortgage insurance costs, the homebuyers for two of the same priced homes shown in Table 1 above, \$369,000 and \$570,000, would require higher incomes to afford the homes, \$82,800 vs. \$72,100 for the \$369,000 Condo and \$115,400 vs. \$98,400 for the \$570,000 home. However, the amount of required City assistance would be less.

The two tables show how the pilot Workforce Homebuyer Down Payment Program works to assist homebuyers with varying amounts to contribute towards the down payment where FHA mortgage insurance may or may not be required.

D. Program Management: HTF will establish an outreach program to solicit first-time workforce homebuyers through the existing South Coast network of nonprofit and private

housing developers, government housing agencies, service providers, local lenders and the local real estate industry. We will provide overall management for the down payment loan program. In collaboration with the City of Carpinteria we will be responsible for completing the program guidelines, loan documents and implementation procedures as well as the administrative and financial monitoring system for the loan portfolio. We will process, underwrite, review and recommend all of the loans for City approval. We will provide pre-purchase counseling to the homebuyers and assist them in completing their home acquisition. We will also review the final down payment loan documents and the Regulatory Agreement, coordinate with the City to authorize funding and closing of the loans in conjunction with the first mortgage lender. We will work with Community Partners and coordinate with the City of Carpinteria to carry out various aspects of the loan program implementation, including: 1) Homebuyer education training certification; 2) Homebuyer income qualification and certification; and, 3) First Mortgage loan underwriting in coordination with the City's down payment loan guidelines.

III. Methodology

A. Work Tasks and Deliverables:

The Housing Trust Fund will provide professional technical assistance services to the City of Carpinteria to carry out the following Workforce Homebuyer Program implementation activities:

1. Work Tasks:

a. Completion of Program Documents: HTF will tailor its model loan documents, including the Deed of Trust and Shared Appreciation Requirements and the Promissory Note to satisfy the requirements of the City of Carpinteria. HTF will also revise its Program Guidelines, Borrower Application and Disclosure Statement to meet the needs of the City of Carpinteria.

b. Program PR and Homebuyer Outreach: HTF will conduct public relations and outreach activities to publicize the Workforce Homebuyer Program and identify potential homebuyers, as described in Section B. 10 of this Scope of Services. HTF will also develop and disseminate bilingual collateral materials for the program.

c. Homebuyer Education and Information Workshops: HTF will arrange with community partners for the workforce homebuyers to receive homebuyer education training. HTF will also hold quarterly informational workshops open to the public to explain the Workforce Homebuyer Down Payment Program and eligibility requirements, equity share component, and to refer potential homebuyers to participating First Mortgage lenders (see Sections B. 11 & 13).

d. First Mortgage Lenders Program Pre-Approval: HTF will coordinate with First Mortgage lenders to obtain pre-approval of the Workforce Homebuyer Down Payment Program and to access other special benefits for homebuyers such as favorable terms and/or discounts on the mortgage interest rate and loan processing and closing costs.

e. Loan Processing: HTF will arrange with First Mortgage lenders for joint and simultaneous underwriting and processing of the first mortgage and secondary down payment loans. HTF will accept, review and underwrite homebuyer loan applications and coordinate with the lenders, realtor and title and escrow officers to close escrow and fund the loans.

2. Outcomes:

- a. The program will assist 8-10 qualified workforce households purchase an entry-level home within the City of Carpinteria by providing 30-year deferred payment down payment loans.
- b. The pilot program will establish positive working relationships with local lenders and other community partners for a future expanded homebuyer assistance effort.

B. **Fee for Services:** HTF estimates that it can complete the scope of services for implementing the City of Carpinteria's pilot Workforce Homebuyer Down Payment Program in approximately 380 hours over a 12-month period of time. HTF proposes a fee for services based on two options:

Option 1: A flat contract fee of \$38,000 or approximately 6.6% administrative cost for the \$571,000 program would be inclusive of all the scope of work tasks and deliverables, with the exception of any extra legal expenses³. Payment would be made quarterly to HTF based on fulfillment of program milestones and submittal of a progress report. If the program outcomes were completed ahead of schedule, full payment to HTF would be accelerated.

Option 2: Fees for professional services would be based on an hourly contract amount of \$100 per hour, with a not-to-exceed contract amount of \$41,800, based on an estimated 380 hours plus a 10% contingency. Payment for services would be based on submittal of bi-monthly invoices.

Given the pilot nature of the program, it is acknowledged that the role of the Housing Trust Fund may evolve and change based on the program requirements and the needs of the City of Carpinteria. Therefore, the City of Carpinteria and HTF may revise the scope of services and fee for services, based on mutual need and agreement.

An estimate of the hours needed to complete each work task in the scope of services is included in the appendices.

IV. Contract Period and Timeline:

The proposed contract period is from April 1, 2012 through April 30, 2013, with the timeline for implementation of major program tasks as follows:

April – June 2012:

- Tailor model program guidelines, loan documents and homebuyer applications to meet City of Carpinteria program requirements.
- Outreach to First Mortgage lenders to secure pre-approval of the down payment program and arrange joint first and secondary loan processing.
- Plan homebuyer education workshops and arrange for homebuyer education training and income certification, in coordination with community partners and the City of Carpinteria.
- Development of bilingual homebuyer outreach and collateral materials

³ For both Options 1 and 2, if HTF were required to have loan or other program documents reviewed by an outside attorney, the cost of such professional services would be in addition to the contract amount.

July – April 2012:

- Conduct PR program and homebuyer outreach
- Hold workforce homebuyer workshops on a quarterly basis
- Receive, process, underwrite and fund workforce homebuyer down payment loans.

V. Statement of Qualifications:

A. Agency Purpose: The Housing Trust Fund of Santa Barbara County (HTF) is a countywide nonprofit financing agency whose mission is to raise financial resources to expand workforce and affordable housing opportunities for low-to-middle income the residents of Santa Barbara County.

Since we began operations in 2005, we have raised \$5.35 million in private and public lending capital to support affordable housing production and a new First-time Homebuyer Down Payment Loan Program. We have committed \$1,949,650 in direct financing to create or preserve 91 units of permanently affordable housing for our most vulnerable populations. We currently have an additional 113 units of affordable housing in loan processing, representing \$2,050,000 in potential funding.

HTF operates a \$4.5 million Revolving Loan Fund that provides seed capital to facilitate affordable housing production for low-to-moderate income workers and residents. In 2012 HTF is implementing a new First-Time Homebuyer Program using \$840,000 in State Department of Housing and Community Development grant funding that will provide 30-year deferred payment loans to assist low-to-moderate income working families in purchasing a home in the community where they work. HTF supports projects that enhance the quality of neighborhoods and the sense of community and that preserve the long-term affordability of the housing for future generations of workers and residents.

B. Programs:

1. Revolving Loan Fund: Our primary Financial Product is a \$4.5 million Revolving Loan Fund for affordable housing (RLF) that provides direct low-cost financing to rental and homeownership projects than expand affordable housing opportunities for county residents. The Revolving Loan Fund offers short-term, below-market interest rate loans and technical assistance to eligible affordable housing sponsors for project site acquisition, predevelopment expenses, project new construction or rehabilitation and permanent bridge financing. Our loans help lower the overall project development cost and support projects that otherwise might not be initiated. 100% of loan fund activity is directed to projects that serve lower income households in Santa Barbara County earning a maximum of 80% of AMI.

2. Workforce Housing Program: HTF has initiated a new *Workforce Housing Program* that provides homebuyer financial assistance to help low-to-middle income local employees purchase a home in the community where they work. Our multi-phase capital plan to implement the program began with an application to the State Department of Housing and Community Development. HTF was awarded a \$1.2 million grant from State HCD and in October 2011 received its first draw of funding to implement the program. HTF will use \$840,000 of the state grant to initiate a pilot *First-time Homebuyer Down Payment Program* with 30-year deferred payment loans to assist low-income households in North and South County in purchasing a

home. This pilot program is a first step in developing a *Workforce Housing Fund* that can offer a variety of homebuyer assistance to help bridge the ‘affordability gap’, including down payment loans, interest rate buy-downs and mortgage assistance payments. To build the fund, we hope to solicit matching funds from local government, employers, foundations and private philanthropic sources.

3. Technical Assistance Services: We provide program and project-related Technical Assistance as part of our Revolving Loan Fund and Workforce Housing Programs. Our Technical Assistance services are an integral component of our approach to facilitate the production of affordable housing. We help affordable housing sponsors: a) understand local housing needs and the affordable housing development process; b) design and implement workable affordable and workforce housing programs; c) assess their organizational capacity to sponsor a project; d) analyze the economic feasibility of their proposed project; e) evaluate project ownership and management options; f) assemble a development team; and, g) locate project permanent financing sources.

We also sponsor periodic public education events, workshops and roundtables to increase public awareness about the affordable and workforce housing needs of the community.

Our Technical Assistance is designed to strengthen the capacity of local housing sponsors and foster future projects. We also help affordable housing sponsors apply for low-cost loans from our Revolving Loan Fund for site acquisition, predevelopment expenses and construction. In addition, we work with public agencies and private developers to assist them with their long-range project planning and financial structure for the affordable components of their programs and projects and help them resolve technical challenges.

C. Management Team

A. Board of Directors:

HTF has a 10-member governing Board of Directors that establishes an annual strategic plan, adopts operating and program policies and provides fiduciary and operational oversight. Board members play active roles in networking, marketing, capital development and fundraising for HTF and serve on the Loan Committee and Executive and Personnel Committees. The Board provides on-going program monitoring and oversight at its regular Board meetings held every eight weeks and at the annual half-day planning retreat. Board members are recruited for their positions as community leaders, as representatives of the target low-income population in Santa Barbara County, and for their experience in various fields important to HTF’s role as a funding vehicle for affordable housing. Board members include community leaders from North and South County who have extensive skills and experience in affordable housing development, banking, real estate and property management, finance, land use law, non-profit social service agency administration and local government policy, programs and decision-making. *Please see the list of current Board of Directors in the Appendices.*

B. Professional Staff:

Our professional management team includes a full-time President/CEO, part-time Communications Intern and a contracted bookkeeper. We also contract with a professional CPA

firm to perform our annual audit and periodically employ the services of legal firms to develop program loan documents and resolve corporate and program legal issues.

The HTF President/CEO is the agency's full-time staff and is responsible for developing and carrying out the agency's loan programs. She negotiates and secures low-cost capital for the Revolving Loan Fund pool and new First-Time Homebuyer Program, develops the loan program guidelines and standards, underwrites and processes the loan requests and prepares the due diligence analysis for the HTF Loan Committee, coordinates the project closing and monitors loan repayment and compliance. The President/CEO also conducts outreach and provides T.A. to affordable housing sponsors and actively solicits loan requests. The President/CEO has multiple functions and responsibilities in the areas of policy and program development, agency management, public relations, and fundraising and resource development.

Jennifer McGovern is a recognized state and local affordable housing expert. She has worked in the field of affordable housing and community development for 37 years. Prior to joining HTF, she was a direct developer of affordable housing for 10 years and a professional consultant to community development groups for 24 years. She has particular expertise in affordable housing finance as well as extensive experience in helping nonprofit and private developers, public agencies and community groups assess community needs, create responsive programs, and develop the skills and organizational capacity that are crucial for successful project completion and management. *Please see her attached resume.*

C. Volunteer Advisory Committees and Community Outreach:

HTF also actively involves the community through volunteer Advisory Committees and Technical Committees that meet periodically in North and South County. The committees are open to all interested persons in the community. Committee members represent various low-to-moderate income population constituencies and community groups, including non-profit housing, homeless and special needs providers, housing advocates, social service agencies that serve low-income households, as well as the faith community, businesses, the real estate and development community and local government. HTF Board members attend the committee meetings to provide a direct link to the HTF governing Board.

The committees provide feedback to HTF about community affordable and workforce housing needs, help identify potential affordable housing sponsors and projects for HTF to fund, advise HTF on program development, and carry out networking activities among their constituencies to build a broad-based coalition of community support. HTF Board members regularly attend committee meetings and provide a direct liaison to the governing Board.

HTF uses the volunteer Advisory Committees to help reach out to community groups to inform them about the availability of the First-time Homebuyer Down Payment Loan Program. In this way we are able to expand our outreach to solicit eligible low-to-middle income homebuyers.

EXHIBIT B

PAYMENT SCHEDULE

Workforce Homebuyer Down Payment Program

Scope of Services

Work Task Hourly Estimates

a. Completion of Program Documents:

Review and revisions to Deed of Trust, Shared Appreciation Requirements and Promissory Note, Program Guidelines, Borrower Application and Disclosure Statement to meet the City of Carpinteria requirements and needs.

Total estimate to complete program documents 3 days @ 8 hours per day = 24 hours

b. Program PR and Homebuyer Outreach:

- Develop program brochure and collateral materials – 40 hours
- Spanish language translation costs – 10 hours
- Develop and distribute periodic Press Releases, news articles, radio announcements, email alerts and mailings – 50 hours
- Prepare a program Power Point, presentation materials and handouts -32 hours
- Meetings with nonprofit and public agencies who maintain homebuyer interest lists to explain the program and solicit referrals of homebuyers – 7 hours
- Conduct 10-15 presentations to employers and community groups – 15 hours

Total Program PR and homebuyer outreach = 154 hours

c. Homebuyer Education and Information Workshops:

- Arrange with community partners and the City of Carpinteria homebuyer training and income certification, prepare and execute any necessary partnership agreements – 10 hours
- Develop curriculum, Power Point and handouts for homebuyer workshops – 40 hours
- Conduct quarterly homebuyer informational workshops, 4 workshops @ 3 hours = 12 hours

Total Homebuyer education and information workshops = 62 hours

d. First Mortgage Lenders Program Pre-Approval:

- Outreach and meetings with lenders to solicit participation in the program – 6 hours
- Preparation of documents for submittal to lenders for pre-approval of the City of Carpinteria secondary loan program⁴. Estimated at 4 lenders x 6 hours = 24 hours
- In-depth meetings with local branch staff to review the program underwriting processes and lender's packet – 10 hours

Total First Mortgage Lender Program Pre-Approval = 40 hours

⁴ HTF has received pre-approval of its own First-Time Homebuyer Program from several lenders. If the City of Carpinteria program does not vary significantly from our model, a second approval of the loan program may not be necessary, depending on the policies and requirements of the First Mortgage lender.

e. Loan Processing:

- Receive and review individual homebuyer applications and follow-up for missing information
- Coordinate with First Mortgage lenders, realtors, Title and Escrow officers to underwrite and close and record each individual homebuyer loan.

Estimated 10 hours per loan x 10 loans = 100 hours

Total Estimated Hours to Implement Workforce Homebuyer Program = 380 hours

EXHIBIT C

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and City agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds City, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Consultant also agrees to require all contractors and sub-contractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all contractors and sub-contractors to do likewise.

3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to City or its operations limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or sub-contractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g., elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by City shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at City option.
8. Certificate(s) are to reflect that the insurer will provide 30 (thirty) days notice to City of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.
9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any sub-contractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to City.
10. Consultant agrees to ensure that sub-contractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with sub-contractors and others engaged in the project will be submitted to City for review.
11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, sub-contractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to City. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time the City shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

12. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City will negotiate additional compensation proportional to the increased benefit to City.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.
14. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.
15. Consultant will renew the required coverage annually as long as City or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not the Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.
16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

STAFF REPORT
COUNCIL MEETING DATE:
June 24, 2013

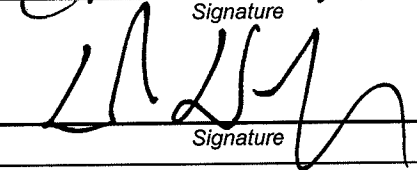
ITEM FOR COUNCIL CONSIDERATION:

CONSIDERATION OF ADOPTION OF THE 2013-14 BUDGET, SETTING APPROPRIATION LIMITS AS REQUIRED BY STATE LAW, AND ESTABLISHMENT OF THE BUDGET/FINANCE COMMITTEE

Report prepared by:
Fidela Garcia, City Clerk


Signature

Reviewed by
Dave Durflinger, City Manager


Signature

STAFF RECOMMENDATION:

Action ____ Non-Action: X

1. OPEN THE PUBLIC HEARING, IF SO DESIRED, AND RECEIVE ADDITIONAL PUBLIC COMMENT, PROVIDE STAFF WITH DIRECTION CONCERNING ANY AMENDMENTS TO THE PROPOSED BUDGET AND ADOPT RESOLUTION NOS. 5468, 5469, 5470, AS READ BY TITLE ONLY, THEREBY APPROVING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2013-14, AND SETTING RELATED APPROPRIATIONS LIMITS IN COMPLIANCE WITH STATE LAW.

2. ADOPT RESOLUTION NO. 5472, ESTABLISHING A FINANCE/BUDGET COMMITTEE.

Motion 1: I move to adopt Resolution Nos. 5468, 5469, 5470, as read by title only, approving the Municipal Budget for Fiscal Year 2013-14 and setting related appropriations limits.

Motion 2: I move that the City Council adopt Resolution No. 5472, establishing a Finance/Budget Committee as a standing committee of the City Council.

Motion 3: I move that the City Council consent to the appointment of two Council members (subject to nomination) to serve as the City Council Finance/Budget Committee.

I. DISCUSSION:

At the regular meeting of June 10, the City Council held a public hearing on this matter and received presentations from each Department director regarding their proposed fiscal year 2013-14 budgets. The Mayor opened the public hearing and took public comment from two members of the public, and at the conclusion of those comments, closed the public hearing. There was some discussion by the Council that since two councilmembers were unable to attend the meeting that it would be preferred the matter be continued in order that they be able to weigh-in and participate in the budget discussions. The item was continued to the regular meeting of this date.

At this meeting, the Mayor has an opportunity to reopen the public hearing, if so desired, to take additional public comment prior to any action. Department directors will be available to respond to any comments/questions so directed by the City Council.

II. ATTACHMENTS

- A. Updated Resolutions Nos. 5468, 5469, 5470, & 5472
- B. Prior Staff Report, Dated June 10, 2013
- C. Budget Distributed Separately

Attachment A

Updated Resolutions Nos. 5468, 5469, 5470, & 5472

RESOLUTION NO. 5468

**A RESOLUTION OF THE CITY OF CARPINTERIA CITY COUNCIL
APPROVING THE MUNICIPAL BUDGET FOR
FISCAL YEAR 2013-14**

WHEREAS, on June 10, 2013 the City Manager presented his proposed Budget for Fiscal Year 2013-14 including estimated revenues and recommended appropriations for operations, special programs, capital outlay and reserves; and

WHEREAS, the City Council held a duly advertised public hearing on June 10, 2013 and received public comments on the 2013-14 proposed municipal budget; and

WHEREAS, the City Council continued the public hearing to June 24, 2013; and

WHEREAS, the City Council received further public comment at the June 24 meeting; and

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

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

1. The City Manager's Proposed Budget for Fiscal Year 2013-14, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted effective July 1, 2013.
2. The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2012-13 are also hereby approved as amended for the 2012-13 budget year.
3. The City Manager is authorized to make expenditures and enter into agreements conforming to this Budget and to make adjustments between the various accounts within each fund limited to the total amount budgeted for said fund.
4. The City Council approves the salary and compensation plan inherent in the budget.

PASSED, APPROVED AND ADOPTED this 24th day of June, 2013, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 24th day of June, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN

CITY ATTORNEY

RESOLUTION NO. 5469

**A RESOLUTION OF THE CARPINTERIA CITY COUNCIL
ESTABLISHING THE APPROPRIATION LIMIT
FOR THE CITY OF CARPINTERIA
FOR FISCAL YEAR 2013-14**

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

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

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

WHEREAS, the City Manager has calculated the 2013-14 Appropriation Limit for the City of Carpinteria in accordance with said law and guidelines, and

WHEREAS, on June 5, 1990, the voters of the State of California approved Proposition 111 which modified the method of calculating the annual appropriation limit for all levels of government.

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that the final appropriation limit for appropriations subject to limitation for the City of Carpinteria for Fiscal Year 2013-14 is hereby set at \$15,690,091 in accordance with the calculations set forth and attached hereto as Exhibit "A".

RESOLVED FURTHER, that the annual adjustment factors used in the calculation were the percentage change in the California per capita income and the larger of the City's population growth or the population growth of Santa Barbara County.

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

PASSED, APPROVED AND ADOPTED this 24th day of June, 2013, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 24th day of June, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN

CITY ATTORNEY

EXHIBIT A

APPL CITY OF CARPINTERIA APPROPRIATION LIMIT CALCULATIONS
PER CALIFORNIA CONSTITUTION ARTICLE XIIIB (PROP 4, GANN LIMIT)

EXHIBIT "A"

DESCRIPTION OF ANNUAL CALCULATION		YEAR: FY 13-14	FY 12-13	FY 11-12	FY 10-11	FY 09-10	FY 08-09	
		REFERENCE: RESO	RESO 5394	RESO 5322	RESO 5262	RESO 5203	RESO 5137	
A.	PRIOR YEAR APPROPRIATION LIMIT:		14,820,659	14,218,237	13,764,114	13,967,791	13,714,409	12,985,349
B.	CHANGE IN CALIF PER CAPITA INCOME PER GOVT CODE 7901:	PERCENT:	5.1200%	3.7700%	2.5100%	-2.5400%	0.6200%	4.2900%
		RATIO:	1.0512	1.0377	1.0251	0.9746	1.0062	1.0429
C.	CHANGE IN CITY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT:	0.3700%	0.2700%	0.7700%	1.0600%	1.2200%	1.2700%
		RATIO:	1.0037	1.0027	1.0077	1.0106	1.0122	1.0127
C1	CHANGE IN COUNTY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT:	0.71%	0.45%	0.75%	1.11%	1.17%	1.21%
		RATIO:	1.0071	1.0045	1.0075	1.0111	1.0117	1.0121
D.	CALCULATION OF ANNUAL RATIO OF CHANGE: "B" TIMES LARGER OF "C" OR "C1"	RATIO:	1.0587	1.0424	1.0330	0.9854	1.0185	1.0561
E.	NEW APPROPRIATION LIMIT: [ANNUAL RATIO OF CHANGE TIMES PRIOR YEAR APPROPRIATION LIMIT]		15,690,091	14,820,659	14,218,237	13,764,114	13,967,791	13,714,409
F.	AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:		869,432	602,422	454,123	(203,677)	253,382	729,060
G.	AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:		5.87%	4.24%	3.30%	-1.46%	1.85%	5.61%
H.	APPROPRIATIONS SUBJECT TO LIMITATION		7,539,980	6,971,760	6,668,805	6,668,805	6,487,550	6,348,345
I.	AMOUNT UNDER(OVER) APPROPRIATION LIMIT		8,150,111	7,848,899	7,549,432	7,095,309	7,480,241	7,366,064
Exhibit A								

Exhibit "A" to Resolution No. 5469

RESOLUTION NO. 5470

**A RESOLUTION OF THE CARPINTERIA CITY COUNCIL
ESTABLISHING THE APPROPRIATION LIMIT
FOR THE CITY OF CARPINTERIA
STREET LIGHTING DISTRICT NUMBER 1
FOR FISCAL YEAR 2013-14**

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

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

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

WHEREAS, the City Manager has calculated the 2013-14 Appropriation Limit for the City of Carpinteria Street Lighting District #1 in accordance with said law and guidelines, and

WHEREAS, on June 5, 1990, the voters of the State of California approved Proposition 111 which modified the method of calculating the annual appropriation limit for all levels of government.

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that the final appropriation limit for appropriations subject to limitation for the City of Carpinteria Street Lighting District No.1 for Fiscal Year 2013-14 is hereby set at \$592,469 in accordance with the calculations set forth and attached hereto as Exhibit "A".

RESOLVED FURTHER, that the annual adjustment factors used in the calculation were the percentage change in the California per capita income and the larger of the City's population growth or the population growth of Santa Barbara County.

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

PASSED, APPROVED AND ADOPTED this 24th day of June, 2013, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 24th day of June, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN

CITY ATTORNEY

EXHIBIT A
CARPINTERIA STREET LIGHTING DISTRICT #1 APPROPRIATION LIMIT CALCULATIONS
PER CALIFORNIA CONSTITUTION ARTICLE XIIB (PROP 4, GANN LIMIT)

DESCRIPTION OF ANNUAL CALCULATION	YEAR: REFERENCE: RESO	FY 13-14	FY 12-13	FY 11-12	FY 10-11	FY 09-10
		RESO	RESO 5395	RESO 5321	RESO 5263	RESO 5204
A. PRIOR YEAR APPROPRIATION LIMIT:		559,638	536,891	519,846	527,538	517,968
B. CHANGE IN CALIF PER CAPITA INCOME	PERCENT:	5.1200%	3.7700%	2.5100%	-2.5400%	0.6200%
	RATIO:	1.0512	1.0377	1.0251	0.9746	1.0062
C. CHANGE IN CITY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT:	0.3700%	0.2700%	0.1300%	1.0600%	1.2200%
	RATIO:	1.0037	1.0027	1.0013	1.0106	1.0122
C1 CHANGE IN COUNTY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT:	0.71%	0.45%	0.75%	1.11%	1.17%
	RATIO:	1.0071	1.0045	1.0075	1.0111	1.0117
D. CALCULATION OF ANNUAL RATIO OF CHANGE: "B" TIMES LARGER OF "C" OR "C1"	RATIO:	1.0587	1.0424	1.0328	0.9854	1.0185
E. NEW APPROPRIATION LIMIT: [ANNUAL RATIO OF CHANGE TIMES PRIOR YEAR APPROPRIATION LIMIT]		592,469	559,638	536,891	519,846	527,538
F. AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:		32,830	22,748	17,045	(7,693)	9,570
G. AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:		5.87%	4.24%	3.28%	-1.46%	1.85%
H. APPROPRIATIONS SUBJECT TO LIMITATION		272,778	268,785	266,124	266,124	268,000
I. AMOUNT UNDER (OVER) APPROPRIATION LIMIT		319,691	290,853	270,767	253,722	259,538

Exhibit "A" to Resolution No. 5470

RESOLUTION NO. 5472

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CARPINTERIA ESTABLISHING A
STANDING FINANCE/BUDGET COMMITTEE OF
THE CITY COUNCIL**

WHEREAS, the City Council from time to time determines that it is appropriate to create a committee of its members in order to address a particular subject matter; and

WHEREAS, the City Council has determined that it is necessary and appropriate to establish a standing committee of its members to work with the City Manager to address budgeting and other financial policy and oversight matters.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. All prior resolutions and minute orders concerning the establishment and purpose of a finance and/or budget committee of the City Council are hereby superceded.

Section 2. A standing Finance/Budget committee of the City Council, consisting of two of its members is established and representatives shall be determined by the usual practice of the City Council.

Section 3. The purpose of the Finance/Budget Committee is to meet with the City Manager to review revenues and expenditures as compared to budget and investment results, to advise the City Council regarding same, and to consider other City financial policy and oversight matters as determined appropriate.

Section 4. The Finance/Budget Committee shall meet at least quarterly.

PASSED, APPROVED AND ADOPTED on June 24, 2013, by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

ATTEST:

Mayor

City Clerk

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on June 24, 2013.

City Clerk

APPROVED AS TO FORM:

City Attorney

Attachment B

Prior Staff Report, Dated June 10, 2013

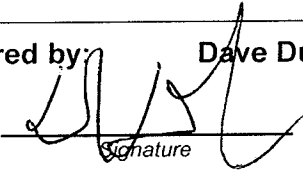
STAFF REPORT
COUNCIL MEETING DATE:
June 10, 2013

ITEM FOR COUNCIL CONSIDERATION:

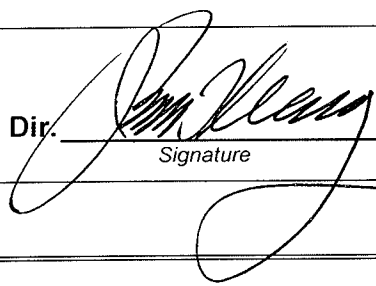
CONSIDERATION OF ADOPTION OF THE 2013-14 BUDGET, SETTING OF APPROPRIATION LIMITS AS REQUIRED BY STATE LAW, AND ESTABLISHMENT OF THE BUDGET/FINANCE COMMITTEE.

Report prepared by: **Dave Durflinger, City Manager**

City Manager


Signature

Admin. Services Dir.


Signature

STAFF RECOMMENDATION:

ACTION ITEM X ; NON-ACTION ITEM ____

1. RECEIVE THE STAFF REPORT, OPEN THE PUBLIC HEARING AND RECEIVE PUBLIC COMMENT, PROVIDE STAFF WITH DIRECTION CONCERNING ANY AMENDMENTS TO THE PROPOSED BUDGET AND ADOPT RESOLUTION NOS. 5468, 5469, AND 5470, THEREBY APPROVING THE MUNICIPAL BUDGET FOR 2013-14, AND SETTING RELATED APPROPRIATIONS LIMITS IN COMPLIANCE WITH STATE LAW.

2. ADOPT RESOLUTION NO. 5472, ESTABLISHING A FINANCE/BUDGET COMMITTEE.

Motion 1: I move to adopt Resolution Nos. 5468, 5469, 5470, as read by title only, approving the Municipal Budget for 2013-14 and setting related appropriations limits.

Motion 2: I move that the City Council adopt Resolution No. 5472, establishing a Finance/Budget Committee as a standing committee of the City Council.

Motion 3: I move that the City Council consent to the appointment of two Council members (subject to nomination) to serve as the City Council Finance/Budget Committee.

I. INTRODUCTION:

The Fiscal Year 2013-14 proposed budget document (previously distributed and accessible at the City's website: www.carpinteria.ca.us) includes the City Manager's budget message, information about the City organization and the primary revenue and expenditure projections that are a part of the budget, and summaries for All Funds and for the General Fund. Also

included are discussions of each of the City's programs, line item appropriation requests and expected program outcomes, i.e., performance measures. Finally, attached to this Staff Report is a table reporting on the 2012-13 Performance Measures, which will be appended to the final Budget document.

The preparation of the budget document is a process that includes estimates of the current year-end revenues and expenditures (as updated from the City Council's mid-year budget review in January), estimates of costs associated with the City's Annual Work program (approved in January), budget requests from Department Heads related to specific programs and services, estimates of contract services costs and other capital and operating costs, and meetings with the City Council's ad hoc Budget Committee (Mayor Stein, Councilmember Clark). The result is a budget draft prepared and made available to the public on June 3. Once approved by the City Council the document will be published in its finished format. Each year the City posts the adopted budget on-line at the City's website and makes hard copies available for public use at City Hall and the Carpinteria Library. Finally, each year the budget is submitted for peer review through the California Society of Municipal Finance Officers. The City has received recognition for Excellence in Operating Budgeting for 12 years running.

In cooperation with the City Council Finance Committee staff is recommending approval of the 2013-14 Budget. Specific actions required by the City Council to approve the budget are:

- a. Adoption of Resolution No. 5468, approving the municipal budget for 2013-14
- b. Adoption of Resolution No. 5469, establishing the appropriations limit for the City for fiscal year 2013-14
- c. Adoption of Resolution No. 5470, establishing the appropriations limit for Street Lighting District No. 1, for fiscal year 2013-14.

City staff is also recommending that the City Council authorize the continuation of the City's Budget/Finance Committee, including its reformation as a standing committee, and nominate and appoint two of its members to serve as the Committee. The Budget/Finance Committee will hold regular meetings at least on a quarterly basis to review quarterly financial results as compared to budget and other financial policy and oversight matters as deemed appropriate.

II. BACKGROUND:

Projected revenues and expenditures included in the budget will permit delivery of the City's annual work program and the carrying out of a number of significant policies, programs and services. Many capital and major maintenance projects are anticipated as a part of the budget, including work on the replacement of the Carpinteria Avenue/Carpinteria Creek bridge, repaving of Carpinteria Avenue from Carpinteria Creek to Linden Avenue, and work on the Rincon Trail and other trail connections along the Coastal Vista Trail. The proposed budget also provides funding for important policy and regulatory work including completion of the Zone Code update, the General Plan Housing Element update, completion of the downtown design guidelines, developing policies and strategies for addressing sea level rise, and updating the City's Capital Improvement and Development Impact Fee programs.

The Proposed Budget includes a Final revenue/expenditure projection for the 2012-13 fiscal year that is balanced and is an improvement over the adopted budget that projected an operational deficit of approximately (\$280K).

The 2013-14 fiscal year budget projects a slight General Fund operating surplus of \$6,235.

Adoption of the budget as proposed anticipates restoring some service levels and other expenditure reductions made in response to the recession over the past couple of years, such as employee training, while other adjustments made during the recession including employee compensation changes and a reduction in the number full time equivalent law enforcement contract personnel, are not anticipated to change. The Budget also reflects various cost increases that can be projected at this time including increases in salary cost (13.0 %, \$245,907), employee benefits (30.6 %, \$251,900)¹, and law enforcement contract services (%1.1, \$35,922).

The City's current and projected financial condition is affected by three primary factors: the strength and speed of recovery from the recession, the lack of growth in certain dedicated Fund revenues that are insufficient to cover Fund program expenses, and increased operating costs. These factors are discussed in more detail in the subsequent sections of this Report.

III. POLICY:

The annual municipal budget is presented in compliance with Carpinteria Municipal Code section 2.08.110(H), which establishes the preparation and submittal to the City Council of the annual budget as a duty of City Manager. City policies related to annual budgeting, including the Cost Recovery provisions of the Municipal Code and its Investment Policy, are discussed in the Introduction of the Budget document. Accounting and financial practices of the City that influence the organization of the budget and how information is reported are a part of Section G of the Budget document.

The City operates under several informal budgeting policies that can be articulated as goals. A goal of the City's budget is for the City to live within its means, effectively, funding ongoing expenses with ongoing revenues. Another goal of the budget is to support the City's effort to provide continuity in high quality services that meet community needs and expectations. The proposed budget includes funding sufficient to carry out the City's work program and other important projects, programs and services and to protect fund balances and reserves to the extent feasible.

IV. ANALYSIS:

Detailed discussion of significant General Fund revenue and expenditure projections, summaries of other Funds, and assumptions related to a five year budget projection, can be found in the Introduction section of the budget. In summary, although revenues are showing improvement and prospects for revenue growth are good, it is expected nonetheless that revenue growth will remain slow over the next five year period. This coupled with expectations for rapid growth in the near term in law enforcement contract expenses (the City's largest single expense), and employee benefit costs, i.e., health insurance and pension, is expected to challenge the City's ability to deliver balanced annual budgets while continuing to maintain service levels and address evolving needs and expectations of the community.

All Funds Budget

The City's All Funds Budget consists of the General Fund and 17 other Special Revenue type funds such as Gas Tax, Measure A, Right-of-Way Assessment, etc. Revenues for all funds (not

¹ Approximately half of the increase in employee benefits expense is related to the addition of three new positions in the Public Works Department. The other half of the increase is primarily due to increased health insurance cost.

including grant and DIF revenues used to fund major capital projects) are expected to increase \$779K in the next year.

Importantly, the City's streets and right-of-way maintenance programs are operated from these various funds dedicated to transportation programs. The existence of Measure A, the Right-of-Way assessment district and State Gas Tax revenues are of great benefit to the City in being able to address street and right-of-way improvement and maintenance needs (among other transportation needs of the community); however, the City is projecting that street and right-of-way maintenance requirements are annually exceeding revenues and resulting in deferred maintenance. The Public Works Department will be presenting a report to the City Council later this calendar year to define this issue and to propose a strategy for addressing it.

General Fund Budget

The General Fund is considered the City's primary source of day-to-day operating revenues. These revenues are used to fund General Government, Public Safety, Planning, Building and Engineering services, and Parks & Recreation programs. The City's General Fund revenues are expected to increase from 2012-13 levels by 3.9% or \$286K to approximately \$7.7M. Expenditures are expected to be less than revenues (including inter-fund transfers) resulting in an operating surplus of \$406,000; however, because the General Fund will have to subsidize several other funds, and, in order to maintain reserves at policy levels, the ending June 2014 Available Fund Balance (AFB)² is expected to decline (\$270K) to \$1,376,253.

The funds requiring subsidies are:

Fund	Subsidy
Park Development	32,149
Park Maintenance	134,145
Right of Way	97,105
ROW Fund	86,480
Recreation Services	147,274

Reserves

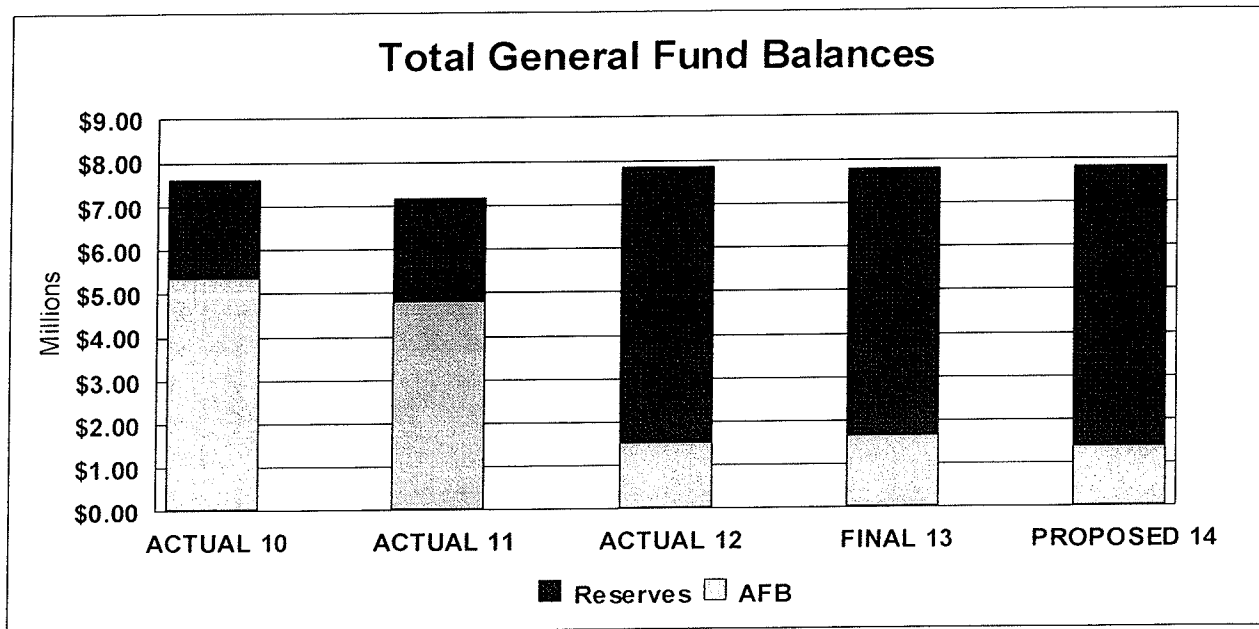
City reserves are discussed in the Introduction section of the budget document. The City's total General Fund balance, including reserves, is projected to end the current fiscal year at \$7,798,931. This total fund balance is projected to increase at the end of 2013-14 fiscal year by \$6,235 to \$7,805,165, of which approximately \$1.4M is the AFB. All of the Reserves may be used at the discretion of the City Council with the exception of the Cable Television Access Reserve and the Non-Spendable Statutory Reserve.

The following Reserves have been established by City Council policy, are a part of the General Fund and are accounted for annually through the Consolidated Annual Financial Report (CAFR) but are not a part of the Municipal Budget:

1. Non-spendable Statutory Reserve	\$ 4,167
2. Cable Television Access Reserve	324,734
3. Financial and Economic Uncertainty Reserve	4,057,564
4. General Reserve	1,042,447
5. Major Asset Replacement & Repair Reserve	1,000,000

² The Available Fund Balance is undesignated General Fund revenues remaining after annual expenditures and independent of reserves.

City reserves, relied upon for multiple years of the recession in order to maintain service levels, remain healthy. The combined effects of the use of reserves as a rainy day fund and to pay for the purchase of two properties (i.e., the Seaside Building and the Farmer Parcel) dropped them from the 2008 high of approximately \$9 million. By policy, reserves are now being maintained at 55% of total City spending and are maintained separately from the AFB. Currently, reserves total approximately \$6.4 million and the combined AFB and reserves total approximately \$7.8 million. The table below illustrates General Fund reserves and AFB over the prior five year period, including the effect of the adoption of the City Council reserve policy in shifting AFB into the various reserve categories.



Capital Improvement Projects

Capital Improvement Projects proposed for funding in the 2013-14 fiscal year are presented beginning on page E – 148 of the budget document. The proposed program includes anticipated funding from special funds such as Measure A and Development Impact Fees, as well as grant funding. The total capital projects budget of nearly \$4.5 million is a significant increase over recent prior years and represents an aggressive effort to address capital improvement needs and deferred maintenance. The projects will be carried out by the Public Works and Parks & Recreation Departments.

Community Promotion and Support

The City of Carpinteria supports business and community service groups both with direct financial support and indirectly. By far the largest funding in support of the local economy comes in the form of program funding for maintenance and improvements of streets and sidewalks, street sweeping, parkway landscaping, and street furnishings. The budget also funds improvement and maintenance of a system of parks, beaches and open spaces, all of which support property values and contribute to making Carpinteria attractive to businesses and visitors. The budget also includes funding for the City Manager to serve on the Board of the Chamber of Commerce, direct business promotion through the Carpinteria First Committee, funding for visitor services including the HOST Program and related materials such as an informational pocket map, and through the maintenance and operation of downtown public

parking lots and business promotion in partnership with business owners of the Parking and Business Improvement Area.

The Community Services Support Program (page E-31 of the Budget) funds a variety of organizations that serve the Carpinteria community. The table below outlines various organizations that have been funded consistently over the last several years along with the current and proposed budget amounts.

An additional request was received this year from HopeNet of Carpinteria; a local grassroots organization focused on suicide prevention efforts. HopeNet is requesting \$1,300 for suicide prevention related materials (e.g., suicide prevention cards, posters with prevention information, fliers related to prevention trainings and an information banner).

Service Provider	FY 2012-2013 Amount Funded	FY 2013-2014 Requested Amount	FY 2013-14 Proposed Budgeted Amount
Carpinteria Cares for Youth	\$4,395	\$4,500	\$4,700
Boys & Girls Club	\$17,000	\$20,500	\$17,000
Girls Inc.	\$17,000	\$17,000	\$17,000
Rape Crisis Center	\$4,000	\$4,000	\$4,000
Catholic Charities	\$7,500	\$7,500	\$7,500
Community Action Commission, Sr. Nutrition Program	\$10,000	\$10,000	\$10,000
Community Action Commission, South Coast Task Force on Youth Gangs	\$10,703	\$10,703	\$10,703
Carpinteria Branch Library	\$27,000	\$27,000	\$27,000
HELP of Carpinteria (Measure A Funding)	\$5,000	\$5,000	\$5,000

Attached are the annual applications for funding related to the City's Community Services Support Program.

Five Year Projection and Long Term Financial Planning

The City has implemented a three part approach to reaching a balance between revenues and expenditures that includes Immediate actions, 1-2 year actions, and Longer term strategies.

1. Immediate actions have been occurring over the last several years and while some of these actions will continue others such as deferral of certain maintenance and employee training, are proposed to be discontinued in the budget.
2. The 1-2 year actions include measures that take more time to implement but which are more durable in terms of revenue and or cost savings. Measures taken to date include things such as park and facilities maintenance contract cost cutting, capital projects that result in utilities cost savings, and adjusting fees and charges for services. Staff continues to identify and carry out these type measures.
3. Longer term strategies involve legislative action and/or significant policy decisions of the City Council concerning either revenue enhancement measures or service level reductions. In this regard, the City Council has implemented changes to employee compensation, the law enforcement contract for services, and sought and received voter approval for a hotel bed tax rate increase.

Staff believes that in order to continue to deliver balanced budgets on a five year horizon, various Immediate actions may need to be revisited in future years, additional 1-2 Year Actions will need to be identified and implemented, and one or more Longer term strategic actions (such as cost controls on health insurance), will need to be implemented. Additionally, continuing improvement in the economy will be necessary such that key revenue sources experience healthy annual growth.

In order to assist the City in this process, the City Council has requested the preparation of a long-range financial plan as a part of the current year work program.

Service Accomplishments and Challenges

The City provides a wide variety of services to the community that includes land use planning, building, code compliance, animal control, parks & recreation programs, public works related activities and programs, and administrative services. These various positions are staffed by highly trained and accomplished professionals that continue to meet the needs and expectations of the Carpinteria community. Additionally, the City provides a robust Volunteer Program, Emergency Preparedness program, and economic vitality activities related to the Carpinteria First committee.

Noteworthy outcomes of the 2012-13 fiscal year are highlighted in the City Manager's Message of the budget document. Also, the City's report on the Performance Measures of the 2012-13 Budget is attached as a table to this Staff report. The report explains what projects, programs and services taxpayers received for their local tax dollars.

V. LEGAL ISSUES:

The Deputy City Attorney will be in attendance at the meeting to advise the City Council on legal issues and questions it may have related to the budget and/or budget process.

VI. OPTIONS:

The budget document has been provided for City Council review and adoption. After receiving public comment and deliberating, the City Council may direct changes to the document. The document may be adopted at the meeting of June 10, 2013, or at the subsequent meeting of June 24, 2013. The budget can be adopted by approving the attached Resolution No. 5468, and the related Resolutions 5469 and 5470, concerning appropriation limits.

VII. PRINCIPAL PARTIES EXPECTED AT MEETING:

Representatives of Agencies requesting funding from the City and other interested parties may be in attendance.

VIII. ATTACHMENTS:

- A. Proposed Budget, including Resolutions Nos. 5468, 5469, and 5470 (distributed separately)
- B. Resolution No. 5472, establishing a Budget/Finance Committee
- C. Performance Measures Table, 2012-13
- D. Annual Community Service Support Applications

Attachment A

Proposed Budget, including Resolutions Nos. 5468, 5469, and
5470 (distributed separately)

Attachment B

Resolution No. 5472, establishing a Budget/Finance Committee

RESOLUTION NO. 5472

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CARPINTERIA ESTABLISHING A
STANDING FINANCE/BUDGET COMMITTEE OF
THE CITY COUNCIL.**

WHEREAS, the City Council from time to time determines that it is appropriate to create a committee of its members in order to address a particular subject matter; and

WHEREAS, the City Council has determined that it is necessary and appropriate to establish a standing committee of its members to work with the City Manager to address budgeting and other financial policy and oversight matters.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. All prior resolutions and minute orders concerning the establishment and purpose of a finance and/or budget committee of the City Council are hereby superceded.

Section 2. A standing Finance/Budget committee of the City Council, consisting of two of its members is established and representatives shall be determined by the usual practice of the City Council.

Section 3. The purpose of the Finance/Budget Committee is to meet with the City Manager to review revenues and expenditures as compared to budget and investment results, to advise the City Council regarding same, and to consider other City financial policy and oversight matters as determined appropriate.

Section 4. The Finance/Budget Committee shall meet at least quarterly.

PASSED, APPROVED AND ADOPTED on June 10 2013, by the following vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

Mayor

ATTEST:

City Clerk

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on June 10, 2013.

City Clerk

APPROVED AS TO FORM:

City Attorney

Attachment C

Performance Measures Table, 2012-13

Program: General Government

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Prepare for City Council review and adoption the City's Annual Work Program with Strategic Initiatives and specific Department Work Programs items.	1. Meet weekly with Department Heads to coordinate and advance approved work plans. 2. Provide mid-year and annual Work Program report. 3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the City Work Program.	Completed 1 and 2 and partially completed 3.
◆ 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.	Completed.
◆ Monitor external and internal factors affecting the City and make organizational adjustments as determined appropriate.	Participation in regional organizations and events such as that UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.	Completed. External factors are monitored by City staff including but not limited to, regular meetings with a contract sales tax consultant, attendance at the UCSB Economic Forecast, and the Santa Barbara Conference and Visitors Bureau Annual meeting.
◆ Public Outreach	Speak to at least two community groups annually about City activities, programs and issues or topics related to local government.	Completed. Examples of this year's speaking engagements included the Lion's Club and the Chamber of Commerce State of the Community breakfast.

Goals	Performance Measures	Results/Status
◆ Manage contracts for law enforcement, legal services and franchise agreements.	Contracts are implemented within budget; services delivered through the contracts are meeting community and organizational needs; and terms of agreements are being complied with.	Completed. The trash hauling franchise was updated, recent modifications to law enforcement contract implemented, and various other franchise agreements such as cable television, electric and natural gas monitored.
◆ Improve ongoing quality of customer service/public satisfaction with City services.	Respond to a minimum of 10 customer service concerns annually by working with Department heads and implementing change where needed.	The City Manager is an integral part of the customer service team and works annually with Department Heads and staff on more than ten occasions concerning specific customer service matters.
◆ Monitor and evaluate customer satisfaction via surveys, interviews, and similar tools and take actions necessary to improve customer service.	Conduct a customer satisfaction survey.	Completed.

Goals	Performance Measures	Results/Status
◆ Improve and maintain collaborative relations with Special Districts and the business community.	1. Participate in monthly meetings with Special District Managers and the School Superintendent. 2. Maintain membership on the Chamber of Commerce Board of Directors and attend monthly Board Meetings. 3. Coordinate at least four committee meetings annually with the School District, Fire District and Chamber of Commerce.	The City Manager attends monthly meetings of Carpinteria Valley Managers, represents the City on the Chamber of Commerce Board of Directors and is City liaison to the Business Advocacy Roundtable. Committee meetings Between the Fire District and School District Committees, six meetings were held during the last fiscal year.
◆ Monitor State and federal legislation that may affect the City of Carpinteria, its programs and services, and assist City in advocating on certain issues.	1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc. 2. Facilitate legislative advocacy related to the federal Shoreline Erosion study, Trail-Rail crossings, and freeway interchange improvements.	Complete and ongoing
◆ Maintain property values and quality of life in the City's residential neighborhoods.	1. Organize City environmental programs under a Program umbrella that allows for the City Council to make informed policy choices. 2. Continue and expand coordination and partnering with agencies and organizations that have expertise and experience in this policy area in order to save the City time and expense in developing and implementing environmental programs.	Initiated and ongoing.

Program: Community Promotions and Communication

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Coordinate and monitor release of public information on behalf of the City.	1. Serve as Public Information Officer. 2. Coordinate release of information with City Manager and Department Heads. 3. Respond to calls for release of information as directed by City Manager.	On-going.
◆ Video/Audio Equipment for Government Access Ch. 21	1. Coordinate repair and maintenance of video/audio equipment as needed 2. Administer franchise agreement with Cox Communications 3. Administer the City's agreement with the Community Media Access Center (CMAC)	Annual system check /maintenance of the City's GATV related equipment occurred May 8, 2013. Met with local Cox Manager of Public/Media relations; discussed various agenda items including emergency Cox Cable system, follow-up regarding digital transition, follow-up on senior discount program, etc. Reviewed various agendas, minutes, etc. from CMAC and requested and received various prior year reporting documents.

Goals	Performance Measures	Results/Status
◆ Coordinate gavel to gavel 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 or off-site).	1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and tape gavel-to-gavel meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers. 2. Oversee rebroadcasting of meetings. 3. Schedule live broadcast and/or airing of rebroadcast of government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.	Various City Council, Planning Commission, Water District, Fire District, and School District meetings were aired live, recorded, and rebroadcast throughout the year. Primary coordination of scheduling performed by the GATV Production Coordinator.
◆ Review DVD's and videotapes that are submitted to the City for consideration for broadcasting.	1. Within three business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21. 2. Communicate decision on whether to air submitted programming within five business days after review.	On-going; review and communication time frames not tracked.

Goals	Performance Measures	Results/Status
Provide coverage of City sponsored/approved events.	1. Airing of city sponsored/approved meetings, forums, Emergency Alert broadcasts and other special event programming that falls within the guidelines of the City's GATV policy 2. Coordinate with Carpinteria Special Districts regarding use of the city's GATV channel 21.	Various programs were broadcast throughout the year, including: 1. Annual Chamber of Commerce Community Awards Banquet and Jr. Carpinterian candidates / Business Award interviews 2. Touring with the Candidates 3. Candidates Forum 4. Avocado Festival 5. Suicide Prevention Forum 6. Aware & Prepare program 7. It's in the Bag 8. Shop Carpinteria promotional piece 9. Clean Green Smoke Free City 10. Holiday Spirit Parade and Hospice Light up a Life 11. Shark Colloquium Staff coordinated with Special Districts, as needed, regarding use/scheduling of GATV channel 21.
◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions)	1. Oversee and participate in preparation and editing of three City Newsletters.	The following City newsletters were completed and included as an insert in the Coastal View News as follows: Summer 2012 Fall 2012 Spring 2013

Goals	Performance Measures	Results/Status
◆ Participate and represent the City in various community events.	1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee. 2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.	Served on steering committee for annual Community Award Banquet and supported Chamber-sponsored community events. As Staff Representative to Parking and Business Improvement Area Advisory Board (PBIAAB), actively participated in planning of sponsored events in the Downtown "T", including 2 parades, Tree Lighting and Hospice Light Up A Life Ceremony and Safe Trick or Treating in the Downtown "T"
◆ Prepare and monitor annual budget for Communication and Community Promotions Division.	1. Evaluate and prepare annual budget. 2. Meet with Administrative Services Director to verify final budget figures. 3. Monitor expenditures on a monthly basis during fiscal year.	Annual budget for Division was adopted and expenditures were monitored throughout the year. Budgets were also monitored for PBIAAB and Carpinteria First Committee.

Goals	Performance Measures	Results/Status
◆ Provide staff support for Council-appointed Parking and Business Area Advisory Board (PBIAAB).	1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas. 2. Ensure meetings are officially noticed and in compliance with California's Brown Act. 3. E-mail agenda and copy of minutes of previous meeting to each of five Board members. 4. Provide copy of approved minutes to City Council and City Manager.	Worked with Board Chairman to prepare and post agendas for monthly meetings, distributed approved minutes to the City Council and City Manager Attend monthly Board meetings and support activities of the PBIAAB.
◆ Ensure coordination between the staff PBIAAB representative and the HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown.	1. Staff PBIAAB representative, the Coordinator of Volunteer Services, and the City's Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.	On-going.

Goals	Performance Measures	Results/Status
◆ Provide resources and support for the PBIAAB.	1. Attend scheduled meetings, plan short term and long-term projects and events. 2. Maintain annual calendar of events. 3. Support and assist PBIAAB in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T". 4. Assist in planning and organizing PBIAAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Safe Halloween Trick or Treating, Holiday Spirit Parade, Hospice Light-Up-A-Life and Tree Lighting Ceremony.	Attended monthly meetings to plan short term and long term projects and support Board members in coordinating events and activities in the Downtown "T" HOST Program volunteered to assist the Board in distributing information to merchants in the Downtown "T" regarding upcoming events. Staff attended monthly meetings and assisted Board in responding to questions and concerns of Downtown "T" merchants regarding parking issues" and planning of events in the Downtown, the banner system coordinating colors of the Carpinteria Flag was updated for display in the "T".
◆ Assist in determining annual revenue and preparing annual Assessment District 4 budget.	1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget. 2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.	Worked with Finance Supervisor to monitor revenue from Business Assessment fees. Conferred with Board Chairman to prepare and monitor annual budget.

Goals	Performance Measures	Results/Status
◆ Assist in preparing annual District 4 report for City Council.	1. Meet with PBIA Board Chairman to review year's calendar of events, revenue and expenditures. 1. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees. 2. Prepare annual report to City Council for signature of Board members.	Provided Board with information to assist them in making recommendation to the City Council regarding assessments for District #4 which are included in the Board's annual report. Assisted Board Chairman in preparing annual report for presentation to City Council.

Volunteer Services:

Objectives	Performance Measures	Status/Results
◆ Develop and implement strategy for collaborating with departments in the recruitment, engagement, recognition and support of volunteers.	1. Manage a city-wide volunteer management database to track City volunteers, manage volunteer contact information and positions, record volunteer activity and maintain program rosters.	Last fiscal year, a new volunteer management database was secured, which has allowed the City to seamlessly track volunteers, including contact information, position placement, hours of service, etc. This database is updated as needed.

◆ Increase community investment by bringing visibility to and engaging community members in the programs and services the City has to offer.	1. Formalize the City Volunteer Program by developing position descriptions for all volunteer positions offered and collect application packets for all City volunteers. 2. Develop and implement a standardized New Volunteer Orientation for all City volunteers.	Formal volunteer positions descriptions have been created for all volunteer positions that are currently being offered. New position descriptions are written for all new volunteer positions before they are posted publically. Additionally, all current volunteer opportunities are posted on the City's website and on VolunteerMatch- one of the largest online volunteer recruitment websites available. All interested individuals are forwarded directly to the Volunteer Services Coordinator for follow up. The Volunteer Services Coordinator continues to work with the HR Administrator to collect signed and completed volunteer application forms from all City volunteers. A draft version of the New Volunteer Orientation was developed this fiscal year. A new volunteer manual and PowerPoint presentation were created as part of this process. The materials should be finalized this summer.
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◆ Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.	1. Implement President's Volunteer Service Award. 2. Design and host a volunteer recognition event for all City volunteers.	The City registered as an authorized agency to issue the President's Volunteer Service Award. Any City volunteer who meets the standards for this award are now eligible to receive it. Additionally, the City signed an agreement with the Retired Senior Volunteer Program (RSVP) that will allow City volunteers to receive this award through their agency as well. During this fiscal year, a formal volunteer recognition program was not developed, however, we hope to address this next fiscal year.
◆ Develop strategy for creating more consistent communications with City volunteers and implement communications plan.	1. Create and distribute quarterly communication to all City volunteers.	During this fiscal year, a volunteer communication to all City volunteers was not developed, however, we hope to address this next fiscal year. A monthly newsletter was developed for CERT volunteers.

◆ Develop and implement standard operating procedures for the HOST program.	1. Create and facilitate HOST volunteer and Day Captain trainings. 2. Standardize HOST kiosk materials, distribution and kiosk utilization policy.	A new training program for all City HOSTs was developed and implemented that has been very successful. All new HOSTs receive this training when they join the program and all returning HOSTs receive refresher training annually. All materials that are distributed through the Visitor Center have been standardized and an inventory/tracking system was developed to account for items in stock and those items of high/low demand. Additionally, a materials distribution policy was created to address the items we will and won't distribute.
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◆ Develop leadership volunteer positions for the HOST Program.	1. Develop new HOST volunteer leadership positions and recruit three volunteers to fill these roles. 2. Define HOST Steering Committee role.	The HOST Steering Committee continues to meet monthly to ensure the program is functioning at the highest level. They continue to play an active and vital role in evaluating the success of the HOST Program and takes a proactive role in making adjustments to the program to ensure continued success. Leadership positions were created within the Committee to allow for greater participation and ownership over various areas of the program. Four leadership positions that were created were filled and have been vital to all of the development efforts this program has undergone.
◆ Develop and implement a NTN pilot program.	1. Create NTN program materials for outreach, instruction and education. 2. Create neighborhood maps.	During this fiscal year, background research was conducted on similar programs in other cities. A draft neighborhood map was developed. During the next fiscal year, a more focused approach will be applied to launch this program in our community.

Program: Economic Vitality 2012-

2013Accomplishments 2012-2013

The majority of staff's Economic Vitality efforts in were related to the activities of the Carpinteria First Committee. Various efforts related to the goals and performance measures of the Committee are outlined below.

Goals	Performance Measures	Results/Status
◆ Coordinate business attraction and retention efforts with the Community Development Department and City Manager. ◆ Continue assistance of new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc. ◆ All follow-up will be determined by the specific issue in question. (For example, a tenant improvement issue will require a different response than one involving a business licensing question.)	1. Initiate contact with 100% of all prospective business inquiries (i.e., relocations, expansions) within two business days. 2. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their issues within two business days.	Arranged meeting with owner / owner representative of prominent downtown property to discuss future property uses, etc. Met with real estate/prospective buyer representative related to the 85,000± sf Lagunitas R&D site. Met with local business owner/top sales tax producer regarding business retention. Assisted several leasing inquiries by directing them to City planning staff (primarily related to appropriate zoning). Inquiries included: -Manufacturing relocation (39,100± sf) -Moving Company (7,200± sf) -Adult Day Program (4,900± sf) -Gym (1,800± sf) -Restaurant (1,152± sf) -Food related use (home occupation) Business assistance efforts are an on-going activity.

Goals	Performance Measures	Results/Status
◆ Represent City on applicable economic development related committees and attend applicable business functions	1. Participation in Chamber/City sub-committee meetings 2. Participation at Chamber functions (e.g., Chamber mixers, Annual Chamber Banquet, etc.) attend annual UCSB Economic Outlook Seminar.	Have attended Chamber of Commerce functions (e.g., Chamber mixers, State of the City function, Annual Chamber of Commerce Community Awards Banquet, Chamber Alliance event, Ribbon Cutting event). Also attended the 2013 UCSB Economic Outlook seminar, Conference and Visitors Bureau and Film Commission Annual General Meeting, and a South Coast Business Forum meeting.
◆ Continued enhancement of City sales tax revenues.	1. Meet quarterly with City's sales tax auditor to review data 2. 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.	Staff met quarterly with a representative of the HdL Companies, the City's sales tax auditor, to review and discuss various City sales tax information.

Goals	Performance Measures	Results/Status
◆ Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues. ◆ Continue City's Outstanding Business recognition award program ◆ Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.	1. Arrange one meeting every quarter with local businesses (e.g., top employers, sales tax producers, new businesses, etc.). As timing and schedules permit. Invitees will include 2 Council members, City Manager, Community Development Director, and Chamber representatives. 2. Update database monthly and e-mail periodic inventory updates to real estate agents.	Staff arranged a business tour with local company Nusil. Attendees included a City Councilmember, City Manager, Assist. to the City Manager and Chamber of Commerce president/CEO and the Board Chair. Additional tours are to be planned. The City's web based available commercial real estate inventory was updated at various times throughout the year and is available to real estate professionals, developers, building owners, businesses looking for commercial space, and the general public 24/7. Updates to the information include adding new inventory and removing properties as needed. The inventory was also occasionally emailed directly to primarily commercial real estate agents/brokers.

Goals	Performance Measures	Results/Status
◆ Provide staff support for Council-appointed "Carpinteria First" Community Committee.	1. Provide staff support for Carpinteria First Community Committee, setting goals and objectives and establishing annual budget. 2. Confer with Committee / Committee Chair to schedule and coordinate meetings and assist in preparation and posting of agendas. 3. Ensure meetings are noticed and in compliance with the Brown Act. 4. E-mail agenda and draft minutes of previous meeting to Committee members. 5. Support Carpinteria First Committee in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T", Casitas Plaza and Shepard Place. 6. Maintain annual calendar of events.	Acted as Carpinteria First Committee staff liaison working with committee on events and budget review/preparation. Worked on preparation and posting of meeting agendas/notices. Emailed various agendas to committee members. Chair sent Committee representatives email correspondence throughout the year to various First Friday participants regarding First Friday and Saturday events. Committee has a Calendar of Events. The City's Carpinteria First committee promotes Carpinteria business throughout the year through First Friday and Saturday events (e.g., Snow Day, Medieval May, Surf's Up, Chalk the Walk, etc.) Various advertising venues were used throughout the year to promote events/Carpinteria including Explore Santa Barbara--Santa Barbara Newspress publication, Coastal View News, Carpinteria Magazine, KEYT, Cox Communications, and K-Lite radio.

Program: Community Services Support

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Timely submittal of Community Service applications to providers for the 2012-2013 fiscal year.	Submit Community Service applications to the various providers 30 days prior to the first 2012-2013 City budget hearing.	Applications submitted to Community Service providers May 4, 2012.
◆ Timely submittal of 2012-13 contracts to Community Service providers.	Forward contracts to the City's various community service providers as well as any other designated community service grant recipients within 60 days of the passage of the 2012-2013 City budget.	All contracts submitted within 60 days to service providers that were designated for funding.
◆ Complete Community Service Contracts with service providers	Obtain appropriate signatures and transmit completed contracts to service providers.	All 2012-13 contracts finalized and transmitted.

Program: Records Management

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Insure that the City conducts their business in an open manner in compliance with the California Brown Act	1. Prepare 80 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies. 2. Provide written notice to all property owners within 300' radius of projects as required. 3. Prepare notices of vacancies for all boards/commissions.	Prepared, published, posted and mailed 78 notices. Completed for all noticing. Prepared, posted and published 6 vacancy notices.
◆ Provide for the complete and timely publishing of City Council meeting agenda packets. ◆ Insure timely compliance with all Public Records Act Requests.	1. Publish and post minimum of 24 City Council agenda packets 2. Publish and post 2-6 agenda packets for special meetings. 3. Respond to 12 Public Records Act Requests	Completed. Completed for 4 special meetings. Responded to 25 PRA requests
◆ Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.	1. Process for destruction 75 records (files) annually.	Destroyed 10 large banker boxes of records form onsite and off-site storage and approximately 7 boxes containing VHS and audio cassettes of various public meetings, presentations, and special.

Goals	Performance Measures	Results/Status
◆ Insure compliance with requirements of the Fair Political Practices Commission.	1. Process required 48 Statements of Economic Interest Form 700 for Council, Boards/Commissions and staff.	Processed total of 57 Form 700 and 38 Campaign Statement filings.
◆ Provide for the City's processing of Agreements.	1. Retain 125 various types of agreements and process 8 new agreements annually.	Processed 41 new agreements this year.

Program: Elections

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Conduct a special municipal election on November 6, 2012	1. Prepare for adoption by the City Council, all required resolutions calling for election of certain officers and for submission to the voters a question relating to increasing the rate of the City's Hotel Bed Tax, requesting consolidation, setting guidelines for candidate statements, setting priorities for filing arguments, directing City Attorney to prepare an Impartial Analysis, and providing for rebuttal arguments. Following Council Adoption, process documents for approval by the Santa Barbara County Board of Supervisors.	Resolutions were approved on June 11 and were forwarded to Santa Barbara County Board of Supervisors for approval.
	2. Prepare Candidate Election Guide and assemble candidate packets of all required information.	Candidate Manual and packets were completed on June 30.
	3. Coordinate entire election process with Santa Barbara County Elections Division.	Completed.
	4. Work with candidates, throughout the election period, to assure that all required filing are completed in a timely manner.	Completed.

Goals	Performance Measures	Results/Status
Provide the timely assuming of office by all newly elected councilmembers	1. Work with Santa Barbara County Elections to complete canvas of election. 2. Prepare final resolutions for certification by the City Council. 3. Administer oaths of office and file final required documents for newly elected officials	Completed. Election was certified at City Council meeting of December 10, 2012. Completed December 10, 2013 with certification of election. Completed for two new City Council Member.

Program: Staff Recruitment, Retention and Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.	1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy. 2. Place recruitment ads for 100% of open positions to be filled through open recruitment. 3. Review 100% of applications received for advertised position, including applications for part-time and seasonal employment. Follow through with appropriate written response to each applicant. 4. Prepare testing and interview materials for 100% of open positions. 5. Select minimum of three qualified individuals to serve on Oral Board for each interview process. 6. Schedule the most qualified applicants to participate in selection process within 60 days of first notice. 7. Confer with Oral Board and Department Head to establish eligibility list. 8. Check minimum of three references on successful candidate.	The Human Resources Administrator together with the Management Assistant of Parks and Recreation were involved in the selection process of applicants for seasonal part-time employees in the Recreation Department which included review of applications, scheduling oral board interviews, checking references, scheduling health screens, fingerprinting and employee orientation. Twenty-one individuals have been hired to join 40 returning employees for positions in the beach and community pool recreation programs. Finally, extensive advertising for the Management Analyst position. Forty resumes were received. Five candidates will be invited to interview before an oral board made up of four – five professional. A candidate was selected and hired in August 2012.

Goals	Performance Measures	Results/Status
	9. Send letter of offer to successful candidate within 10 days of Oral Board and appropriate letters advising each candidate of status. 10. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.	
♦ Coordinate and administer Employee Benefits Programs.	1. Coordinate, administer and enroll 100% of eligible employees in employee benefit programs for full-time employees and 5 Council members when eligible for health, dental, life insurance, wellness program, disability plans, retirement, vision and fitness program. 2. Coordinate and monitor annual sign up of 100% of full-time employees and Council members in AFLAC Flexible Benefit Program.	Eligible employees were advised of the employee benefit program appropriate to their position. Worked with the City's insurance broker to improve benefits and ensure premium insurance rates are competitive. Annual sign up was conducted in November.

Goals	Performance Measures	Results/Status
◆ Review and update position descriptions for conformance with responsibilities and duties being performed.	1. Within ten days of first notice of a position vacancy, analyze staffing needs for affected department and review job description. 2. Conduct on-going review of job descriptions for conformance with duties being performed.	The City operates on a very limited staff and staffing needs are reviewed and analyzed on an on-going basis Three new positions in Public Works were created and approved by the Council in May 2013 (Civil Engineer, Engineering Technician and Maintenance Worker). The Human Resources Administrator assisted the Public Works Director in writing the job descriptions. The Human Resources Administrator reviewed, classified and set-up the wage scales of the positions.
◆ Assist Supervisors in preparing annual employee performance evaluations.	1. Assist Supervisors in preparing formal annual employee performance reviews on 100% of 30 full-time employees between May and June 30, 2011, matching performance to department goals and objectives. 2. Help foster better communication between supervisors and employees. 3. Assure that appointment and promotion of employee is based on merit and performance evaluation. 4. Confer with Parks and Recreation Director to ensure annual	The City uses a Knowledge Point Computer Software Program to conduct annual performance reviews on 30 full time employees. Promotion and salary increases are based on performance evaluation. Seasonal part-time employees are evaluated at the end of the summer season. The City purchased new Performance Evaluation software. A series of 9 mandatory training were conducted for all employees. Additionally,

Goals	Performance Measures	Results/Status
	evaluations are completed on part-time and seasonal employees.	a one-on-one training were conducted by the Human Resources Administrator for 3 managers and supervisors.
◆ Maintain appropriate information and secure files documenting the employment records of each City employee.	1. Maintain appropriate documentation in a confidential personnel file for 100% of full-time, part-time and seasonal City employees. 2. Control confidentiality of all applications and personnel files. 3. Maintain file on Student Volunteers earning hours for graduation requirement for community service. 4.	Personnel files are confidential and maintained in the Human Resources offices.
◆ Continue to review Administrative and Personnel Rules and Regulations and Employer-Employee Relations Policy for any new updates necessary to ensure compliance with Federal and State law.	1. Periodically review policies to ensure compliance with Federal and State laws.	On-going. Personnel policies are reviewed periodically to ensure compliance with Federal and State laws.

Goals	Performance Measures	Results/Status
◆ Update of Employee Handbook for distribution to employees.	1. Finalize revisions to the Employee Handbook, referencing current administrative and personnel rules and regulations. 2. Prepare handbook for distribution to regular, full-time employees and Council members in order to provide up-dated information regarding the City, its functions, benefits, regulations and basic information in areas of common interest.	On-going. Personnel policies are reviewed periodically to ensure compliance with Federal and State laws

Goals	Performance Measures	Results/Status
◆ Encourage employee participation in training opportunities, including safety, technical and computer training classes, attending workshops sponsored by CJPIA and other 3rd party training workshops.	1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 100% of 30 full-time employees consistent with the training goals established for each classification. 2. Encourage attendance at computer training classes, safety training programs and EAP programs on current personnel-related issues. 3. Monitor on-the-job training for 100% of new hires at 3 months, six months and one year. 4. Monitor safety training and certification program for recreation personnel.	To date, the Human Administrator coordinate, facilitated and scheduled approximately 10 various safety, computer and customer services training for employees which include: Preventing Substance Abuse in the Workplace, Payroll Information Training for the Public Works staff, "Say What You Mean But Don't Say It Mean" for Code Compliance Officers, Preventing Discrimination, Harassment and Retaliation, Backhoe Training, Effective Meetings, Time Management, One-on-one coaching for the Code Compliance Officer and 2010 Excel Essentials Training. A Lunch and Learn Training Series was launched in March 2013. Additionally, some of the management staff attended CJPIA Risk Management Conference in November 2012.

Goals	Performance Measures	Results/Status
◆ Provide guidance and assistance to City Manager and Department Heads on Personnel-related issues and establish and maintain procedures for dealing with personnel issues.	1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules 2. Interpret personnel policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments. 3. Attend training programs and workshops on personnel and health-related issues, benefit programs and legislative up-date seminars.	All employees are encouraged to take advantage of the training opportunities available to them. In addition to the workshops sponsored by CJPIA, computer classes through Lynda.com are available for a variety of programs and levels. The HR administrator attended the Human Resources Academy in April 2013 through CJPIA.

Goals	Performance Measures	Results/Status
◆ Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.	1. Respond to 100% of inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes. 2. Meet with City Manager and representatives from the Public Works and General Service employee units to review and discuss for discussion and/or clarification of issues covered under the Memorandum of Understanding, effective fiscal years 2012 – 2014.	HR Administrator and City Manager together with the representatives from Public Works and General Service employee units met and conferred on issues covered under the MOU during the months of April – June 2012. HR Administrator responded and handled employee disputes. A Payroll Information Training for the Public Works staff was conducted by the Human Administrator and the Finance Director in 2012. Additionally, the City Manager, Human Resources Administrator and the SEIU Union Representative as well as the representatives from the Public Works and General Services employee unit met in 2012 to discuss the AB 340, the new retirement reform.

Goals	Performance Measures	Results/Status
◆ 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. ◆ Review non-negotiable Agreement for Conditions of Employment for Management and Miscellaneous Personnel and the non-negotiable document outlining conditions of employment for hourly rated part-time and seasonal employees.	1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss renewal of current contract. 2. Confer with City Manager and labor attorney, when appropriate, regarding negotiation process and related personnel issues. Upon agreement prepare documents and resolution for Council approval following negotiations. 1. Review the non-negotiable documents for Management and Miscellaneous employees and for the part-time, hourly rated and seasonal employees. Make changes as appropriate. Prepare resolution for approval by the City Council.	Document clarification re interpretation of MOU. Document was reviewed with the City Manager and labor attorney.
◆ Develop reciprocity with other agencies concerning classification and compensation surveys	1. Respond to approximately ten surveys from other agencies relating to personnel-related issues, job classifications, compensation and benefits. 2. Respond to personnel related surveys from CJPIA.	Human Resources respond to a number of surveys from other agencies on various personnel issues, as well as compensation and benefit surveys.

Goals	Performance Measures	Results/Status
◆ Coordinate Employee Service and Recognition Programs.	1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five and thirty years of service for City staff members with presentations made twice a year; acknowledge leadership and service of citizens on City Boards, Commissions and City Council. 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.	Employee service awards were presented in March 2012. Additionally, the Sheriff department staff was also acknowledged and presented with service awards.
◆ Monitor Contract Services under Human Resources Division.	Lincoln Life Insurance (Employee Connect and Life Keys Services). Employee Assistance Program offers a comprehensive EAP program for professional assistance to City employees and their immediate families.	On going
◆ Evaluate and improve procedures for maintaining computerized personnel programs.	1. Strive to enhance computer programs to input and reconcile data for personnel record-keeping.	Purchased and administered Lynda.com web-base computer training and scheduled a Lunch and Learn employee training.

Program: Risk Management

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Follow proven practices of risk management in order to minimize the City's liability exposure.	1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren & Company within required time frame and review monthly summary reports. 2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program. 3. Coordinate annual Risk Management Evaluations and audit inspections. 4. Maintain confidential DMV pull-notice driving reports.	Eleven liability claims were forwarded to Carl Warren & Company. Eight claims have been closed as of May 31, 2013 report. Annual safety inspections were conducted by CJPIA. Additionally, the safety committee conducts a quarterly safety inspection. We continue to monitor driving records of those individuals required to drive City vehicles in accordance with the DMV pull notice program.
◆ Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy	1. Follow required reporting procedures to ensure that 100% of workers' compensation claims forms are submitted in a timely manner. 2. Review monthly summary reports. 3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties. 4. Confer with Supervisor to ensure follow-up safety measures are taken. 5. Reduce lost time from injuries by 50%.	Three worker's compensation claims were reported to CJPIA. These were minor claims, none of which resulted in lost time.

Goals	Performance Measures	Status/Results
◆ Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.	1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program. 2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat and other OSHA required training. 3. Schedule at least 6-10 CJPIA safety training classes annually.	The City continues to schedule extensive training for employees, including workshops and training through the Joint Powers Insurance Agency. The Public Works staff attended a Backhoe Training in April. Currently more safety training is being scheduled with CJPIA and other 3rd party training companies.
◆ Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards. 2. Encourage staff attendance at training workshops. 3. Apprise staff of new Federal and Cal OSHA regulations and standards.	Some Management staff attended the annual CJPIA Risk Management Conference in November 2012.
◆ Conduct annual review of Department Emergency Procedures	Coordinate annual Department Emergency Procedure meetings to instruct employees on actions to be taken at the time of an emergency.	Annual Emergency Procedure meetings are held by each Department Head with their employees.
◆ Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommended by	1. Facilitate annual Fire Prevention Plan. 2. Conduct annual fire extinguisher training for employees. 3. Expenditures and goals related to emergency	The Fire Prevention Plan review includes annual fire extinguisher training for all employees.

Goals	Performance Measures	Status/Results
CJPIA.	preparedness and response training can be found in the Emergency Preparedness Section of the budget.	
◆ Work with City Clerk and Department Heads to incorporate appropriate risk transfer elements in developing contract documentation and tracking procedures to monitor contractor compliance as recommended by the CJPIA.	Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.	Currently the City Clerk has the original City contracts for all departments.
◆ Work with Parks and Recreation and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by the CJPIA.	1. Meet with Parks and Recreation Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment 2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.	Parks Maintenance Facilities Technician receives training certification on Playground Safety.

Goals	Performance Measures	Status/Results
◆ Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies. 2. Ensure that tree-trimming maintenance programs are established as claim prevention measures. 3. Monitor liability claims with goal to reduce by 50%.	Annual street and sidewalk inspection are conducted by Central Coast Surface. A computer database is set up to track inspections. Database is established for tracking tree trimming and maintenance programs.
◆ Schedule meetings with Employer/Employee Occupational Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy. ◆ Coordinate review of planned and on-going ADA related projects	1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis. 2. Have minutes of meeting recorded, identify safety risks, respond to safety concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction 3. Monitor ADA compliance. 4. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.	The Health and Safety Committee meetings are held on a quarterly and as-needed basis. New set employees now comprise the Health and Safety Committee. Additionally, the Pool Supervisor was added to the committee to ensure the Parks and Recreational employees receive safety training and information. Minutes of the Safety Committee meetings were recorded and safety issues, measures, training and incentive programs are discussed.
◆ Complete insurance renewal application forms as required; submit information	1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures	The Administrative Services Director and Human Resources Administrator/Risk Manager work together to determine the

Goals	Performance Measures	Status/Results
for insurance coverage on new equipment, vehicles and property. Prepare and monitor budget for Risk Management Division.	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.	Retro and Primary Deposit figures. All applications for coverage through the CJPIA have been completed and submitted in a timely manner.

Program: Law Enforcement

Accomplishments 2012-2013

Goals	Performance Measures	Results/status
The Sheriff's Department will work to maintain or exceed the Uniform Crime Reporting "clearance by arrest" rates that the FBI National Average	1. Maintain or exceed a UCR "clearance by arrest" rate of 90% for crimes classified as Homicide . <i>The 2011 national clearance rate average was 64.8%. California's average clearance rate was 61.87%.</i>	N/A There were no homicides in the reporting period.
	2. Maintain or exceed a "clearance by arrest" rate of 76% for crimes classified as Forcible Rape . <i>The 2011 national clearance rate average was 41.2%. California's average clearance rate was 41.33%.</i>	0% clearance rate: There were 3 reported cases and none were cleared by arrest. Note: There are no open rape cases in Carpinteria. All have been cleared or suspended due to being determined, unfounded or insufficient information to proceed.
	3. Maintain or exceed a "clearance by arrest" rate of 50% for crimes classified as Robbery . <i>The 2011 national clearance rate average was 28.7%. California's average clearance rate was 27.42%.</i>	0% clearance rate: There was 1 reported case and it was not cleared by arrest. Note: This case was cleared when it was associated with an arrest in Goleta for a similar crime.
	4. Maintain or exceed a "clearance by arrest" rate of 81% for crimes classified as Aggravated Assault . <i>The 2011 national clearance rate average was 56.9%. California's average clearance rate was 53.35%</i>	92% clearance rate: There were 13 reported cases and 12 were cleared by arrest
	5. Maintain or exceed a "clearance by arrest" rate of 25% for crimes classified as Burglary . <i>The 2011 national and California's clearance rate average were 12.7%</i>	31% clearance rate: There were 51 reported cases and 16 were cleared by arrest

Goals	Performance Measures	Results/status
	6. Maintain or exceed a "clearance by arrest" rate of 21% for crimes classified as Total Larceny-Theft. <i>The 2011 national clearance rate average was 21.5%. California's clearance rate average was 15.99%.</i>	16% clearance rate: There were 228 reported cases and 36 were cleared by arrest
The Sheriff's Department will meet or exceed the current level of Community Out-reach in an effort to improve the relationship between the Sheriff's Department and the community	1. The Sheriff's Department will respond to requests for community speakers (Business Watch, Neighborhood Watch, school programs, etc.) within 2 days of the request. 2. The Sheriff's Department will conduct 1 Community out-reach forum per quarter.	During F/Y the members of the Police Department have responded to several requests for community speakers, including; the CERT program; extensive training and meetings with the Carpinteria/Summerland Schools regarding campus security and safety; two city staff training sessions; participation in the CalGrip grant application, Safe Schools and Healthy Schools grant program; several requests for speakers at Carpinteria High and Middle School, as well as several citizen requests for security/safety surveys. Additionally, we have developed and implemented a new outreach program for Carpinteria; Coffee with the Cops. While this program has seen some initial success, we are still fine-tuning the program. This program is now being used in other cities in Santa Barbara County; partly due to the success of our program here. Overall this has been a very productive year for our community outreach efforts.

Program: Emergency Preparedness

Accomplishments 2012-2013

Objectives	Performance Measures	Results/Status
◆ Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.	1. Reach 2,200 Carpinteria residents with <i>Don't Panic! Prepare!</i> preparedness information, starter emergency supplies kits and survival guides. 2. Coordinate multi-agency community preparedness event in September 2012. 3. Create Community Preparedness Education Presenter training program.	Through the Aware & Prepare Initiative grant, the City conducted 6 public education training sessions this year reaching 525 residents. Each participant received a starter emergency supplies kit and a "survival guide" with life-saving tips. In September 2012, the City hosted a multi-agency community preparedness event at Casitas Plaza. The event reached over 1,200 residents and involved 31 agencies. Additionally, 14 local businesses donated funds, discounts and give away items to the event. In coordination with the Santa Barbara County Public Education Committee, we worked to standardized preparedness programming throughout the county, which included conversations regarding the standardization of an instructor training program. We will continue to work with the Committee on these efforts.

Objectives	Performance Measures	Results/Status
◆ Establish relationship with Carpinteria Unified School District to reach staff and students with critical preparedness information and assist with the development of a plan for the District's Emergency Sheds.	1. Attend quarterly School Safety Committee meetings.	The Emergency Services Coordinator attended all four CUSD Safety Committee meetings during the 2012-2013 academic year. We began conversations with the Committee regarding the Emergency Sheds and did a site visit to access all four of the District's shed. We will draft a project proposal with recommendations for the sheds next fiscal year.
◆ Develop plan for working with the business community and residents in the tsunami inundation area to explain the TsunamiReady program and to gather input on their preparedness needs.	1. Reach 80% of businesses and residents in the tsunami inundation zone with vital tsunami preparedness information.	A tsunami preparedness section was added to the City's webpage, to inform residents of the risks and how to be prepared. A tsunami awareness presentation was developed to provide local residents with critical information on tsunamis. 50 residents were reached with this information.

Objectives	Performance Measures	Results/Status
◆ Develop and implement new team-based structure for the CERT Program.	1. Recruit two CERT volunteers to assist with the development of the new CERT structure. 2. Design and facilitate a Carpinteria CERT volunteer meeting.	In coordination with the Santa Barbara County CERT Committee, we have been working to address how each jurisdiction can create a team structure around our CERT programs. To assist with these efforts, a volunteer-led CERT Corps was founded to address these issues. The CERT Corps has representatives from different jurisdictions, including Carpinteria, and they actively work to address how to create a more structured CERT program with more CERT participation.
◆ Plan and implement advanced training opportunities for CERT volunteers in coordination with local agencies.	1. Host four advanced CERT trainings. 2. Participate in the planning and implementation of a county-wide CERT drill with the Santa Barbara County CERT Council.	In coordination with the Santa Barbara County CERT Committee and CERT Corps, an annual advanced training calendar was developed. Santa Barbara, Goleta, UCSB and Carpinteria rotate advanced trainings each month. Carpinteria hosted two trainings this fiscal year. Carpinteria participated in the planning and implementation of the county-wide CERT drill with the Santa Barbara County CERT Committee. 5 local CERTs participated in the drill that took place in Lompoc. In 2013, Carpinteria will host the county-wide drill.

Objectives	Performance Measures	Results/Status
◆ Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies.	1. Facilitate four City staff trainings on NIMS, SEMS, WebEOC, video conferencing and other critical disaster preparedness and response topics annually. 2. Host Public Information Officer (PIO) training for City staff who are bilingual and/or have a background in public information. 3. Create Disaster Services Worker tools and resources for City staff.	A 2012 and 2013 Employee Emergency Response Training Calendar was drafted and released to all employees. In the fall of 2012, working with the Sheriff's Department and the SBC Office of Emergency Management, we hosted two staff trainings that addressed EOC operations, critical City Hall emergency procedures and how to use WebEOC. In 2013, we changed our staff training structure and introduced monthly "Lunch & Learn" style trainings that offer more targeted information on areas they may be interested in learning more about. This fiscal year, we offered four of these trainings with great success. We will continue to offer these trainings next fiscal year. This fiscal year, we did not offer a PIO training, however, we did assign three employees to be PIOs during a disaster and will work to send them to a training course next fiscal year.

Objectives	Performance Measures	Results/Status
◆ Design, implement and evaluate internal and city-wide disaster exercises with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.	1. Facilitate four disaster exercises with City employees and partner agencies.	A citywide multi-agency tabletop earthquake drill was held in November 2012. The City, CSFD, Sheriff Department, Water District and Sanitary District had representatives on the planning committee. This drill tied to a larger statewide Public Health drill, so it involved interactions with County Public Health and County OEM. The drill engaged 11 City employees and 7 representatives from other agencies.
◆ Offer continuing education for Elected Officials.		
◆ Design public education campaign to reach residents with emergency alert information and describe the benefits of being StormReady and TsunamiReady.	1. Achieve StormReady and TsunamiReady status.	This fiscal year, steps we taken to begin the process of becoming certified as a StormReady and TsunamiReady city. The City will continue to work with NOAA on the requirements to receive this designation.
◆ Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.	1. Meet with State Parks administrators annually to discuss tsunami preparedness and response information for visitors.	Annually, the City checks in with State Parks regarding the tsunami signs that were posted at the beach. We will continue to work with them to provide information to visitors.

Objectives	Performance Measures	Results/Status
◆ Increase emergency response capabilities at City Hall.	1. Create City Hall emergency supplies needs list, build emergency supplies storage container and acquire emergency supplies. 2. Create and update City EOC kits.	This fiscal year, steps were taken to create an emergency supplies needs list for City Hall. Next fiscal year, we hope to begin discussions on where these items could be stored at City Hall and work to obtain items. EOC Kits for all Sections were updated with critical information. The kits were tested during the citywide drill and revisions were made that will allow them to be more effective. Revisions will continue to happen annually as part of an ongoing maintenance plan.

Program: Financial Management Services

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Accounting		
◆ Provide for the complete, accurate and timely recording of accounting transactions;	1. Process, review, sign and file 2,000 A/P checks 2. Process IRS Forms 1099 on time for eligible vendors 3. Process 80 petty cash transactions 4. Process quarterly fund interest allocation calculations 5. Process semi-annual cash bond interest allocation	1. Processed 2,246 A/P checks 2. Processed 325 IRS Forms 1099 3. Processed 103 petty cash transactions 4. Completed 5. Completed
◆ Safeguard City assets	1. Maintain fixed assets accounting system 2. Complete 12 bank reconciliations	1. \$2,340,264 in capital purchases and equipment 2. Completed
◆ Provide for the City's cash flow needs	1. Process 36 bank wire transfers 2. Process 2,700 cash receipts transactions 3. Prepare 248 bank deposits 4. Process monthly Community Development private projects accounting statements 5. Perform collections on 160 PBIA assessments 6. Process SB90 mandate reimbursement claims 7. Collect City Business License Taxes 8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council	1. Processed 72 bank wire transfers 2. Processed 2,796 cash receipts transactions 3. Prepared 120 bank deposits 4. Currently 35 active projects 5. Twenty four of 148 assessments, (\$4,541) of \$30,180 levied remain uncollected. Twenty three are vacant or closed 6. Received \$2,183 7. 177 of 1,447 (12.2%) businesses remain delinquent 8. Completed

Goals	Performance Measures	Status/Result
Auditing		
◆ Obtain unqualified audit opinions on all audits	1. Complete annual financial audit 2. Complete Measure D audit 3. Complete LTF audit 4. Receive the Government Finance Officers Association's award for Excellence In Financial Reporting	1. Completed with unqualified opinion 2. Completed, no findings 3. Completed, no findings 4. Received
Goals	Performance Measures	Status/Result
Payroll		
◆ Provide for the timely payment of employees	1. Process 26 biweekly payrolls for 30 full time and approximately 55 part-time employees 2. Provide personnel cost information to assist in development of the budget	1. Completed 2. Provided
◆ Provide for the timely payment of taxing authorities	1. Process 26 biweekly payments of federal, state and state disability deposits 2. Process quarterly tax withholding reports 3. Process annual W-2 forms for each employee	1. Processed 26 biweekly payments of federal, state and state disability deposits 2. Processed quarterly tax withholding reports 3. Processed annual W-2 forms for each employee
◆ Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding	1. Review time cards 2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations	1. Reviewed time cards 2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations

Goals	Performance Measures	Results/Status
◆ Provide financial administration for retirement programs	1. Process 26 bi-weekly payments for the Public Employees Retirement System (PERS), International City Manager's Association and Aetna Annuity Services 457 Plan 2. Reconcile quarterly retirement program statements	1. Processed 2. Reconciled
Goals	Performance Measures	Status/Result
Budgeting		
◆ Provide a plan to ensure the short and long term financing of City programs	1. Produce a five year long term financial plan document 2. Produce a one year program/performance budget 3. Produce a detailed line item appropriation budget 4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award 5. Produce monthly reports to monitor actual versus budgeted results and take corrective action	1. Produced 2. Produced 3. Produced 4. Received 5. Produced

Goals	Performance Measures	Results/Status
Financial Reporting		
◆ Comply with all County, State, and Federal financial reporting mandates	<u>Annual Reports:</u> 1. Complete the Franchise Tax Board's annual sales tax remittance report 2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report 3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings 4. Complete the State Controller's Annual Street Report 5. Complete all Certificates of Participation Continuing Disclosure notifications 6. Complete the State Controller's Annual Report of Financial Transactions 7. Complete the 9 staff reports and 3 public hearings necessary to continue the Street Lighting District, the Parking and Business Improvement Area District and the Right of Way Assessment District 8. California Department of Conservation's Strong Motion Instrumentation and Seismic Hazard Mapping Fee report <u>Quarterly Reports:</u> 1. Investment reports to Council and the California Debt Advisory Commission	Completed (items 1-8)

Goals	Performance Measures	Status/Result
◆ Provide informational reports per local ordinances	1. Provide expenditures report for review by Council at regular meetings 2. Assist with the annual Development Impact Fee review	Provided Completed
General Administration		
◆ Administer the Department in an efficient and cost effective manner	1. Attend City Council meetings as required 2. Attend required safety meetings 3. Attend 48 staff meetings 4. Complete performance review for the Finance Supervisor	Attended Attended Attended Completed
◆ Keep informed on finance issues	1. Attend monthly CSMFO chapter meetings 2. Attend annual CSMFO conference	Did not attend meetings or conference for budget concerns
◆ Perform all other duties as assigned		Performed

Program: Central Services 2012-2013

Accomplishments 2012-2013

Goals	Performance Measures	Status/Result
◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings	Manage utility and contract costs under budgeted amounts Maintain investment in City Hall facilities to avoid deferred maintenance costs	Total costs under budget
◆ Provide a responsive and open environment at City Hall	Respond to 100% of approximately 2600 phone calls and walk-in visitors to City Hall annually.	Responded
◆ Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall	Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff	On-going

Program: Management Information Services 2012-2013

Accomplishments 2012-2013

Goals	Performance Measures	Status/Result
Provide technological hardware and software productivity resources	1. Upgrade workstations 2. Increase memory and speed	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. Performed 2. Provided 3. Developed and maintained
Maximize the ease of use of system programs	1. Facilitate cross training 2. Monitor individual requirements	
Manage network applications	Modify changes as needed	Completed
Maintain a user-friendly and accessible website as a means of communication with the public	Post 100% of City Council, agendas and staff reports before the meeting dates	Posted

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Administration		
◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit annual progress report for the Housing Element by April 2013 and the General Plan by May 2013.	Both the Housing Element Annual Report and the General Plan Annual Progress Report were submitted to the State in April 2013 and posted on the City's website.
◆ Use 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 2012 and January 2013.	The cumulative projects mapping effort was completed along with several other maps related to land use.
Advance Planning		
◆ Develop draft Guidelines for the Downtown and Beach Neighborhood.	1. Present draft to Architectural Review Board and Planning Commission in summer 2012. 2. Forward Architectural Review Board and Planning Commission recommendation to City Council within 30 days from date of final recommendation.	Intern Sloan Campi prepared a draft of the Beach Neighborhood Residential Design Guidelines in summer 2012. The draft was presented to the ARB and PC in summer 2012 and accepted by the City Council in fall 2012. The Downtown Design Guidelines will be carried into the 2013 - 14 work program.

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
◆ Complete comprehensive update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Plan, including a Historic Preservation Ordinance.	Circulate draft for public review in fall 2012. Hold two public work sessions to obtain input. Present draft to Architectural Review Board and Planning Commission within 45 days of release of public draft. Forward Architectural Review Board and Planning Commission recommendation to City Council within 45 days from date of final recommendation.	The draft Zoning Code Update is under review by the City Attorney and needs additional work, necessitating the use of a consultant. The performance measure will be carried forward into the 2013 – 2014 budget year with a request for funding and a revised schedule.
◆ Maintain up to date regulations that respond to community needs and expectations	Complete updates to the Municipal Code regulations for various issues such as peddling permits.	The peddling permits update was not completed in the 2012 – 13 year and will be continued into the 2013 – 14 budget year. Other Code updates related to Tobacco Retail Licensing and Public Smoking Regulations were completed in spring 2013.
Development Review and Building		
◆ Implement an efficient and informative development review process.	Provide accurate and timely noticing for 100% of approximately 25 annual Planning Commission and ARB items. Issue an application complete or incomplete letter to 100% of approximately 10 annual project applications for Planning Commission	In 2012 – 2013, the ARB considered 26 different projects while the PC considered 17. All noticing was completed in a timely manner with no noticing errors. For the PC projects, 16 letters were issued within 28 days. This equates to a success rate of 94%. Twenty out of 26 ARB items were issued a letter. Of the 20

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
	review within 28 days of submittal. Issue an application complete or incomplete letter to 100% of approximately 15 annual addition or alteration projects for ARB review within 25 days of submittal.	letters, 16 were issued within the 25-day goal, or 80%. ARB applications are not subject to the Permit Streamlining Act.
◆ Provide timely processing of ministerial permits.	Complete the planning review process for 90% of projects that do not require ARB review within 30 days of application completeness	While not measured from a formal completeness date, 11 of 13 projects that did not require ARB were through the planning process within 30 days for a success rate of 85%.
◆ Maintain prompt plan check review process.	Complete first review of 95% of approximately 50 small addition or alteration projects within seven days of submittal. Complete first review of 95% of approximately 20 moderately complex projects within 14 days of submittal. Complete first review of 90% of approximately 10 complex projects within 21 days of submittal. Complete first review of 100% of approximately two very complex projects within 30 days of submittal.	As there is no permit tracking system to evaluate compliance with this measure, no statistics are available. The Department approved 259 Building Permits with no complaints regarding permit review time. These performance measures are being met or exceeded, particularly for small projects which are the majority of the workload.
◆ Maintain prompt building inspection response time.	Complete 100% of 1,000 annual inspection requests within 24 hours.	Building Inspector Jeff Keough completes all requested inspections within 24 hours. Given that 259 Building Permits were issued, and each requires

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
		at least one inspection and the more complicated projects require many inspections, we estimate that there were 1,200 inspections last fiscal year.
Housing		
◆ Use City housing funds and staff efforts to leverage the greatest benefit possible for local residents.	Continue communication with a non-profit organization that is committed to propose at least 60% (or 76 units) of the City's affordable housing obligation for very-low and low income households.	Staff has worked cooperatively with Peoples' Self-Help Housing to assist in the construction of Dahlia Court which includes 33 low and very-low income apartments. HOME and CDBG funds were reserved by the Council to assist Peoples' in development of the Casas de las Flores project which includes 43 low and very-low income units. Together, these projects provide 60% of the City's RHNA for low and very-low income units.
◆ Coordinate with the County on the Community Development Block Grant Program and the creation of other programs to fund affordable housing.	Attend three HOME Consortium and CDBG meetings and facilitate use of funds for affordable housing projects.	Staff attended all meetings for these two important programs. Funds were reserved for Peoples' Self-Help Housing's Casas de Las Flores Apartments project and grants were awarded to four local social service providers.
◆ Coordinate with the City of Santa Barbara housing staff on implementation of the City of Carpinteria's Inclusionary Housing Program.	Advertise opportunities for inclusionary housing purchase on City's website, on the scroll and in local newspapers in advance of application submittal period. Review and respond to all applications for affordable housing eligibility within 10 days of application submittal. Manage income	Three affordable housing units at Lagunitas Homes were sold to eligible households in winter 2013. Eight additional units have been advertised and applications are being accepted for a lottery in July to select households to purchase these remaining units. All applications have been reviewed within 10 days of submittal for a success rate of 100%. CDD will continue to work with City of SB Housing Program staff to conduct income certification prior to the lottery in

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
	certification and eligibility procedures to qualify individuals for purchase of affordable housing units.	July 2013.
◆ Implement the homebuyer down payment assistance program in partnership with the Housing Trust Fund of Santa Barbara County.	Assist eight lower and above moderate income households in purchasing a residence.	A public workshop announcing the program was held in May and attended by 40 people. Information has been posted on the City website. Applicants are currently working with lenders to qualify for the program before entering escrow on individual homes. This program will carry over into the 2013 -14 budget year.
Code Compliance		
◆ Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial site investigations of approximately 100 complaints received annually within three days of notification. Close 75% of cases within 60 days.	Response via a site visit occurred for 97% of 150 formal complaints within two days of the complaint being filed; the remaining 3% occurred within three days. Compliance Orders were issued to 50 property owners addressing 13 garage conversions and 30 incidents of building code violations. Staff met in June with the Fire, Sanitary and Water Districts and has initiated quarterly meetings with these agencies.
◆ 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 100% of approximately 100 incidents of reported graffiti are removed from private property within 10 days.	There were 150 documented graffiti calls, of which 30 sites were on private property, and were abated in 10 days or less.
◆ Abate abandoned or inoperable vehicles on private property.	Abate 100% of approximately 20 vehicles throughout the City.	Twenty-five vehicles were abated by contacting property owners who voluntarily removed to proper storage locations or registered the vehicles to make

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
		them legal. Staff achieved a 100% success rate for this goal.
◆ Implement the Single Family Rental Housing Inspection Program for Zones 4 and 5.	Notice, schedule and complete inspections throughout these two zones by July 2012.	Notices for inspections were completed for Zones 1 and 6 in July 2012 and January 2013, respectively. This effort resulted in several garage conversions being discovered and abated in single family neighborhoods.
Animal Care and Control		
◆ 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.	There are currently 872 dogs licensed in the City, approximately 100 fewer licenses than last year. Dog owners who have not re-licensed their pets will be contacted to increase the number of dogs licensed in the City.
◆ Provide prompt response to calls for animal control services.	Respond to 100% of approximately 325 annual calls for animal control services within the same day the call is received.	Code Compliance Officers documented and responded to 248 calls for animal control service over the past fiscal year. Approximately 90% of responses occurred within one day of the request for service. Staff responded to 100% of 15 "911" calls when City Hall was closed.
◆ Find permanent homes for stray dogs and cats found within the City.	Complete adoptions for 100% of approximately 15 cats and dogs within 45 days of taking the animal into custody.	Over the past fiscal year, there were nine dogs, one cat and one rabbit adopted through the City. All animals were adopted into permanent homes, though one dog and one cat were not adopted within the 45-day goal. For the dog that was not quickly adopted, he was placed in foster care until that family completed the formal adoption three months later.
◆ Improve enforcement of leash laws and dog waste clean up at City Parks and City	Make contacts to educate residents and visitors of the City's regulations. Issue citations as necessary to ensure	Staff contacted approximately 60 citizens for off-leash violations and issued verbal warnings, as well as issuing 30 Administrative Citations for

Community Development

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Beach.	compliance with dog leash and dog waste laws.	various animal regulations violations. Of these citations, six were for Potentially Dangerous Dogs. There were also 13 Administrative Warnings issued.

Program: Public Works Administration

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Revise Street Tree Management Plan	1. Workshop 2. Take to Tree Advisory Board for recommendation to the City Council 3. Take revisions to City Council	1. In progress – held first workshop 2. Incomplete 3. Incomplete
Increase public awareness of Department of Public Works programs and operations	1. Contribute Department articles to the City quarterly newsletter 2. Utilize community scroll for Department information 3. Provide updated and ongoing project information on the Department's web page 4. Provide updated and ongoing project bidding and award results for capital projects on the Department's web page 5. Provide important documents to the public on the Department's web page 6. Provide capital project information to the Coastal View newspaper	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete
Improve response time and customer service approach to complaints and service requests	1. Establish new computer based service request and work order tracking system 2. Monitor and track service requests with a goal of 5 days maximum between the request and the response	1. On-going 2. Complete
Optimize Department operations	1. Conduct weekly staff meetings and additional meetings as necessary to insure assignments, roles, responsibilities, and expectations are clearly communicated 2. Perform annual evaluations of all Public Works staff 3. Coordinate with Finance Department to monitor Department of Public Works budget on a monthly basis	1. Complete 2. Complete 3. Complete

Goals	Performance Measures	Results/Status
	1.	1.
Communicate Department of Public Works accomplishments and future work plan the City Manager and City Council	2. Provide staff reports at City Council meetings on all Departmental "action items." 3. Provide monthly Departmental status reports to the City Manager and City Council 4. Provide year-end report to the City Council on Departmental accomplishments and success toward meeting the City Council goals established in their annual strategic planning workshop	2. Complete 3. Complete 4. Complete
Create new Engineering Permits Program	1. Create Engineering Permits Program in Municipal Code 2. Budget for new program in FY 2012-13 City Budget 3. Track Fees for Service and Expenditures	1. Incomplete 2. Incomplete 3. On-going

Program: Street Maintenance

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Provide cost effective on-going maintenance of street markings and legends throughout the City	1. Re-paint roadway and street striping yearly in the late spring. Re-paint school crosswalks and legends yearly in August	1. Complete
Maintain condition and safety of streets	1. Make minor repairs to asphalt concrete roadways 2. Repair potholes in a timely manner 3. Perform annual pavement maintenance/rehabilitation project as funds are available	1. Complete 2. Complete 3. On-going
Minimize number of trip and fall claims and associated hazards within the street right-of-way	1. Continue to determine potential hazards and alleviate hazard within three working days 2. Monitor and track hazards for future annual comparison	1. On-going 2. On-going
Minimize incidents of flooding and damage from flooding during rainy season	1. Inspect and clear all storm drain pipes, ditches, and culverts prior to October each year 2. Minimize flood hazards during rainy season (October to April)	1. Complete 2. Complete

Program: Right-of-Way Maintenance

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Provide safe sidewalks that are free of uplifted sections and potential trip hazards	1. Complete \$50,000 in contract work devoted to concrete repair and replacement funded by Measure A 2. Perform annual inspection of 100% of sidewalks in public right-of-way and update work list accordingly 3. Contract with a vendor to provide sidewalk inspections including grinding operations and an inventory of all locations requiring surfacing grinding on the City's GIS system	1. On-going 2. On-going 3. On-going
Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees	1. Remove 100% of dead and/or diseased trees located in the City's right-of-way 2. Plant new trees per Tree Advisory Board recommendations and the Street Tree Management Plan 3. Inspect and trim 871 trees per year. 871 is one-third of the 2,613 trees in the right-of-way	1. On-going 2. On-going 3. Complete

Program: Transportation, Parking, and Lighting

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Provide cost effective management of signalized intersections	1. Maintenance target cost equal \$20,000 per traffic signal or \$60,000 2. Review new battery backup system performance 3. Review Traffic Signal Timing and Performance	1. Complete 2. Complete 3. On-going
Promote Electric Shuttle Service	1. Increase total one-way passenger trips by 1% for fiscal year 2012-13 2. Continue to utilize the quarterly newsletter and community scroll	1. On-going 2. Complete
Refurbish existing street lights in the Downtown and Beach areas and replace or improve public street, park and parkway lighting.	1. Replace or repair Beach street end lighting as necessary 2. Coordinate with Parks and Recreation staff on replacement of Linden Avenue street lights with energy efficient/cost saving replacement lights 3. Replace or repair the Franklin Creek Bike path lighting	1. On-going 2. Complete 3. On-going

Program: Solid Waste

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), E-waste, and Universal E-waste Collection Program	1. Conduct Annual Household Hazardous/Household goods, Universal E-waste and E-waste collection event. (April) 2. Conduct quarterly HHW, Universal E-waste and E-waste collection events. 3. Promote City's HHW, Universal E-waste and E-waste Collection events in the Coastal View Newspaper, E.J. Harrison, Inc. quarterly Trash Flash bulletin, announcements at City Council meetings, the City Manager's Quarterly Newsletter, and the City scroll	1. Complete 2. Due to budget constraints, this measure has not yet been implemented. Staff are currently working on identifying alternatives 3. Complete
Promote and expand the on-going City Recycling Program in conjunction with the City's franchise trash hauler	1. Staff to work close and coordinate with E.J. Harrison & Sons, Inc. to annually increase City's overall waste stream diversion rate 2. Provide Recycling Information to be published in E.J. Harrison & Sons, Inc. quarterly Trash Flash bulletin 3. Bring forward for City Council consideration, commercial recycling and construction debris recycling program improvements. 4. Work with special event operators such as the Avocado Festival to improve recycling/diversion rates	1. Complete 2. Complete 3. An ordinance revising the Integrated Waste Management Code has been drafted and is expected to be brought to Council summer 2013. 4. Complete
Prepare for and begin negotiations for updating the City's waste hauler's franchise agreement that expires January 31, 2012	1. Prepare cost sharing agreement for performance and financial audits of the current waste hauler 2. Prepare short-term extension of current waste hauler's franchise agreement as a contingency	1. Complete 2. Complete 3. Complete 4. Complete

	3. Determine selection process for determining future waste hauler 4. Select and negotiate new franchise agreement	
Prepare and submit Progress Reports of City's Recycling Program to State Agencies	1. Submit an annual Form 303 report to the California Department of Resources Recycling and Recovery the first week of October each year	1. Complete 2. Complete
Represent City at County Solid Waste Programs	1. Continue ongoing coordination with the Santa Barbara County Multi-Jurisdictional Solid Waste Task Group (MJSWTG) via City Council Representative. 2. Participate as a member of the Santa Barbara County solid Waste Local Task Force. This includes attending meetings and reporting to and coordinating with the MJSWTG City Council Representative	1. The MJSWTF has been disbanded; the City is a regular attendee at the Local Task Force meetings 2. Complete

Program: Watershed Management

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Implement requirements of the NPDES General Permit Performance Measures	1. Public Education 2. Public Outreach 3. Illicit Discharge Detection and Elimination 4. Construction 5. Post-Construction 6. Good Housekeeping	1. On-going 2. On-going 3. On-going 4. On-going 5. On-going 6. On-going
Regional Coordination Performance Measures	1. Continued participation in regional grant funding opportunities such as the Proposition 84 Integrated Regional Water Management Plan 2. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM) 3. Joint Hydromodification Effort	1. On-going 2. Complete 3. Complete
Storm Drain Maintenance	1. Annual update of storm drain system map 2. Cleaning of CDS units 3. Upgrade/repair damaged storm drain units 4. Marking storm drains with 'Drains to Ocean'	1. Incomplete 2. Complete 3. On-going 4. Complete
Flood Management	1. Prioritize projects that reduce flooding, sediment and pollution discharge into Carpinteria's creeks and Salt Marsh 2. Acquire funding for high priority projects 3. Implementation of projects	1. On-going 2. On-going 3. On-going

Parks and Recreation

Accomplishments 2012-2013

Goals	Performance Measures	Results/Status
Parks and Recreation Administration		
◆ 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	Program surveys were conducted for the The Carpinteria Junior Lifeguard Program, and Ocean Recreation Programming. Over 200 participants were surveyed. Overall Recreation Services fees were flat. Tidelands Trust Fund revenues fees rose with the following programs; Beach Concession Junior guards Surfing tuition Kayaking revenue
◆ Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	1. Develop the construction drawings for the Carpinteria Rincon Trail 2. Develop concept design for new park and land uses. 3. Seek permits for Seaside Park and Memorial Park.	1. Hired a consultant to refine the drawings 2. Initiated visioning plan for pool deck, developed a concept plan for Memorial Park 3. Preparing to submit for Planning Commission review of Seaside Park

Goals	Performance Measures	Results/Status
◆ Prepare Grant Applications	1. Submit projects for grant funding.	1. An EEMP Grant application was filed for the Community Garden project to mitigate the loss of agricultural land due to the Casitas Pass overpass expansion. 2. A Boating and Waterways grant to provide continued funding to the boating safety activities was funded. 3. An Urban Greening grant was filed for the Community Garden project.
◆ Prepare a preliminary site plan for a select railroad crossing.	1. Research street plans, prepare background information and draw railroad crossing schematics.	We are currently in the process of investigating potential land acquisition. The acquired land will determine design. This project is pending due to funding.
◆ Recreation Staff and Lifeguard Retention and Training/ Professional Development	1. Provide training as needed to lifeguard and recreational staff in time for summer season. 2. Each department full time staff member shall attend at least two training seminars before June 2013 to improve skills and professionalism.	A 40+ hour lifeguard training class was completed in June with all ocean beach lifeguards and recreation staff completing the course. Pool Lifeguards completed all required Red Cross certifications to qualify as Pool Lifeguards. Participated in Aquatics seminar, Bikeway and Urban Greening webinars and attended two lunch and learn sessions.
◆ Park and Beach Safety	1. The Parks Department shall visually inspect park and beach facilities at least monthly.	Such inspections are performed at least monthly. Deficiencies discovered during these inspections are remediated immediately.

Goals	Performance Measures	Results/Status
◆ Provide prompt and quality administrative services.	1. Process requests for parks and recreation services within 5 days of receipt.	Completed
◆ Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.	1. Complete 100% of all employee evaluations on time as defined by the Human Resources Department.	Completed
Ocean Beach Services		
◆ Maintain the Carpinteria City Beach free of litter, hazardous debris and dead marine animals in order to promote beach safety and visitorship from residents and tourists.	Daily litter pick-up from June 12th to September 5th including trash, cigarette butts and sharps. Beach raking by use of a tractor at least 4 times a week throughout the summer.	These tasks were completed.
◆ 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	This task was completed. All pool and ocean lifeguards possessed verified CPR, First Aid and AED certifications. All pool lifeguards completed the Red Cross lifeguard class and all ocean lifeguards completed ocean beach training.

Goals	Performance Measures	Results/Status
◆ Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.	Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors. Enroll over four hundred youth to participate in our ocean programming. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.	Completed. Junior Lifeguard Program had over 120 enrolled. Over 200 youth participated in boating safety classes. Over one hundred youth took surfing lessons.
◆ Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.	Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.	Completed. The study continues as funding is made available.
◆ Install, maintain and remove the winter protection berm in the winter of 2012	Build the berm prior to December 2012 Monitor and if needed, maintain the berm until spring of 2013 Remove the berm and restore the beach to a summer like profile prior to mid April 2013.	The berm was erected in late November 2012. The winter did not affect the beach to any great extent. The berm was removed in March 2013.
◆ Design, permit and construct a new lifeguard station at Holly Avenue	1. Develop design for lifeguard tower. 2. Seek and obtain discretionary permits. 3. Build tower in time for 2014 summer season.	Site plan has been completed

Goals	Performance Measures	Results/Status
Community Pool Services		
◆ Increase pool patronage	1. Increase pool patronage revenues by 5%. 2. Promote Pool Programs in City newsletters and other media.	Pool revenues remained relatively flat Pool Staff promoted several specials at the pool over the fiscal year. Several program discounts and concession sales did boost swim club participation and concession sales. Two direct mailings to registered pool patrons and recreational program participants occurred.
◆ Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the high quality Carpinteria Community Pool facility, fun, physical fitness and education..	Hire and train a sufficient number of recreation staff. Enroll over 300 hundred youth to participate in pool recreation programming. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.	The pool was adequately staffed with trained personnel. Over the course of the year, swim lesson programming and swim team programming had participation that exceeded 300 persons. Cost recovery percentages for programming were met.
◆ Continued high quality maintenance protocol.	1. Have four pool staff meetings where facility maintenance procedures are reviewed. 2. Evaluate disinfection options for the locker room and shower areas.	1. Completed 2. This task is ongoing.

◆ Promote facility safety and staff professionalism.	Conduct at least four staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.	This was completed. Known as “in-service” training these meeting are conducted monthly on Saturday mornings at the Community Pool. Safety, facility cleanliness and other pertinent topics are discussed including needed course work to maintain staff required certifications.
◆ Start private fund raising for pool ozone system.	Continue fund raiser by offering opportunity for new tile wall donations. Project generated \$4,000 in 2011	Staff has coordinated with a consultant to generate further tile sales. Several promotional pieces were produced and distributed. A total of 53 tiles have been sold.
High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of extreme importance.	Clean locker rooms daily. Respond to Customer concerns with prompt response.	Locker rooms, shower and toilet areas are cleaned daily. Customer concerns and complaints are responded to immediately and any corrections needed are implemented. Great improvement in Pool Locker Room cleanings have been made this year with improved customer satisfaction.

Parks & Facilities Improvement & Maintenance		
Goals	Performance Measures	Status / Result
◆ Be water efficient in the park system and install irrigation water well	Minimize water costs 1. Reduce turf areas in Franklin Creek Park, Memorial Park, Heath Ranch Park 2. Prepare hydrologic evaluation for the preferred well site. 3. Make application to install irrigation water well in Monte Vista Park or other preferred site. 4. Install well by June 2014.	1. Have decreased use of water in the parks 2. Hydrologic evaluation has been completed for Monte Vista Park 3. Application in process
◆ Plant 50 native trees	1. Identify 50 locations for native trees. 2. Procure trees. 3. Install trees.	This is an ongoing project and 20 trees were planted
Goals	Performance Measures	Status / Results
◆ Athletic Field maintenance	Procure and distribute 70 Cubic yards of organic amendment to select athletic fields to improve turf.	70 cubic yards of harvest Blend compost was added to El Carro Park and Viola Fields immediately after aeration.
◆ Complete acquisition of the park site from UPRR	Record Grant Deed	Complete
◆ Complete CEQA and engineering for the Carpinteria Rincon Trail	Identify a design engineer to complete 95% of the drawings for the project	An engineer has been selected to complete the drawing for the project.

Goals	Performance Measures	Results/Status
◆ Design and construct the Seaside Building grounds. (Pending funding)	1. Gain regulatory approval and permits 2. Identify funding 3. Seek competitive construction bidding 4. Provide construction management services	A conceptual design has been completed. The project has been reviewed with the ARB with additional review required. This project is pending funding.
◆ Complete Memorial Park concept design	1. Complete concept design for Memorial Park that may include restroom, off leash area, and jogging trail. 2. Seek Coastal Development permit 3. Once funding is acquired, work to implement the project. 4. Completion Date to be determined.	Pending funding
◆ Carpinteria City Hall Landscape	1. Obtain site survey 2. Prepare site plan 3. Conduct ARB review	1. Complete 2. Complete 3. Project pending ARB review
◆ Integrated Pest Management Program	1. Conduct meetings as needed 2. Prepare IPM Program documents 3. Prepare IPM Annual Report	1. Meetings were conducted at six week intervals 2. Program documents have been prepared as needed. 3. Annual Report has been completed.
Special Events		
Goals	Performance Measures	Status / Results
◆ Attract 12 or more teams to the Adult Softball League	Attract 180 adults to play Generate funds to offset fields operations and maintenance.	Eleven teams have registered for the 2013 season.

Goals	Performance Measures	Status / Results
◆ Plan, publicize, and conduct triathlon.	Attract over seven hundred and fifty participants Provide funds to allow for over 50 youth scholarships to City recreation programs or to support the community pool and youth programming. .	The 2012 Carpinteria Triathlon attracted over 850 participants. The proceeds were used to fund about 40 scholarship requests for pool and beach programming. Other proceeds helped offset community pool costs
◆ Analyze event for cost effectiveness.	Evaluate each special event for improvements and improve the profit margin on the event.	Event is subjected to increased costs, but patronage continues growth.
◆ Seek new and cost effective ways to promote special events.	Promote major special events on the internet, and develop PR strategies.	Facebook and a new Pool website are being used to promote special events.

Attachment D

Annual Community Service Support Applications

CITY OF CARPINTERIA
Community Service Funding
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

Carpinteria Cares For Youth Amount: **\$4,500.00**

2. Program Title:

Teen Extrema

3. Program Street Address, City, Zip Code:

N/A

Will meet at Carpinteria Valley Art Center, Plaza Theatre and the City Pool and beaches

4. Program Mailing Address, City, Zip Code:

PO Box 637 Carpinteria, CA 93014-0637

5. Contact Person, Position:

Amrita Salm and Marybeth Carty, co-chairs

6. Phone Numbers: TELE: 805/453-0461 or 689-9640 FAX: 805/745-1816

7. Target Population: Youth 12-19 attending Carpinteria Middle School (CMS), Carpinteria High School (CHS), or Rincon/ Foothill Alternative School and other Carp youth. We anticipate serving a minimum of 200 Carpinteria youth through the *Teen Extrema!* Programs, and 300 through Bandfest.

8. Days and hours open: In evaluating our original *Teen Extrema!* service model, we concluded that a calendar of activities spread out over summer months was not getting as fully utilized by our target population, due to varying work and family obligations. We have determined that holding a series of one day *ArtFests*, with a menu of classes and activities scheduled throughout a single day might have more impact. To that end, we will hold our inaugural *ArtFest* in collaboration with the Carpinteria Valley Arts Council on Tuesday, June 18. A special student art reception featuring live music will be held on Friday, June 21. Additionally, we plan to offer sessions in July or August, as well as during the school year. An original flyer listing all the activities created by a local youth will be widely distributed through Carpinteria, using a variety of social media platforms. The course roster will be available on-line at www.carpcares.org. Pre-registration is required to track students who apply for classes and to purchase needed materials. Students may register the first day of class as well. Carp Cares will advertise in Coastal View News, at the public library/Friends of the Library, at Curious Cup bookstore, the Seal Fountain and student volunteers will post flyers around the community, and distribute to friends, neighbors and fellow students. Our hope is that Coastal View will run a series of articles about the classes offered through *Teen Extrema!*

Bandfest continues to be a popular event, allowing young musicians the opportunity to find their voice and an audience. Our partnership with the Plaza Theatre is instrumental in delivering quality productions, and in guaranteeing a safe venue. We continue to assist youth in finding

jobs, internships and community service opportunities and will maintain a presence at the CMS and CHS Career Faire.

9. List the zip codes from which clients are drawn: 93013

10. Description of services to be provided with funds:

Our target population is primarily at-risk and underserved Carp youth. Our goal is to provide classes and programs that interest youth and provide a supportive, constructive environment focusing on enrichment, skill building and creative expression as a deterrent to negative behaviors, including drug use and gang involvement. Carp Cares Youth Advisory Council (CCYAC) is a small body of students leaders who are charged representing student interests, providing feedback and input into decision making, and with disseminating information among students.

Teen Extrema! is a collaborative effort to provide free summer enrichment activities for Carpinteria teens. The school district is restricted by many demands including state mandated standards, limited class time and budget constraints. As a result offering creative summer enrichment activities has become the focus of Carp Cares summer programs. *Teen Extrema!* offers families who do not have the financial means an opportunity for their children to attend constructive, supervised activities. Now in the fifth year of operation, non-profit agencies and businesses that work with Carp Cares include Girls Inc., City of Carp Parks & Recreation Dept, Curtis Studio of Dance, Carpinteria Woman's Club, Curious Cup Children's Bookstore, Carp Public Library, Plaza Playhouse Theatre, Carpinteria Morning Rotary Club and CUSD. These organizations will be working with Carp Cares to provide multiple and varied opportunities, both recreational and educational, for our youth to be engaged in free activities, programs and classes with their peers during the summer months. We are seeking to bridge the gap between the summer and the start of the new school year and offer opportunities for community service with linkages to real world experiential learning.

ArtFest I will offer a painting class with famed local hero John Wullbrandt, a collage workshop by a local artist and teacher, photography workshops by an award winning local photo-journalist, jewelry making workshops by two well-known local artists, watercolor classes, poetry and more. Teens can attend 1-3 classes, for 2 hours each, from 10-5 pm. Complimentary lunches will be provided by local parents and restaurants. The day will culminate in kayak and stand up paddle boarding ocean recreation classes, all at no charge to eligible participants. The reception, the following Friday, will feature live music, performed by several of Carpinteria's most talented young musicians. Snacks will be provided.

We look forward to coordinating Bandfest XIV, music for Carp youth by Carp youth this summer at the Plaza Playhouse Theatre. A mutually valuable partnership now exists with World's Safest Beat initiative, an effort to raise funds for instrumental music education district wide. After last year's successful summer program working with City Parks & Recreation we will continue to provide water sport classes. We are continuing to coordinate opportunities for students to earn community service hours through local organizations during the summer and throughout the school year.

Carp Cares for Youth identifies our role in the community as convener, and as such we seek to bring high quality programs to Carpinteria. To date we have been integral in introducing *AHA*

(Academy of Healing Arts) interactive youth communication workshops to CHS. We continue to support the ongoing AHA curriculum instruction in all Freshman Academy classes. The Key Class, which offers essential life skills and work force preparation will again be held during the 2013-2014 school year and serves 15-30 high-risk students from Rincon/Foothill & Reconnecting Youth class at CHS. Junior Achievement is now contracted to allow trained volunteers to offer in-class curriculum on financial literacy to all 5th graders, and is linked to THRIVE goals of college and career preparedness. We also support AVID (Advancement Via Individual Determination) at CMS and CHS sites, in offering rigorous academic preparation and encouraging a college-going culture among low-income minority students.

Teen Extrema classes, workshops, and programs require the professional services of instructors and the purchase of materials. Many locals donate their time, materials and services to help reach out to a population that feels there is "nothing to do" in Carpinteria without financial resources, particularly during this economic downturn. We are also trying to be pro-active in our efforts to provide alternative activities in order to deter gang involvement and the use of alcohol and/or drugs. The two co-chairs are strictly volunteers and have each donated approximately 250 hours per year since its inception.

Total Expenses for Teen Extrema! and Bandfest to be paid for through this grant are **\$4,500.00** and there are over **\$4,650.00** of donated in-kind services, supplies and venue fees.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

- *Carp Cares* Youth Advisory Council offers input to determine interests, types of classes wanted before planning our programs and assists in getting the word out at CHS.
- Instructors and all students complete an evaluation of each class.
- A report will be presented to the City describing outcomes and evaluations by May 1, 2014.

12. Description of your overall agency:

Carpinteria Cares for Youth is a grassroots task force working in the underserved community of Carpinteria to support Carpinteria youth through advocacy, education, collaboration, and information dissemination. This task force was started in response to a teen suicide in Carpinteria six years ago, during the summer months, when there were few activities available for teens and no support groups or county mental health services. Our primary goal is to facilitate the development of an increasingly positive environment for youth by identifying needs, risk behaviors, community resources and linking support services, personnel and agencies to meet the needs of our youth and families.

Carpinteria Cares For Youth List serve has over 200 members including concerned parents, citizens, school administrators and teachers, school board members, therapists, local business owners, law enforcement, city council members, local ministers, city officials and service providers collaborating to meet these goals. We continue to seek involvement of interested persons and organizations. We collaborate with other agencies and the school district to bring

services to Carpinteria. We are not a direct service provider but a link. Carp Cares Youth Council was formed to allow youth a voice in determining the goals and objectives of Carp Cares For Youth and is actively engaged in student body leadership, community service and communication. The Youth Council made two presentations before the City Council this past year.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective #1: By the end of the grant period, over 500 youth will have been involved in community recreational, educational and arts programs and activities offered through Carp Cares.

Objective #2: By June 30, 2014 the Youth Council will be actively engaged in civic issues affecting youth and will make two additional reports to City Council.

Objective # 3: By the end of the grant period the majority of youth participating in *Teen Extrema* activities will report satisfied-highly satisfied on post activity evaluations.

TEEN EXTREMA! 2013-2014 BUDGET

Total Stipends to instructors:	\$ 600.00
Painting Instructor 4 hours	\$120.00
Collage Instructor 2 hours	\$ 60.00
Photography Instructor 6 hours	\$180.00
Jewelry-making Instructor 2 hours	\$ 60.00
Watercolor Instructor 2 hours	\$ 60.00
Ceramics Instructor 2 hours	\$ 60.00
Other Instructional Class Offerings	\$1,600.00
KeyClass @ CHS	\$600.00
AVID @ CMS	\$500.00
AHA! @CHS	\$500.00

Recreational classes through Parks & Rec \$200.00

Kayak, Sailing, Stand Up Paddling

\$25 per 3 hour class X 8 students = \$200.00 (40% group discount)

Materials Total:	\$ 400.00
Collage Art	\$ 50
Painting	\$ 50
Photography	\$ 100

Jewelry Making \$ 100

Instructional Programs Total: \$ 2,800.00

Venue and Promotion Total : \$900.00

Ads in Coastal View \$ 400

Printing \$ 50

Webmaster Hosting \$ 150

Website/Soc Media Maintenance \$ 300

BandFest Total: \$800.00

PA equipment rental \$400.00

Plaza Theatre rental \$400.00 (includes insurance)

TOTAL EXPENSES: \$4,500.00

IN-KIND DONATIONS

(supplies, venues, instructors, advertising, misc.)

Supplies/Equipment (\$425)

DSR Audio \$200

Parks & Rec \$ 225

Instructors (\$1,525)

Anne Fraser \$100

Zoe Iverson-Collage & Jewelry \$225

Ted Rhodes-photography \$450

John Wullbrandt \$750

Public Relations/Advertising (\$400)

Venoco underwrite of Coastal View ad \$200

Graphic art on flyer \$200

Venues (\$800)

Plaza Theatre \$200

Venues (con't)

CVAC *\$600*

Other **(\$1,500)**

Printing of flyers \$ 200

Program Coordinator for Teen Extrema \$1,000

Website Maintenance \$ 300

IN-KIND DONATIONS TOTAL \$ 4,650.00

TOTAL GRANT REQUEST \$ 4,500.00

CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name

Carpinteria Boys & Girls Club **Amount:** \$20,500

2. Program Title:

Youth Programming & Sports

3. Program Street Address, City, Zip Code:

4849 Foothill Road, Carpinteria, CA 93013

4. Program Mailing Address, City, Zip Code:

PO Box 643, Carpinteria, CA 93014

5. Contact Person, Position:

Jamie Collins, Unit Director

6. Phone Numbers: TELE: 805-684-1568 **FAX:** 805-684-7250

7. Target Population: Carpinteria Valley Youth; ages 5-18

8. Days and hours open: M-F 10am-6:30pm; Summer Camp M-F 7:30am-6:30pm

9. List the zip codes from which clients are drawn: 93013, 93101, 93108, 93022, 93023, 93150, 93002

10. Description of services to be provided with funds:

Funds will be used to provide programming opportunities for youth in 5 core areas; Character & Leadership Development, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness & Recreation. Other opportunities offered are our Licensed After School Program, transportation, teen outreach & programming, various field trips and sports leagues.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

Programs are evaluated at the end of each session by staff through our program evaluation forms that measure which of the Boys & Girls Clubs of America (BGCA) 5 core area it touches, a short description of the program, and rating the youth interest and participation in the program. Monthly staff meetings and board meetings are held in which we review program and departments. We keep daily attendance records through our Membership Tracking System.

Evaluations are given to club members and parents twice a year, June & August measuring our After School programs & our Summer programs. Evaluations are also given to parents at the conclusion of a sports league. Annually, though BGCA, we participate in a Club evaluation called the National Youth Outcome Initiative that measures programs, effectiveness and outreach. Staff and their programs/departments are reviewed twice a year, January and July.

12. Description of your overall agency:

The United Boys & Girls Clubs of Santa Barbara County- Carpinteria Clubhouse is an organization whose mission is "To enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible adults." We serve all youth ages 5-18 where they can participate in athletic leagues, events, field trips, social recreation and programming. The Carpinteria Unit is a multi-building centered facility where youth can participate in BGCA 5 core areas programs, as well as sports leagues and Licensed After School Care. Our programs are centered on youth's interests and needs. We promote programs that are nationally recognized through BGCA. Currently we are serving upwards of 150 youth per day, over 800 youth a year. The Club has a separate teen center where teens, serving up to 50 teens daily. We offer summer day camp through our Licensed After School program as well as specialty camps based off youth interests.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

Our first objective focuses on BGCA's core program Health & Life skills. We are currently running 3 programs; Positive Sprouts- This program is BGCA's comprehensive community gardening initiative, which strives to improve children's habits of health and nutrition through the process of growing food for themselves. This program focuses on improving healthy habits for Club members by building and maintaining community gardens and providing Clubs with tools and resources to start their own gardens. Planet Superheroes- This program educates youth on the importance of recycling and renewable energy, the participants are challenged each week to find a way the club can become "eco-friendly." Finally we are running a program Healthy Bees- which ties into positive sprouts, this cooking club breaks down all the ingredients and their benefits that are used to create Friday snack for club members. Through these programs we development a sense of civic and personal responsibility, enhance self-esteem through responsible and positive experience with staff.

Objective #2:

Working in collaboration with community partners our second objective is to provide education development and enrichment through daily tutoring and programs that support the Thrive pathway. Power Hour- is an all club mandatory program that provides a safe, quiet and supportive area, broken down by grade, for members to complete their homework and get help from peers. It encourages members to achieve academic success by providing homework help, tutoring and high-yield learning activities and encouraging members to become self-directed learners. Participants are rewarded monthly based off a "star chart" system where members can earn stars for; completing their homework, bringing in tests with grades of B or better, and by participating in another enrichment program at the club. Power Hour is running throughout the year and expanded in the summer to help prevent summer learning loss.

Objective #3:

Our goal for our teen program in 2013-2014 is to expand members' knowledge of access to college through college tours and financial aid training. Programs we run are Keystone, Passport to Manhood, Key Class, Money Matters, and College Bound. We also run a Jr. staff program where 2 teen members are selected to work in a department as staff for 1 year. Through participation in Junior Staff, teens will develop interpersonal skills, a strong work ethic and a sense of community engagement while experiencing on-the-job Club work and enhancing their resumes. Keystone is our teen leadership club where they are required to do an additional 30 hours of community service per year. Keystone is the Boys & Girls Club Movement's most dynamic teen program. It affords teens an opportunity to gain valuable leadership and service experience. They conduct activities in three areas: academic success, career exploration and community service. We also offer Friday Night Court which provides a safe place for teens Friday nights 6-10pm.

Funding Allocation Breakdown:

We anticipate using \$2,500 towards our various sports league scholarships and night court activities throughout the year. Basketball serves 185 youth, soccer 50 youth, flag football 30 youth, and tackles football 70 youth. We are also starting a youth track/ cross country team and anticipate 20 youth. Totally 355 youth and we estimate 30% of them needing scholarships. We foresee needing more scholarships for our Licensed After School Program & Summer Camp Program as we are cutting back on drop-in hours (flat yearly fee) and parents need more care. Currently we serve 40 kids in our LASP & 30 in our Summer Camp 60% of our parents are on scholarship in our fee based programs. \$15,000 would be allocated towards our fee based care program. Special events, field trip costs, and power-hour celebrations we are allocating \$2,000. As we expand our programs to offer quality educational programs there are supplies needed we allocate \$1,000 to cover these expenses.

**Girls Incorporated®
of Carpinteria**

5315 Foothill Road
Carpinteria, CA 93013
Tel: 805-684-6364
Fax: 805-566-3425

May 10, 2013

Mr. Kevin Silk
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013

Dear Kevin:

On behalf of Girls Incorporated of Carpinteria, the Board of Trustees, the staff, and especially the girls we serve, we are pleased to submit this proposal to the City of Carpinteria for a \$17,000 grant to help support valuable programming such as: After School Enrichment, Teen Mentoring, College Readiness, and Athletics.

The programs at Girls Inc. of Carpinteria are an excellent resource for the girls and families in our community, and give them numerous opportunities to acquire knowledge, obtain much needed skills, build their confidence and gain a better understanding of the world around them. We have the intention of helping every girl who wants to attend college to do so.

Thank you for your kind consideration. Should you require any additional information or clarification, please do not hesitate to contact me at 805-684-6364 x 28.



Victoria Juarez
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Winfred Van Wingerden



Inspiring all girls
to be strong,
smart, and bold



A United Way Agency

CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

Girls Incorporated of Carpinteria Amount: \$17,000

2. Program Title:

After School Enrichment, Athletics and Teen Programs

3. Program Street Address, City, Zip Code:

5315 Foothill Road, Carpinteria, CA, 93013

4. Program Mailing Address, City, Zip Code:

Same as above

5. Contact Person, Position:

Victoria Juarez, Executive Director

6. Phone Numbers: TELE: 805-684-6364 **FAX:** 805-566-3425

7. Target Population: Girls ages 5-18

8. Days and hours open: Monday-Friday 9am-6pm

9. List the zip codes from which clients are drawn: 93013, 93067, 93101, 93103, 93105, 93108, 93110, 93117

10. Description of services to be provided with funds:

The **After School Enrichment (ASE)** program offers quality, licensed day care for girls in Kindergarten through fifth grades. All sessions focus on activities that encourage each girl to become self-reliant while mastering new skills. The Girls Inc. commitment is to provide opportunities that foster self-confidence, exploration and growth. In addition to offering programs after school, Girls Inc. provides all-day camps over most school holidays and summer. Activities are intentionally designed to empower girls and to compensate for what they may or may not learn at home or at school. As part of the recent restructuring of our After School Enrichment (ASE) program, a full-time Academic Coordinator was hired to work closely with the Carpinteria Unified School District (CUSD) and THRIVE Carpinteria Cradle-to-Career, to close the achievement gap and to employ strategies that address college readiness and college completion. We know that by keeping girls interested in school and invested in the future, the community will flourish as local girls become economically self-sufficient, first generation college graduates.

The **Athletics** program offers in-house basketball for girls ages 5-14. We also provide club volleyball with professional coaches and regular competitive in-house and travel volleyball for girls ages 10 to 18, as well as fall middle school teams that compete with other middle schools from Ventura to Goleta. The Athletics program also offers spring volleyball and basketball skills classes geared toward girls in the 2nd through 5th grade. In addition to these activities, the Athletics program provides sports camps and clinics including adventure sports, such as kayaking and hiking (these are offered during summer and school breaks). Participants learn the benefits of teamwork, goal setting, discipline and physical fitness. In addition to the intrinsic value of playing sports, the athletics program specifically addresses health-risk behaviors and promotes the value and importance of a healthy body, mind and attitude.

The **Teen Department** is currently implementing a three year Girls Inc National project that emphasizes group mentoring skills and techniques as a means to reduce risky behavior, increase the occurrences of positive youth behavior, and promote college readiness and higher education. Increasingly – including through two recent research projects – we have become aware that the Girls' Inc. approach is an effective form of group mentoring. We are working with fifty girls ages 11-15 to reduce the occurrences of antisocial behaviors and increase the occurrences of evidenced positive youth development behaviors. Through group mentoring conducted by trained mentors at Girls Inc. Carpinteria, we serve girls five days a week. By providing effective group mentoring in a positive and supportive environment we will increase the social competence of participants. Staff will work with girls to develop critical interactive skills related to social competence, social behaviors, and decision-making.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

All programs are assessed based upon the completion of a survey by parents and participants at the end of the school year and summer session. Staff members discuss and evaluate programs each month at team meetings. Several of our after school programs include pre- and post-tests that are completed by participants. Assessments are also made by evaluating the repeated enrollment of participants and the improvement of participant skills. The athletic program relies on feedback from high school coaches as to the preparedness of girls who participate at the high school level; reviews typically take place at the conclusion of each sport's season. We recently worked in partnership with sociology students from CSU Channel Islands to conduct in-depth focus groups with 6th, 7th, 9th and 10th graders from CUSD, as well as students from Rincon High, to learn more about the needs and interests of girls in the community. We will use these results to guide our future programming and evaluate our current services.

12. Description of your overall agency:

The mission of Girls Inc. of Carpinteria is to empower girls and women to achieve personal, social, political and economic success in order to become strong, smart and bold. Our agency strives to inspire critical thinking and progressive action in the participants' lives, and also actively advocates for the elimination of gender barriers that limit girls' options and involves them as agents of community change.

Girls Inc. provides quality programs to over 700 girls and young women ages 5 to 18 and their families. 52% of the constituents are girls between the ages of 5 and 12; 48% are between 13 and 18. Of the girls, 69% are Latina; 26% Caucasian; 1% African American; 2% Asian or Pacific Islands; and 2% Native American. 43% of the girls are from single-parent households. In addition, Girls Inc. serves approximately 800 boys and girls from the Carpinteria Unified School District with our Kidability (child abuse prevention) and Preventing Adolescent Pregnancy (PAP) programs. All Girls Inc. programs operate on a sliding scale as it is our philosophy that no child is turned away because of lack of ability to pay. Roughly two-thirds of the families at Girls Inc. of Carpinteria qualify for financial assistance of some kind as determined by the Santa Barbara County Social Services Poverty Guidelines.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

To maintain a daily enrollment of 60-70 girls during the summer and 50-60 girls during the school year in the After School Enrichment program. Of those enrolled, 100% will be promoted to the next grade level; 90% will perform at or above grade level in reading; and 80% will perform at or above grade level in math.

Objective #2:

To increase the skill level of participants in all athletics programs by providing camps, clinics and training in fundamentals and techniques. In addition, 90% of girls enrolled in Athletics at Girls Inc. will: have an increased desire to continue playing sports; improve their academic performance; increase their ability to relate to peers in a group setting; re-enroll in a subsequent athletic program at Girls Inc. or school; have decreased likelihood to use drugs and alcohol or engage in premature sexual activity; and improve their overall health and fitness.

Objective #3:

The goal for the Teen Program is to more explicitly emphasize group mentoring skills and techniques as a means to: reduce risky behavior, increase occurrences of positive youth behavior, and prepare girls for post-secondary education. It is our intention that our mentoring community be a place where both the staff and the girls understand their role as mentors and have the skills to carry out that role effectively, compassionately and professionally.

CITY OF CARPINTERIA

Community Services Support

2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

Santa Barbara Rape Crisis Center Amount: \$4,000

2. Program Title:

Santa Barbara Rape Crisis Center

3. Program Street Address, City, Zip Code:

433 E. Cañon Perdido St., Santa Barbara, CA 93101

4. Program Mailing Address, City, Zip Code:

Same as above

5. Contact Person, Position:

Yesenia Curiel, Program Director

6. Phone Numbers: TELE: 805-963-6832 xt 16 FAX: 805-965-3271

7. Target Population: Carpinteria teen/adult survivors of sexual assault, their families & friends

8. Days and hours open: Monday-Friday 9-5 p.m. however, services are available seven days per week, 24 hours a day.

9. List the zip codes from which clients are drawn: Our service area includes south Santa Barbara County from Carpinteria to Santa Ynez. This grant, however, will focus on service provision to City of Carpinteria residents (zip code 93013).

10. Description of services to be provided with funds:

Every 2 minutes, someone in the U.S. is sexually assaulted (U.S. Department of Justice's National Crime Victimization Survey). This form of crime impacts many, if not most of City of Carpinteria residents. This crime is under reported and many people in the community are still unfamiliar with Santa Barbara Rape Crisis Center's (SBRCC). The Justice Department, National Crime Victimization Survey: 2006-2010 states that, "Sexual assault is one of the most under reported crimes, with 54% still being left unreported". This means that SBRCC needs to continue to receive services to ensure survivors and their significant others have access to SBRCC services.

SBRCC has provided comprehensive services to sexual assault survivors and their significant others, since 1974. These services include a 24-hour hotline, in-person crisis counseling, advocacy, accompaniment and long-term counseling. In addition, SBRCC's Community Education and Rape Prevention Programs provide information and educational materials about sexual violence and SBRCC's

services to Carpinteria residents. Rape prevention presentations increases community awareness, empathy and understanding to influence attitudinal and behavioral changes needed to eliminate sexual assault. All services are in both Spanish and English. Funding will be for crisis intervention services, counseling and education.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

There is an internal and external oversight of our programs. Internally, we hold weekly case management meetings, weekly program discussion and evaluation meetings, bi-weekly staff meetings, monthly Board of Director meetings, and monthly in-service training sessions with rape crisis advocates. Externally, the California Emergency Management Agency (Cal EMA) conducts on-site assessment to ensure SBRCC is in compliance with program, administrative and fiscal standards. In addition, per Cal EMA mandates, SBRCC contracts with an independent CPA firm to conduct an annual fiscal audit. This report is submitted to Cal EMA six months following the end of the grant period. Furthermore, SBRCC provides quarterly, mid-year, and/or year-end reports to all funding sources. SBRCC tracks all contacts with clients, counseling sessions and presentations. Data entry and reports are generated on a monthly base to ensure proper documentations of services. All information is kept confidential and in a secured location.

12. Description of your overall agency:

SBRCC is a non-profit organization that helps women and men to survive the trauma of sexual assault and to eliminate this brutal crime from our society. SBRCC believes that sexual assault is destructive to the lives of survivors, their families and friends, and to society as a whole. Staff and trained volunteers create social change by educating the community about the incidence and impact of sexual violence in our community.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

100% of all City of Carpinteria survivors of sexual assault and significant others who call into the 24-hour hotline or walk in to SBRCC will receive information about all services, referrals and education. Of those survivors of sexual assault and/or their significant others who receive crisis intervention services, 65% will receive follow-up services, which include accompaniment, advocacy, and counseling over the telephone or in person.

Objective #2:

100% of SBRCC clients who seek counseling will receive information and education about sexual assault issues on a personal and societal level. Of those survivors of sexual assault and/or their significant others who receive long-term services, 75% will receive more than two counseling sessions (individual, couples, family or participate in group).

Objective #3:

On an annual basis, 400 members of the community will become informed about sexual assault trauma and the prevalence of sexual violence in our community through rape prevention programs and educational presentations. They will learn where to seek help or information about this issue or other community resources. By June 30, 2014, increase group attitudes and behaviors that support prevention of sexual violence by 20% among youth that attend rape prevention and education presentations.



Catholic
Charities
of Los Angeles, Inc.

RECEIVED

MAY 17 2013

COMMUNITY DEVELOPMENT
DEPARTMENT

Archbishop José H. Gomez
Chairman of the Board

Reverend Monsignor Gregory A. Cox
Executive Director

1531 James M. Wood Boulevard
P.O. Box 15095
Los Angeles, CA 90015-0095
Tel: (213) 251-3400
Fax: (213) 380-4603
www.CatholicCharitiesLA.org

May 15, 2013

City of Carpinteria
Attn: Mr. Kevin Silk
5775 Carpinteria Avenue
Carpinteria, CA 93013

Re: City of Carpinteria Community Services FY 2013-2014 Contract

Dear Mr. Silk:

On behalf of the Santa Barbara Region of Catholic Charities of Los Angeles, Inc., I am enclosing the completed FY 2013-2014 Contract, cited above, in the amount of \$7,500.

We thank the City of Carpinteria for its continued support of our Community Services' program and its activities.

Sincerely,

Rev. Monsignor Gregory A. Cox
Executive Director

Enclosure



CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

Santa Barbara Region Catholic Charities of Los Angeles, Inc. **Amount:** \$7,500.00

2. Program Title:

Carpinteria Community Services

3. Program Street Address, City, Zip Code:

941 Walnut Street Carpinteria, CA 93013

4. Program Mailing Address, City, Zip Code:

Catholic Charities 609 East Haley Street Santa Barbara, CA 93103

5. Contact Person, Position:

Brian Clark, Client Services Regional Coordinator

6. Phone Numbers: TELE: (805) 965-7045 FAX: (805) 963-2978

7. Target Population: Low & Very Low Income Families and Individuals

8. Days and hours open: Monday – Friday 9:00 am – 12:00 noon

9. List the zip codes from which clients are drawn: 93013 and 93067

10. Description of services to be provided with funds:

Catholic Charities provides qualifying, low-income clients with nutritious and supplemental food distribution from the Carpinteria food pantry, rental and utility financial assistance, vouchers for clothing and household items at the Santa Barbara Thrift Store, budget counseling, and information/referral to other appropriate resources.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

The Community Services program is monitored monthly by the Client Services Regional Coordinator and quarterly by the agency's Regional Director, both of whom are based in Santa Barbara. The Client Services Regional Coordinator meets weekly with the on-site bilingual Client Resources Coordinator, Ms. Christina Lopez, to review client-related files. Records include intake/assessment sheets, client information of source of income and amounts, and notes on each visit to the office for services. All records are kept on computer database with a paper backup.

12. Description of your overall agency:

Catholic Charities continues to provide low- and very low-income families and individuals throughout Santa Barbara County with wide-ranging emergency and basic social programs and services designed to improve the quality of life for those challenged by difficult situations. Over 39,000 unduplicated customers were served last year ending June 30, 2013; the center anticipates serving well over 39,000 unduplicated customers for the current fiscal year ending June 30, 2014. The Agency is supported by local individuals and corporate donors, private foundations, and government agencies.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

Provide at least 1,300 low-income, unduplicated residents of Carpinteria with basic human services, including nutritious food, emergency funds for rental, utility, medical expenses, and other special needs.

Objective #2:

Provide at least 14,000 units of service (including nutritious food, rental/utility financial assistance and other special needs) to Carpinteria clients.

CITY of CARPINTERIA FY 2012-2013 FINAL REPORT

By the end of the current FY 2012-2013 (ending June 30, 2013), Catholic Charities' Carpinteria Community Services anticipates that 1,196 unduplicated clients would have been provided with 11,939 units of service. A majority of these clients, 92.6%, represent low-income families who receive direct food distribution services.

Given the continuation of the current fragile economy, the challenge for FY 2013-2014 will be to meet the on-going demand for food distribution services to a targeted "new" population of individuals and families seeking, for the first time, program services, due to the lingering effect of the poor economy.

CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

Community Action Commission (CAC) Amount: \$ 10,000

2. Program Title:

Healthy Senior Lunch

3. Program Street Address, City, Zip Code:

Carpinteria Veterans Memorial Building
941 Walnut Avenue, Carpinteria, CA 93103

4. Program Mailing Address, City, Zip Code:

5638 Hollister Ave., Suite 230
Goleta, CA 93117

5. Contact Person, Position:

Randy Stark, Acting Nutrition Services Director

6. Phone Numbers: TELE: 964-8857, ext. 142 FAX: 683-5872

7. Target Population: low-income senior citizens

8. Days and hours open: Monday through Friday, 10 a.m. to 2 p.m.

9. List the zip codes from which clients are drawn: 93103

10. Description of services to be provided with funds:

Healthy Senior Lunch provides hot, nutritious, meals to low-income senior citizens who live in Carpinteria. For many of the program's clients, this daily meal is the only one they will eat all day. All of our homebound seniors, and many of the individuals we serve at senior centers, have disabilities. They are unable to walk, drive, grocery shop, or cook.

The program has two components: 1) Healthy Table provides a hot lunch each weekday to low-income seniors at the Carpinteria Veterans' Memorial Building. 2) Healthy at Home delivers meals to Carpinteria's homebound seniors. Homebound seniors receive two additional frozen meals for the weekend. If a homebound senior needs a safe, working stove or

microwave in order to heat these meals, CAC Energy Services will provide or repair the needed appliance for eligible participants (virtually all participants are eligible).

Meals are prepared from scratch in our South County Kitchen in Santa Barbara using farm-fresh, organic, local area produce. Meals are delivered using "Hot Shot" vehicles to keep the food at the correct temperature. A \$3.00 donation is suggested; however, no senior is ever turned away for lack of ability to pay.

At the *Healthy Table* center, seniors not only receive a good meal – they eat together at the Veterans Memorial Building, interact with friends and acquaintances, and engage in recreational activities and special events. A CAC Site Host is available to oversee and supervise daily Healthy Senior Lunch operations and ensure that everyone feels welcome and comfortable. Seniors also receive educational information and health screenings at the Carpinteria site.

Healthy at Home Program staff are trained to do much more than deliver meals. They check on the welfare of elders and help connect them with needed health and support services such as transportation and visiting nurses. They also provide cheerful daily socialization - often the only direct human contact that clients have all day. Individuals who need home delivery are referred to our program by hospital discharge planners, visiting nurses or other health providers, friends and family, other service providers, and by word-of-mouth.

In Santa Barbara County, 6.2 percent of the population 65 and over lives below the poverty level, putting them at risk of hunger. Further, recent data reveals that 22.1 percent of the low-income elderly population is food insecure - and roughly 10 percent of low-income elderly households have *very low* food security: They not only have limited or uncertain availability of food, but they eat less than they should, cut the size of meals, or skip meals in three or more months during the year. In a recent report prepared by AARP, special attention was paid to the nutritional needs of our adult aging population. "As individuals age, their caloric needs decline, but their need for nutrients does not. Therefore, older persons must consume foods that are nutrient-rich." A lack of sufficient income combined with prescription drug and housing costs make it difficult for many seniors to afford these foods.

Without nutrition services, seniors are less likely to maintain good health and are more apt to require nursing home placement. "Study after study shows that adequate nutrition (for seniors) is vitally important for promoting health, decreasing chronic disease, maintaining functionality, and helping older adults remain independent at home," according to the Assistant Secretary of the U.S. Administration on Aging.

Other studies of seniors and isolation have pointed out the extent of the social disconnection experienced by many seniors. Of all seniors living alone and below the poverty line, one out of three sees neither friends nor neighbors for as much as two weeks at a time. Half of CAC's Healthy Senior Lunch Program participants have reported that without the program, they would have to choose between buying food and paying for health care and medications. Another third have said that without the program they would have to choose between buying food and paying for rent and utility bills.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

Program menus are reviewed and approved twice monthly, once by an Area Agency on Aging (AAA) registered dietician and once by a CAC-contracted registered dietician. The AAA registered dietician inspects kitchens, home delivery routes, sites and procedures, and reviews food safety (such as food temperatures) and nutritional values. AAA also performs an additional annual review of the program. CAC's Program Manager formally reviews each Healthy Table community site and each Healthy at Home home-delivery route quarterly. The Site Host is responsible for maintaining daily records relating to food safety and quality, tracking the number of meals served, and keeping a reservation log listing all current participants. The Site Host also updates all participant information, such as emergency contacts, phone numbers and addresses. Clients also receive an annual survey each April to measure program impact. Client demographics, enrollments and numbers of meals are also maintained in the SAMS computer database.

12. Description of your overall agency:

The Community Action Commission (CAC) of Santa Barbara County is a private, nonprofit agency that creates opportunities for low-income families to achieve stability. A 15-member Board of Directors, with equal representation from the public, private and low-income sectors, oversees CAC. The staff of 400 people is approximately 80% minority. The agency's annual operating budget derived from a range of funding sources that include city, county, state, federal and private foundation grants, donations and fundraising. CAC operates 17 diverse programs serving low-income children, teens and young adults, seniors, and households:

Children: These services include Head Start, Early Head Start and Child Development, and provide full and part-day early care and education for children ages 0 to 5 as well as services for pregnant women. CAC Carpinteria Head Start is a partner in the Carpinteria Children's Project at Main. In 2012, 1335 children received school readiness and family support services countywide (60 children were served in Carpinteria). 20 Centers providing Head Start services have received accreditation from the National Association for the Education of Young Children (NAEYC), the nationwide hallmark of excellence in the field – including Carpinteria Head Start.

In addition, over 200 children were provided a child-friendly place to wait while their parents were in family court at the new CAC Children's Waiting Rooms at the Superior Courts in Santa Barbara and Santa Maria. **Teens and Young Adults:** CAC's Family and Youth Services (FYS) Program specializes in reaching youth and families to help them achieve self-sufficiency through a diverse group of programs and community partnerships. Services are provided to individuals and families challenged by mental health issues, placement in foster care, gang involvement, drug and alcohol abuse, child abuse prevention, youth employment and incarceration. Family and Youth Services programs include Los Compadres/Las Comadres, Home Connection Finders, Safe Care, Aftercare, Santa Barbara County Youth Corps, Front Porch Project, Teenage Pregnancy and Parenting Program, and Enhanced Family Reunification Support Services.

Seniors: The Healthy Senior Lunch program provides USDA-approved, high-quality meals to low-income seniors. Last year, 785 countywide seniors received 56,517 meals at senior and community centers and 565 countywide seniors received 95,999 home-delivered meals. Healthy Senior Lunch is CAC's oldest nutrition program and has been operating since 1974.

Households: CAC's Energy Services is dedicated to energy conservation and keeping low-income homes safe and warm through education, home weatherization, and appliance repair or replacement. The program provides services to help reduce energy costs and provide utility payment assistance to qualified low-income qualified households.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective #1:

To serve nutritious meals to 70 unduplicated low-income seniors for the year at the Veterans' Memorial Building on an optional donation basis. An estimated total of 6,020 meals will be served for the 2013-2014 year.

Objective #2:

To deliver nutritious meals each weekday to 40 unduplicated low-income homebound seniors within the City of Carpinteria on an optional donation basis. An estimated total of 6,470 meals will be delivered to seniors' homes for the year 2013-2014.

Objective #3:

To provide socialization opportunities and community services education/referrals to senior clients.

CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name

Carpinteria Library (Santa Barbara Public Library System) **Amount:** \$27,000

2. Program Title:

Public Library Services

3. Program Street Address, City, Zip Code:

5141 Carpinteria Ave, Carpinteria CA 93013

4. Program Mailing Address, City, Zip Code:

c/o Santa Barbara Public Library, PO Box 1019 Santa Barbara, CA 93102-1019

5. Contact Person, Position: Margaret Esther, Library Services Manager

6. Phone Numbers: TELE: 805-564-5606 **FAX:** 805-564-5660

7. Target Population: Residents of the City of Carpinteria and surrounding communities

8. Days and hours open: Monday & Wednesday. 10 am-7:30 pm,
Tuesday, Thursday, & Friday 10 am – 5:30 p m; and Saturday 10 am – 4 pm.

9. List the zip codes from which clients are drawn: Primarily 93013 and 93067

10. Description of services to be provided with funds:

The grant monies will be used to maintain current open hours of 45.5 hours a week at the Carpinteria Library by paying for staffing costs. \$27,000 will insure access to library services for working people and families, and preserve the library's 4 days of after-school Homework Center.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

Payroll is monitored by the City of Santa Barbara, and is reported on a bi-weekly basis.

12. Description of your overall agency:

The mission of the Carpinteria Branch Library is to provide literacy and pre-literacy services, information services, reading materials and educational resources to all ages in the Carpinteria Valley. Students of all ages receive valuable after-school homework resources,

including one-on-one assistance. Services to residents include informational reference databases available either from inside the branch library or from home through the library's website, collections of books, Books on CD, downloadable e-Books and audio books, free Internet access and free WiFi. In addition, there are children's literacy-based programs and story times, teen programs, assistance with reference inquiries and interlibrary borrowing.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

To continue to provide quality services in a timely manner to residents who may otherwise not be able to afford the services. Ensure all residents and visitors in Carpinteria can access informational, educational and/or leisure materials through a free public library.

Objective #2:

Provide educational resources for children and their parents, including literacy and pre-literacy services, such as story times and an annual summer reading program. Provide a place for students to go after school, so that they can receive assistance with their homework, have access to the library's Homework Center computers, and to ensure they have a place to be safe and productive.

Objective #3:

To have computers with Internet access readily available for residents and visitors. Many visitors rely on the local library to book accommodations and travel, to investigate local attractions as well as to keep them in touch with their families while vacationing. Many residents either don't have access to a computer in their homes, or need assistance with finding information or services online. This is a service the Library Supervisor is trained to facilitate.

CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

HELP of Carpinteria Amount: \$5,000

2. Program Title:

Transportation

3. Program Street Address, City, Zip Code:

1069 Casitas Pass Road
Carpinteria, CA 93013

4. Program Mailing Address, City, Zip Code:

1069 Casitas Pass Road
Carpinteria, CA 93013

5. Contact Person, Position:

Judy Goodbody, Executive Director

6. Phone Numbers: TELE: 684-0124 **FAX:** 684-5674

7. Target Population: Carpinteria residents who have no other means of transportation

8. Days and hours open: Monday through Friday from 8:00am to 4:30pm

9. List the zip codes from which clients are drawn: 93013

10. Description of services to be provided with funds:

HELP volunteers provide door-to-door transportation to Carpinteria residents who have no other means of transportation or who find public transportation cannot meet their needs. Trips to Santa Barbara are limited to doctors appointments and social services. A \$6.00 donation is requested for a roundtrip to Santa Barbara. Rides are provided within Carpinteria for any purpose including grocery shopping, hair and doctors appointments, senior lunch program, visits with friends, etc. A \$1.00 donation is requested for a roundtrip in Carpinteria. HELP expanded the area of service to include such outlying areas as Shepard Mesa, Padero Lane and Foothill through Cravens Lane to the Polo Fields. These riders are asked to make donations of \$2.00 roundtrip in Carpinteria and a \$10.00 roundtrip to Santa Barbara.

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

Written records are maintained at the HELP office located at 1069 Casitas Pass Rd., and are available for review upon request. A record of every ride provided includes the names, addresses and phone numbers of more than 500 riders who utilize HELP of Carpinteria for their transportation needs. Rides are tabulated monthly and records are audited annually by volunteers.

12. Description of your overall agency:

78 people volunteer as drivers and dispatchers to provide more than 7,600 rides last year to Carpinteria residents, with a nine member board of directors and one part-time executive director. HELP owns three vehicles as a result of grants from private foundations, and the office space at Shepard Place Apartments has been donated to HELP since 1988 through the generosity of Michael Towbes and the Towbes Group.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

Provide door-to-door transportation to any Carpinteria resident who has no other means of transportation regardless of their ability to pay the requested donation, thereby allowing many non-driving residents to remain independent and in their homes.

Objective #2:

Increase volunteerism and secure the future of the availability of reliable, high quality door-to-door transportation service in our community.

Objective #3:

Improve systems and increase efficiency through the acquisition of more up-to-date equipment.

CITY OF CARPINTERIA
Community Services Support
2013/14 Application

JULY 1, 2013 - JUNE 30, 2014

1. Agency Name:

HopeNet of Carpinteria Amount: \$1,300.00

2. Program Title:

Suicide Prevention

3. Program Street Address, City, Zip Code:

Various venues including Carp Woman's Club, Council Chambers, Curious Cup
Community Room

4. Program Mailing Address, City, Zip Code:

PO Box 684, Carpinteria, CA 93014-0684

5. Contact Person, Position:

Amrita Salm, President

6. Phone Numbers: TELE: 805/684-2509 **FAX:** none

7. Target Population: All Carpinteria residents who are suffering from depression or suicidal issues and others who have been affected by suicide or interested in suicide prevention.

8. Days and hours open: varies – depends on events

9. List the zip codes from which clients are drawn: 93013

10. Description of services to be provided with funds:

1. Purchase of a large informational banner to be used at events and placed at City Pool
2. Printing of English and Spanish wallet sized suicide prevention cards
3. Posters to be distributed around town with suicide prevention information
4. Flyers for a series of upcoming suicide prevention trainings

11. Describe your procedures for monitoring the services. List the records you keep; give the dates of scheduled reviews:

1. Evaluations completed at all trainings by participants & speakers and data summarized and reviewed for improvements to future trainings & events.
2. Input from our website by viewers
3. Informal communication and working with community residents, church leaders, local organizations, CUSD, County mental health and other experts in the field.

12. Description of your overall agency:

A group of concerned Carpinteria citizens formed a grassroots organization after the suicide death of a Carpinterian friend last year. Our efforts are to ensure that all of us learn to become more sensitive to the emotional needs of family, friends, colleagues and neighbors. In 2012, two Carpinterians committed suicide, while there were numerous attempts, according to the Sheriff's department. Sadly in the first two months of 2013, there have already been two suicides in Carpinteria.

The vision of HopeNet of Carpinteria is to lessen the number of attempted and completed suicides in our community through information, support, training and advocacy.

Within the last year HopeNet of Carpinteria has:

- a) held a forum at City Hall with a panel of experts who addressed issues related to suicide prevention. Wallet-sized cards were distributed in Spanish & English with phone numbers of helplines and support organizations and a list of warning signs and how to help the depressed person.
- b) These cards were later widely disseminated to local businesses, schools and government agencies. They were originally funded by the County of Santa Barbara and Sunburst Printers.
- c) In addition, we made a presentation to the Carpinteria Morning Rotary Club in October, 2012 and distributed more suicide prevention cards and information
- d) In March, 2013 we organized and held a workshop entitled "A Community Toolbox: How to Serve the Depressed Person with Understanding." Over 75 people learned the necessary skills to identify suicide warning signs and provide support strategies and resources for those at risk. Mental health professionals facilitated the workshop with the guidance of Glendon Association, an internationally recognized suicide prevention agency in Santa Barbara and Dr. Gil Reyes of Fielding Institute, an expert in psychological first aid and crisis response for communities, and
- e) we have been recognized by Supervisor Carbajal for our efforts to prevent suicide at his State of the City address.

As stated by the City of Carpinteria Proclamation of March 11, 2013 every day in Carpinteria is Suicide Prevention Day. Carpinteria is known as a uniquely caring community, as evidenced by the number of non-profit agencies and service organizations. HopeNet envisions more individuals helping others by expanding the safety net and increasing mental health services and awareness in Carpinteria through training and advocacy. Efforts are now being made to involve

teens and young adults in our activities. We have our first teen volunteer and have been invited to have a booth at the Rods & Roses event on June 29 to share information.

Our website (hopenetofcarp.org), which will provide resources and information, as well as news about volunteering, meetings and events is being developed by a relative of one of our members. We are in the process of applying for tax-exempt status so we can raise money and do fundraising events to support our work.

Projections for year JULY 1, 2013 TO JUNE 30, 2014

Objective # 1:

Hold additional community trainings to increase awareness of suicide and the warning signs that will help create a wider safety net and prevent future attempted or completed suicides.

Objective #2:

Involve youth and young adults in planning relevant programs in suicide prevention for their peers.

Objective #3:

By the end of the grant period more Carpinterians will be able to provide information about suicide prevention to their neighbors, family and co-workers and direct them to support services.

HopeNet Budget Request for 2013-14 is \$1,300.00

- | | |
|--|----------|
| 1. Vinyl Banner - | \$300.00 |
| 1. 200 Posters - | \$200.00 |
| 2. Printing of 1,000 wallet-sized suicide prevention cards – | \$100.00 |
| 3. Printing of flyers, ads in Coastal View - | \$700.00 |

In-kind donations: \$840.00

- | | |
|-------------------------------------|-----------|
| 1. Ads for Coastal View - | \$200.00 |
| 2. Printing of wallet sized cards - | \$150.00 |
| 3. Graphics & Printing of posters - | \$100.00 |
| 4. Venue Use – | \$340.00 |
| a. Curious Cup Community Room - | \$140.00 |
| b. Carp Woman's Club - | \$ 200.00 |

TOTAL REQUEST TO CITY OF CARPINTERIA: \$1,300.

Attachment C

Budget Distributed Separately

J. Bradley Stein, Mayor
Gregg Carty, Vice Mayor
Al Clark, Councilmember
Wade Nomura, Councilmember
Fred Shaw, Councilmember

Dave Durflinger, City Manager
John Thornberry
Administrative Services Director

CITY OF CARPINTERIA PROPOSED BUDGET 2013-14





City of Carpinteria

Mission Statement



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

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

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

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

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

January 25, 1993

**CITY OF CARPINTERIA
PROPOSED BUDGET
FISCAL YEAR 2013-14**

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APPENDIX I

Capital Improvement Program



City Manager's 2013-14 Budget Message

June, 2013

Re: Transmittal Letter, 2013-14 Budget

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

The 2013-14 budget is submitted for your consideration. The City of Carpinteria budget is a multi-purpose document. The budget is a tool both for carrying out the goals and objectives set forth in the City's annual strategic plan, capital improvement plan, and General Plan/Local Coastal Program, and for illustrating how they will be achieved organizationally. The budget also provides a consolidated picture of all City operations and related revenues, expenditures, debt, and year end financial projections. Finally, the budget reflects the annual operating parameters for City Departments and establishes performance measurements that are a part of determining the efficiency and effectiveness of local government services.

The 2013-14 fiscal year budget will be balanced at approximately \$ 13.9 million, an increase of 31.0% from the 2012-13 fiscal year (the significant increase related to grant revenue and the associated capital improvement projects). The General Fund portion of the budget is projected at approximately \$7.7 million, reflecting growth of approximately 3.9% from the 2012-13 fiscal year.

The 2013-14 budget provides funding for all existing programs, projects and services provided and planned for by the City, including funding for the implementation of the City's Clean Water program (an unfunded mandate of the State of California), continued funding of the City's Emergency Preparedness program, the Economic Vitality program (including promotional activities of the Carpinteria First Committee), law enforcement and legal services, and significant investment in Capital Projects and the maintenance of streets, parkways, parks, trails and open spaces.

The 2013-14 budget has been prepared in the context of what is being recognized nationally and regionally as a slow recovery from the negative effects of a national economic recession. The recession was widely recognized as the worst since the Great Depression and experts believe that the recovery will likely continue to be uneven and occur over many years. The budget reflects this slow and uneven recovery with modest revenue growth overall but projected decline in some areas such as revenue from sales tax being down from 2012 and development permits off from prior year.

City Manager's 2013-14 Budget Message

Although General Fund revenue estimates for 2013-14 reflect continued growth, this comes after several years of decline during the recession and therefore the estimated year end revenue for the General Fund is approximately at a level last experienced in the 2007-08 fiscal year. Total revenue estimates for All Funds reflects significant anticipated grant and other federal and state subventions for an all time high of \$13.9 million.

The General Fund budget includes an increase in total expenditures over prior year of just \$505K, mostly a result of personnel costs and subsidies to other funds. A number of cost savings measures will continue including employee pension cost sharing, limits on vacation time buy outs, the reallocation of employee time to appropriate non-General Fund accounts, reductions in contract law enforcement, landscaping and janitorial maintenance services, and various energy and water savings measures.

Total expenses are projected to exceed revenues by approximately \$1 million, due to spending from special and one-time dedicated grant funds for capital projects, and General Fund revenues are projected to slightly exceed expenses with a less than ten thousand dollar surplus. The five year projection included in the Introduction to the budget illustrates how these current financial conditions affect City budgeting over time and strongly suggest that both improved revenues and additional expense controls will be required in order to balance the City General Fund budget in the near future.

Budget Highlights

a. Revenue and Expenditures: As stated above, the budget is projected to be balanced at \$13.9 million. The overall budget is affected significantly by annual capital improvement and street maintenance project spending and various grant revenues that support such projects. In particular, the 2013-14 budget accounts for approximately \$4.6 million in capital projects. Such capital expenditures are paid for through a variety of funds including grants, Development Impact Fees, State Transportation Improvement Program (STIP) and Measure A (the County ½ cent sales tax for transportation) funds. These funds have reserves adequate to permit annual spending to exceed revenue into the near future.

The City's property tax revenue (projected at \$2.7 million and representing 35% of total revenues) remains the City's largest revenue producer. However, after 15 years of significant growth, property tax revenue declined in 2010-11, and has grown only modestly in the past two years. Modest growth is expected to continue in the 2013-14 fiscal year and into the near future.

The City's sales tax revenue, \$1.8 million, reflects a modest projected increase

City Manager's 2013-14 Budget Message

over the prior year estimate but is relatively flat looking at a three year period that includes the 2013-14 projection. Strong gasoline prices and modest recovery in the business & industry sector are supporting these projections. Transient occupancy tax revenue, \$1.9 million, also reflects an improvement due to a voter approved increase in the tax rate and modest improvement in local tourism and business travel.

As a service oriented agency, most of the City's spending is for personnel. The City's largest program expense is for Law Enforcement services where contract costs are projected at approximately \$3.3 million. Including the law enforcement contract, approximately 50% of the City's operating costs are for personnel.

Aside from the law enforcement contract, health insurance and pension costs, as components of total personnel costs, have experienced the greatest growth in recent years and are projected to increase again this year. Total budgeted compensation costs at \$4.1 million reflect a slight increase over the prior year.

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

- **City Hall Campus Landscape and Building Improvements** -- a City Hall Improvement and Landscape plan has been prepared that improves accessibility, employee security, incorporates tactics to improve storm water runoff characteristics, increases parking and functionality of the campus as well as public meeting room capacity. The plan also anticipates the future Sheriff Substation and regional Emergency Operations Center. The project is anticipated to be phased in over time with phase one being pursued in fiscal year 2013-14. Phase one includes relocated accessible parking, a new accessible pathway to the building lobby and some new building improvements and landscaping on the building's west side. General Facilities Development Impact Fees (DIF's) are proposed to be used to fund this project.
- **Seaside Park** -- A design to renovate the grounds of the City's Seaside Building is nearing completion. Features for this part of the project will likely include a small open turf area, some public patio areas and a parking lot. The improvements will include permeable paving, high

City Manager's 2013-14 Budget Message

efficiency parking lot lighting and native plantings. Funds to complete construction of this public park project is proposed from Park Improvement Funds recently collected.

- **The Carpinteria Rincon Trail** -- This project is a partnership project with Santa Barbara County. It includes a 5,000 foot long trail that connects the eastern end of Carpinteria Avenue with the Ventura County line. The route takes advantage of public owned land over terrain with breathtaking views of the Pacific Ocean. The Project's environmental (CEQA) review is expected to be complete by December 2013. The preparation of complete plans, specifications and engineering should be complete by June 2014. Construction could begin shortly thereafter if construction funding can be secured.
- **Athletic Field Maintenance** -- The City of Carpinteria maintains two athletic field complexes; one at El Carro Park and the other at Viola Fields. In order to counteract the long term impacts of soil compaction and wear and tear on the turf at these locations, the Parks Department imports organic soil amendment and spreads it over the fields. This will help maintain the level playing surface, reduce the need for irrigation, improve aesthetics, reduce the need for chemical fertilizers and pesticides and improve overall turf vigor. Funds have been programed to recondition the El Carro baseball outfields.
- **Capital Projects** -- Public Works will be working on 16 Capital Improvement Projects with an estimated budget of \$4,272,417, which includes the Carpinteria Avenue Bridge Replacement Project. Preliminary Engineering Work will continue on the Carpinteria Avenue Bridge Replacement Project.
- **Zoning Ordinance** -- City staff to release the Draft Zoning Code Update for public review.
- **Housing Lottery and Loans** -- Conduct lottery and sell remaining six affordable condominiums at Lagunitas Homes. Also, finance first time buyer home loans through the Workforce Down Payment Loan Program.

2012-13 Accomplishments

Listed below are examples of significant accomplishments achieved in the 2012-13 fiscal year. A comprehensive list of Recurring Performance Measures

City Manager's 2013-14 Budget Message

and related accomplishments is a part of Section G of this budget document.

- **Hotel Bed Tax Rate Vote** – Community supported measure for increase in the hotel bed tax rate, which was subsequently approved by voters in November 2012.
- **Kittie Bailard Oil Well Remediation** -- The Kittie Bailard Well was appropriately destroyed thereby eliminating a tar and oil seep that was in the Bluffs Nature Preserve. The process included coordination with The State Division of Oil and Gas and Conoco Oil Company. The well turned out to be difficult to destroy due to its depth, design and natural conditions. The project was performed at no cost to the City.
- **Monte Vista Garden** -- A native plant and discovery garden was installed in Monte Vista Park with donated funds and materials. The garden is intended to improve park interest, aesthetics, and drought tolerance.
- **Shark Colloquium** -- Conducted an informational meeting (Shark Colloquium) regarding the local marine environment and the increase in shark sightings. The event filled the Plaza Theater to capacity and featured three marine fisheries experts that made presentations and answered audience questions.
- **Sidewalk Project** -- Completed both phases of the El Carro Lane Sidewalk In-fill Project.
- **Measure A Grant Awards** -- The Public Works Department obtained approximately \$263,623 in Measure A grants.
- **FIRM Map** -- Responded to unexpected significant error in a floodplain map released by the Federal Emergency Management Agency (FEMA). Public Works staff worked cooperatively with FEMA and the public to assemble the necessary mapping and documents needed to address the errors and have a new map issued.
- **Finance Awards** -- The City received the California Society of Municipal Finance Officers Operating Budget Excellence Award for the City's fiscal year 2012-2013 budget. Also received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.
- **Investment Returns** -- Achieved an overall rate of return on the City's cash investments that was four times the Local Agency Investment Fund

City Manager's 2013-14 Budget Message

(LAIF) and County Pool returns.

- **Design Guidelines** -- Completed the Beach Neighborhood Residential Design Guidelines.
- **Housing Lottery** -- Conducted lottery and sold three affordable condominiums at Lagunitas Homes.

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

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

Dave Durflinger
City Manager

Introduction 2013-14 Budget

Community and Organizational Profile

The City of Carpinteria is a California general law city providing local government services to a population of 13,099. 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 and street maintenance and parks and recreation.

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

The City's organizational structure is typical for a small, general law city in California. Departments are organized by service under various divisions and managed by Department Heads that report to the City Manager. The City currently employs 30 full time employees and 65 part time and seasonal part time employees. Organizational charts that graphically illustrate the staffing of the City follow this Introduction and a detail description of staffing is a part of the Staff Recruitment, Retention & Development Program of this budget document.

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

Examples of service categories where levels of service have increased in the 48 years since incorporation include parks and recreation services, street and landscaping maintenance services, and land use planning

Introduction 2013-14 Budget

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

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

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

The Program/Performance Based Budget

The City operates under a one year 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

Introduction 2013-14 Budget

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. Traditionally, government has focused on "input" measures such as the amount of money or staff allocated for a particular service. In an effort to better 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. Therefore, the City's annual Budget not only includes the traditional input description of the program cost and personnel allocation but also includes efficiency and productivity measures to provide a quantifiable understanding of the "yield" of an activity or program as a result of the input.

The Budget Process

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

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

The City Manager then presents the preliminary budget to the City Council at a regular Council meeting, typically the second week in June. This meeting provides an opportunity both for the City Council to direct staff and for the public to provide comment. After deliberation, the City Council directs staff concerning any modifications to the draft budget. Although the budget can be approved at this point, it has been the practice of the Council to review the budget a second time at the following Council meeting in June, in particular, where changes have

Introduction 2013-14 Budget

been made.

The City's annual budget is typically approved, by resolution, at this second meeting. If the budget is not approved by that date, 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. A mid-year Budget Review is conducted in late January at which time adjustments to revenue estimates and appropriations are made. These adjustments may include adjustments to the prior fiscal year end results based on the results of the Comprehensive Annual Financial Report (CAFR), an independent audit conducted according to general accounting principles and law. Budgets are approved for all governmental and proprietary funds on a basis consistent with generally accepted accounting principles.

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

Budget Policies

The budgeting process is successful only if fiscal planning occurs within a comprehensive framework of fiscal policies. The following policies direct a long-term strategic approach to municipal management.

User Fee and Cost Recovery

Carpinteria Municipal Code Chapter 3.34 establishes the City's provisions for recovering cost through fees and service charges. The City completed a Service Cost Update report in 2011, which determines the rate at which fees and charges are made in order to ensure compliance with the fee and service charge revenue/cost recovery provisions of Carpinteria Municipal Code Chapter 3.34 (See Appendix II). The update resulted in the City's adoption of a comprehensively revised fee schedule in March 2011 (Resolution No. 5290).

Introduction 2013-14 Budget

Investment Policy and Investments.

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

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

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

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

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

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

Revenue Neutral Recreation Programs

In conjunction with the City's fee-for-service philosophy, the Council has directed staff to institute all new recreational programs and services as revenue-neutral. Fees charged must cover the total cost of the activity. Some existing recreational programs, for example those associated with the municipal pool, are not revenue-neutral and receive a General Fund subsidy.

Introduction 2013-14 Budget

General Fund Subsidies

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

Fund	Subsidy
Park Development Fund	32,149
Park Maintenance Fund	134,145
Right of Way Assessment Fund	86,480
Recreation Services Fund	147,274
Total Subsidies	\$400,048

Intergovernmental Grants and Collaborative Financing

The City of Carpinteria, wherever and whenever possible, will seek out state, federal and other grant opportunities to help defray costs for all municipal services.

Revenue and expenditure comparisons are to be final estimates to the Adopted Budget.

Cash and Reserves

There are reserves and cash balances that are accounted for through the City's Consolidated Annual Financial Report (CAFR), which are not addressed through the annual budget process. Specifically, in addition to the Available Fund Balance (also referred to as the undesignated fund balance) year-end estimate of \$1,376,253, the following reserve balances are estimated for 2013-14. This reflects an increase of \$269,758 (transferred from the Available Fund Balance), as required by the City's Reserve Policy in order to maintain total reserves at 55% of prior year General Fund expenditures.

Non-spendable Reserve:	\$ 4,167
Cable Television Access Reserve:	\$ 324,734
Financial and Economic Uncertainty Reserve:	\$4,057,564
General Reserve:	\$1,042,447
Major Asset Replacement & Repair Reserve:	<u>\$1,000,000</u>

Introduction 2013-14 Budget

Total: \$6,428,911

The City's budget is prepared on an 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 (\$14,820,659), and adjusting it by the growth factor in the California Per Capita Personal Income times the greater of the change in the population within the City of Carpinteria or the change in the population of Santa Barbara County. The City is in no danger of exceeding the limit since the subject appropriations in the Adopted Budget are \$8,150,111 less than the limit. The City remains in compliance with Article XIII of the California Constitution in the coming year. See Exhibit A of Resolution xxxx in the Reference Material section of the budget for more details and a five year history of the limit.

Proposition 218

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

Introduction 2013-14 Budget

Five Year Operating Budget Projection

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

The 2013-14 budget includes General Fund expenses, net transfers and subsidies resulting in a small surplus of \$6,235; however, in future years expenses are projected to grow faster than revenues unless changes occur. The five year projection assumes action by the City as necessary to affect level of service, i.e., expenses, and/or revenues that would allow expenditures and revenues to balance over the five year horizon.

The following sections discuss five-year projections made for both revenues and expenditures in order to balance the General Fund budget. The assumptions are not intended to reflect either a recommendation of staff, or a Finance Committee or City Council but should be used as a part of the process to evaluate decision making in future years.

Revenue Projection Assumptions

Property Tax: The annual projection of approximately \$2.9 million reflects an estimated 2.5% increase in property tax revenue over 2012-13. The average annual increase in property value over the prior five years has been 2.9% (see the Table below). It is expected that property values will continue moderate growth over the next several years. For the purposes of this projection, an average annual rate of increase in property value thought to be sustainable over the 5 year projection period is 2.0%.

Assessed and Estimated Property Values

<u>Year</u>	<u>Secured</u>	<u>Unsecured</u>	<u>Total</u>	<u>Change</u>
2008-09	1,525,486,287	84,044,973	1,609,531,260	4.9%
2009-10	1,539,761,450	84,831,447	1,624,592,897	0.9%
2010-11	1,513,161,541	98,273,571	1,611,435,112	-1.0%
2011-12	1,648,224,902	102,081,036	1,750,305,938	0.9%
2012-13	1,649,207,464	106,715,505	1,755,922,969	0.3%

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Sales Tax: The sales tax projection of approximately \$1.8 million this year is up about \$123K from the prior year estimate and is based on information from the City's sales tax consultant, Hdl. In addition to information received from our sales tax consultant, staff monitors local development trends that might result in new or improved sales tax generation over the next five years. There are no significant new sales tax producers expected to come on line in the next year.

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

Transient Occupancy Tax (TOT or hotel bed tax): The budget estimate of \$1.94 million in bed tax revenue reflects an increase over the 2012-13 fiscal year estimate and the second year of recovery from a recession low in 2010. The hotel bed tax estimate reflects a voter approved rate increase, an improvement in the hospitality industry climate and information from local hoteliers that indicates higher average daily room rates (ADR) and occupancy in the coming year. In particular, it is expected that business travel will improve, which has been a strength in local hotel occupancy in the past. Over the longer term, the annual growth rate is projected to be 3%, reflecting already high occupancy rates and a modest increase in the ADR.

Franchise Taxes: These revenues, estimated at approximately \$556K, are generated through agreements with various private entities that use public rights-of-way, e.g., trash, cable and utilities. The budget is projecting these revenues to increase only slightly based on expected increased rates for cable television and trash hauling. Growth of 2.3%, has been included in the 5 year projection. This reflects the most recent four year average.

Interest Income: The \$107K interest income estimate reflects both an expectation that interest rates will remain low and less cash available as the City continues to use reserves. The current 2013 year-end is

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projected at \$107,624 and the prior 2012 year actual was \$96,767, both significantly below the projections in those budget years as interest rates plummeted and remain at record lows. For the five year projection it is estimated that interest income will reach a low in 2013-14, and then rebound with modest growth over the remainder of the 5 Year projection. These future projections reflect estimated average yields from the City's two major investment categories, the Local Agency Investment Fund (LAIF) and Treasury Notes.

Fees and Charges: This includes License and Permit fees and Charge for Services. Current year fees and charges are estimated at \$321,940, a decrease of 23% over prior year. This budget estimate is lower than the current year, which included permitting for several large projects. Overall, development activity is expected to remain strong. An annual growth rate of 2% for remaining years in the projection has been included in the projection.

General Fund Subsidies to other Funds

In a Table presented above in this section, projected General Fund subsidies to other Funds are illustrated. Total annual subsidies have grown to approximately \$400,000. This is primarily due to the Fund balance being depleted in the Right-of-Way Maintenance Fund, and the revenue sources associated with this Fund and the Park Maintenance and Recreation Services Funds being insufficient to cover costs. For example, the Park Maintenance Fund receives revenue from a parcel tax that does not increase with inflation and has not been changed since its establishment in 1997. As such, expenses associated with Park Maintenance activities now exceed revenues and the General Fund is used to make up the difference. For the purposes of the five year projection it is assumed that it will be necessary for the subsidy growth to stop, either by reducing expenses or by developing other revenue sources.

Expenditure Projection Assumptions

Staffing Level: The budget anticipates full staffing with no unfilled positions. The total number of full time employees (FTE's) is 31. Over the next five years it is not expected that new employees will be added

Salaries: An 11.9% increase in total wages is projected in the

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budget that assumes a 1.3% increase in salary expense, and includes the addition of new positions. The General Fund is reimbursed via Transfers In for the cost of these positions so they do not affect the five year projection. In the five year projection, a 1.5% annual adjustment was used to reflect anticipated salary increases.

Benefits: The major benefit costs are for employee health insurance and retirement plans. The California Public Employee Retirement System (PERS) Health Insurance rate is projected to increase by approximately 14% this year; however, because rates are set for the calendar year rather than fiscal year this number may be adjusted at midyear (January) based on the rate information received by the City later in the year.

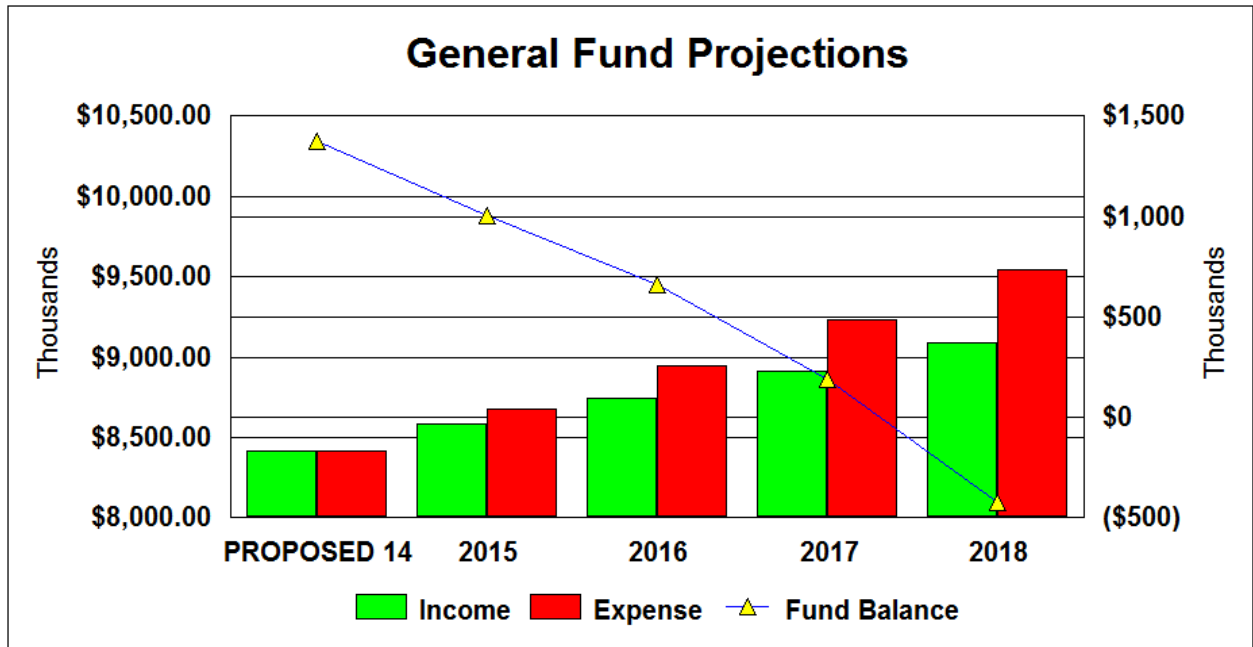
City pension costs have historically included the City paying both the Employee and Employer obligations at rates specified by Calpers. Beginning in 2011-12 employees began paying a portion of the Employee/Member obligation. The Employer pension rate is 15% of total payroll for the budget year. In the recent past it has been as high as 18% but more typically has ranged between 10 and 12%.

For the projection period, it is expected that significant increases in both pension and health insurance rates will be experienced and therefore a 10% annual increase was applied.

Law Enforcement: Driven by many of the same factors that impact City employee costs, i.e., labor agreements, health insurance and pension costs, the contract costs for law enforcement services continues to climb. In order to control this expense beginning in the 2010-11 fiscal year (and adjusted in the 2011-12 year) the City reduced the number of full time equivalent employees under the contract for services. The projected increase in the law enforcement services contract cost for the 2013-14 fiscal year will be approximately \$35,000. The average annual increase over the prior five year period was 2.3%. For the 5 year projection a 3% annual increase in contract costs was used.

The chart below shows pro-forma results of using the above assumptions on sources and uses of funds and the resulting available fund balance. Over the five-year period the cumulative loss in fund balance is in excess of \$2 million.

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Sampling of External Factors Influencing Projections

Commercial Real Estate Market [1]

One of the commercial real estate highlights, as pointed out in the Radius Q1 2013 Report, is the big drop in vacancy in the industrial sector; from 14.4% to 3.3% in 2 ½ years. Another highlight, from 2012, was the leasing of 6382 Rose Lane (39,100± sf) by Gigavac, a home-grown Carpinteria company.

In the office sector, as of Q1 2013, the vacancy rate in Carpinteria was at 14.1%. In comparison, vacancy in Santa Barbara was at 6.3% and Goleta at 12.4%.

As was the case last year, the Carpinteria retail sector continues to include some high profile vacancies that have persisted; on Linden Avenue, Carpinteria Avenue, as well as the Shepard Place and Casitas Plaza shopping centers. At the same time, however, these vacancies provide back-fill opportunities; as the available space becomes occupied, the new businesses will provide both employment and overall economic opportunities (e.g., local spending on purchases, sales tax revenue, etc.).

Vacancy rates for office and Industrial space (as of Q1 2013) were as follows [1]:

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Office	14.1%	Industrial	3.3%
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Largest Available Commercial Real Estate Spaces for lease [1] [2]

<u>Address</u>	<u>Size +/- (sf)</u>
5201 6 th Street	26,323
5464 Carpinteria Avenue	28,255
700 Linden Avenue	14,725
6307 Carpinteria Avenue	9,904
1005 Mark Avenue	9,250
4180 Via Real	7,673
6385 Rose Lane	7,200

(we also expect to have space available at 550 Linden with the anticipated downsizing of Tyco)

Largest Commercial Real Estate Transactions (2012 / Q1 2013) [1]

<u>Address</u>	<u>Size +/- (sf)</u>	<u>New Tenant</u>
6382 Rose Lane	39,100	Gigavac
1001 Mark Avenue	19,100	Lynda.com
1125, 1135 Mark Avenue	11,900	Giati, Inc
1132 Mark Avenue	11,300	Griplock Systems
1010 Cindy Ln.	8,100	Biosphere Industries
1145 Eugenia Place	7,500	Pacific Offshore

Significant active / recently completed real estate projects in the City of Carpinteria include:

- **Dahlia Court expansion project**—33 affordable apartment units and a multi-purpose room are nearing completion.
- **Lagunitas**—residential portions of this project have been completed and are currently under-construction. Overall, 37 single family dwellings and 36 condominiums were approved. Additionally, approximately 85,000 sf of R&D space is approved and an application for redesign has been filed.
- **Seventh Street Cottages**—includes six new units (two triplex structures) and the remodel of two existing single family units.
- **Islands Apartments**—consists of four vacation rental units and a

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second story residence in the beach neighborhood on Linden Avenue.

- **Hotel Projects** -- Several hotel projects are currently being discussed and one has initiated the development review process; however, none of these projects, if approved, would be expected to be completed in time to influence the five year projection.

[1] Data source: Radius Insight, 2012 Year End Report and Q1 2013 Report

[2] Data source: City of Carpinteria Available Space and Inventory data

All Funds Overview

The City's budget is organized by program and by fund. This section of the budget summarizes all eighteen City funds including the General Fund, Measure A Fund, and Gas Tax Fund, to name a few. With the exception of the General Fund, all other Funds are dedicated to specific purposes. Federal or state law or the conditions of a grant source restrict the use of money in these Funds. For example, Measure A Fund revenues are primarily restricted for new road construction, local transit, or street related capital improvements.

All Funds Revenues

Total projected fiscal year 2013-14 revenues of \$13,940,942 are about 31.3%, more than projected current year revenues. Excluding the General Fund, All Funds revenues are up about 94.2% or \$3.0M. The most significant change in fund revenues outside the General Fund is \$2.4M in grant revenues associated with capital projects.

The City's budget consists of 18 funds. Although the City Budget is balanced every year, individual fund balances may vary depending upon the amount in reserve in the Fund, annual revenue, and planned expenditures. The list below shows the status of each Fund for the 2013-14 year.

Balanced Funds

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

Funds with annual operating excesses

General Fund (before subsidies)	\$406,283
Replacement Fund	\$1,458
Local Transportation Fund	\$1,616

All Funds Overview

Funds with annual operating deficits

Traffic Safety Fund	(\$4,613)
Gas Tax Fund	(127,140)
Measure A Fund	(284,140)
Tidelands Trust Fund	(44,283)
Street Lighting Fund	60,888)
PBIA Fund	(30)
AB939 Fund	(26,155)
Measure D Fund	(496,912)

As it relates to the above funds it is important to note that while the funds show an operating deficit for the year all of the funds have a positive or zero ending fund balance and do not require a General Fund Subsidy.

Funds Requiring a General Fund Subsidy

Park Development Fund	(\$32,149)
Park Maintenance Fund	(134,145)
ROW Assessment Fund	(86,480)
Recreation Services Fund	(147,274)

Appropriations

Total 2013-14 budgeted appropriations for all municipal funds (General Fund operating funds and restricted funds such as Measure A, Tidelands Trust, etc.) are \$14,975,793, an increase of about (\$4.0M) or (37.1%) from estimated 2012-13 year end expenditure projections. Total expenditures are influenced heavily by the size and number of Capital and major maintenance projects the City undertakes during the fiscal year and such projects are primarily funded through grants and other dedicated funding sources. Some of the more significant non-General Fund program appropriations include:

❖ Street Maintenance; \$3,155,907 (Gas Tax, Measure D, Measure A, Right of Way Assessment District, and Street Lighting Fund)	❖ Parks & Facilities Maintenance \$1,023,658
❖ Right of Way Maintenance; \$728,380	Watershed Management \$604,068

All Funds Overview

City of Carpinteria Proposed 2013-14 Budget All Funds Summary

Fiscal Year Ending June 30, 2012

	Available Fund Balance Jun-11			Transfers In			Transfers Out		Operational Excess / (Deficit)	Reserve Changes	Fund Balance Jun-12	
	Revenue				Expenditures			Subsidies				
	TOTAL	\$7,893,875	\$10,693,481	100.0%	\$916,379	\$9,115,715	100%	\$916,379		\$1,577,766	(\$4,126,070)	\$5,345,571
10	GENERAL FUND	4,805,990	7,659,414	71.6%	533,507	6,875,585	75.4%	129,635	(340,293)	847,408	(4,126,070)	1,527,328
11	TRAFFIC SAFETY FUND		18,027	0.2%		5,551	0.1%			12,476		12,476
20	REVOLVING FUND		100,939	0.9%				100,939				
21	REPLACEMENT FUND	31,117	391	0.0%		13,862	0.2%			(13,471)		17,646
22	PARK DEVELOPMENT FUND		16,586	0.2%		35,149	0.4%		18,563			
23	PARK MAINTENANCE FUND		241,390	2.3%	26,191	294,260	3.2%	86,443	113,122			
25	GAS TAX FUND	169,735	406,915	3.8%	164,692	427,179	4.7%	125,617		18,811		188,546
26	LOCAL TRANSPORTATION FUND	106,969	10,698	0.1%		5	0.0%	186		10,507		117,476
27	MEASURE A FUND	438,298	806,726	7.5%	40,084	145,707	1.6%	66,415		634,688		1,072,986
28	TIDELANDS TRUST FUND	66,427	425,946	4.0%		212,538	2.3%	128,853		84,555		150,982
29	STREET LIGHTING FUND	769,655	278,433	2.6%		126,395	1.4%	67,026		85,012		854,667
31	TRUST & AGENCY FUND		8,368	0.1%				8,368				
33	R-O-W ASSESSMENT DISTRICT F		197,378	1.8%	101,915	333,536	3.7%	54,084	88,327			
38	PBIA FUND	19,153	27,829	0.3%		26,681	0.3%			1,148		20,301
39	AB 939 FUND	259,238	163,249	1.5%		66,104	0.7%	95,506		1,639		260,877
41	MEASURE D FUND	1,227,293	17,172	0.2%		122,179	1.3%			(105,007)		1,122,286
42	CAPITAL IMPROVEMENT FUND											
48	RECREATION SERVICES FUND		314,020	2.9%	49,990	430,984	4.7%	53,307	120,281			

Fiscal Year Ending June 30, 2013

	Available Fund Balance Jun-12			Transfers In		Transfers Out		Opelational Excess / (Deficit)	Reserve Changes	Fund Balance Jun-13	
	Revenue				Expenditures		Subsidies				
TOTAL	\$5,345,571	\$10,619,954	100.0%	\$847,346	\$10,921,594	100%	\$847,346	(\$301,640)	\$118,428	\$5,162,359	
10 GENERAL FUND	1,527,328	7,398,571	69.7%	469,560	7,377,389	67.5%	129,227	(361,260)	255	118,428	1,646,011
11 TRAFFIC SAFETY FUND	12,476	31,448	0.3%		25,797	0.2%			5,651		18,127
20 REVOLVING FUND		62,113	0.6%		10,400	0.1%	51,713				
21 REPLACEMENT FUND	17,646	1,458	0.0%		15,000	0.1%			(13,543)		4,104
22 PARK DEVELOPMENT FUND		3,000	0.0%		35,149	0.3%		32,149			
23 PARK MAINTENANCE FUND		224,647	2.1%	25,908	262,233	2.4%	87,736	99,414			
25 GAS TAX FUND	188,546	390,398	3.7%	162,650	487,645	4.5%	121,377		(55,974)		132,572
26 LOCAL TRANSPORTATION FUND	117,476	12,160	0.1%		12,505	0.1%	357		(702)		116,774
27 MEASURE A FUND	1,072,986	723,011	6.8%	40,084	481,522	4.4%	63,205		218,368		1,291,354
28 TIDELANDS TRUST FUND	150,982	405,294	3.8%		216,487	2.0%	128,684		60,123		211,105
29 STREET LIGHTING FUND	854,667	281,885	2.7%		249,089	2.3%	65,795		(33,000)		821,668
31 TRUST & AGENCY FUND		306,215	2.9%		294,792	2.7%	11,423				
33 R-O-W ASSESSMENT DISTRICT F		193,900	1.8%	99,154	357,496	3.3%	61,844	126,286			
38 PBIA FUND	20,301	29,919	0.3%		33,749	0.3%			(3,830)		16,471
39 AB 939 FUND	260,877	185,281	1.7%		74,500	0.7%	72,856		37,925		298,802
41 MEASURE D FUND	1,122,286	23,088	0.2%		540,000	4.9%			(516,912)		605,374
42 CAPITAL IMPROVEMENT FUND		10,000	0.1%		10,000	0.1%					
48 RECREATION SERVICES FUND		337,569	3.2%	49,990	437,841	4.0%	53,129	103,411			

Fiscal Year Ending June 30, 2014

	Available Fund Balance Jun-13			Transfers In	Expenditures	Transfers Out		Subsidies	Operational Excess / (Deficit)	Reserve Changes	Fund Balance Jun-14
	Revenue										
	TOTAL	\$5,162,359	\$13,940,942	100.0%	\$1,140,583	\$14,975,793	100%	\$1,140,583	(\$1,034,852)	(\$275,993)	\$3,851,515
10 GENERAL FUND	1,646,011	7,685,165	55.1%	735,278	7,883,036	52.6%	131,124	(400,048)	6,235	(275,993)	1,376,252
11 TRAFFIC SAFETY FUND	18,127	20,848	0.1%		25,461	0.2%			(4,613)		13,514
20 REVOLVING FUND		2,450,000	17.6%		2,332,852	15.6%	117,148				
21 REPLACEMENT FUND	4,104	1,458	0.0%						1,458		5,561
22 PARK DEVELOPMENT FUND		3,000	0.0%		35,149	0.2%		32,149			
23 PARK MAINTENANCE FUND		221,500	1.6%	26,926	307,887	2.1%	74,684	134,145			
25 GAS TAX FUND	132,572	384,549	2.8%	172,135	529,089	3.5%	154,735		(127,140)		5,432
26 LOCAL TRANSPORTATION FUND	116,774	12,160	0.1%		10,000	0.1%	544		1,616		118,390
27 MEASURE A FUND	1,291,354	723,011	5.2%	40,084	898,500	6.0%	148,734		(284,140)		1,007,214
28 TIDELANDS TRUST FUND	211,105	375,900	2.7%		284,095	1.9%	136,088		(44,283)		166,822
29 STREET LIGHTING FUND	821,668	288,539	2.1%		221,000	1.5%	128,426		(60,888)		760,780
31 TRUST & AGENCY FUND		1,006,858	7.2%		967,792	6.5%	39,066				
33 R-O-W ASSESSMENT DISTRICT F		194,200	1.4%	116,170	336,206	2.2%	60,644	86,480			
38 PBIA FUND	16,471	29,919	0.2%		29,949	0.2%			(30)		16,441
39 AB 939 FUND	298,802	133,424	1.0%		62,500	0.4%	97,078		(26,155)		272,647
41 MEASURE D FUND	605,374	23,088	0.2%		520,000	3.5%			(496,912)		108,462
42 CAPITAL IMPROVEMENT FUND		63,000	0.5%		63,000	0.4%					
48 RECREATION SERVICES FUND		324,325	2.3%	49,990	469,277	3.1%	52,312	147,274			

All Funds Overview

CITY OF CARPINTERIA Proposed 2013-14 Budget ALL FUNDS

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Property Taxes	\$2,885,096	25.3%	\$2,845,573	26.9%	\$2,883,225	26.9%	\$2,893,396	27.2%	\$2,965,732	21.3%
Sales Taxes	1,886,345	16.6%	1,610,861	15.2%	1,860,725	17.4%	1,719,864	16.2%	1,843,000	13.2%
Franchise Taxes	541,559	4.8%	594,460	5.6%	563,958	5.3%	523,283	4.9%	556,009	4.0%
Transient Occupancy Taxes	1,262,434	11.1%	1,306,033	12.3%	1,555,257	14.5%	1,689,129	15.9%	1,937,239	13.9%
Other Taxes	246,404	2.2%	247,825	2.3%	250,745	2.3%	249,716	2.4%	238,000	1.7%
Total Taxes	6,821,838	59.9%	6,604,752	62.3%	7,113,910	66.4%	7,075,388	66.6%	7,539,980	54.1%
Interest	305,677	2.7%	206,991	2.0%	163,961	1.5%	160,608	1.5%	150,141	1.1%
Licenses & Permits	103,926	0.9%	123,567	1.2%	157,988	1.5%	155,649	1.5%	121,894	0.9%
Charges for Services	1,009,968	8.9%	1,015,281	9.6%	1,173,931	11.0%	1,105,564	10.4%	1,042,925	7.5%
Assessments	244,195	2.1%	241,416	2.3%	242,768	2.3%	241,760	2.3%	242,619	1.7%
Fines & Forfeitures	130,799	1.1%	107,984	1.0%	106,952	1.0%	122,353	1.2%	104,088	0.7%
Intergov Grants	2,679,279	23.5%	2,246,755	21.2%	1,722,389	16.1%	1,583,414	14.9%	4,724,095	33.9%
Miscellaneous	88,925	0.8%	47,075	0.4%	30,839	0.3%	175,218	1.6%	15,200	0.1%
TOTAL REVENUE	\$11,384,608	100.0%	\$10,593,821	100.0%	\$10,712,738	100.0%	\$10,619,954	100.0%	\$13,940,942	100.0%
Regular Wages	\$2,102,589	18.8%	\$2,048,124	19.6%	\$2,052,770	22.5%	\$2,142,639	19.6%	\$2,481,368	16.6%
Part-time Wages	363,708	3.3%	322,362	3.1%	290,696	3.2%	283,197	2.6%	269,277	1.8%
Overtime Wages	22,282	0.2%	25,974	0.2%	20,425	0.2%	22,812	0.2%	13,500	0.1%
Other Wages	38,390	0.3%	41,404	0.4%	39,379	0.4%	45,097	0.4%	26,298	0.2%
Total Wages	2,526,969	22.6%	2,437,864	23.4%	2,403,270	26.4%	2,493,745	22.8%	2,790,443	18.6%
Benefits									1	0.0%
Health/Life/Dental Insurance	469,874	4.2%	538,373	5.2%	566,294	6.2%	561,632	5.1%	732,811	4.9%
Retirement	416,208	3.7%	432,271	4.1%	375,767	4.1%	385,841	3.5%	529,868	3.5%
Unemployment Insurance	14,446	0.1%	9,438	0.1%	7,908	0.1%	6,417	0.1%	5,379	0.0%
MediTax	34,252	0.3%	36,892	0.4%	35,645	0.4%	37,509	0.3%	38,981	0.3%
Other Benefits	14,371	0.1%	15,131	0.1%	15,863	0.2%	15,531	0.1%	16,290	0.1%
Total Benefits	949,151	8.5%	1,032,105	9.9%	1,001,477	11.0%	1,006,930	9.2%	1,323,329	8.8%
TOTAL WAGES & BENEFITS	3,476,120	31.1%	3,469,969	33.2%	3,404,747	37.4%	3,500,675	32.1%	4,113,772	27.5%
Contract Services	1,856,840	16.6%	1,439,295	13.8%	1,379,608	15.1%	1,729,780	15.8%	1,595,199	10.7%
Sheriff Contract	3,123,492	28.0%	3,204,050	30.7%	3,109,927	34.1%	3,341,087	30.6%	3,371,212	22.5%
Utilities	303,748	2.7%	307,426	2.9%	290,235	3.2%	283,519	2.6%	294,867	2.0%
Other Operating Exp.	473,745	4.2%	467,962	4.5%	447,541	4.9%	499,006	4.6%	517,172	3.5%
Non-Operating Exp.	124,456	1.1%	161,045	1.5%	170,262	1.9%	203,712	1.9%	248,732	1.7%
Major Capital	1,594,821	14.3%	1,171,154	11.2%	143,972	1.6%	1,051,791	9.6%	4,579,244	30.6%
Minor Capital	50,782	0.5%	54,724	0.5%	48,213	0.5%	161,297	1.5%	94,500	0.6%
Debt Service	160,408	1.4%	162,177	1.6%	121,210	1.3%	150,727	1.4%	161,095	1.1%
TOTAL EXPENDITURES	\$11,164,412	100.0%	\$10,437,802	100.0%	\$9,115,715	100.0%	\$10,921,595	100.0%	\$14,975,793	100.0%
NET INCOME / (LOSS)	\$220,195		\$156,019		\$1,597,023		(\$301,641)		(\$1,034,852)	

All Funds Overview

CITY OF CARPINTERIA Proposed 2013-14 Budget

Expenditures by Function

ALL FUNDS

	ACTUAL 10			ACTUAL 11			ACTUAL 12			FINAL 13			PROPOSED 14		
Public Safety	\$3,276,219	29.3%		\$3,566,577	34.2%		\$3,315,982	36.4%		\$3,652,250	33.4%		\$3,666,207	24.5%	
Leisure, Cultural & Social Services	1,482,441	13.3%		1,487,415	14.3%		1,277,891	14.0%		1,254,239	11.5%		1,879,104	12.5%	
Community Development	1,011,289	9.1%		1,005,802	9.6%		942,993	10.3%		976,817	8.9%		1,271,654	8.5%	
Economic Development	18,357	0.2%		8,684	0.1%		9,432	0.1%		16,500	0.2%		12,700	0.1%	
Public Works	2,874,392	25.7%		2,096,811	20.1%		1,449,879	15.9%		2,578,743	23.6%		5,551,702	37.1%	
General Government	2,414,004	21.6%		2,255,513	21.6%		2,098,533	23.0%		2,359,290	21.6%		2,556,926	17.1%	
Transportation	87,710	0.8%		17,000	0.2%		21,005	0.2%		83,755	0.8%		37,500	0.3%	
Total Expenditures	\$11,164,412	100.0%		\$10,437,802	100.0%		\$9,115,715	100.0%		\$10,921,594	100.0%		\$14,975,793	100.0%	

(\$1)

Expenditures by Type

	ACTUAL 10			ACTUAL 11			ACTUAL 12			FINAL 13			PROPOSED 14		
Personnel	\$3,476,120	31.1%		\$3,469,969	33.2%		\$3,404,747	37.4%		\$3,500,675	32.1%		\$4,113,772	27.5%	
Contract Services	4,980,332	44.6%		4,643,345	44.5%		4,489,535	49.3%		5,070,867	46.4%		4,966,411	33.2%	
Utilities	303,748	2.7%		307,426	2.9%		290,235	3.2%		283,519	2.6%		294,867	2.0%	
Other Operating Exp.	473,745	4.2%		467,962	4.5%		447,541	4.9%		499,006	4.6%		517,172	3.5%	
Non-Operating Exp.	124,456	1.1%		161,045	1.5%		170,262	1.9%		203,712	1.9%		248,732	1.7%	
Major Capital	1,594,821	14.3%		1,171,154	11.2%		143,972	1.6%		1,051,791	9.6%		4,579,244	30.6%	
Minor Capital	50,782	0.5%		54,724	0.5%		48,213	0.5%		161,297	1.5%		94,500	0.6%	
Debt Service	160,408	1.4%		162,177	1.6%		121,210	1.3%		150,727	1.4%		161,095	1.1%	
TOTAL EXPENDITURES	\$11,164,412	100.0%		\$10,437,802	100.0%		\$9,115,715	100.0%		\$10,921,594	100.0%		\$14,975,793	100.0%	

All Funds Overview

CITY OF CARPINTERIA Proposed 2013-14 Budget

Expenditures by Program

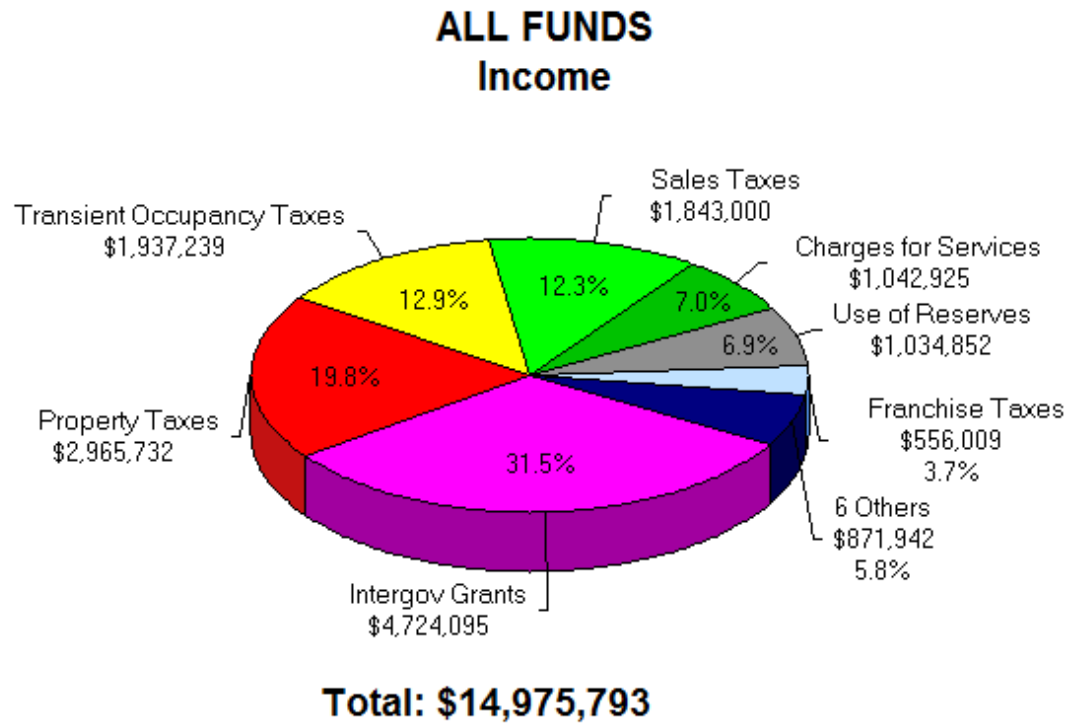
ALL FUNDS

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Records Management	\$82,474	0.7%	\$70,419	0.7%	\$66,880	0.7%	\$69,898	0.6%	\$92,896	0.6%
Elections	30,773	0.3%	33,076	0.3%	20,437	0.2%	28,702	0.3%	6,258	0.0%
City Administration	324,467	2.9%	276,388	2.6%	295,547	3.2%	283,974	2.6%	299,305	2.0%
Legal Services	582,649	5.2%	442,691	4.2%	376,682	4.1%	474,000	4.3%	360,000	2.4%
Legislative & Policy	112,776	1.0%	98,446	0.9%	94,740	1.0%	113,740	1.0%	120,144	0.8%
Commissions Boards and Committees	14,847	0.1%	9,587	0.1%	9,407	0.1%	10,124	0.1%	10,200	0.1%
Law Enforcement	3,125,313	28.0%	3,205,324	30.7%	3,109,927	34.1%	3,341,087	30.6%	3,428,921	22.9%
Emergency Preparedness	30,265	0.3%	62,536	0.6%	77,283	0.8%	77,638	0.7%	84,028	0.6%
Financial Management Services	460,675	4.1%	466,099	4.5%	409,507	4.5%	426,323	3.9%	466,592	3.1%
Management Information Services	114,290	1.0%	115,415	1.1%	126,269	1.4%	133,063	1.2%	111,039	0.7%
Central Services	237,937	2.1%	253,387	2.4%	254,081	2.8%	240,274	2.2%	469,889	3.1%
Staff Recruitment, Retention and Devel	152,810	1.4%	135,677	1.3%	115,014	1.3%	124,865	1.1%	137,970	0.9%
Risk Management	130,176	1.2%	181,675	1.7%	191,706	2.1%	229,871	2.1%	278,165	1.9%
Communication and Community Prom	96,881	0.9%	121,209	1.2%	115,808	1.3%	139,208	1.3%	151,078	1.0%
Public Works Administration	88,650	0.8%	116,653	1.1%	151,409	1.7%	214,852	2.0%	202,621	1.4%
Street Maintenance	1,769,107	15.8%	1,164,682	11.2%	462,440	5.1%	971,502	8.9%	3,155,907	21.1%
Right of Way Maintenance	483,586	4.3%	314,717	3.0%	318,771	3.5%	442,518	4.0%	728,380	4.9%
Transportation, Parking and Lighting	282,660	2.5%	375,069	3.6%	239,966	2.6%	384,078	3.5%	473,013	3.2%
Capital Improvements	71,043	0.6%	138,884	1.3%	136,274	1.5%	147,745	1.4%	226,368	1.5%
Solid Waste	78,414	0.7%	75,775	0.7%	107,040	1.2%	127,085	1.2%	196,212	1.3%
Watershed Management	154,476	1.4%	127,994	1.2%	125,534	1.4%	592,789	5.4%	604,068	4.0%
Engineering Permits									56,352	0.4%
Community Development Administration	56,683	0.5%	120,825	1.2%	118,463	1.3%	125,554	1.1%	139,044	0.9%
Advance Planning	169,438	1.5%	142,320	1.4%	119,931	1.3%	120,622	1.1%	160,350	1.1%
Housing	38,007	0.3%	26,138	0.3%	25,647	0.3%	36,789	0.3%	92,268	0.6%
Development Review and Building	453,905	4.1%	350,246	3.4%	330,441	3.6%	360,007	3.3%	387,491	2.6%
Code Compliance	304,662	2.7%	258,232	2.5%	259,231	2.8%	269,798	2.5%	288,209	1.9%
Animal Care and Control	107,748	1.0%	88,556	0.8%	87,158	1.0%	90,378	0.8%	96,752	0.6%
Economic Vitality	92,606	0.8%	78,593	0.8%	68,493	0.8%	82,919	0.8%	90,228	0.6%
Parks and Recreation Administration	103,331	0.9%	54,350	0.5%	53,597	0.6%	48,166	0.4%	38,137	0.3%
Community Pool Services	406,830	3.6%	386,435	3.7%	401,393	4.4%	330,459	3.0%	452,758	3.0%
Ocean Beach Services	359,415	3.2%	280,077	2.7%	273,908	3.0%	324,641	3.0%	364,521	2.4%
Special Events	86,435	0.8%	84,423	0.8%	80,859	0.9%	92,837	0.8%	83,064	0.6%
Parks & Facility Maintenance	485,686	4.4%	691,173	6.6%	409,137	4.5%	377,929	3.5%	1,023,658	6.8%
Community Services Support	75,399	0.7%	90,731	0.9%	82,736	0.9%	99,808	0.9%	99,908	0.7%
Total Expenditures	\$11,164,412	100.0%	\$10,437,802	100.0%	\$9,115,716	100.0%	\$10,933,243	100.0%	\$14,975,794	100.0%

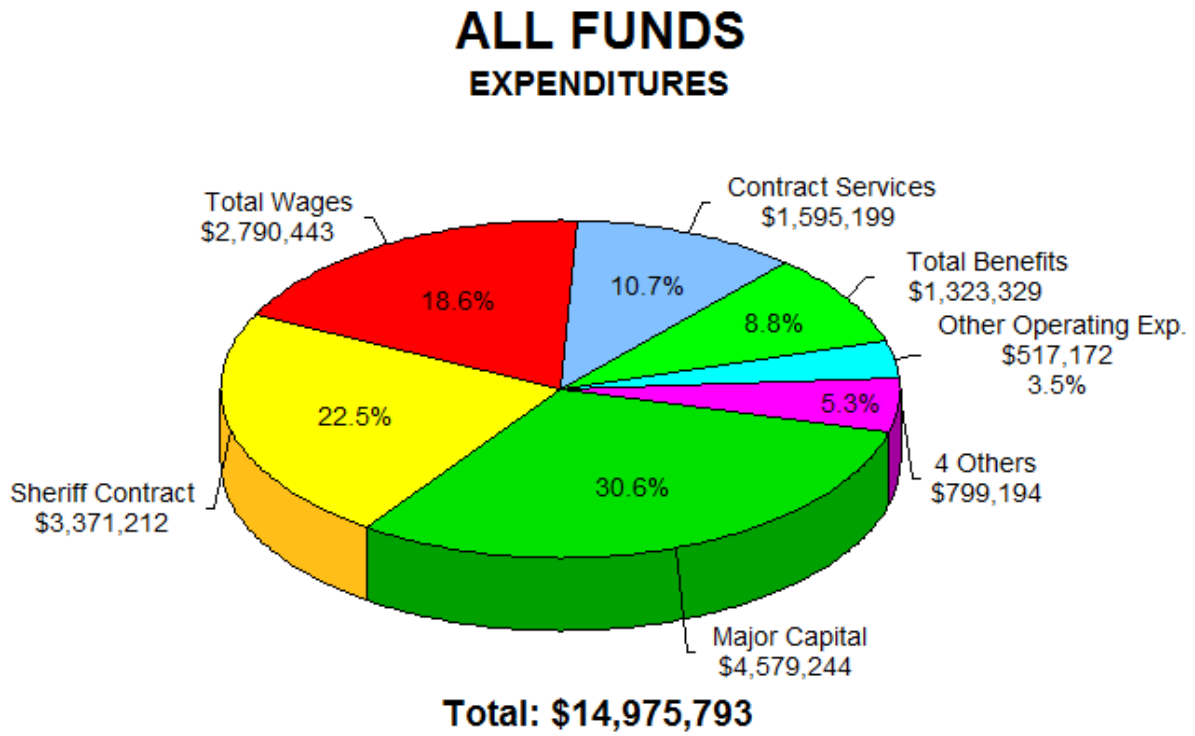
All Funds Overview



All Funds Overview



All Funds Overview



All Funds Overview



General Fund Overview

The City's General fund is the primary source of revenue for the day-to-day operations of the City. While many funds are restricted to specific uses per State and Federal law (e.g., Measure A funds are used for capital road projects and repairs, Street Lighting funds are restricted to the costs for maintaining and operating street lights), General Fund revenues are unrestricted and may be used to finance any City project, program or service.

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

The 2013-14 Budget projects that the General Fund will have a surplus in the amount of (\$6,235).

Goal and Approach to the Operating Budget

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

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

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

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

General Fund "Available Fund Balance"(AFB)

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

The City estimates that it will begin the 2013-14 fiscal year with an Available Fund Balance of \$1,646,011. The chart below indicates the beginning Available Fund Balance appropriations, expenditures, revenues and Transfers In & Out.

2012-13 Budget Year:		2013-14 Budget Year:	
\$ 1,527,328	AFB as of July 1, 2012	\$1,646,011	AFB as of July 1, 2013
(7,377,389)	Expenditures	(7,883,036)	Expenditures
(129,227)	Transfers <i>Out</i> of GF	(131,124)	Transfers <i>Out</i> of GF
469,560	Transfers <i>In</i> to GF	735,278	Transfers <i>In</i> to GF
(361,260)	Other Fund Subsidies	(400,048)	Other Fund Subsidies
118,428	Reserve Decrease	(275,993)	Reserve Increase
<u>7,398,571</u>	<u>Projected GF Revenues</u>	<u>7,685,165</u>	<u>Projected GF Revenues</u>
\$1,646,011	AFB as of June 30, 2013	\$ 1,376,252	AFB as of June 30, 2014

General Fund Revenues:

Projected revenues (excluding Transfers In) for 2013-14 are \$7,685,165, an increase of \$286,594 from the estimated final 2012-13 revenue.

General Fund Expenditures:

Projected Expenditures (excluding Transfers Out) for 2013-14 are \$7,883,036, an increase over prior year of \$505,647. *(Approximately \$335K of this increase is related to three new positions created in the Public Works Department. As new positions, the budget expenditure will be made from the General Fund and appropriate offsetting transfers from special funds made for the 2013-14 year in order to offset the cost to the General Fund; however, in future years, the expense will be allocated directly to same special fund wherein the majority of the position's time has been allocated).*

Revenue "Transfers In" to General Fund

While the General Fund receives revenue from property tax, sales tax, TOT, and permit fees, it also receives "Transfers In" (also known as an "interfund transfers") from other designated funds. These transfers are necessary to fulfill operational, service and program obligations of federal, state and local mandates as well as provide necessary services. Transfers In to the General Fund total \$735,278. *(As noted above, the amount of Transfers In for this year is influenced by the need to budget for recently established positions in the Public Works Department. It is expected that these transfers will be unnecessary in future years as the positions will be paid directly from the same fund(s) wherein the positions time is allocated.)*

Transfers Out

The General Fund transfers money into specialized funds to pay for services in General Fund programs and activities provided by non-General Fund staff. The General Fund must also annually transfer Maintenance of Effort funds to the Gas Tax and Measure A funds. Total Transfers Out of the General Fund are (\$131,124).

Other Fund Subsidies

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

One example is the Park Maintenance Fund. The Park Maintenance Fund (created in 1997 with the passage of local measure B97) has a fixed revenue stream. The expenditures out of that Fund, however, do not remain constant. Because there are not sufficient monies in the Park Maintenance Fund to provide desired service levels, the General Fund must subsidize (or transfer funds into) this fund. *The net 2013-14 General Fund subsidy to the Park Maintenance Fund is budgeted in the amount of (\$131,145).*

The Recreation Services Fund includes services such as the Community Pool operations and maintenance, Veteran's Building operations and maintenance, and Aqua Camp and After School Program. The General Fund is subsidizing this program in the amount of (\$147,274) for the 2013-14 fiscal year. The Recreation Services Fund also receives a Transfer In from the Tidelands Trust Fund of \$49,990.

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

CITY OF CARPINTERIA
Proposed 2013-14 Budget
GENERAL FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Property Taxes	\$2,617,817	36.7%	\$2,581,797	37.7%	\$2,619,423	34.2%	\$2,627,272	35.5%	\$2,692,954	35.0%
Sales Taxes	1,886,345	26.5%	1,610,861	23.5%	1,860,725	24.3%	1,719,864	23.2%	1,843,000	24.0%
Franchise Taxes	541,559	7.6%	594,460	8.7%	563,958	7.4%	523,283	7.1%	556,009	7.2%
Transient Occupancy Taxes	1,262,434	17.7%	1,306,033	19.1%	1,555,257	20.3%	1,689,129	22.8%	1,937,239	25.2%
Other Taxes	98,451	1.4%	98,737	1.4%	84,508	1.1%	93,692	1.3%	82,000	1.1%
Total Taxes	6,406,606	89.9%	6,191,888	90.4%	6,683,871	87.3%	6,653,240	89.9%	7,111,202	92.5%
Interest	208,897	2.9%	144,217	2.1%	96,767	1.3%	107,624	1.5%	97,511	1.3%
Licenses & Permits	103,926	1.5%	123,567	1.8%	157,988	2.1%	155,649	2.1%	121,894	1.6%
Charges for Services	201,200	2.8%	255,873	3.7%	262,233	3.4%	166,291	2.2%	197,200	2.6%
Fines & Forfeitures	88,051	1.2%	75,347	1.1%	88,063	1.1%	90,723	1.2%	82,158	1.1%
Intergov Grants	81,181	1.1%	50,588	0.7%	357,590	4.7%	66,000	0.9%	66,000	0.9%
Miscellaneous	36,566	0.5%	8,089	0.1%	12,902	0.2%	159,044	2.1%	9,200	0.1%
TOTAL REVENUE	\$7,126,427	100.0%	\$6,849,569	100.0%	\$7,659,414	100.0%	\$7,398,571	100.0%	\$7,685,165	100.0%
Regular Wages	\$1,742,706	24.2%	\$1,706,386	24.0%	\$1,704,858	24.8%	\$1,783,128	24.2%	\$2,058,013	26.1%
Part-time Wages	81,921	1.1%	64,151	0.9%	58,605	0.9%	50,122	0.7%	44,905	0.6%
Overtime Wages	5,279	0.1%	10,586	0.1%	5,854	0.1%	11,424	0.2%	5,400	0.1%
Other Wages	36,713	0.5%	39,124	0.6%	37,676	0.5%	43,278	0.6%	25,541	0.3%
Total Wages	1,866,620	25.9%	1,820,247	25.6%	1,806,993	26.3%	1,887,952	25.6%	2,133,859	27.1%
Benefits									1	0.0%
Health/Life/Dental Insurance	364,888	5.1%	430,153	6.1%	452,482	6.6%	449,659	6.1%	582,059	7.4%
Retirement	346,344	4.8%	362,297	5.1%	321,707	4.7%	330,825	4.5%	449,311	5.7%
Unemployment Insurance	3,793	0.1%	3,884	0.1%	3,714	0.1%	5,145	0.1%	4,096	0.1%
MediTax	24,644	0.3%	27,885	0.4%	26,925	0.4%	28,384	0.4%	29,688	0.4%
Other Benefits	9,576	0.1%	9,697	0.1%	10,406	0.2%	10,136	0.1%	10,895	0.1%
Total Benefits	749,245	10.4%	833,916	11.7%	815,234	11.9%	824,149	11.2%	1,076,049	13.7%
TOTAL WAGES & BENEFITS	2,615,864	36.3%	2,654,163	37.4%	2,622,227	38.1%	2,712,101	36.8%	3,209,908	40.7%
Contract Services	1,016,747	14.1%	798,421	11.2%	724,241	10.5%	827,144	11.2%	727,514	9.2%
Sheriff Contract	3,090,954	42.9%	3,154,970	44.4%	3,109,927	45.2%	3,315,290	44.9%	3,351,212	42.5%
Utilities	43,008	0.6%	40,480	0.6%	40,346	0.6%	39,596	0.5%	37,317	0.5%
Other Operating Exp.	192,411	2.7%	187,133	2.6%	154,123	2.2%	183,806	2.5%	200,122	2.5%
Non-Operating Exp.	124,456	1.7%	161,045	2.3%	170,262	2.5%	203,712	2.8%	248,732	3.2%
Minor Capital	25,863	0.4%	12,815	0.2%	1,113	0.0%	12,877	0.2%	15,000	0.2%
Debt Service	92,544	1.3%	94,313	1.3%	53,346	0.8%	82,863	1.1%	93,231	1.2%
TOTAL EXPENDITURES	\$7,201,848	100.0%	\$7,103,340	100.0%	\$6,875,585	100.0%	\$7,377,390	100.0%	\$7,883,036	100.0%
NET INCOME / (LOSS)	(\$75,421)		(\$253,771)		\$783,829		\$21,180		(\$197,872)	
Transfers In	563,154		948,505		533,507		469,560		735,278	
Transfers (Out)	(670,423)		(126,184)		(129,635)		(129,227)		(131,124)	
NET TRANSFERS	(107,269)		822,321		403,872		340,333		604,154	
Subsidies Received / (Provided)					(340,293)		(361,260)		(400,048)	
Operational Excess / (Deficit)	(182,690)		568,550		847,408		253		6,235	
Decrease / (Increase) in Reserves	(163,726)		(1,103,242)		(4,126,070)		118,428		(275,993)	
CHANGE IN AVAILABLE FUND BALAN	(346,416)		(534,692)		(3,278,662)		118,681		(269,758)	
Beginning Fund Balance	5,687,098		5,340,682		4,805,990		1,527,328		1,646,009	
ENDING AVAILABLE FUND BALANCE	\$5,340,682		\$4,805,990		\$1,527,328		\$1,646,009		\$1,376,251	

CITY OF CARPINTERIA
Proposed 2013-14 Budget

Expenditures by Function

GENERAL FUND

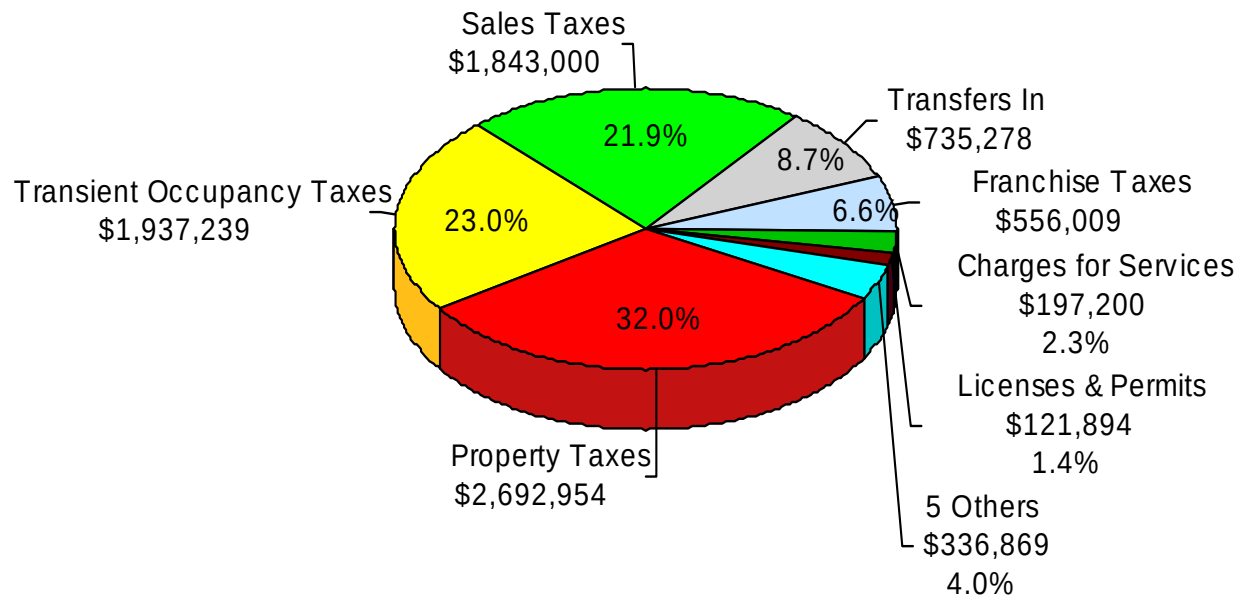
	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Public Safety	\$3,113,144	43.2%	\$3,178,167	44.7%	\$3,186,774	46.3%	\$3,387,364	45.9%	\$3,429,746	43.5%
Leisure, Cultural & Social Services	312,501	4.3%	320,557	4.5%	321,649	4.7%	325,188	4.4%	347,796	4.4%
Community Development	1,011,289	14.0%	1,005,802	14.2%	942,993	13.7%	966,817	13.1%	1,103,654	14.0%
Public Works	350,909	4.9%	343,301	4.8%	339,498	4.9%	353,730	4.8%	644,914	8.2%
General Government	2,414,004	33.5%	2,255,513	31.8%	2,084,671	30.3%	2,344,290	31.8%	2,356,926	29.9%
Total Expenditures	\$7,201,848	100.0%	\$7,103,340	100.0%	\$6,875,585	100.0%	\$7,377,389	100.0%	\$7,883,036	100.0%

(\$1)

Expenditures by Type

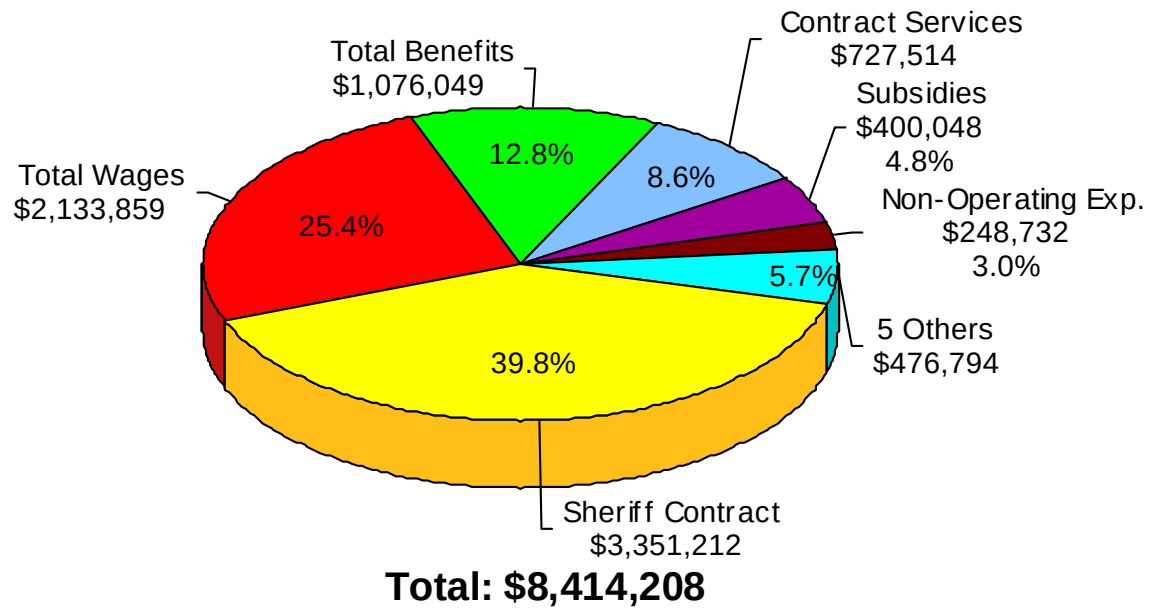
	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Personnel	\$2,615,864	36.3%	\$2,654,163	37.4%	\$2,622,227	38.1%	\$2,712,101	36.8%	\$3,209,908	40.7%
Contract Services	4,107,701	57.0%	3,953,391	55.7%	3,834,168	55.8%	4,142,434	56.2%	4,078,726	51.7%
Utilities	43,008	0.6%	40,480	0.6%	40,346	0.6%	39,596	0.5%	37,317	0.5%
Other Operating Exp.	192,411	2.7%	187,133	2.6%	154,123	2.2%	183,806	2.5%	200,122	2.5%
Non-Operating Exp.	124,456	1.7%	161,045	2.3%	170,262	2.5%	203,712	2.8%	248,732	3.2%
Minor Capital	25,863	0.4%	12,815	0.2%	1,113	0.0%	12,877	0.2%	15,000	0.2%
Debt Service	92,544	1.3%	94,313	1.3%	53,346	0.8%	82,863	1.1%	93,231	1.2%
TOTAL EXPENDITURES	\$7,201,848	100.0%	\$7,103,340	100.0%	\$6,875,585	100.0%	\$7,377,389	100.0%	\$7,883,036	100.0%

GENERAL FUND Income



Total: \$8,420,443

GENERAL FUND EXPENDITURES





City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program: *Legislative & Policy*

I. Program Summary

The Mayor and City Councilmembers serve as the elected legislative and policy makers of the City of Carpinteria in accordance with applicable State and local law. The five Councilmembers are the final legislative authority in the City for all municipal operations, services and programs. 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 that includes approval of the annual budget.
- ◆ **Policy.** The City Council establishes, by formal or informal methods, policies and guidelines that direct the overall operations of the City, including the programs and services which the public desires, and which the State or Federal government mandate.
- ◆ **Public and Intergovernmental Relations.** The Mayor and Council are involved in many community and intergovernmental activities that require their on-going participation. City Council members represent the City on the Boards of the Santa Barbara County Association of Governments, Air Pollution Control District, Beach Erosion Authority for Clean Oceans and Nourishment (BEACON), California Joint Powers Insurance Authority (JPJA), Channel Cities Division of the California League of Cities, Regional Joint Housing Task Force, Regional Task Group on Solid Waste, South Coast Homeless Advisory Committee and the Leadership Council of the South Coast Task Force on Youth Gangs. Locally, Council Committees meet with committees of the School Board, Fire District, Chamber of Commerce and Water District. Members of the Council frequently are asked to speak at community and regional events as well as conduct ceremonial activities that partner the Council with the community at large.

Program: Legislative & Policy

II. Budget Summary

Program: Legislative & Policy	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	0	0	0	0	0		
Personnel	92,023	79,154	77,666	92,852	97,094	4.6%	
Other Operating Exp.	20,753	19,292	17,074	20,888	23,050	10.4%	
TOTAL EXPENDITURES	112,776	98,446	94,740	113,740	120,144	5.6%	
NET INCOME / (SUBSIDY)	(112,776)	(98,446)	(94,740)	(113,740)	(120,144)	5.6%	
1051303 Printing & Advertising 51		131		288	200	-30.6%	Other Operating Expe
1051305 Dues & Subscriptions 51	13,016	11,388	10,562	12,000	12,250	2.1%	Other Operating Expe
1051306 Meetings & Travel 51	2,273	4,513	3,786	5,000	7,000	40.0%	Other Operating Expe
1051308 Supplies & Materials 51	1,208	1,028	727	1,500	1,500		Other Operating Expe
1051310 Public Relations 51	4,257	2,232	1,999	2,100	2,100		Other Operating Expe
99000 Personnel	92,023	79,154	77,666	92,852	97,094	4.6%	

III. Personnel Allocations

Position:

Councilmembers

Allocation:

5.00 part time

IV. Expenditure Summary

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

Operating Expenses Meetings, Travel and Public Relations costs reflect anticipated Councilmember training and education, Councilmember attendance/participation in League of California Cities, BEACON, Santa Barbara County Association of Governments, Mayoral obligations and other community activities and programs that require or request Mayor or Council participation. The Meetings & Travel line item reflects an amount of \$1,000 for each Councilmember.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program: Commissions, Boards and Committees

I. Program Summary

The City Council as the legislative body of the City has the authority to create standing commissions, boards and committees to support various programs and services provided. Representatives to commissions, boards and committees are determined by ordinance or other action of the City Council. The roles, responsibilities and procedures concerning the conduct of such bodies are established in the Carpinteria Municipal Code. The Budget reflects stipends received by the Planning Commission and Architectural Review Board. Staffing and other costs associated with the City's Commissions, Boards and Committees, are reflected through related budget programs.

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

Architectural Review Board (ARB). Evaluates the architectural merit of commercial, residential, and public building projects as established through Chapter 2.36 of the Carpinteria Municipal Code. The Board also advises City staff and the Planning Commission on design standards, architectural and landscape design, and site planning. Board goals are 1) harmonious, aesthetic development within the City and 2) preservation of the City's natural beauty and visual resources.

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

Program: Advisory Boards and Commissions

Programs. The role and procedures followed by the Environmental Review Committee are determined by the City's Environmental Guidelines and the California Environmental Quality Act (CEQA).

Rent Stabilization Board. The Mobile Home Rent Stabilization Board administers the City's rent stabilization ordinance (CMC 5.69) for the City's mobile home parks. The Board meets is empowered to approve, set and adjust the rent schedule and maximum rents for mobile home tenancies within the City.

Tree Advisory Board. The Tree Advisory Board meets quarterly to assist City staff in implementation of the City's Street Tree Management Plan, and local regulations established for the maintenance of street trees (C.M.C. 12.28).

Integrated Pest Management Advisory Committee. This nine member volunteer Committee advises the City on the application of the City's Integrated Pest Management Policy (IPM). The IPM policy aims to reduce the use of pesticides in public spaces.

Traffic Safety Committee. The Traffic Safety Committee consists of the City Traffic Engineer, the Carpinteria Sheriff's Commander or his representative, the Community Development Director or her representative, three citizens including a senior student representing the school, 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.

The Committee's duties are to recommend the most practicable means for coordinating the administration and enforcement of traffic regulations, to assist in the preparation of traffic reports and to recommend to the council ways and means of improving traffic conditions and regulations, in accordance with Carpinteria Municipal Code Sections 10.08.080 and 090.

Parking and Business Improvement Area Advisory Board (PBIAAB).

The PBIAAB consists of five members appointed by the City Council. The Board advises the City Council on parking and business improvement matters within a designated retail business area of the City. 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 Advisory Board is comprised of seven residents appointed by the City Council. The 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 meets every two months.

Program: Advisory Boards and Commissions

Carpinteria First Committee. Carpinteria First is a nine member, City appointed committee consisting of four members from the Chamber of Commerce, four at-large members, and one member appointed by the Parking and Business Improvement Area Advisory Board. Carpinteria First makes recommendation to staff and the City Council on community-wide marketing and economic vitality efforts.

II. Budget Summary

Program:						
Commissions Boards and Committees	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	14,847	9,587	9,407	10,124	10,200	0.8%
TOTAL EXPENDITURES	14,847	9,587	9,407	10,124	10,200	0.8%
NET INCOME / (SUBSIDY)	(14,847)	(9,587)	(9,407)	(10,124)	(10,200)	0.8%
99000 Personnel	14,847	9,587	9,407	10,124	10,200	0.8%

III. Personnel Allocations

Position:	FTE Allocation:	Salary/Compensation Costs
Planning Commission	5.00	\$60 / meeting
Architectural Review Board	5.00	\$25 / meeting
Environmental Review Committee	5.00	Staff/Voluntary
Rent Stabilization Board	5.00	Voluntary
Tree Advisory Board	5.00	Voluntary
Traffic Safety Committee	8.00	Staff/Voluntary
Bluffs Advisory Board	7.00	Voluntary
Carpinteria First Committee	9.00	Voluntary
Integrated Pest Mgmt. Committee	9.00	Voluntary

Total: 58.00

IV. Expenditure Summary

Personnel

No changes are anticipated in the organization and function of the City's various Boards and Commissions. The appropriation for those appointments

Program: Advisory Boards and Commissions

that receive stipends is based on meeting attendance and will remain unchanged. No other changes in this program are anticipated.

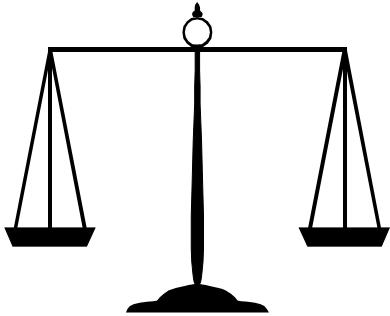


City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program: *Legal Services*

I. Program Summary

The City of Carpinteria secures legal services through a contract with the Santa Barbara law firm of Brownstein Hyatt Farber Schreck, LLP. The City also occasionally hires outside counsel for required legal services that the City Attorney cannot provide due to certain expertise being required, where a conflict of interest exists, or a similar situation.

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Legal Services							
TOTAL REVENUE	0	0	0	0	0		
Contract Services	582,649	442,691	376,682	474,000	360,000	-24.1%	
TOTAL EXPENDITURES	582,649	442,691	376,682	474,000	360,000	-24.1%	
NET INCOME / (SUBSIDY)	(582,649)	(442,691)	(376,682)	(474,000)	(360,000)	-24.1%	
1017220 City Attorney Retainer	120,154	120,335	120,057	120,000	120,000		Contract Services
1017223 MHRs Ordinance	3,870	10,188	8,296	3,000	8,000	166.7%	Contract Services
1017227 Third Party Attorney Services		4,580		5,000	5,000		Contract Services
1017228 Litigation	266,892	118,561	115,077	100,000	75,000	-25.0%	Contract Services
1017229 City Attorney Off-Retainer	189,555	122,117	133,361	220,000	150,000	-31.8%	Contract Services
1017309 Miscellaneous Expense	2,178	66,910	(109)	26,000	2,000	-92.3%	Contract Services

Program: Legal Services

III. Personnel Allocations

The annual retainer provides for City Attorney services, although the City frequently benefits from the services and expertise of additional attorneys at Brownstein Hyatt Farber Schreck, LLP.

IV. Expenditure Summary

The Legal Services Contract was updated in July, 2006. The contract is structured such that the Budget must address four major areas of cost: annual retainer, cost related to hours worked monthly in excess of the retainer limit of 50 hours, matters such as litigation and personnel that are outside of the retainer services, and the cost for any outside counsel the City may hire during the year.

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

City of Carpinteria
2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program:
***City
Administration***

I. Program Summary

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

This program has nine major activities:

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

Program: City Administration

II. Budget Summary

Program:						
City Administration	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	313,535	272,822	267,694	280,774	296,105	5.5%
Contract Services	7,830		25,000			
Other Operating Exp.	3,102	3,566	2,853	3,200	3,200	
TOTAL EXPENDITURES	324,467	276,388	295,547	283,974	299,305	5.4%
NET INCOME / (SUBSIDY)	(324,467)	(276,388)	(295,547)	(283,974)	(299,305)	5.4%
1012220 Contract Services 12	7,830		25,000			Contract Services
1012305 Dues & Subscriptions 12	1,226	1,317	1,216	1,200	1,200	Other Operating Expense
1012306 Meetings & Travel 12	562	832	565	400	400	Other Operating Expense
1012308 Supplies & Materials 12	1,315	1,417	1,072	1,600	1,600	Other Operating Expense
99000 Personnel	313,535	272,822	267,694	280,774	296,105	5.5%

III. Personnel Allocations

Position:

City Manager
Assistant to the City Manager
City Clerk

FTE Allocation:

0.90
0.46
0.25

Total

1.61

IV. Expenditure Summary

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

Program: City Administration

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 City Council approves these types of contract services and the associated budget when the contract expenditure exceeds the annual budget allocation to the program and when the expenditure amount that the City Manager is authorized to approve is exceeded.

V. Goal, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Prepare for City Council review and adoption the City's Annual Work Program with Strategic Initiatives and specific Department Work Programs items.	1. Meet weekly with Department Heads to coordinate and advance approved work plans 2. Provide mid-year and annual Work Program report 3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the City Work Program.
◆ 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.

Program: City Administration

Objectives	Performance Measures
◆ 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 that 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.
◆ Manage contracts for law enforcement and legal services and franchise agreements.	Contracts are implemented within budget; services delivered through the contracts are meeting community and organizational needs; and terms of 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.

Program: City Administration

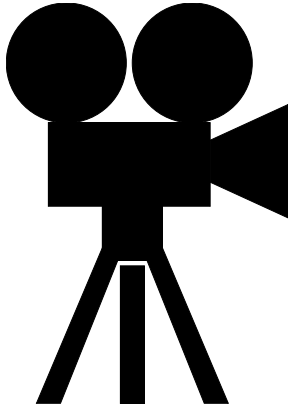
Objectives	Performance Measures
◆ Improve and maintain collaborative relations with other public agencies in the region and with the business community.	1. Participate in monthly meetings with City/County Managers and Administrators, Special District Managers and the School Superintendent. 2. Represent the City at quarterly meetings of the Operational Area Council and Santa Barbara County Managers and Administrators group. 3. Maintain membership on the Chamber of Commerce Board of Directors, attend monthly Board Meetings and serve as liaison to the Business Advocacy Roundtable. 4. Coordinate at least four City Council committee meetings annually that involve interagency coordination/communication.
◆ Implement required/necessary local responses to federal and state mandated programs.	1. Maintain a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan 2. Participate on the Operational Area Council 3. Acquire and maintain mandated Storm Water Management program permit 4. Ensure that the City's interests are represented through SBCAG concerning regional land use planning and transportation projects such as the Highway 101 Interchanges and widening projects.

Program: City Administration

Objectives	Performance Measures
◆ Monitor State and federal legislation that may affect the City of Carpinteria, its programs and services, and assist City in advocating on certain issues.	1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc. 2. Facilitate legislative advocacy where determined appropriate, for matters such as the State budget crisis, the federal Shoreline Erosion study, Trail-Rail crossings, and freeway interchange improvements.
◆ Maintain property values and quality of life in the City's residential neighborhoods.	Develop and manage an implementation strategy for the recommendations of the Neighborhood Preservation Committee.
◆ Development of an overarching policy relating to energy conservation, clean water, and waste reduction/recycling.	1. Organize City environmental programs under a Program umbrella that allows for the City Council to make informed policy choices 2. Continue and expand coordination and partnering with agencies and organizations that have expertise and experience in this policy area in order to save the City time and expense in developing and implementing environmental programs.

City of Carpinteria
2013-14 Proposed Budget

Fund: General Fund, PBIA
Department: General Government



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

I. Program Summary

Communication and Community Promotions.

The City Council emphasizes the importance of citizen participation in the City's policy developing process and, as a means toward achieving this, continues to work toward enhancing and improving the technical quality of presentations and transmission of City and public meetings, special event videotapes and the Community Scroll.

The City's Communication and Community Promotions program includes live broadcasts of public meetings, production and broadcasting of special events, programs, 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. The Assistant to the City Manager is responsible for this portion of the Communication and Community Promotions Program.

Volunteer Services.

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

Program: Communication and Community Promotions

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 District 4.

The City's Parking and Business Improvement Area Assessment District #4 provides parking and business promotion services to the area known as the Downtown "T". A Council-appointed Parking and Business Improvement Area Advisory Board (PBIAAB) oversees the Assessment District. The City's Department of Public Works, Management Analyst serves as primary staff support for the PBIAAB.

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

II. Budget Summary

Program: Communication and Community Promotions	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	14,606	12,496	13,873	14,300	14,300		
Personnel	47,481	99,704	97,830	104,231	117,287	12.5%	
Contract Services	21,857	8,684	9,432	19,500	6,000	-69.2%	
Other Operating Exp.	14,500	12,802	8,669	18,600	29,650	59.4%	
Minor Capital	13,043	19	(123)	(123)		-100.0%	
TOTAL EXPENDITURES	96,881	121,209	115,808	142,208	152,937	7.5%	
NET INCOME / (SUBSIDY)	(82,275)	(108,713)	(101,935)	(127,908)	(138,637)	8.4%	
3838101 INTEREST INCOME 38	930	516	501	600	600		Interest
1010182 VIDEO TAPE SALES	466	180	140	200	200		Charges for Service
3838385 GEN'L BUSINESS ASSESSMENT	13,210	11,800	13,232	13,500	13,500		Assessments
1045220 Contract Services 45	3,500						Contract Services
3845222 Marketing/Project Carpinteria	6,232	901	8,498	3,500	5,000	42.9%	Contract Services
3845228 Downtown T Promotions	12,125	7,783	934	16,000	1,000	-93.8%	Contract Services
1045303 Printing & Advertising 45	10,068	9,733	8,191	7,750	13,850	78.7%	Other Operating Expe
1045305 Dues & Subscriptions 45	290	170	178	600	450	-25.0%	Other Operating Expe
1045306 Meetings & Travel 45	422	200		1,850	3,150	70.3%	Other Operating Expe
1045308 Supplies & Materials 45	3,720	2,699	300	8,400	12,200	45.2%	Other Operating Expe
1070410 Kiosk	13,043	19	(123)	(123)		-100.0%	Minor Capital
99000 Personnel	47,481	99,704	97,830	104,231	117,287	12.5%	

Program: Communication and Community Promotions

III. Personnel Allocations

Position:	FTE Allocation:
Assistant to the City Manager	0.100
Volunteer Services Coordinator	0.350
GATV Production Coordinator	0.040
GATV Production Assistant	0.080
Human Resources Administrator	0.020
Public Works Management Analyst	0.150
Receptionist	0.250
Total	0.990

IV. Expenditure Summary

Personnel

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

Program: Communication and Community Promotions

for in-house video productions, special events, and public service announcements. Also, responsible for training GATV Production Assistant.

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

Expense Summary

Appropriations include:

- Allocation for supply and material expenses includes funds to cover costs associated with the operation of the General Volunteer Services program, the City's HOST program and the City's Neighbor-to-Neighbor program.
- The Printing and Advertising appropriation covers the costs for the preparation and distribution of three issues of the City Newsletter which is prepared in-house and printed and distributed as an insert in the local newspaper, City brochures and promotional fliers, as well as printing and advertising costs for the Volunteer Services program, including the HOST program and Neighbor-to-Neighbor program.
- The appropriation for Dues and Subscriptions includes an allocation for annual dues related to the National Association of Volunteer Programs in Local Government and the Santa Barbara Convention & Visitor's Bureau.

PARKING AND BUSINESS IMPROVEMENT AREA (Assessment District 4)

The annual \$117 general business assessment fees paid by businesses in the Downtown "T" area are restricted and must be used to fund business promotional activities, events, and minor maintenance on behalf of the Downtown merchants.

Revenue for FY 2013-14 is estimated to be \$14,950, based on the 130 active businesses in the Downtown "T". A fund balance carried forward from previous years is reserved for special projects in the Downtown "T".

Business Promotion

Activities and Events

Special Projects and Downtown Revitalization

Downtown "T" Business Promotions

\$700

- Monies are allocated by the Parking and Business Improvement Area Advisory Board for coordination of programs throughout the year to support downtown businesses, including printing of the Downtown Merchants

Program: Communication and Community Promotions

Courtesy Map, and support of events that help sustain the Downtown "T" i.e. Avocado Festival, the Hospice Light up a Life Event, and Safe Halloween Trick or Treating in the Downtown.

- Assessment District #4 Activities and Events \$14,251

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 PBIAAB 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 Parade, Holiday Spirit Parade and Tree Lighting/ Hospice Ceremony,*
- *Halloween Safe Trick or Treating in the Downtown "T".*
- *Increase maintenance activities to maintain an attractive Downtown environment to increase tourist appeal.*

V. Goals, Objectives and Performance Measures ☒

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

Program: Communication and Community Promotions

Objective	Performance Measures
◆ Coordinate and monitor release of public information on behalf of the City.	1. Serve as Public Information Officer as needed 2. Coordinate release of information with City Manager and Department Heads 3. Respond to calls for release of information as directed by City Manager.
◆ Video/Audio Equipment for Government Access Ch. 21. (On-going)	1. Coordinate repair and maintenance of video/audio equipment as needed 2. Administer franchise agreement with Cox Communications 3. Administer the City's agreement with the Community Media Access Center.
◆ Coordinate gavel-to-gavel coverage of the following meetings: City Council, Planning Commission, Carpinteria Special Districts, and other special government meetings as needed. Also, coordinate broadcasting of other meetings, as they may arise (both in the Council Chambers and off-site).	1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and tape gavel-to-gavel meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers 2. Oversee rebroadcasting of meetings 3. Schedule live broadcast and/or airing of rebroadcast of government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.

Program: Communication and Community Promotions

Objective	Performance Measures
◆ Review DVD's and videotapes that are submitted to the City for consideration for broadcasting.	1. Within three business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21 2. Communicate decision on whether to air submitted programming within 5 business days after review.
◆ Provide coverage of City sponsored/approved events.	1. Provide for airing of City sponsored and approved meetings, forums, Emergency Alert broadcasts and other special event programming that falls within the guidelines of the City's GATV Policy 2. Coordinate with Carpinteria Special Districts regarding use of the City's GATV channel 21.
◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).	1. Oversee and participate in preparation and editing of three City Newsletters.
◆ Participate and represent the City in various community events.	1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee 2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.

Program: Communication and Community Promotions

Objective	Performance Measures
◆ Provide staff support for Council-appointed Parking and Business Area Improvement Area Advisory Board (PBIAAB).	1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas 2. Ensure meetings are officially noticed and in compliance with California's Brown Act 3. E-mail agenda and copy of minutes of previous meeting to each of five Board members 4. Provide copy of approved minutes to City Council and City Manager.
◆ Ensure coordination between the staff PBIAAB representative and the HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown.	Staff PBIAAB representative, the Coordinator of Volunteer Services, and the City's Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.

Program: Communication and Community Promotions

Objective	Performance Measures
◆ Provide resources and support for the PBIA Advisory Board.	1. Attend scheduled meetings, plan short term and long-term projects and events. 2. Maintain annual calendar of events 3. Support and assist PBIA Board in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T" 4. Assist with PBIA-sponsored annual events in the Downtown "T" including the Independence Day Parade, Halloween Safe Trick or Treating, Holiday Spirit Parade, Hospice Light-Up-A-Life and Tree Lighting Ceremony.
◆ Assist in determining annual revenue and preparing annual Assessment District 4 budget.	1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget 2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.
◆ Assist in preparing annual District 4 report for City Council.	1. Meet with PBIA Board Chairman to review year's calendar of events, revenue and expenditures 2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees 3. Prepare annual report to City Council for signature of Board members.

Program: Communication and Community Promotions

Volunteer Services:

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

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

Program: Communication and Community Promotions

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

Objectives	Performance Measures
◆ Develop and implement standard operating procedures for the HOST program.	1. Create and facilitate HOST volunteer and Day Captain trainings. 2. Manage HOST kiosk materials, distribution and kiosk utilization policy.
◆ Develop leadership volunteer positions for the HOST Program.	1. Develop new HOST volunteer leadership positions and recruit three volunteers to fill these roles.

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

Objectives	Performance Measures
◆ Develop and implement a Neighbor To Neighbor (NTN) pilot program.	1. Create NTN program materials for outreach, instruction and education. 2. Create neighborhood maps.



City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund
Department: General Government



Program: ***Economic Vitality***

I. Program Summary

The purpose of this program is to consider business needs and evaluate and develop strategies to retain and attract businesses that will stimulate the local economy creating increased revenue through retail sales, business-to-business sales tax generation, transient occupancy tax generation, and area employment opportunities.

In addition to the responsibilities outlined under Administration, Community Services Funding, and Community Promotions, the Assistant to the City Manager is also responsible for the City's Economic Development activities which include efforts to assist in the retention of existing businesses and recruitment of new companies to the City. These activities also serve the purpose of representing the City on issues associated with economic development opportunities as well as communicating business issues with City representatives.

Activities related to the City's Business Vitality Program include the following:

- ◆ Work related to the Carpinteria First committee (e.g., First Friday events, special themed events, long term economic vitality planning, etc.)
- ◆ Provide assistance to new and existing businesses, acting as a City liaison with regard to business issues, relocation, expansion needs, etc.
- ◆ Participation as a member of the City/Chamber ad-hoc committee. Also attend Chamber of Commerce functions and business related events
- ◆ Meet quarterly with City's sales tax auditor to review sales tax data including revenue fluctuations and trends

Program: Economic Vitality

- ◆ Conduct business visitations to establish rapport with local companies and to discuss business related concerns and issues.
- ◆ Maintain Available Commercial Properties inventory on the City's web page to assist building owners, commercial real estate agents, and businesses.
- ◆ Attend Economic Development related functions

II. Budget Summary

Program:						
Economic Vitality	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	48,403	47,313	46,424	48,319	50,878	5.3%
Contract Services	15,346	2,095	1,270	10,600	10,600	
Other Operating Exp.	28,857	29,185	20,799	24,000	28,750	19.8%
TOTAL EXPENDITURES	92,606	78,593	68,493	82,919	90,228	8.8%
NET INCOME / (SUBSIDY)	(92,606)	(78,593)	(68,493)	(82,919)	(90,228)	8.8%
1044220 Contract Services 44	600	1,195	1,270	10,600	10,600	Contract Services
1044225 Sales Tax Audit 10	14,746	900				Contract Services
1044302 Marketing Materials	28,151	27,402	19,053	21,500	26,000	20.9% Other Operating Expe
1044305 Dues & Subscriptions 44	50	1,150	1,300	1,300	1,300	Other Operating Expe
1044306 Meetings & Travel 44	143	54	26	500	750	50.0% Other Operating Expe
1044308 Supplies & Materials 44	513	579	420	700	700	Other Operating Expe
99000 Personnel	48,403	47,313	46,424	48,319	50,878	5.3%

III. Personnel Allocations

Position:

Assistant to the City Manager

FTE Allocation:

0.40

Total

0.40

IV. Expenditure Summary

Personnel. Personnel costs for this program consist of 40% of the Assistant to the City Manager's time.

Program: Economic Vitality

Operational / Service Expense.

Meetings & Travel.

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

Supplies & Materials

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

Marketing Materials

The costs associated with this line item relate to expenses associated with Carpinteria First activities.

Contract Services.

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

V. Goal, Objectives and Performance Measures

The goal of the City's Economic Vitality Program is to provide support to the business community to encourage business retention and attraction in order to assist the local economy.

Objectives	Performance Measures
◆ Coordinate business attraction and retention efforts with the City Manager and Community Development Department. ◆ Assistance of new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.	1. Initiate contact with prospective business inquiries (i.e., relocations, expansions) within two business days. 2. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their issues within two business days.

Program: Economic Vitality

Goals	Performance Measures
◆ Represent City on applicable economic development related committees and attend applicable business functions.	1. Participation in Chamber/City sub-committee meetings. 2. Participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.
◆ Continued enhancement of City sales tax revenues.	1. Meet quarterly with City's sales tax auditor to review data. 2. 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.
◆ Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues. ◆ Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.	1. Arrange one meeting every quarter with local businesses (e.g., top employers, sales tax producers, new businesses, etc.). As timing and schedules permit. Invitees will include two Council members, City Manager, Community Development Director, and Chamber representatives. 2. Update database every other month (or as needed) and e-mail periodic inventory updates to real estate agents.

Program: Economic Vitality

Goals	Performance Measures
◆ Provide staff support for Council-appointed “Carpinteria First” Community Committee.	1. Provide staff support for Carpinteria First Committee, setting goals and objectives and establishing annual budget. 2. Confer with Committee/Committee Chair to schedule and coordinate meetings and assist in preparation and posting of agendas. 3. Ensure meetings are noticed and in compliance with the Brown Act. 4. E-mail agenda and draft minutes of previous meeting to Committee members. 5. Support Carpinteria First Committee in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T", Casitas Plaza and Shepard Place. 6. Maintain annual calendar of events.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program: Community Services Support

I. Program Summary

The City of Carpinteria provides financial assistance to various community groups that offer social service or recreational programming. Assistance has been allocated to agencies that have demonstrated, in the view of the City Council, the ability to fulfill a community need.

A variety of local and regional organizations are appropriated in the 2013-14 budget to receive support from the City of Carpinteria.

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Community Services Support							
TOTAL REVENUE	0	0	0	0	0		
Personnel	7,199	1,868	1,833	1,908	2,008	5.2%	
Contract Services	68,200	88,863	80,903	80,900	97,900	21.0%	
TOTAL EXPENDITURES	75,399	90,731	82,736	82,808	99,908	20.7%	
NET INCOME / (SUBSIDY)	(75,399)	(90,731)	(82,736)	(82,808)	(99,908)	20.7%	
1046211 Carp Cares	4,700	4,660	4,700	4,700	4,700		Contract Services
1046212 Boys & Girls Club Funding	17,000	17,000	17,000	17,000	17,000		Contract Services
1046213 Girls Inc Funding	17,000	17,000	17,000	17,000	17,000		Contract Services
1046215 Peoples Self Help							Contract Services
1046216 Arts Council							Contract Services
1046217 SB County Branch Library	8,000	18,000	10,000	10,000	27,000	170.0%	Contract Services
1046222 CAC Senior Nutrition	10,000	10,000	10,000	10,000	10,000		Contract Services
1046223 Catholic Charities	7,500	7,500	7,500	7,500	7,500		Contract Services
1046224 Miscellaneous Contracts 46		10,703	10,703	10,700	10,700		Contract Services
1046228 Rape Crisis Center	4,000	4,000	4,000	4,000	4,000		Contract Services
99000 Personnel	7,199	1,868	1,833	1,908	2,008	5.2%	

Program: Community Services Support

III. Personnel Allocations

Position:

FTE Allocation:

Assistant to the City Manager

.015

Total

.015

IV. Goal, Objectives and Performance Measures



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

Objectives	Performance Measures
◆ Timely submittal of Community Service applications to providers for the 2013-2014 fiscal year.	Submit Community Service applications to the various providers 30 days prior to the first 2013-2014 City budget hearing.
◆ Timely submittal of 2013-14 contracts to Community Service providers.	Forward contracts to the City's various community service providers, as well as any other designated community service grant recipients, within 60 days of the passage of the 2013-14 City budget.
◆ Complete Community Service Contracts with service providers.	Obtain appropriate signatures and transmit completed contracts to service providers.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program: *Records Management*

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 and posting of ordinances, resolutions, public hearings, advisory body vacancies; preparing legal notices, researching legislative data, providing central information, 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.

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 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.

Program: Records Management

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

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

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

II. Budget Summary

Program:						
Records Management	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	1,084	621	500	800	800	
Personnel	67,245	56,797	55,729	55,631	79,937	43.7%
Contract Services	3,764	2,819	1,646	2,500	8,500	240.0%
Other Operating Exp.	11,465	10,803	9,505	11,767	12,900	9.6%
TOTAL EXPENDITURES	82,474	70,419	66,880	69,898	101,337	45.0%
NET INCOME / (SUBSIDY)	(81,390)	(69,798)	(66,380)	(69,098)	(100,537)	45.5%
1010181 CITY CLERK CHARGES	1,084	621	500	800	800	Charges for Service
1011303 Printing & Advertising 11	10,747	9,915	7,688	10,000	10,000	Other Operating Expe
1011305 Dues & Subscriptions 11	311	203	255	400	400	Other Operating Expe
1011306 Meetings & Travel 11	20	100	367	367	1,500	308.7% Other Operating Expe
1011308 Supplies & Materials 11	387	585	1,195	1,000	1,000	Other Operating Expe
99000 Personnel	67,245	56,797	55,729	55,631	79,937	43.7%

III. Personnel Allocations

Position:
City Clerk
Total

FTE Allocation:
0.55

0.55

Program: Records Management

IV. Significant Annual Changes

Reductions

- ◆ None

Increases

- ◆ None

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

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

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

V. Goals Objectives and Performance Measures

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

Objective	Performance Measures
◆ Insure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act.	1. Prepare 80 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies. 2. Provide written notice to all property owners within 300' radius of projects as required. 3. Prepare notices of vacancies for all boards/commissions.
◆ Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.	1. Publish, distribute, and post minimum of 24 City Council agenda packets (139 reports). 2. Publish and post 4-6 agenda packets for special meetings.

Program: Records Management

Objective	Performance Measures
◆ Maintain the City records in an organized and accessible manner. ◆ Insure timely compliance with all Public Records Act Requests.	1. Process packets for destruction 2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings. 3. Respond to 10 Public Records Act Requests.
◆ Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.	Process minimum of 75 records (files) for destruction annually.
◆ Insure compliance with requirements of the Fair Political Practices Commission.	Process required 67 Annual Statements of Economic Interest Form 700 for Council, Boards, Commissions, Committees, and staff.
◆ Provide for the City's processing of Agreements.	Retain 125 various types of agreements and process 8 new agreements annually.



City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program: *Elections*

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, overseeing candidate conflict of interest filings.

Program: Elections

II. Budget Summary

Program: Elections	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	DRAFT 14	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	23,077	20,654	20,266	20,230		-100.0%
Contract Services	7,696	12,422	171	8,472	300	-96.5%
TOTAL EXPENDITURES	30,773	33,076	20,437	28,702	300	-99.0%
NET INCOME / (SUBSIDY)	(30,773)	(33,076)	(20,437)	(28,702)	(300)	-99.0%
1011211 Elections Contract	7,696	12,422	171	8,472	300	-96.5%

Contract Services

III. Personnel Allocations

Position:
City Clerk

FTE Allocation:
0.20

IV. Expenditure Summary

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

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

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

Program: Elections

V. Goal, Objective and Performance Measures

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

Objectives	Performance Measures
❖ There is no scheduled election for this fiscal year.	None.

City of Carpinteria
2013-14 Proposed Budget

Fund: General Fund
Department: General Government



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

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

Program: Staff Recruitment, Retention & Development

II. Budget Summary

Program: Staff Recruitment, Retention and Development	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	DRAFT 14	%Chg	
TOTAL REVENUE	0	0	0	0	0		
Personnel	115,276	91,304	89,588	83,168	99,874	20.1%	
Contract Services	11,347	13,565	4,162	12,352	13,610	10.2%	
Other Operating Exp.	25,593	19,193	11,069	21,345	19,350	-9.3%	
Non-Operating Exp.	594	11,615	10,195	8,000	8,000		
TOTAL EXPENDITURES	152,810	135,677	115,014	124,865	140,834	12.8%	
NET INCOME / (SUBSIDY)	(152,810)	(135,677)	(115,014)	(124,865)	(140,834)	12.8%	
1016220 Employee Assistance Program	1,965	2,010					Contract Services
1016228 Employee Training	6,021	4,408	2,805	7,140	8,000	12.0%	Contract Services
1072214 Compensation Survey							Contract Services
1016303 Recruitment Advertising	17,756	14,548	3,287	14,600	7,500	-48.6%	Other Operating Expenditures
1016305 Dues & Subscriptions 16	145		145	145	400	175.9%	Other Operating Expenditures
1016306 Meetings & Travel 16	89	226	40	100	850	750.0%	Other Operating Expenditures
1016308 Supplies & Materials 16	283	725	1,482	1,000	1,800	80.0%	Other Operating Expenditures
1016309 Health & Safety	911		61	800	800		Other Operating Expenditures
1016310 Employee/Public Relations 16	3,046	1,098	1,525	2,500	5,000	100.0%	Other Operating Expenditures
1016312 Flexible Benefits Admin	1,830	1,782	1,434				Other Operating Expenditures
1016320 Pre-placement Health Screen	1,533	814	3,095	2,200	3,000	36.4%	Other Operating Expenditures
1072211 Personnel Services	594	11,615	10,195	8,000	8,000		Non-Operating Expenditures

III. Personnel Allocations

Position:
Human Resources Administrator

FTE Allocation:
0.75

Total **0.75**

IV. Expenditure Summary

Personnel

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

Employee Training

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

Program: Staff Recruitment, Retention & Development

- The training allocation includes Liebert Cassidy Whitmore Santa Barbara/Ventura Employee Relations Consortium training, California Powers Insurance Authority (CJPIA), Lynda.com software training and 3rd party training seminars.

Operational/Service expense

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

V. Goals and Performance Measures

The goal of the Staff Recruitment, Retention & Development Program is to recruit employees by matching and selecting the right individuals for open positions, retain and develop employees by maintaining appropriate compensation, employee training, employee relations and implementing employee activities that create positive employee morale.

Objectives	Performance Measures
◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions.	1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy. 2. Place recruitment ads for 100% of open positions to be filled through open recruitment. 3. Review 100% of applications received for advertised position, including applications for part-time and seasonal employment. Follow through with appropriate written response to each applicant. 4. Prepare testing and interview materials for 100% of open positions. 5. Select minimum of three qualified individuals to serve on Oral Board for each interview process. 6. Schedule the most qualified applicants to participate in selection process within 60 days of first notice. 7. Confer with Oral Board and Department Head to establish eligibility list. 8. Check minimum of three references on successful candidate. 9. Send letter of offer to successful candidate within 10 days of Oral Board and appropriate letters advising each candidate of status. 10. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.

Program: Staff Recruitment, Retention & Development

Objectives	Performance Measures
◆ Coordinate and administer Employee Benefits Programs.	1. Coordinate, administer and enroll 100% of eligible employees in employee benefit programs for full-time employees and City Council members, including health, dental, vision, life insurance, wellness program, disability plans, retirement and fitness program. 2. Coordinate and monitor annual sign up of 100% of full-time employees and Council members in the City's Flexible Benefit Program.
◆ Review and update position descriptions for conformance with responsibilities and duties being performed.	1. Within ten days of first notice of a position vacancy, analyze staffing needs for affected department and review job description. 2. Conduct on-going review of job descriptions for conformance with duties being performed.
◆ Assist Supervisors in preparing annual employee performance evaluations.	1. Assist Supervisors in preparing formal annual employee performance reviews through Performance Pro software on 100% of 30 full-time employees between May 1st and June 30, 2013, matching performance to department goals and objectives. 2. Foster better communication between supervisors and employees. 3. Assure that appointment and promotion of employee is based on merit and performance evaluation. 4. Confer with Parks and Recreation Director to ensure annual evaluations are completed on part-time and seasonal employees.

Program: Staff Recruitment, Retention & Development

◆ Maintain appropriate information and secure files documenting the employment records of each City employee.	1. Maintain appropriate documentation in a confidential personnel file for 100% of full-time, part-time and seasonal City employees. 2. Control confidentiality of all applications and personnel files. 3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.
◆ Continue to review Administrative and Personnel Rules and Regulations and Employer-Employee Relations Policy for any new updates necessary to ensure compliance with Federal and State law.	1. Periodically review policies to ensure compliance with Federal and State laws.
◆ Update of Employee Handbook for distribution to employees.	1. Finalize revisions to the Employee Handbook, referencing current administrative and personnel rules and regulations. 2. Prepare handbook for distribution to regular, full-time employees and Council members in order to provide up-dated information regarding the City, its functions, benefits, regulations and basic information in areas of common interest.

Program: Staff Recruitment, Retention & Development

◆ Encourage employee participation in training opportunities, including safety, technical and computer training classes, and workshops sponsored by the Employee Relations Consortium, the Joint Powers Insurance Authority, Lynda.com software training and other 3rd party training seminars.	1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 100% of 30 full-time employees consistent with the training goals established for each classification. 2. Schedule employees to attend computer training classes, safety training programs. 3. Monitor on-the-job training for 100% of new hires at three months, six months and one year. 4. Monitor safety training and certification program for recreation personnel.
◆ Provide guidance and assistance to City Manager and Department Heads on personnel-related issues and establish and maintain procedures for dealing with personnel issues.	1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules 2. Interpret personnel policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments. 3. Attend training programs and workshops on personnel and health-related issues, benefit programs and legislative up-date seminars, including training workshops sponsored by the Employment Relations Consortium, JPIA, Lynda.com software training and other 3rd party training workshop.

Program: Staff Recruitment, Retention & Development

◆ Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.	1. Respond to 100% of inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes. 2. Meet with City Manager and representatives from the Public Works and General Service employee units as needed for discussion and/or clarification of issues covered under the Memorandum of Understanding 2013-14.
◆ 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, 2014.	1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss renewal of current contract. 2. Confer with City Manager, and labor attorney, when appropriate, regarding negotiation process and related personnel issues. Upon agreement prepare documents and Resolution for Council approval following negotiations.
◆ Review non-negotiable Agreement for Conditions of Employment for Management and Miscellaneous Personnel and the non-negotiable document outlining conditions of employment for hourly rated part-time and seasonal employees.	1. Review the non-negotiable documents for Management and Miscellaneous employees and for the part-time, hourly-rated and seasonal employees. Make changes as appropriate. Prepare Resolution for approval by the City Council.

Program: Staff Recruitment, Retention & Development

◆ Develop reciprocity with other agencies concerning classification and compensation surveys	1. Respond to approximately six surveys from other agencies relating to personnel-related issues, job classifications, compensation and benefits. 2. Respond to personnel-related surveys from CJPIA.
◆ Coordinate Employee Service and Recognition Programs.	1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five, thirty and thirty-five years of service for City staff members. Presentations to be made twice a year; acknowledge leadership and service of citizens on City Boards, Commissions and City Council. 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.
◆ Monitor Contract Services under Human Resources Division.	Lincoln Life Insurance (Employee Connect and Life Keys Services), Employee Assistance Program offers a comprehensive EAP program for professional assistance to City employees and their immediate families.
◆ Evaluate and improve procedures for maintaining computerized personnel programs.	Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.

Program: Staff Recruitment, Retention & Development

BENEFITS AND STAFFING LEVELS

The following is a summary of employee benefits and staffing levels that significantly affect budgeting. A comprehensive description of employee benefits can be found in the Memorandum of Understanding between the City of Carpinteria and SEIU Local 620, the Conditions of Employment for Management and Miscellaneous Personnel and Conditions of Employment for Hourly, Part time and Seasonal Employees.

Benefits offered for Fiscal Year 2013-14:

CAL PERS: The City participates in the California Public Employees Retirement System (PERS) providing retirement benefits to eligible local miscellaneous employees with a 2% @ 55 formula. The City reports the value of employer-paid member contributions as compensation, as provided by City Resolution and Senate Bill 53. Also, in addition to paying the employer portion of the premium, currently 13.278%, the City pays 2.5% of the required 7% employee contribution as an employee benefit.

Part time and seasonal employees who are exempt from the Public Employees Retirement System and from the OASDI portion of Social Security taxes are enrolled in an alternative qualifying deferred compensation retirement plan in compliance with regulations issued by the Internal Revenue Service and the Omnibus Budget Reconciliation Act of 1990.

Wellness Program: The Wellness Program includes funding for eligible full-time employees and their eligible dependents to receive the medical and hospital care insurance benefits provided by the Public Employees Retirement System Health Benefit Program and a dental insurance plan provided by Principal Insurance.

Health Insurance: The City provides the annual employer contribution established by CalPERS for health insurance under the PERS program for each affected employee or retiree. In addition, the City pays the full cost of employee only and two-party coverage, for active, eligible employees, using the premium for the HMO policy offered by CalPERS as a base. Employees with family coverage contribute toward the premium if the annual increase exceeds 10%. The City will pay 80% of the increase in the family coverage which exceeds the 10% base, with the employee contributing 20% of the increase over the 10% base. If the premium does not exceed 10%, an employee contribution is not required. The premiums for health insurance are based on a calendar year.

Flexible Benefit Program Allowance: Administered by Wage Works, this benefit provides funds for unreimbursed medical expenses, dependent care or purchase of a variety of AFLAC products and supplemental benefits that complement existing medical/dental health plans. The benefit year for this allowance is based on a calendar year.

Life Insurance: The City maintains a Group Life and Accidental Death and Dismemberment insurance policy through Lincoln Life Insurance for employees only, with the beneficiary designated by the employee. The coverage of the life insurance policy for each eligible regular full-time employee is \$50,000, subject to conditions of the providing life insurance company. Management employees are eligible for a life insurance policy in the amount of \$100,000. For Management employees, the premium amount for coverage over \$50,000 is treated as taxable income.

Program: Staff Recruitment, Retention & Development

Employees retiring with 20 years or more of continuous service with the City and enrolled in the City's group life insurance at the time of retirement may continue to be covered at City expense for a life benefit of \$10,000, excluding AD&D benefits.

Fitness Program: The City reimburses regular full-time employees up to \$31.20 per month or \$374.30 per year of health club membership.

Voluntary Supplemental Life Insurance: A Voluntary Supplemental Life Insurance is available for employees and dependents through Lincoln Life at their own expense.

Voluntary Vision Insurance: Employees have the option to elect coverage for themselves and their dependents at their own expense.

Workers' Compensation: The City provides workers' compensation benefits when an employee is injured on duty arising out of and in the course of employment. This coverage is through the California Joint Powers Insurance Authority and the program is administered by YORK Insurance Services Group, Inc., a workers' compensation third party claims administrator.

Unemployment Insurance benefits: This is a State-mandated program. The City has selected the Cost of Benefit Reimbursement method of financing unemployment coverage. A reserve is maintained to cover the cost of unemployment claims.

State Disability Insurance: The City has instituted the mandatory State Disability Insurance (SDI), at employee expense, to provide coverage for non-industrial injuries. This program is through the California Unemployment Insurance Code State Disability Program.

Short-term/Long-term Disability Plan: In addition to the mandatory State Disability Insurance (SDI), the City provides a Group Short Term and Long Term Disability Insurance plan for eligible full time employees through Lincoln Life Insurance.

Social Security Meditax: Although the City does not participate in the Federally administered Social Security Program, it is required to match an employee contribution of 1.45% of gross wages for coverage under the Medicare portion only of the Social Security Program for employees hired after March 1, 1986.

Special Pay: Employees classified as Management are eligible for a special pay benefit that provides for reimbursement of an amount equal to the payroll deduction of employee-paid contributions to SDI and the amount equal to the employee contribution of 1.45% of gross wages for coverage under the Medicare portion only of the federally administered Social Security Program.

Interpreter Pay: Employees hired *prior* to August 15, 1998 may be eligible to receive special pay for translating skills if the job duties of the affected employee require translating and/or interpreting skills on a regular basis.

Deferred Compensation Program: The City makes a deferred compensation contribution to the International City/County Management Association (ICMA) as a benefit for the City

Program: Staff Recruitment, Retention & Development

Manager position. All other full time employees have the option of participating in this program at their own expense.

Uniform/Equipment Replacement: Newly employed public works employees are furnished with a complete set of safety equipment. An annual equipment replacement fund is established each fiscal year for each affected employee for reimbursement of costs for replacement or purchase of optional personal equipment following successful completion of a one-year probationary period.

Funds must be used within the fiscal year and may not be carried over or cashed out. (Payment to be pro-rated within the fiscal year following completion of probationary period.)

The City pays the full cost of a uniform maintenance program for Public Works employees who are required to wear field uniforms.

Personnel in the Code Compliance Division who are required to wear a uniform are provided with a full uniform at time of hire and receive an annual equipment replacement allowance.

Annual Physical Examinations: An allocation is provided for an annual physical examination for the City Manager.

In compliance with CalOSHA Maintenance workers in the Public Works Department receive an annual Respirator Clearance examination, including appropriate medical testing to determine cardiopulmonary health as recommended by a medical facility.

Pre-placement health examinations, including drug screening, and Fitness for Duty examinations may be required for specified positions.

Employee Assistance Program: The City contracts with the Lincoln Life (Employee Connect and Life Keys Services) *Employee Assistance Program* to provide a comprehensive Employee Assistance Program for confidential counseling and services to City employees and their immediate families.

Leave Accrual: Annual leave is accrued based on years of service. In place of separate leave accrual for vacation, sick leave, floating holidays, and administrative leave, each employee is granted an all-inclusive comprehensive leave bank that includes all leave benefits. Carry-over leave bank hours are limited and employees have the option to annually cash out unused leave hours in accordance with the employee agreements. The budget line item for paid absences reflects estimated funds to cover costs of unused leave time that may be cashed out.

Non-exempt employees are compensated for overtime hours in accordance with Fair Labor Standard Act regulations.

Paid Holidays: The City observes ten paid holidays each year.

Flex Schedule: Optional 9/80 flexible scheduling is available for full-time employees subject to operational needs of the department as determined by the City Manager.

Program: Staff Recruitment, Retention & Development

Program: Staff Recruitment, Retention & Development

AUTHORIZED FULL TIME POSITIONS

CITY ADMINISTRATION	2009-10	2010-11	2011-12	2012-13	2013-14
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Human Resources Adm./Risk Manager	1	1	1	1	1
City Clerk	1	1	1	1	1
Coord. of Emergency & Volunteer Services	0	1	1	1	1
Administrative Assistant (shared)	1	0	0	0	0
Receptionist/Office Assistant	1	1	1	1	1
	6	6	6	6	6
ADMINISTRATIVE SERVICES					
Administrative Services Director	1	1	1	1	1
Finance Supervisor	1	1	1	1	1
	2	2	2	2	2
COMMUNITY DEVELOPMENT					
Community Development Director	1	1	1	1	1
Senior Planner	1	1	1	1	1
Associate Planner	1	1	1	1	1
Assistant Planner	1	1	1	1	1
Community Development Tech.	1	1	1	1	1
Administrative Assistant	0	0	0	0	0
Building Inspector	1	1	1	1	1
Code Compliance Supervisor	1	1	1	1	1
Code Compliance Officer I	2	2	1	1	1
Code Compliance Officer II	1	1	1	1	1
	10	10	9	9	9
PUBLIC WORKS DEPARTMENT					
Public Works Director	1	1	1	1	1
Public Works Supervisor	1	1	1	1	1
Management Analyst	0.4	1	1	1	1
Administrative Aide	0	0	0.5	0.5	0
Maintenance Technician	1	1	1	1	1
Maintenance Worker II	1	1	1	1	1
Maintenance Worker I	3	3	3	3	3
Engineering Technician	0	0	0	0	1
Civil Engineer	0	0	0	0	1
	7.4	8	8.5	8.5	10
PARKS AND RECREATION					
Parks and Recreation Director	1	1	1	1	1
Management Assistant	1	1	1	1	1
Pool Superintendent	1	1	1	1	1
Aquatics Program Coordinator	0	1	1	0	0
Parks/Facilities Maintenance Technician	1	1	1	1	1
	4	5	5	4	4
GRAND TOTAL Full Time	29.4	31	30.5	29.5	31

Program: Staff Recruitment, Retention & Development

The above list of authorized positions does not include hourly-rated part-time and/or seasonal employees.

HOURLY RATED PART-TIME/SEASONAL AUTHORIZED POSITIONS

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

Each listed classification is equal to one Full Time Equivalent (FTE)

CITY ADMINISTRATION	2009-10	2010-11	2011-12	2012-13	2013-14
City Council	1	1	1	1	1
Planning Commission	1	1	1	1	1
Architectural Review Board	1	1	1	1	1
Engineering Technician I, II	1	1	1	1	1
Management/Project Intern	1	1	1	1	1
Project Assistant - Human Resources	0	1	1	1	1
Community Promotions - GATV	1	1	1	1	1
Crossing Guards	1	1	1	1	1
Parks Maintenance	1	1	1	1	1
Beach Lifeguards	1	1	1	1	1
Ocean Recreation Programs	1	1	1	1	1
Pool Lifeguards	1	1	1	1	1
Aqua Camp - Community Pool	0	0	0	0	0
After School Program - Community Pool	0	0	0	0	0
Age Group Swim Team Program	1	1	1	1	1
Beach/Pool Concessions	1	1	1	1	1
Administrative Aide - Public Works	0	1	1	1	1
Maintenance Worker - Public Works	0	0	0	0	1
Total FTE	13	15	15	15	16

Program: Staff Recruitment, Retention & Development

CITY OF CARPINTERIA
Proposed 2013-14 Budget
Staff Expenditures by Program

ALL FUNDS

	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	FTE'S
Records Management	\$67,245	\$56,797	\$55,729	\$55,631	\$71,496	0.60
Elections	23,077	20,654	20,266	20,230	5,958	0.05
Administration	313,535	272,822	267,694	280,774	296,105	2.71
Legal Services	0	0	0	0	0	0.00
Legislative & Policy	92,023	79,154	77,666	92,852	97,094	1.00
Advisory Boards & Commissions	14,847	9,587	9,407	10,124	10,200	2.00
Law Enforcement	0	0	0	0	57,709	1.00
Emergency Preparedness	23,285	56,956	55,885	61,013	63,203	0.50
Financial Management Services	255,041	242,406	237,850	225,076	254,106	2.65
Management Information Services	54,491	53,815	52,803	52,997	55,919	0.33
Central Services	116,890	100,284	98,399	104,308	134,772	1.80
Staff Recruitment & Retention	115,276	91,304	89,588	83,168	97,010	0.75
Risk Management	6,259	32,245	31,639	32,559	35,833	0.32
Community Promotions	47,481	99,704	97,830	104,231	110,928	1.95
Public Works Administration	56,146	51,005	50,046	57,393	50,121	0.40
Street Maintenance	262,449	229,944	225,622	247,135	289,663	4.05
Right of Ways	78,154	90,582	88,879	96,996	75,630	0.75
Transportation, Parking and Lighting	37,854	94,339	92,566	96,234	213,513	1.90
Capital Improvements	71,043	138,884	136,274	147,745	226,368	1.70
Solid Waste	33,451	41,720	40,936	42,185	123,312	1.10
Watershed Management	0	61,079	59,931	63,198	75,568	0.80
Engineering Permits	0	0	0	0	56,352	0.45
Community Development Administration	53,919	120,572	118,306	124,454	136,844	1.15
Planning	127,072	112,299	110,188	115,870	125,350	0.90
Housing	32,170	26,138	25,647	26,789	29,268	0.20
Development Review	439,559	325,404	319,288	337,677	363,641	3.10
Code Compliance	292,912	261,788	256,867	266,223	284,809	3.85
Animal Control	81,787	57,962	56,873	61,898	67,412	0.80
Economic Vitality	48,403	47,313	46,424	48,319	50,878	0.38
Parks & Recreation Administration	100,859	53,001	52,005	45,566	36,337	0.33
Community Pool Services	316,111	285,763	280,392	226,478	264,308	4.45
Ocean Beach Services	170,419	200,965	197,188	234,770	226,491	3.48
Special Events	23,095	21,104	20,707	21,637	22,864	0.23
Parks & Facility Maintenance	114,068	132,511	130,020	126,886	102,703	1.33
Community Services Support	7,199	1,868	1,833	1,908	2,008	0.02
Total Staffing Expenditures	\$3,476,120	\$3,469,969	\$3,404,748	\$3,512,324	\$4,113,773	47.00

Figure 1

City of Carpinteria

2013-14 Proposed Budget

Fund: General

Department: General Government



Program: ***Risk Management***

I. Program Summary

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

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

This program has four major activities:

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

The availability of coverage through the CJPIA Risk Management Program provides us 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 JPIA.

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

Program: Risk Management

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

Program: Risk Management	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	DRAFT 14	%Chg	
TOTAL REVENUE	0	0	0	0	0		
Personnel	6,259	32,245	31,639	32,559	36,878	13.3%	
Other Operating Exp.	55			1,600	1,600		
Non-Operating Exp.	123,862	149,430	160,067	195,712	240,732	23.0%	
TOTAL EXPENDITURES	130,176	181,675	191,706	229,871	279,210	21.5%	
NET INCOME / (SUBSIDY)	(130,176)	(181,675)	(191,706)	(229,871)	(279,210)	21.5%	
1015306 Meetings & Travel 15				1,500	1,500		Other Operating Expense
1015183 Worker's Comp Claims 15			975				Non-Operating Expense
1015321 SCJPIA Deposit Billing	82,853	111,426	114,198	155,312	202,502	30.4%	Non-Operating Expense
1015323 Insurance/Bond Premiums	41,009	38,004	44,894	40,400	38,230	-5.4%	Non-Operating Expense
99000 Personnel	6,259	32,245	31,639	32,559	36,878	13.3%	

III. Personnel Allocations

Position:

FTE Allocation:

Risk Manager .100
(Human Resources Administrator)

Coordinator of Emergency and Volunteer Services .200

Assistant to the City Manager .015

Total .315

Program: Risk Management

IV. Expenditure Summary

Personnel.

Human Resources Administrator The City Council has appointed the Human Resources Administrator to serve as the City's Risk Manager, acting as a liaison between the City and the California Joint Powers Insurance Authority, 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.

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

Assistant to the City Manager: The Assistant to the City Manager is designated as the City's ADA Program Coordinator to serve as a point of contact for the public concerning program and facility access questions and/or concerns, and to ensure that staff is attentive to access needs at public facilities and through the City's delivery of programs and services.

Operational/Service Expenses

Insurance expenses are budgeted at \$202,502 to cover Workers Compensation, General Liability, Personnel Liability, All Risk Property and Environmental Insurance for the City.

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

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

Meetings and Travel

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

Workers Compensation

Program: Risk Management

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 and Performance Measures

The goal of the Risk Management Program is to minimize the City's liability exposure and ensure the safety of all city employees and the community.

Objectives	Performance Measures
◆ Follow proven practices of risk management in order to minimize the City's liability exposure.	1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren & Company within required time frame and review monthly summary reports. 2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program. 3. Coordinate annual Risk Management Evaluations and audit inspections. 4. Maintain confidential DMV pull-notice driving reports.

Program: Risk Management

Objectives	Performance Measures
◆ Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy.	1. Follow required reporting procedures to ensure that 100% of workers' compensation claim forms are submitted in a timely manner. 2. Review monthly summary reports. 3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties. 4. Confer with Supervisor to ensure follow-up safety measures are taken. 5. Reduce lost time from injuries by 50%.
◆ Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.	1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program. 2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat and other OSHA required training. 3. Schedule at least 6-10 CJPIA safety training classes annually.
◆ Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.	1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards. 2. Encourage staff attendance at training workshops. 3. Apprise staff of new Federal and Cal OSHA regulations and standards.

Program: Risk Management

Objectives	Performance Measures
◆ Conduct annual review of Department Emergency Procedures.	Coordinate with the Emergency and Volunteer Services Coordinator annual Department Emergency Procedure meetings to instruct employees on actions to be taken at the time of an emergency.
◆ Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommend by CJPIA.	1. Coordinate annual Fire Prevention Plan with the Emergency and Volunteer Services Coordinator. 2. Coordinate annual fire extinguisher training for employees with the Emergency and Volunteer Services Coordinator. 3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.
◆ Work with City Clerk and Department Heads to incorporate appropriate risk transfer elements in developing contract documentation and tracking procedures to monitor contractor compliance as recommended by the CJPIA.	Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.

Program: Risk Management

Objectives	Performance Measures
◆ Work with Parks and Recreation and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by the CJPIA.	1. Meet with Parks and Recreation Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment. 2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.
◆ Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.	1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies. 2. Ensure that tree-trimming maintenance programs are established as claim prevention measures. 3. Monitor liability claims with goal to reduce by 50%.

Program: Risk Management

Objectives	Performance Measures
◆ Schedule meetings with Employer/Employee Occupational Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy. ◆ Coordinate review of planned and on-going ADA related projects.	1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis. 2. Have minutes of meeting recorded, identify safety risks, respond to safety concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction. 1. Meet tri-annually, or as needed, with applicable City staff for regular updates of planned, on-going and completed ADA / accessibility related projects. Information to be entered on the ADA project spreadsheet and the ADA improvement priority list 2. Provide periodic ADA / accessibility related resource information to applicable staff (i.e., information regarding webinars and resource organizations).
◆ Complete insurance renewal application forms as required; submit information for insurance coverage on new equipment, vehicles and property.	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.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: General Government



Program:

Law Enforcement

I. Program Summary

Police functions are provided by the Santa Barbara County Sheriff's Department. Law enforcement related mental health services are provided by a contract with the County Mental Health Department.

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

Program: Law Enforcement

II. Budget Summary

Program: Law Enforcement	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	91,879	85,762	64,192	79,448	68,848		
Personnel					57,709		
	3,123,492	3,204,050	3,109,927	3,341,087	3,371,212		
Minor Capital	1,821	1,274					
TOTAL EXPENDITURES	3,125,313	3,205,324	3,109,927	3,341,087	3,428,921		
NET INCOME / (SUBSIDY)	(3,033,434)	(3,119,562)	(3,045,735)	(3,261,639)	(3,360,073)	-86.0%	
1010120 SALES TAX SAFETY	50,974	54,561	46,165	48,000	48,000		Sales Taxes
1111101 INTEREST INCOME 11	401	111	287	348	348		Interest
1111136 POLICE FEES & CHARGES 11	390	194	724	1,100	500	-54.5%	Charges for Service
1111135 CA VEHICLE CODE FINES	40,114	30,896	17,016	30,000	20,000	-33.3%	Fines & Forfeitures
1021213 SB County Mental Health	1,744	1,744	1,879	3,100	3,100		Contract Services
1021214 SB County Sheriff	3,053,731	3,114,642	3,068,664	3,255,690	3,291,612	1.1%	Contract Services
1021215 Sheriff's Overtime	19,570	21,378	24,440	21,500	21,500		Contract Services
1021216 Augmentation	15,908	17,206	14,944	35,000	35,000		Contract Services
1121214 SB County Sheriff 11	32,538	49,080		25,797	20,000	-22.5%	Contract Services
2070416 CLEEP Grant Expense	1,821	1,274					Minor Capital
99000 Personnel					57,709		

III. Personnel Allocations

Position:

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

FTE Allocation:

0.250
0.125
8.000
2.000
1.000
1.000
2.000
0.560

Total

14.935

IV. Expenditure Summary

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

Program: Law Enforcement

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

Also included in the Sheriff's contract are allocations for non-discretionary overtime and Summer Augmentation, which provides a higher level of police presence during the summer tourism season. Summer Augmentation includes the services of additional deputies scheduled according to needs as determined, from the middle of June through Labor Day.

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

Contract Services: The City has contracted with the Santa Barbara Sheriff Department for law enforcement services since July 1, 1992. The current contract is effective from July 1, 2012 through June 30, 2017. The contract cost of approximately \$3.5 million reflects a modest increase of approximately \$36K. It is expected that in subsequent years costs for the same service level will increase significantly with associated Sheriff's Department employee compensation cost increases.

Program: Law Enforcement

V. Goals and Performance Measures

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

Objectives	Performance Measures
◆ The Sheriff's Department will work to accurately track the workload of the assigned FTE's to properly assess and make adjustments to the quality and quantity of services provided by the Police Services Contract.	Tracking Mechanisms 1. Number of UCR Part 1 crimes per FTE 2. Number of Reports per FTE 3. Number of Citations per FTE 4. Number of Calls total 5. Number of Calls per FTE 6. Self-initiated activities 7. Number of cases assigned 8. Number of cases cleared 9. Number of cases cleared by arrest 10. Number of cases cleared per FTE
◆ The Sheriff's Department in concert with the City will conduct an on-going on-line survey to determine and track customer satisfaction.	Survey Measures 1. Residents reporting contact with the Sheriff's Department within the past 12 months; How they rated the quality of their contact(s) 2. Citizen ratings of their safety in their neighborhoods during the day 3. Citizen ratings of their safety in their neighborhoods during the night 4. Citizen ratings of safety in the business areas during the day 5. Citizen ratings of safety in the business areas after dark

Program: Law Enforcement

Objectives	Performance Measures
◆ The Sheriff's Department will meet or exceed the current level of Community Out-reach in an effort to improve the relationship between the Sheriff's Department and the community	1. The Sheriff's Department will respond to requests for community speakers (Business Watch, Neighborhood Watch, school programs, etc.) within 2 days of the request. 2. The Sheriff's Department will conduct 1 Community out-reach forum per quarter.

Program: Law Enforcement

City of Carpinteria 2013-14 Proposed Budget

Fund: General Fund

Department: General Government

Program: Emergency Preparedness

I. Program Summary

The City of Carpinteria plans and administers preparedness and response programming for all types of man-made and natural 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 City's and resident's ability to prepare and respond to disasters and other emergencies.



"Don't Panic! Prepare!" starter emergency supplies kit

The practical emergency services duties and responsibilities are shared between the City and the Carpinteria-Summerland Fire Protection District. The School District, Water, Cemetery and Sanitary Districts also have independent responsibilities for emergency planning and response related to their facilities and/or constituents.

Emergency Preparedness

II. Budget Summary

Program:							
Emergency Preparedness	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	DRAFT 14	%Chg	
TOTAL REVENUE	0	0	0	0	0		
Personnel	23,285	56,956	55,885	61,013	64,529	5.8%	
Contract Services	5,046	1,502	18,658	9,500	12,000	26.3%	
Other Operating Exp.	1,933	4,078	2,740	7,125	8,825	23.9%	
TOTAL EXPENDITURES	30,265	62,536	77,283	77,638	85,354	9.9%	
NET INCOME / (SUBSIDY)	(30,265)	(62,536)	(77,283)	(77,638)	(85,354)	9.9%	
1024215 Disaster Preparedness	5,046	1,502	18,658	9,500	12,000	26.3%	Contract Services
1024303 Printing & Advertising 24	986	2,251	925	2,350	3,250	38.3%	Other Operating Expe
1024305 Dues & Subscriptions 24			141	200	250	25.0%	Other Operating Expe
1024306 Meetings & Travel 24					2,000		Other Operating Expe
1024308 Supplies & Materials 24	913	1,827	1,674	4,575	3,325	-27.3%	Other Operating Expe
99000 Personnel	23,285	56,956	55,885	61,013	64,529	5.8%	

III. Personnel Allocations

Position:

City Manager
 HR/Risk Management Administrator
 Emergency Services Coordinator

Total

FTE Allocation:

0.10

0.15

0.65

0.90

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. And, key personnel from the Carpinteria-Summerland Fire

Emergency Preparedness

District and the Santa Barbara County Sheriff's Department provide support for programming as well.

Contract Services. The 2013-14 contract services budget includes funding for community disaster preparedness education materials; annual emergency preparedness trainings, exercises and drills; CERT trainings, field exercises and drills; education and promotion related to TsunamiReady and StormReady; and materials to enhance disaster response capabilities at City Hall and the City's Emergency Operations Center. Trainings, exercises and drills are conducted jointly with special districts (Carpinteria-Summerland Fire District, Carpinteria Valley Water District and Carpinteria Sanitation District), the Sheriff's Department and the Santa Barbara County Office of Emergency Management.

Other 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.

V. Goals, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.	1. Reach 1,500 Carpinteria residents with <i>Don't Panic! Prepare!</i> preparedness information, starter emergency supplies kits and survival guides. 2. Coordinate multi-agency community preparedness event in September 2013.

Emergency Preparedness

◆ Establish relationship with Carpinteria Unified School District to reach staff and students with critical preparedness information and assist with the development of a plan for the District's Emergency Sheds.	1. Attend quarterly School Safety Committee meetings. 2. Develop plan to update four School Emergency Sheds.
◆ Develop plan for working with the business community and residents in the tsunami inundation area to explain the TsunamiReady program and to gather input on their preparedness needs.	1. Reach 80% of businesses and residents in the tsunami inundation zone with vital tsunami preparedness information.
◆ Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.	1. Host two advanced CERT trainings in Carpinteria. 2. Participate in the planning and implementation of a county-wide CERT drill in Carpinteria. 3. Facilitate the development and growth and implementation of the Santa Barbara county CERT Corps.

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

Objectives	Performance Measures
◆ Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies.	1. Facilitate quarterly City staff trainings on NIMS, SEMS, WebEOC, video conferencing and other critical disaster preparedness and response topics. 2. Host Public Information Officer (PIO) training for City staff

Emergency Preparedness

	identified as PIOs during a disaster. 3. Create Disaster Services Worker tools and resources for City staff.
◆ Design, implement and evaluate internal and city-wide disaster exercises with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.	1. Facilitate one multi-jurisdiction disaster exercise annually.
◆ Offer continuing education for Elected Officials.	

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

Objectives	Performance Measures
◆ Develop and update critical emergency response plans.	1. Update the City's Emergency Response Plan. 2. Create a Continuity of Government Plan. 3. Create an EOC Activation Handbook.
◆ Design public education campaign to reach residents with emergency alert information and describe the benefits of being StormReady and TsunamiReady.	1. Achieve StormReady and TsunamiReady status.
◆ Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital	1. Meet with State Parks administrators annually to discuss tsunami preparedness

Emergency Preparedness

tsunami preparedness and response information.	and response information for visitors.
◆ Increase emergency response capabilities at City Hall.	1. Create City Hall emergency supplies needs list, build emergency supplies storage container and acquire emergency supplies. 2. Develop and update EOC tools and resources.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Administrative Services



Program: Financial Management Services

I. Program Summary

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

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

Program: Financial Management Services

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

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

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

All work is done with the goal of implementing the

Department's Mission Statement:

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

Program: Financial Management Services

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Financial Management Services							
TOTAL REVENUE	210,719	141,209	112,570	97,139	78,367		
Personnel	255,041	242,406	237,850	225,076	254,106	12.9%	
Contract Services	38,234	54,513	43,817	44,520	43,904	-1.4%	
Other Operating Exp.	6,991	7,003	6,630	6,000	7,487	24.8%	
Debt Service	160,408	162,177	121,210	150,727	161,095	6.9%	
TOTAL EXPENDITURES	460,675	466,099	409,507	426,323	466,592	9.4%	
NET INCOME / (SUBSIDY)	(249,955)	(324,890)	(296,937)	(329,185)	(388,226)	17.9%	
1010101 INTEREST INCOME 10	159,526	117,665	63,682	60,000	50,000	-16.7%	Interest
1010107 DISCOUNTS TAKEN	82	44					Interest
1313101 INTEREST INCOME 13	24,984		19,257				Interest
2121101 INTEREST INCOME 21	792	642	390	458	458		Interest
1010185 BUSINESS LICENSE APPLICATION	6,716	6,800	11,353	9,000	9,090	1.0%	Licenses & Permits
3838387 PARKING LOT #3 ASSESSMENT	15,275	14,424	14,096	15,819	15,819		Assessments
1010108 PAID FINANCE CHARGES	1,582	2,057	1,487	9,565	1,500	-84.3%	Fines & Forfeitures
1010165 SB90 CLAIMS	1,526	(567)	2,183	2,184	1,500	-31.3%	Miscellaneous
1014220 CPIC Trustee Fees	3,853	3,853	3,853	3,853	3,853		Contract Services
1014225 Fee Schedule Update		15,300					Contract Services
1014227 ADP Payroll Processing	12,064	12,076	12,740	13,149	13,149		Contract Services
1014228 Accounting Services	113	100	250	150	102	-32.0%	Contract Services
1072230 Special Projects Audit JE	(2,381)						Contract Services
2514228 Gas Tax Audit/Street Report		1,249	1,539	1,283	1,300	1.3%	Contract Services
1014303 Printing & Advertising 14	5,166	5,593	4,490	4,000	5,600	40.0%	Other Operating Expense
1014305 Dues & Subscriptions 14	500	513	500	500	600	20.0%	Other Operating Expense
1014306 Meetings & Travel 14	115	50			100		Other Operating Expense
1014308 Supplies & Materials 14	1,211	847	1,640	1,500	1,087	-27.5%	Other Operating Expense
1014309 Misc Operating Expenses 14	0				100		Other Operating Expense
1078511 City Hall Debt	63,913	65,682	24,715	54,232	64,600	19.1%	Debt Service
1078522 Swimming Pool Debt	1,626	1,626	1,626	1,626	1,626		Debt Service
1078533 Lot #3 Debt	23,310	23,310	23,310	23,310	23,310		Debt Service
1078544 El Carro Park Debt 10	3,695	3,695	3,695	3,695	3,695		Debt Service
2278544 El Carro Park Debt 22	35,149	35,149	35,149	35,149	35,149		Debt Service
3878533 Lot #3 Debt 38	17,249	17,249	17,249	17,249	17,249		Debt Service
4878522 Swimming Pool Debt 48	15,466	15,466	15,466	15,466	15,466		Debt Service
99000 Personnel	255,041	242,406	237,850	225,076	254,106	12.9%	

III. Personnel Allocations

Position:

Administrative Services Director

Finance Supervisor

Total

FTE Allocation:

0.70

0.95

1.65

Program: Financial Management Services

IV. Expenditure Summary

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

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

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

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

V. Objectives and Performance Measures



Objectives	Performance Measures
◆ ACCOUNTING	
◆ Provide for the complete, accurate and timely recording of accounting transactions;	1. Process, review, sign and file 2,000 A/P checks 2. Process IRS Forms 1099 on time for eligible vendors 3. Process 800 petty cash transactions 4. Process quarterly fund interest allocation calculations 5. Process semi-annual cash bond interest allocation

Program: Financial Management Services

Objectives	Performance Measures
◆ Safeguard City assets	1. Maintain fixed assets accounting system 2. Complete 12 bank reconciliations
◆ Provide for the City's cash flow needs	1. Process 36 bank wire transfers 2. Process 2,700 cash receipts transactions 3. Prepare 248 bank deposits 4. Process monthly Community Development private projects accounting statements 5. Perform collections on 160 PBIA assessments 6. Process SB90 mandate reimbursement claims 7. Collect City Business License Taxes 8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council
◆ AUDITING	
◆ Obtain unqualified audit opinions on all audits	1. Complete annual financial audit 2. Complete Measure A audit 3. Complete LTF audit 4. Receive the Government Finance Officers Association's award for Excellence In Financial Reporting
◆ PAYROLL	
◆ Provide for the timely payment of employees	1. Process 26 biweekly payrolls for 22 full time and approximately 50 part-time employees 2. Provide personnel cost information to assist in development of the budget

Program: Financial Management Services

◆ Provide for the timely payment of taxing authorities	1. Process 26 biweekly payments of federal, state and state disability deposits 2. Process quarterly tax withholding reports 3. Process annual W-2 forms for each employee
◆ Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding	1. Review time cards 2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations
◆ Provide financial administration for retirement programs	1. Process 26 bi-weekly payments for the Public Employees Retirement System (PERS), International City Manager's Association and Aetna Annuity Services 457 Plan 2. Reconcile quarterly retirement program statements
◆ BUDGETING	
◆ Provide a plan to ensure the short and long term financing of City programs	1. Produce a five year long term financial plan document 2. Produce a one year program/performance budget 3. Produce a detailed line item appropriation budget 4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award 5. Produce monthly reports to monitor actual versus budgeted results and take corrective action

Program: Financial Management Services

◆ Comply with all County, State, and Federal financial reporting mandates	<u>Annual Reports:</u> 1. Complete the Franchise Tax Board's annual sales tax remittance report 2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report 3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings 4. Complete the State Controller's Annual Street Report 5. Complete all Certificates of Participation Continuing Disclosure notifications 6. Complete the State Controller's Annual Report of Financial Transactions 7. Complete the 9 staff reports and 3 public hearings necessary to continue the Street Lighting District, the Parking and Business Improvement Area District and the Right of Way Assessment District 8. Complete IRS Form 5500 for compliance with IRS Code 9. Section 6039D; cafeteria plans including Non-Discrimination testing 10. California Department of Conservation's Strong Motion Instrumentation and Seismic Hazard Mapping Fee report <u>Quarterly Reports:</u> 1. Investment reports to Council and the California Debt Advisory Commission
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Program: Financial Management Services

Objectives	Performance Measures
◆ FINANCIAL REPORTING continued...	
◆ Provide informational reports per local ordinances	1. Provide expenditures report for review by Council at regular meetings 2. Assist with the annual Development Impact Fee review
◆ GENERAL ADMINISTRATION	
◆ Administer the Department in an efficient and cost effective manner	1. Attend City Council meetings as required 2. Attend required safety meetings 3. Attend 48 staff meetings 4. Complete performance review for the Finance Supervisor
◆ Keep informed on finance issues	1. Attend monthly CSMFO chapter meetings 2. Attend annual CSMFO conference
◆ Perform all other duties as assigned	



City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund / General Facilities Improvement Fund

Department: Administrative Services



Program: *Central Services*

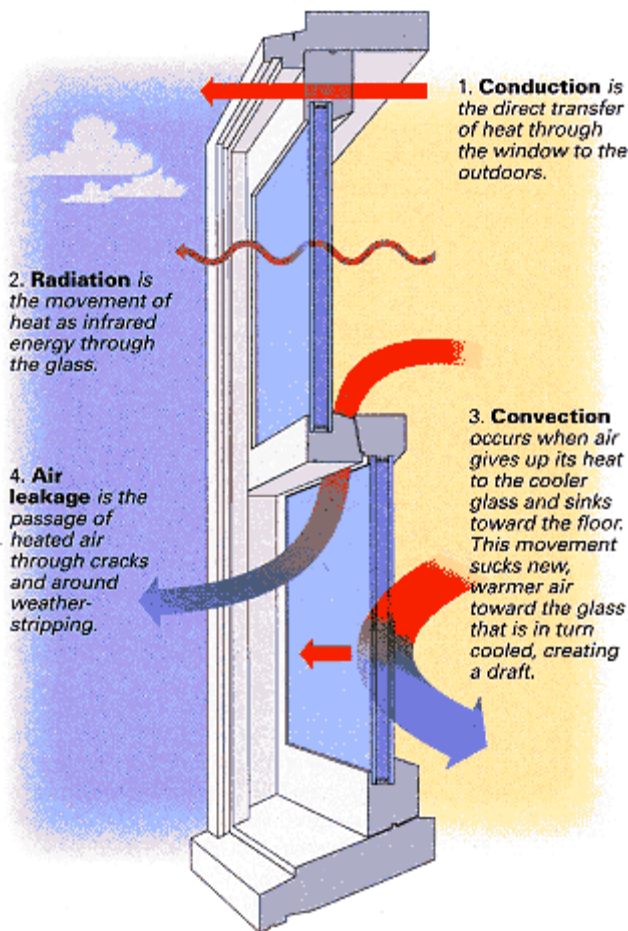
I. Program Summary

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

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

Program: Central Services

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



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

Program: Central Services

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Central Services							
TOTAL REVENUE	0	0	0	0	200,000		
Personnel	116,890	100,284	98,399	104,308	134,772	29.2%	
Contract Services	37,637	58,013	63,947	52,944	58,000	9.5%	
Utilities	43,008	40,480	40,346	39,596	39,596	-5.8%	
Other Operating Exp.	40,402	54,610	51,389	43,426	39,800	-8.3%	
Major Capital					200,000		
TOTAL EXPENDITURES	237,937	253,387	254,081	240,274	432,572	95.6%	
NET INCOME / (SUBSIDY)	(237,937)	(253,387)	(254,081)	(240,274)	(232,572)	12.3%	
3131314 CITY HALL IMPROVEMENTS					200,000		Intergov Grants
1013224 Interior Maintenance	13,116	35,307	47,370	30,000	40,000	33.3%	Contract Services
1013225 Grounds Maintenance	11,841	11,046	9,894	10,500	10,500		Contract Services
1013312 Utility - Water 13	6,896	6,008	5,734	5,495	5,500	0.1%	Utilities
1013313 Utility - Electric 13	23,700	23,155	20,904	20,935	21,000	0.3%	Utilities
1013314 Utility - Natural Gas	4,703	3,893	3,572	3,030	3,030		Utilities
1013317 Utility - Sewer 13	7,708	7,424	10,136	10,136	7,787	-23.2%	Utilities
1013301 Telephone 13	14,683	16,569	17,644	14,600	13,800	-5.5%	Other Operating Expe
1013302 Postage 13	12,247	11,962	10,097	8,426	10,000	18.7%	Other Operating Expe
1013307 Vehicle Oper & Maintenance 13	7,076	11,227	9,366	8,000	8,000		Other Operating Expe
1013308 Supplies & Materials 13	6,396	14,820	14,282	12,400	8,000	-35.5%	Other Operating Expe
1013309 Misc Operating Expenses 13		32					Other Operating Expe
99000 Personnel	116,890	100,284	98,399	104,308	134,772	29.2%	

III. Personnel Allocations

Position:	FTE Allocation:
Receptionist	1.00
Maintenance Technician	0.30
Finance Supervisor	0.05
Public Works Supervisor	0.05
Parks and Facilities	0.15
Maintenance Worker	
Total	<u>1.55</u>

IV. Expenditure Summary

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

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

Program: Central Services

Reductions



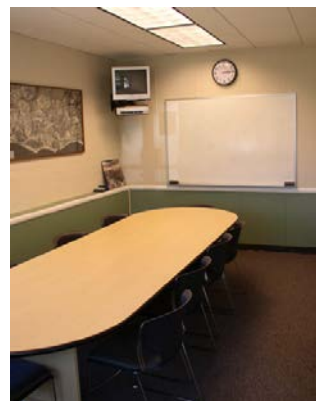
Increases

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

V. Goals and Performance Measures



Objectives	Performance Measures
◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings	1. Manage utility and contract costs under budgeted amounts 2. Maintain investment in City Hall facilities to avoid deferred maintenance costs
◆ Provide a responsive and open environment at City Hall	1. Respond to 100% of approximately 2600 phone calls and walk-in visitors to City Hall annually.
◆ Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall	1. Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff
◆ Provide City Council with a comprehensive report on City space needs and alterations	1. Execute contract with consultant and complete the study

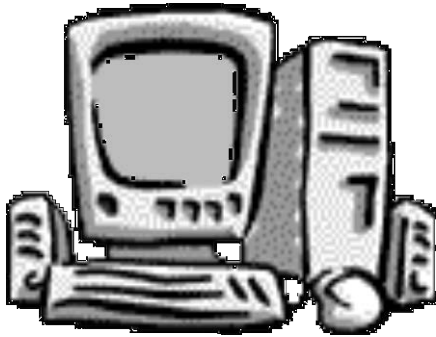


City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Administrative Services



Program: *Management Information Services*

I. Program Summary

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

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

Program: Management Information Services

II. Budget Summary

Program:							
Management Information Services	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	0	0	0	0	0		
Personnel	54,491	53,815	52,803	52,997	55,919	5.5%	
Contract Services	32,465	45,697	55,094	48,966	36,620	-25.2%	
Other Operating Exp.	14,513	3,107	3,274	3,100	3,500	12.9%	
Minor Capital	12,820	12,796	15,098	28,000	15,000	-46.4%	
TOTAL EXPENDITURES	114,290	115,415	126,269	133,063	111,039	-16.6%	
NET INCOME / (SUBSIDY)	(114,290)	(115,415)	(126,269)	(133,063)	(111,039)	-16.6%	
1018220 System Administration	10,360	18,321	28,068	24,000	13,260	-44.8%	Contract Services
1018224 Software Maintenance	4,257	2,875	3,443	3,000	5,000	66.7%	Contract Services
1018308 Supplies & Materials 18	14,513	3,107	3,274	3,100	3,500	12.9%	Other Operating Expe
1070416 General Capital Assets	9,460						Minor Capital
1070417 Computer Hardware	3,360	12,796	1,236	13,000	15,000	15.4%	Minor Capital
2170417 Computer Hardware 21			13,862	15,000		-100.0%	Minor Capital
99000 Personnel	54,491	53,815	52,803	52,997	55,919	5.5%	

III. Personnel Allocations

Position:

Administrative Services Director
Assistant to the City Manager

Total

FTE Allocation:

0.30

0.03

0.33

IV. Expenditure Summary

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

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

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

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

V. Goals and Performance Measures

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

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Community Development



Program: Community Development Department Administration

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.

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

The Community Development Department (CDD) provides primary support to the Planning Commission and its advisory bodies: the Architectural Review Board and the Environmental Review Committee. CDD also provides staff support as needed to the City Council, City Manager, other City departments, and boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, Parking and Business Improvement Advisory Board, Technical Planning Advisory Committee, Joint Technical Advisory Committee and Joint Cities/County Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the surrounding County jurisdiction as well as those adopted by Special Districts and the State within and adjacent to the City boundaries. Staff has also directed considerable effort toward updating the records and record-keeping

Program: Community Development Department Administration

systems of the City to implement digital map and site plan requirements, an electronic filing system, use of Geographic Information Systems (GIS) mapping and other technological advances to improve the efficiency of the Department's work.

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

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

II. Budget Summary

Program:						
Community Development Administration	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	53,919	120,572	118,306	124,454	136,844	10.0%
Other Operating Exp.	2,764	253	157	1,100	2,200	100.0%
TOTAL EXPENDITURES	56,683	120,825	118,463	125,554	139,044	10.7%
NET INCOME / (SUBSIDY)	(56,683)	(120,825)	(118,463)	(125,554)	(139,044)	10.7%
1041305 Dues & Subscriptions 41	20	100		600	700	16.7%
1041306 Meetings & Travel 41	2,744	153	157	500	1,500	200.0%
99000 Personnel	53,919	120,572	118,306	124,454	136,844	10.0%

Other Operating Expense
Other Operating Expense

III. Personnel Allocations

Position:

Director of Community Development
Senior Planner
Associate Planner
Assistant Planner
Administrative Assistant
Code Compliance Supervisor
Code Compliance Officer

FTE Allocation:

0.20
0.10
0.10
0.10
0.15
0.10
0.05

Program: Community Development Department Administration

Code Compliance Officer	0.05
Building Inspector	0.05
Total	0.90

IV. Expenditure Summary

Personnel

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

Operational Expenses

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

V. Goal, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element.	Submit annual progress report for the Housing Element by April 2014 and for the General Plan by May 2014.

Program: Community Development Department Administration

Objectives	Performance Measures
◆ Use 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 2013 and January 2014.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Community Development



Program: *Advance Planning*

I. Program Summary

Community Development's Advance Planning program consists of long-range planning activities for the City. The

General Plan/Coastal Plan is the 30-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 been working on completing updates to two key implementation documents: the Downtown and Beach Neighborhood Design Guidelines and the Zoning Code Update. This year's work program priorities include the ongoing effort to complete the Zoning Code and the Downtown Design Guidelines, along with coordinating with SBCAG on the regional planning efforts required to implement SB 375 and develop a Sustainable Communities Strategy for the region and finally, completing a consistency rezone so that zoning designations match General Plan Land Use Designations.

Other Advance Planning Activities

- ◆ Represent the City's long-range planning goals at community meetings such as SBCAG's Technical Planning Advisory Committee and Joint Technical Advisory Committee.
- ◆ Complete minor updates to the Carpinteria Municipal Code such as adopting regulations for peddling permits.
- ◆ Participate in the Santa Barbara County Association of Governments planning process for the Regional Transportation Plan and Sustainable Communities Strategy.

Program: Planning

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Advance Planning							
TOTAL REVENUE	0	0	0	0	0		
Personnel	127,072	112,299	110,188	115,870	125,350	8.2%	
Contract Services	40,457	27,478	7,718	3,102	31,500	915.5%	
Other Operating Exp.	1,909	2,543	2,025	1,650	3,500	112.1%	
TOTAL EXPENDITURES	169,438	142,320	119,931	120,622	160,350	32.9%	
NET INCOME / (SUBSIDY)	(169,438)	(142,320)	(119,931)	(120,622)	(160,350)	32.9%	
1041222 Records Conversion Project	10,161				1,000		Contract Services
1041224 Drafting/Mapping	20			102	500	390.2%	Contract Services
1041225 Misc. Planning Contracts	30,276	27,478	7,718	3,000	5,000	66.7%	Contract Services
1072216 Zone Code Update					25,000		Contract Services
1041303 Printing & Advertising 41	383	35	716	400	1,000	150.0%	Other Operating Expe
1041308 Supplies & Materials 41	1,526	2,508	1,309	1,250	2,500	100.0%	Other Operating Expe
99000 Personnel	127,072	112,299	110,188	115,870	125,350	8.2%	

III. Personnel Allocations

Position:

Community Development Director
 Senior Planner
 Associate Planner
 Administrative Assistant
 Assistant Planner

Total

FTE Allocation:

0.20
 0.20
 0.15
 0.05
 0.10

0.70

IV. Expenditure Summary

Personnel

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

Program: Planning

Operational Expenses

Projected expenses reflect costs associated with the preparation and publishing of the advance planning projects contemplated for the 2013 -14 fiscal year. This year's budget includes costs anticipated for completion of the comprehensive update to Title 14 (Zoning) of the Carpinteria Municipal Code. Other costs include the contract planner who oversees annual monitoring of biological resources within the City and administrative costs associated with support to the Planning Commission.

Contract Costs

The contract services budget includes:

1. Complete Zoning Code Update - \$35,000
2. Other Code/General Plan Compliance Work - \$5,000

V. Goal, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Develop Design Guidelines for the Downtown Neighborhood.	1. Present draft to Architectural Review Board and Planning Commission in fall 2013. 2. Forward Architectural Review Board and Planning Commission recommendation to City Council within 30 days from date of final recommendation.

Program: Planning

Objectives	Performance Measures
◆ Complete comprehensive update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Plan, including a Historic Preservation Ordinance.	1. Circulate draft for public review in fall 2013. 2. Hold two public work sessions to obtain input. 3. Present draft to Architectural Review Board and Planning Commission within 45 days of release of public draft. 4. Forward Architectural Review Board and Planning Commission recommendation to City Council within 45 days from date of final recommendation.
◆ Maintain up to date regulations that respond to community needs and expectations.	Complete updates to Municipal Code regulations for various issues such as peddling permits.
◆ Revise zoning to match General Plan Land Use Designations through approval of a Local Coastal Program Amendment.	1. Present draft to Planning Commission in fall 2014. 2. Forward Planning Commission recommendation to City Council within 30 days from date of PC recommendation. 3. Submit City Council LCPA recommendation to California Coastal Commission within 30 days of Council recommendation. 4. Accept Coastal Commission recommendations within 45 days of action.

City of Carpinteria

2013-14 Proposed Budget

Fund: Affordable Housing Trust Fund

Department: Community Development



Program: *Housing*

I. Program Summary

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

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

A new housing program to assist lower and above moderate income earners with down payments to improve opportunities for home ownership will be implemented

Program: Housing

in fiscal year 2013 – 14. The program is being conducted in partnership with the Housing Trust Fund of Santa Barbara County and will use funds previously deposited into the City's Affordable Housing Trust Fund. Down payment loans of up to \$75,000 will be available to qualified households. The repayment 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.

This fiscal year will also see the sale of the remaining eight affordable condominium units constructed as part of the Lagunitas Homes development in the eastern part of the City. A lottery will be held in early July after which selected households' applications will be carefully reviewed to ensure that buyers are qualified financially and meet the City's program criteria.

Importantly, the Housing Element Update is due again in December 2014. Staff will commence work this fiscal year through securing the services of a consultant to prepare an updated Element to address the new eight-year cycle adopted by the State Department of Housing and Community Development. A draft of the Housing Element will be released by summer 2014, after which environmental review will commence and subsequent hearings before the Planning Commission and City Council will be held before the Element can be sent to the state for review and certification.

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

- ◆ Plan for and coordinate the development of affordable housing units pursuant to targeted income categories and other requirements of the Housing Element.
- ◆ Participate in the Santa Barbara County HOME Consortium and the CDBG Urban County.
- ◆ Coordinate with the City of Santa Barbara housing staff in implementing the contract for provision of affordable housing services.
- ◆ Provide staff support to the Joint Cities-County Housing Task Group.
- ◆ Coordinate with SBCAG, the US Census Bureau and State Department of Finance on the collection and maintenance of housing and population statistics.
- ◆ Implement homebuyer down payment loan program in partnership with the Housing Trust Fund of Santa Barbara County.
- ◆ Begin work on the 2014 Housing Element Update including hiring a consultant and preparing a draft Housing Element for public review.

Program: Housing

II. Budget Summary

Program: Housing	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	0	300,000	0	10,000	63,000		
Personnel	32,170	26,138	25,647	26,789	29,268	9.3%	
Contract Services	5,837			10,000	63,000	530.0%	
TOTAL EXPENDITURES	38,007	26,138	25,647	36,789	92,268	150.8%	
NET INCOME / (SUBSIDY)	(38,007)	273,862	(25,647)	(26,789)	(29,268)	9.3%	
4242423 INCLUSIONARY HOUSING (SEMP)		300,000		2,000	10,000	400.0%	Subventions / Interg
4242425 HOUSING ELEMENT				8,000	53,000	562.5%	Subventions / Interg
1043222 Housing Element Update	4,775						Contract Services
1043223 Inclusionary Housing Program	1,062						Contract Services
4243222 RHMTF				8,000	53,000	562.5%	Contract Services
4243223 Inclusionary Housing Expense				2,000	10,000	400.0%	Contract Services
99000 Personnel	32,170	26,138	25,647	26,789	29,268	9.3%	

III. Personnel Allocations

Position:

Community Development Director

Senior Planner

Assistant Planner

Total

FTE Allocation:

0.20

0.10

0.20

0.50

IV. Expenditure Summary

Personnel

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

Program: Housing

Operational Expenses

Staff is projecting operational costs based on prior budget year expenditures with an additional increment of administrative cost related to the continued implementation of the contract agreement with the City of Santa Barbara. There will also be costs associated with the Housing Trust Fund's work to implement the down payment loan program. These administrative costs will be paid from the City's Affordable Housing Trust Fund. One other aspect of the expenses for housing is the City's support of the City of Santa Barbara's Rental Housing Mediation Task Force which provides mediation services to landlords and tenants in Carpinteria. Previously, this service had been funded through the CDBG program. However, due to certain program rules, that funding source is no longer available for the mediation program. Expenses to cover the City's contribution to the RHMTF for fiscal year 2013 – 14 will be paid from the Socio-Economic Monitoring Program (SEMP) fund.

Contract Costs

Contract costs are anticipated for this fiscal year related to implementation of the contract agreement with the City of Santa Barbara Housing Program staff as mentioned above (\$5,000) and the Housing Trust Fund agreement (maximum of \$40,000). And, as mentioned above, the City's annual contribution of \$8,000 to the City of Santa Barbara in support of the Rental Housing Mediation Task Force will continue to be paid out of the SEMP fund. Finally, the Housing Element Update project is expected to cost between \$40,000 – 50,000 and will be paid for out of the SEMP fund as well.

V. Goal, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Use City housing funds and staff efforts to leverage the greatest benefit possible for local residents.	Continue communication with a non-profit organization that is committed to construct at least 60% (or 76 units) of the City's affordable housing obligation for extremely low, very-low and 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 three HOME Consortium and CDBG meetings and facilitate use of funds for affordable housing projects.

Program: Housing

Objectives	Performance Measures
◆ Coordinate with the City of Santa Barbara Housing Program staff on implementation of the City of Carpinteria's Inclusionary Housing Program.	Advertise opportunities for inclusionary housing purchase on the City website, on the scroll and in local newspapers in advance of the application submittal period. Review and respond to all applications for affordable housing eligibility within 10 days of application submittal. Manage income certification and eligibility procedures to qualify individuals for purchase of affordable housing units.
◆ Implement the Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.	Assist five lower and above-moderate income households in purchasing a residence.
◆ Initiate Housing Element Update for 2014 - 2022.	Prepare a Request for Proposals for a Housing Element consultant and complete a consultant contract by fall 2013. Release a draft Housing Element Update for review by the Planning Commission in spring 2014. Forward the Planning Commission's recommendations to the City Council spring 2014. Submit for review by State HCD in summer 2014 to achieve a certified Housing Element by December 2014.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Community Development



Program:

Development Review & Building

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. The Department also provides information to the public on the City's

website and at its zoning information counter regarding permit procedures, zoning designations and permitted land uses in the various zone districts throughout the City.

Development Review: Staff planners evaluate and process applications for use permits, variances, architectural review, signs, development plans, subdivisions and lot line adjustments, and general plan, coastal plan and zoning text amendments. The review process includes environmental review of development proposals and public hearings before the Architectural Review Board and City's decision making bodies, the Planning Commission and City Council, and when necessary, the California Coastal Commission.

Building: The City's Building Inspector provides plan check services and performs inspections for new buildings or alterations and additions to existing buildings and performs inspections of residential buildings upon sale. Minor grading associated with new construction is also reviewed and inspected by the City's Building Inspector. Assistance from a building plan check and inspections specialist is provided through a contract to manage any complex building proposals or to cover during vacations and sick days.

Program: Development Review & Building

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Development Review and Building							
TOTAL REVENUE	243,413	317,351	345,184	261,717	204,505		
Personnel	439,559	325,404	319,288	337,677	363,641	7.7%	
Contract Services	13,429	21,913	9,295	20,400	20,400		
Other Operating Exp.	917	2,929	1,858	1,930	3,450	78.8%	
TOTAL EXPENDITURES	453,905	350,246	330,441	360,007	387,491	7.6%	
NET INCOME / (SUBSIDY)	(210,492)	(32,895)	14,743	(98,290)	(182,986)	86.2%	
1010173 BUILDING/CONSTR PERMITS	64,771	79,425	109,545	105,000	70,000	-33.3%	Licenses & Permits
1010177 TEMP USE PERMITS		310	480	500	505	1.0%	Licenses & Permits
1010178 SIGN PERMITS	2,360	3,948	1,530	1,000	2,000	100.0%	Licenses & Permits
1010180 PLANNING CHARGES	143,539	166,435	174,896	100,000	100,000		Charges for Service
1010188 BLDG PLAN CHECK CHARGE	32,744	67,233	58,733	55,217	32,000	-42.0%	Charges for Service
1042216 Project Review/Consulting	13,429	21,913	9,295	20,400	20,400		Contract Services
1042303 Printing & Advertising 42	128		43	450	350	-22.2%	Other Operating Expense
1042305 Dues & Subscriptions 42	75	320	185	100	100		Other Operating Expense
1042306 Meetings & Travel 42	11	53		10	200	*****	Other Operating Expense
1042308 Supplies & Materials 42	703	2,556	1,630	1,370	2,800	104.4%	Other Operating Expense
99000 Personnel	439,559	325,404	319,288	337,677	363,641	7.7%	

III. Personnel Allocations

Position:

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

FTE Allocation:

0.20
 0.50
 0.75
 0.50
 0.40
 0.75

Total

3.10

IV. Expenditure Summary

Personnel

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

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

Program: Development Review & Building

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 regular City staff can focus on the majority of our work, which includes minor residential and commercial building permits for our local community residents and businesses.

Operational Expenses

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

Contracting Costs

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

V. Goal, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Implement an efficient and informative development review process.	Provide accurate and timely noticing for 100% of approximately 25 annual Planning Commission and ARB items. Issue an application complete or incomplete letter to 100% of approximately 10 annual project applications for Planning Commission review within 28 days of submittal. Issue an application complete or incomplete letter to 100% of approximately 15 annual addition or alteration projects for ARB review within 25 days of submittal.
◆ Provide timely processing of ministerial permits.	Complete the planning review process for 90% of projects that do not require ARB review within 30 days of application completeness.

Program: Development Review & Building

Objectives	Performance Measures
◆ Maintain prompt plan check review process.	Complete first review of 95% of approximately 50 small addition or alteration projects within seven days of submittal. Complete first review of 95% of approximately 20 moderately complex projects within 14 days of submittal. Complete first review of 90% of approximately 10 complex projects within 21 days of submittal. Complete first review of 100% of approximately two very complex projects within 30 days of submittal.
◆ Maintain prompt building inspection response time.	Complete 100% of 1,000 annual inspection requests within 24 hours.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Community Development



Program: *Code Compliance*

I. Program Summary

The Community Development Department's Code Compliance Division ensures compliance with the Carpinteria Municipal Code. The Code includes a broad range of regulations ranging from Administration to

Zoning. Notices to Correct, infractions to appear in court or administrative citations are tools used to gain compliance with the myriad of laws and regulations set forth in the Municipal Code. For fines that are not paid in a timely manner, the City uses a collection agency to perform follow-up on all unpaid citations for a percentage of the fine due.

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

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

Code Compliance staff works with other agencies including the Carpinteria-Summerland Fire Protection District to help implement fire lane regulations and issue weed abatement notices. We also work together to ensure that sub-standard housing conditions are addressed and resolved in a timely manner. Ongoing coordination with the Sheriff's Department is also an important aspect of Code Compliance in ensuring the safety and welfare of the community through patrols for homeless encampments, review of Alcoholic

Program: Code Compliance

Beverage Control licenses, enforcing peddling regulations and overnight camping regulations. Code Compliance also oversees a part-time school crossing guard at Canalino Elementary School. A second part-time school crossing guard was added in fiscal year 2011 – 12 to oversee crossing of school children at Aliso School. This part-time position is partially funded by the Carpinteria Unified School District though the crossing guard is an employee of the City.

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

II. Budget Summary

Program: Code Compliance	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	76,830	58,574	50,294	61,100	61,000		
Personnel	292,912	261,788	256,867	266,223	284,809	7.0%	
Contract Services	5,318	(5,123)	2,524	2,100	2,500	19.0%	
Other Operating Exp.	6,433	1,567	(160)	1,475	1,900	28.8%	
TOTAL EXPENDITURES	304,662	258,232	259,231	269,798	289,209	7.2%	
NET INCOME / (SUBSIDY)	(227,832)	(199,658)	(208,937)	(208,698)	(228,209)	9.3%	
1010191 RENTAL HOUSING INSPECTION FE	8,520	4,590	5,250	5,100	5,000	-2.0%	Charges for Service
1010131 COURT FINES & PENALTIES	6,739	7,044	4,981	6,000	6,000		Fines & Forfeitures
1010132 PARKING FINES & PENALTIES	61,571	46,940	40,063	50,000	50,000		Fines & Forfeitures
1022214 Hearing Officer	4,988	(5,282)	1,444	1,100	1,500	36.4%	Contract Services
1022229 Vehicle Towing/Storage	330	159	1,080	1,000	1,000		Contract Services
1022303 Printing & Advertising	3,071	120	2,128	2,000	2,000		Other Operating Expe
1022305 Dues & Subscriptions 22	855	673	345	700	700		Other Operating Expe
1022306 Meetings & Travel 22	2,323	165		275	1,200	336.4%	Other Operating Expe
1022308 Supplies & Materials 22	183	609	(2,633)	(1,500)	(2,000)	33.3%	Other Operating Expe
1070411 Code Enforcement Truck							Minor Capital
99000 Personnel	292,912	261,788	256,867	266,223	284,809	7.0%	

III. Personnel Allocations

Position:

Community Development Director
Code Compliance Supervisor
Code Compliance Officer

FTE Allocation:

0.20
0.80
0.60

Program: Code Compliance

Code Compliance Officer	0.65
Building Inspector	0.20
Crossing Guards	1.00
Administrative Assistant	0.20
Assistant Planner	0.20
Senior Planner	0.10
Total	3.95

IV. Expenditure Summary

Personnel

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

Operational Expenses

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

V. Goal, Objectives and Performance Measures

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

Objectives	Performance Measures
◆ Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations.	Complete initial site investigations of approximately 100 complaints received annually within three days of notification. Close 75% of all cases within 60 days.
◆ 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 100% of approximately 100 incidents of graffiti are reported and removed from private property within 10 days.

Program: Code Compliance

Objectives	Performance Measures
◆ Abate abandoned or inoperable vehicles on private property.	Abate 100% of approximately 30 vehicles throughout the City.
◆ Implement the Single Family Rental Housing Inspection Program for Zones 2 and 3.	Notice, schedule and complete inspections throughout these two zones by July 2014.

City of Carpinteria

2013-14 Proposed Budget

Fund: General Fund

Department: Community Development



Program: *Animal Care and Control*

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 the local veterinarians, educate the public about leash laws and licensing requirements and return stray pets to their owners. Officers also file reports when bite injuries occur and respond to calls regarding injured or abandoned animals. When an animal services emergency occurs after regular business hours, the Sheriff's Department will dispatch an animal control officer to respond to the "911" call.

As the City does not have its own animal shelter, we use the services of local veterinarian Dr. Smith of the Animal Medical Clinic for boarding stray pets and the adoption of unclaimed animals. However, we do provide temporary sheltering in two outdoor kennels at City Hall, particularly for large dogs and also have volunteers who provide foster care for animals until they are adopted into permanent homes. Volunteers also walk dogs twice a day during the week to make sure they are getting plenty of exercise!

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 control services. To educate residents about the City's animal services, a Little Dog Parade for dogs of all sizes is held each July to allow owners to showcase their pets and compete for prizes.

Program: Animal Care & Control

II. Budget Summary

Program:	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Animal Care and Control							
TOTAL REVENUE	25,670	29,146	32,523	30,000	30,260		
Personnel	81,787	57,962	56,873	61,898	67,412	8.9%	
Contract Services	23,262	26,826	27,614	24,480	24,480		
Other Operating Exp.	2,699	3,768	2,671	4,000	4,860	21.5%	
TOTAL EXPENDITURES	107,748	88,556	87,158	90,378	96,752	7.1%	
NET INCOME / (SUBSIDY)	(82,078)	(59,410)	(54,635)	(60,378)	(66,492)	10.1%	
1010135 DOG LICENSES	24,908	26,501	27,249	26,000	26,260	1.0%	Licenses & Permits
1010134 ANIMAL FINES & PENALTIES	762	2,645	5,274	4,000	4,000		Fines & Forfeitures
1047213 Animal Sheltering	23,262	26,826	27,614	24,480	24,480		Contract Services
1047303 Printing & Advertising 47	1,443	2,596	2,052	3,000	3,000		Other Operating Expe
1047306 Meetings & Travel 47	602	652			660		Other Operating Expe
1047308 Supplies & Materials	654	520	619	1,000	1,200	20.0%	Other Operating Expe
99000 Personnel	81,787	57,962	56,873	61,898	67,412	8.9%	

III. Personnel Allocations

Position:

Code Compliance Supervisor
 Code Compliance Officer
 Code Compliance Officer
 Administrative Assistant

Total

FTE Allocation:

0.10
 0.35
 0.30
 0.10

 0.85

IV. Expenditure Summary

Personnel

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

Operational Expenses

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

V. Goal, Objectives and Performance Measures

The goal of the Animal 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.

Objectives	Performance Measures
◆ Increase public awareness for dog licensing by contacts at City parks and by following up when licenses are not renewed.	Maintain a steady number of dogs in the dog license database through active outreach and compliance efforts.
◆ Provide prompt response to calls for animal control services.	Respond to 100% of approximately 325 annual calls for animal control services within the same day the call is received.
◆ Find permanent homes for stray dogs and cats found within the City.	Complete adoptions for 100% of approximately 10 dogs and cats within 60 days of taking the animal into custody.
◆ Improve enforcement of leash laws and dog waste clean up at City Parks and City Beach.	Make contacts to educate residents and visitors of the City's regulations. Issue citations as necessary to ensure compliance with dog leash and dog waste laws.



City of Carpinteria

2013-14 Proposed Budget

Funds: Gas Tax
Measure D
Measure A
DIF's
Grants

Department: Public Works



Program: Public Works Administration

Program: Public Works Administration

I. Program Summary

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

Engineering Division

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

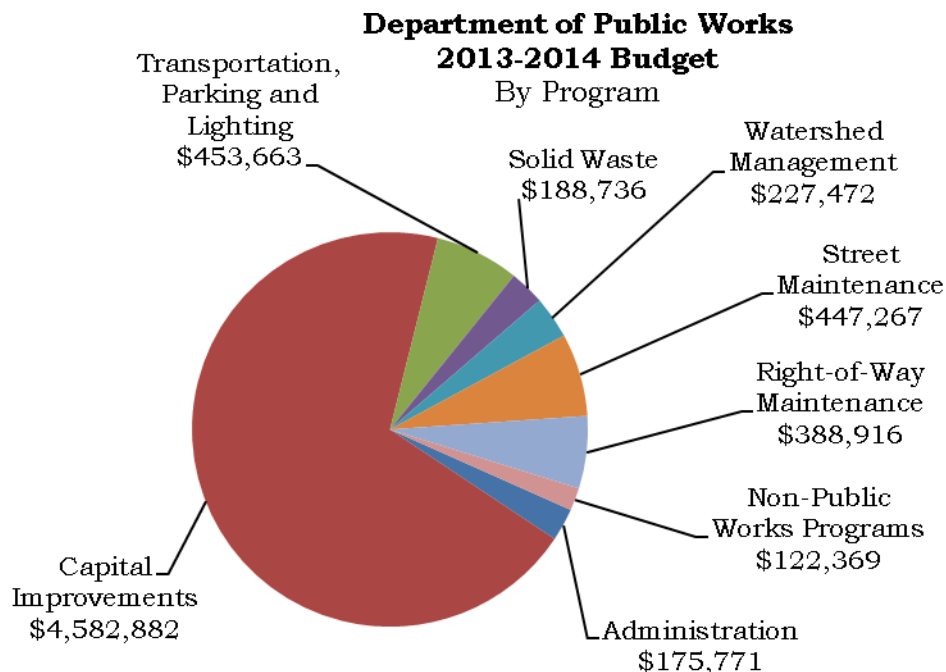
Street Maintenance Division

- Street Maintenance
- Right-of-Way Maintenance

The Director of Public Works also serves as the City Engineer, City Traffic Engineer and Flood Plain Administrator. The Director is the City's representative on the Santa Barbara County Association of Governments Technical Transportation Advisory Committee (TTAC), the Regional Public Works Coordination Council, and the Multi-Jurisdictional Solid Waste Task Group. The Director is also responsible for managing the City's Tree Advisory Board, the Parking and Business Improvement Area Advisory Board (PBIAAB) and is Chairman of the Traffic Safety Committee. The Public Works Supervisor provides primary staff support to the Tree Advisory Board. The City Traffic Engineer provides primary staff support to the Traffic Safety Committee. The Management Analyst provides primary staff support to the PBIAAB.

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

II. Budget Summary

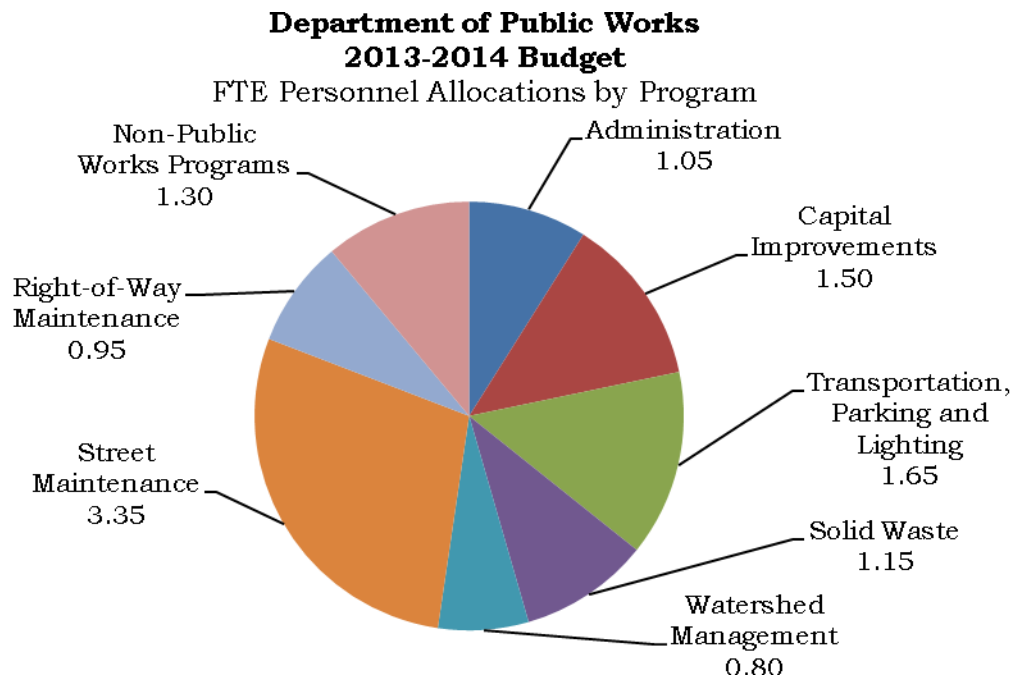


The chart above shows the overall 2013-2014 Budget by Departmental program managed by Public Works Administration. The Department's total

2013-2014 budget is \$6,587,077. The following table presents the budget summary for the Public Works Administration Program:

Program:						
Public Works Administration	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	1,835	19,864	0	0	104,200	
Personnel	56,146	51,005	50,046	57,393	50,121	-12.7%
Contract Services	22,682	35,817	89,351	149,671	95,000	-36.5%
Other Operating Exp.	7,988	11,055	12,012	7,788	7,500	-3.7%
Major Capital	1,835	18,776			50,000	
TOTAL EXPENDITURES	88,650	116,653	151,409	214,852	202,621	-5.7%
NET INCOME / (SUBSIDY)	(86,816)	(96,789)	(151,409)	(214,852)	(98,421)	-54.2%
1010183 PUBLIC WORKS CHARGES					54,200	Charges for Service
3131315 CONTRACT SERVICES 37	1,835	19,864			50,000	Intergov Grants
2536226 Engineering Retainer	22,682	35,817	89,351	149,671	95,000	Contract Services
1030305 Dues & Subscriptions 30	1,222	1,024	2,004	1,500	1,500	Other Operating Expe
1030306 Meetings & Travel 30	3,538	319	1,847	1,000	1,000	Other Operating Expe
1030308 Supplies & Materials 30	3,116	8,212	6,556	2,500	2,500	Other Operating Expe
2531305 Dues & Subscriptions 31	112		105	288	500	73.6% Other Operating Exp.
2730301 Asset Management Systems		1,500	1,500	2,500	2,000	-20.0% Other Operating Expe
3179615 Contract Services 31	1,835	18,776			50,000	Major Capital
99000 Personnel	56,146	51,005	50,046	57,393	50,121	-12.7%

III. Personnel Allocations



The chart above shows overall 2013-2014 Budget Full Time Equivalent (FTE) personnel allocations by Departmental Program managed by Public Works Administration. The Department's total 2013-2014 budgeted FTEs are 10.15 with 1.35 FTEs assigned to various non-Department of Public Works programs. The Transportation, Parking and Lighting Program also includes 0.25 FTE of Department of Parks and Recreation staff who are assigned to project manage lighting improvements. The table below presents the FTE summary for the Public Works Administration Program:

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.15
Public Works Supervisor	0.25
Civil Engineer	0.05
Environmental Coordinator	0.05
Management Analyst	0.25
<u>Engineering Technician</u>	<u>0.30</u>
Total:	1.05

IV. Expenditure Summary

Personnel

The Director of Public Works, Public Works Supervisor and Civil Engineer positions are funded primarily by non-General Fund sources. The Management Analyst position is distributed over several Public Works programs and is a shared position with several programs in City Administration. With the organizational changes within the Department of Public Works in Fiscal Year 2012-13, a new part-time Maintenance Worker 1, Engineering Technician and Civil Engineer were added to the Departmental staff. The new positions were assigned to various Public Works programs.

Operational/Service Expenditures

The Department of Public Works obtained its National Pollution Discharge Elimination System (NPDES) General permit from the State of California Central Coast Water Quality Control Board During Fiscal Year 2009-10. To manage the requirements of the permit, the City created the Watershed Management Program within the Department of Public Works. The Department continues to work on the many on-going tasks required by the permit including public education and outreach, illicit discharge detection and elimination, construction and post construction runoff standards, project review, and enforcement, and City facility good housekeeping measures. In 2013, the State is developing revised standards for storm water and post construction management.

In the Solid Waste Program, the Department completed renewing the City's franchise agreement with EJ Harrison and Sons, Inc. as waste hauler provider in 2012. The franchise agreement includes opportunities for performance and financial audits of the hauler's operations. The Department of Public Works also anticipates developing a construction and demolition recycling program within the Solid Waste Program.

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

Contract Services

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

Engineering Permits

Within the Public Works Administration Program, the Engineering Permits program is developed, managed and delivered. The Civil Engineer and Engineering Technician will manage the flow of the various engineering permits for the City. All private development plan check, development review and permits are processed using a tracking system. In Fiscal Year 2013-14, the Department plans to modernize and update the permit system.

Capital Improvement Program

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

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

The City's CIP will be updated in the 2013-14 Fiscal Year to address the current status of infrastructure needs within the City. At this point in time, the City's roadways are in need of significant regular and heavy maintenance. For many years, the City enjoyed newer infrastructure as the City developed over time. The City is now transitioning from a "developing" City to a maintenance City in terms of its roadways. The Department of Public Works' focus is now on maintaining and repairing the roadways. The Capital Improvements Program will include projects that are budgeted for in the current year as well as a five-year plan with prioritization. One of the Department's goals this Fiscal Year is to update the current Development Impact Fee or DIF program as part of the update to the CIP.

Budget Summary (Capital Improvement Program)

Program:						
Capital Improvements	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	71,043	138,884	136,274	147,745	226,368	53.2%
TOTAL EXPENDITURES	71,043	138,884	136,274	147,745	226,368	53.2%
NET INCOME / (SUBSIDY)	(71,043)	(138,884)	(136,274)	(147,745)	(226,368)	53.2%
99000 Personnel	71,043	138,884	136,274	147,745	226,368	53.2%

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

<u>Position</u>	<u>FTE Allocation</u>
Public Works Director	0.30
Civil Engineer	0.55
Environmental Coordinator	0.05
Management Analyst	0.10

Engineering Technician	0.50
Total:	1.50

Expenditures other than personnel for Public Works capital projects are shown in the appropriate Department of Public Works program. A summary of many of the Department of Public Works capital projects planned for completion in Fiscal Year 2013-14 is presented below:

PROJECT	PROGRAM	FY APPROPRIATION
FHWA HBR Projects – Carpinteria Avenue Bridge	Street Maintenance	\$1,347,492
Linden and Casitas Interchanges Project	Street Maintenance	\$50,000
Ninth Street Bridge	Street Maintenance	\$300,000
Rincon Shared Use Trail	Street Maintenance	\$325,000
Third Street Drainage Improvements	Street Maintenance	\$60,000
Calle Ocho/Concha Loma Intersection Improvements	Street Maintenance	\$95,000
Carpinteria Avenue/Santa Ynez Avenue Intersection Improvements	Street Maintenance	\$225,000
Santa Ynez Guardrail Replacement Project	Street Maintenance	\$188,796
Santa Ynez Pedestrian Improvements	Street Maintenance	\$66,129
Carpinteria Avenue Pavement Rehabilitation	Street Maintenance	\$600,000
Via Real Cravens Sidewalk In-fill Project	Street Maintenance	\$260,000
Santa Claus Lane Trail	Street Maintenance	\$25,000
Linden Sidewalk Maintenance Project	Street Maintenance	\$125,000
Ash Avenue Maintenance Project	Watershed Management	\$520,000
Parking Lot 2 Lighting and Maintenance Project Study	Transportation, Parking and Lighting	\$25,000
Via Real Stormwater Management Project	Watershed Management	\$25,000

Eighth Street Bridge	Street Maintenance	\$35,000
	Sub-Total:	\$4,272,417

The expenditures shown above are for Public Works capital project costs including staff time for management and oversight. Capital projects are often long-term and expenditures occur over multiple years. Expenditures for the capital projects during this fiscal year are shown in the appropriate programs in the Department of Public Works. In addition to the projects listed above, the following plans and studies are expected to be completed by Public Works in Fiscal Year 2013-2014:

Bicycle Master Plan – A \$20,000 grant from the Measure A Bicycle and Pedestrian Program was obtained by the Department of Public Works to fund the creation of the City of Carpinteria Bicycle Master Plan. The Bicycle Master Plan will form the goals, objectives and policies for the City. A total of \$25,000 has been budget for the completion of the Plan.

Floodplain Management Study – The Linden Avenue and Casitas Pass Road Interchanges Project and the Carpinteria Avenue Bridge Replacement Project may make changes Carpinteria Creek that could potentially change the hydraulics of the creek and related floodplain. \$25,000 has been budgeted for this study with funding coming from the Department of Transportation (Caltrans) and the grant for the Carpinteria Avenue Bridge Replacement Project.

Public Works Planning Documents – During Fiscal Year 2013-2014 the Department of Public Works will initiate the process of updating the City's Capital Improvement Plan. The Capital Improvement Plan consists of the Capital Maintenance Plan and the Development Impact Fee (DIF) Program Project List. The Capital Maintenance Plan includes the projects shown in the table above as well as additional projects that are prioritized by the City Council. The DIF Program Project List will be based on an updated Development Impact Nexus Study that will also be part of this work effort. An initial budget of \$35,000 to initiate this work effort has been allocated in this Fiscal Year's budget.

V. Goals and Performance Measures

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

OBJECTIVES	PERFORMANCE MEASURES
Revise Street Tree Management Plan.	1. Conduct Workshop No. 2 in Fall of 2013. 2. Take to Tree Advisory Board for recommendation to the City Council in the Fall of 2013. 3. Take revisions to City Council Winter 2014.
Revise the Capital Improvement Program.	1. Prepare Development Impact Fee Nexus Study. 2. Prepare Development Impact Fee Program Project List with Descriptions and Cost Estimates. 3. Develop Capital Maintenance Plan for City owned infrastructure. 4. Combine Development Impact Fee Program and Capital Maintenance Plan into a prioritized Capital Improvement Program.
Increase public awareness of Department of Public Works programs and operations.	1. Contribute Department articles to the City newsletter quarterly. 2. Provide updated and on-going project information on the Department's web page. 3. Provide updated and on-going project bidding and award results for capital projects on the Department's web page. 4. Provide important documents to the public on the Department's web page. 5. Provide capital and other Public Works project information to the Coastal View newspaper. 6. Track and obtain a 2:1 or better ratio of Public Works halo's and pitchforks in Coastal View.
Improve response time and customer service approach to complaints and service requests.	1. Utilize new computer based service request and work order tracking system (iWorQ). 2. Monitor and track service requests with a 5 day maximum time between the request and the response. 3. Monitor and track all PW phone and email requests responses by the next business day.
Optimize Department operations.	1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated. 2. Perform annual evaluations of all Public Works staff. 3. Coordinate with Finance Department to

	monitor Department of Public Works budget on a monthly basis. 4. Conduct Annual Public Works Staff Retreat to prioritize work, strengthen staff and develop future Departmental goals and performance measures.
Communicate Department of Public Works accomplishments and future work plan to the City Manager and City Council.	1. Provide staff reports at City Council meetings on all Departmental “action items.” 2. Set “office” hour for the Director dedicated to City Council members twice monthly. 3. Director meets with City Council members individually at a minimum twice a year for more detailed Departmental briefings. 4. Director to meet with City Manager weekly to discuss workload and upcoming matters. 5. Provide monthly Departmental status reports to the City Manager and City Council. 6. Provide year-end report to the City Council on Departmental accomplishments and success toward meeting the City Council goals established in their annual strategic planning workshop.
Create Updated Engineering Permits Program.	1. Create Engineering Permits Program in Municipal Code. 2. Budget for new program in Fiscal Year 2014-15 City Budget. 3. Track Fees for Service and Expenditures using iWorQ.

City of Carpinteria

2013-14 Proposed Budget

Fund: Gas Tax
Measure D
Measure A
ROW Assessment District
State Exchange

Department: Public Works



Program: Street Maintenance

Program: Street Maintenance

I. Program Summary

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

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

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

II. Budget Summary

Program:		ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
Street Maintenance								
TOTAL REVENUE		2,426,244	1,520,657	1,238,374	1,333,838	3,365,265		
Personnel		262,449	229,944	225,622	247,135	289,663	17.2%	
Contract Services		10,114	47,474	44,359	43,825	50,000	14.1%	
Other Operating Exp.		27,838	47,043	45,491	40,750	41,000	0.6%	
Major Capital		1,457,511	813,006	117,397	519,792	2,702,244	419.9%	
Minor Capital		11,195	27,215	29,571	120,000	73,000	-39.2%	
TOTAL EXPENDITURES		1,769,107	1,164,682	462,440	971,502	3,155,907	224.8%	
NET INCOME / (SUBSIDY)		657,136	355,975	775,934	362,336	209,358	-42.2%	
2525101 INTEREST INCOME 25		2,024	1,854	2,594	2,901	2,901		Interest
2727101 INTEREST INCOME 27			5,051	6,368	3,011	3,011		Interest
4141101 INTEREST INCOME 41		34,041	26,183	17,172	23,088	23,088		Interest
1010174 ENGINEERING/STREET PERMITS		1,350	4,840	5,559	6,100	6,161	1.0%	Licenses & Permits
1010175 OVER-SIZE LOAD PERMITS		1,246	1,618	2,002	1,449	1,212	-16.4%	Licenses & Permits
2020202 FHWA HBR GRANT						1,187,700		Subventions / Interg
2020204 ARRA PROJECTS			561,631					Subventions / Interg
2020271 MEASURE A GRANT 1						105,000		Subventions / Interg
2020272 MEASURE A GRANT 2						150,000		Subventions / Interg
2020273 MEASURE A GRANT 3						90,000		Subventions / Interg
2020274 MEASURE A GRANT 4						20,000		Subventions / Interg
2020275 PUBLIC WORKS GRANTS						479,752		Subventions / Interg
2525254 TRAFFIC CONGESTION RELIEF		130,600				153,813		Subventions / Interg
2525256 SECTION 2107 FUNDS		105,999	106,401	91,322	118,000	101,098	-14.3%	Subventions / Interg
2525257 SECTION 2107.5 FUNDS		3,000		3,000	3,000	3,000		Subventions / Interg
2525258 SECTION 2126/2105 FUNDS		79,532	165,232	270,833	216,497	71,261	-67.1%	Subventions / Interg
2727271 MEASURE A REVENUES			595,117	800,358	720,000	720,000		Subventions / Interg
3131312 PED FACILITIES IMPROVEMENTS					20,000		-100.0%	Intergov Grants
3131317 FHWA HBR 31					159,792	159,792		Intergov Grants
3131318 EIGHTH STREET FOOTBRIDGE		1,303,061	8,357		10,000	35,000	250.0%	Intergov Grants
4141415 MEASURE D REVENUES		717,435						Subventions / Interg
2531220 Street Maintenance 31		133	19,176	6,086	3,108	10,000	221.8%	Contract Services
2531221 Miscellaneous Contracts 31		1,216		54				Contract Services
2531225 Thermoplast/Striping		8,765	16,565	32,517	25,717	25,000	-2.8%	Contract Services
2772221 Pavement Management System 27			11,733	5,702	15,000	15,000		Contract Services
2531301 Telephone 31		2,371	2,311	2,530	2,000	2,000		Other Operating Expe
2531304 Radio Maintenance/Repair 31		110	629		500	2,000	300.0%	Other Operating Expe
2531306 Meetings & Travel 31		54		225				Other Operating Expe
2531307 Vehicle Oper & Maintenance 31		9,895	15,901	15,971	12,000	15,000	25.0%	Other Operating Expe
2531308 Supplies & Materials 31		14,150	28,202	25,554	25,000	20,000	-20.0%	Other Operating Expe
2531311 Rents & Leases 31		1,258		1,211	1,250	2,000	60.0%	Other Operating Expe
2079271 Measure A Grant 1						105,000		Major Capital
2079272 Measure A Grant 2						150,000		Major Capital
2079273 Measure A Grant 3						90,000		Major Capital
2079274 Measure A Grant 4						20,000		Major Capital
2079275 Public Works Grants						479,752		Major Capital
2079614 FHWA HBR 20						1,187,700		Major Capital
2079627 ARRA Projects			561,631					Major Capital
2579616 Curb Gutter and Sidewalk Improveme			21,019	27		20,000		Major Capital
2779613 Bikepath Maintenance 27					10,000	5,000	-50.0%	Major Capital
2779619 Safe Routes to School 79				248	70,000	130,000	85.7%	Major Capital
3179612 Ped Facilities Improvements 31					20,000		-100.0%	Major Capital
3179616 FHWA HBR 31					159,792	159,792		Major Capital
3179617 Eighth Street Footbridge		1,291,523	9,444		10,000	35,000	250.0%	Major Capital
4179612 Ninth Street Ped. Bridge				82		195,000		Major Capital
4179615 ARRA Projects 41		6,504	221,092	350				Major Capital
4179619 Street Maintenance 79		159,484	(180)	116,690	250,000	125,000	-50.0%	Major Capital
2570415 Public Works Vehicles			1,500			1,000		Minor Capital
2570418 Miscellaneous Equipment 25		5,221	715			2,000		Minor Capital
2770413 Pedestrian Bridge Maintenance					20,000	20,000		Minor Capital
2770414 Capital Maintenance				29,571	60,000	50,000	-16.7%	Minor Capital
2770415 Public Works Vehicles 27			25,000					Minor Capital
4179613 Bikepath Maintenance		5,974			40,000		-100.0%	Minor Capital
99000 Personnel		262,449	229,944	225,622	247,135	289,663	17.2%	

III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.05
Public Works Supervisor	0.40
Management Analyst	0.10
Maintenance Worker I	1.80
Maintenance Worker II	0.60
Maintenance Worker Technician	0.05
<u>Maintenance Worker (Part-time)</u>	<u>0.50</u>
Total:	3.50

IV. Expenditure Summary

Personnel

As indicated in the above line item, allocation of full time equivalent employees assigned to the Street Maintenance Program, is a major program in the Department of Public Works. The Street Maintenance Program includes two teams of two street maintenance crew employees, the Maintenance Technician and the Public Works Supervisor. A new part-time Maintenance Worker will also be assigned to the Downtown T and Beach Area. With the organizational changes within the Department of Public Works in Fiscal Year 2012-13, the new part-time Maintenance Worker, an Engineering Technician and a Civil Engineer were added to the departmental staff. A portion of these new position's workloads have been assigned to various Public Works programs.

Contract Services

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

Other Operating Costs

Supplies and Materials costs are projected to remain the same at \$25,000. The supplies and materials budget in the Street Maintenance Program is used for purchasing asphalt concrete, Portland cement concrete and other

construction materials as the Maintenance Division addresses a backlog of small street maintenance repairs.

Vehicle Operations and Maintenance costs are projected to remain the same at \$15,000. One of the Department's vehicles dates back to the 1980s. This vehicle will need to be replaced in the near future. Due to the economy, this year's budget will again not include a new truck purchase. The Department will look at this issue again next year.

Capital Outlay

Pavement Rehabilitation and Maintenance is required for the City's approximately 30 miles of streets and roadways. The goal of the Department of Public Works Pavement Management System is to adequately maintain the ride-quality and safety of the roadway surface without over spending or under spending capital funds. Under-spending or "deferred maintenance" can lead to increased costs for heavier rehabilitative maintenance at a later date.

Pavement life can be extended with a variety of treatments such as crack sealing and slurry seals (also known as chip seals). Eventually the roadways need overlays. Without these types of preventative maintenance, roadways end up needing expensive reconstructs. A Pavement Management System is used for tracking pavement condition and planning preventative maintenance.

V. Goals and Performance Measures

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

OBJECTIVES	PERFORMANCE MEASURES
Provide cost effective on-going maintenance of street markings and legends throughout the City.	1. Re-paint roadway and street striping yearly in the late spring. 2. Re-paint school crosswalks and legends yearly in August.
Maintain condition and safety of streets.	1. Make minor repairs to asphalt concrete roadways. 2. Repair potholes in a timely manner 3. Perform at least one annual pavement maintenance/rehabilitation project as funds are available.
Minimize number of trip and fall claims and associated hazards within the street right-of-way.	1. Continue to determine potential hazards and alleviate hazards within three working days. 2. Monitor and track hazards for future annual comparison.

	3. Develop priority list of concrete repairs Citywide. 4. Conduct annual repairs based on a prioritized list of locations requiring maintenance.
Minimize incidents of flooding and damage from flooding during rainy season.	1. Inspect and clear all storm drain pipes, ditches, and culverts prior to October each year. 2. Minimize flood hazards during rainy season (October to April).

City of Carpinteria

2013-14 Proposed Budget

Funds: Right of Way Assessment
Measure D
Measure A

Department: Public Works



Program: Right-of-Way Maintenance

Program: Right-of-Way Maintenance

I. Program Summary

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

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

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

II. Budget Summary

Program:						
Right of Way Maintenance	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	196,162	214,156	197,378	193,900	194,200	
Personnel	78,154	90,582	88,879	96,996	75,630	-22.0%
Contract Services	252,030	141,867	162,263	227,772	230,000	1.0%
Utilities	24,529	26,444	23,956	22,750		
Other Operating Exp.	42,251	35,859	36,770	35,000	30,000	-14.3%
Major Capital	86,622	19,965	6,903	60,000	370,000	516.7%
TOTAL EXPENDITURES	483,586	314,717	318,771	442,518	705,630	64.6%
NET INCOME / (SUBSIDY)	(287,424)	(100,561)	(121,393)	(248,618)	(511,430)	114.9%
3333101 INTEREST INCOME 33	(134)	4				Interest
3333335 ROW #3 - CURRENT YEAR	195,474	195,946	194,952	192,800	192,800	Assessments
3333334 ROW PENALTIES	722	621	356	600	900	50.0% Fines & Forfeitures
3333164 MISCELLANEOUS 33	100	17,585	2,070	500	500	Miscellaneous
2732220 Public Tree Maintenance 27		39,321	79,189	121,772	112,500	-7.6% Contract Services
3323220 Parking Lot Landscape	6,402	6,402	5,069		15,000	Contract Services
3332220 Public Tree Maintenance	24,226	19,008	4,021	45,000	45,000	Contract Services
3332221 Miscellaneous Contracts 32	22,913	16,116	16,589	15,000	20,000	33.3% Contract Services
3332222 Equip/Vehicle Maintenance 32		279				Contract Services
3332223 Chemical Treatment	9,332	8,853	10,895	2,500	2,500	Contract Services
3332224 Graffiti Removal	2,032	283	1,100	2,500	2,500	Contract Services
3332225 ROW Maintenance 32	113,207	51,581	45,400	40,000	30,000	-25.0% Contract Services
3361222 Miscellaneous Equipment	2,511	24		1,000	2,500	150.0% Contract Services
3332312 Utility - Water 32	15,372	17,358	18,240	14,000	14,000	Utilities
3332313 Utility - Electric 32	7,681	7,609	4,298	7,750	7,750	Utilities
3361317 Utility - Sewer 61	1,475	1,477	1,418	1,000	1,000	Utilities
3332307 Vehicle Oper & Maintenance 32	20,444	19,522	15,371	15,000	12,500	-16.7% Other Operating Expe
3332308 Supplies & Materials 32	21,807	16,337	21,399	20,000	17,500	-12.5% Other Operating Expe
2779611 Misc. Concrete Repairs 27		19,845	4,988	60,000	35,000	-41.7% Major Capital
2779612 CIP Services 27					25,000	Major Capital
2779623 Ped Facilities Improvements 27					310,000	Major Capital
3332211 Curb, Gutter, Sidewalk		120	1,915			Major Capital
4179611 Misc. Concrete Repairs	86,622					Major Capital
99000 Personnel	78,154	90,582	88,879	96,996	75,630	-22.0%

III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.05
Public Works Supervisor	0.20
Management Analyst	0.05
Maintenance Worker I	0.45
Maintenance Worker II	0.15
Maintenance Technician	0.05
Total:	0.95

IV. Expenditure Summary

Personnel

With the organizational changes within the Department of Public Works in Fiscal Year 2012-13, a new part-time Maintenance Worker, Engineering

Technician and Civil Engineer were added to the Department. A portion of these new positions workloads are applied to various Public Works programs.

Operational/Service Expenditures

Vehicle Operation and Maintenance and Supplies and Materials

expenditure budgets were reduced last year to \$15,000 and \$20,000 respectively to reflect changing costs primarily associated with fuel and paint.

Utility expenditure budgets for water, electric and sewer utility charges reflect projected costs related to current rates. These utility charges come from the City's maintenance of water and electric meters associated with parkway and median irrigation systems, public restrooms, and landscape lighting. Total charges are expected to be just over \$25,000 for the fiscal year. The increased amount reflects increases in water rate charges.

Graffiti Removal expenditures are projected to be approximately \$2,500 for the fiscal year. The budgeted amount supports paint and materials purchases associated with graffiti removal efforts throughout the year including paint, clothes and graffiti removal solutions. The program is staffed by a volunteer and is supported by Department of Public Works staff.

Contract Services

Miscellaneous Concrete Repairs has been set at \$50,000 this year under the Right-of-Way Maintenance program. These services are being supplemented by Capital Improvement expenditures for sidewalk improvements. Miscellaneous Concrete Repairs is used annually for contract services to repair curb, gutter and sidewalk. The work is funded by Measure A revenue.

Public Tree Maintenance is for the annual street maintenance contract services for approximately \$157,000. This service is funded with Right-of-Way Assessment District (\$45,000), a donation from Carpinteria Beautiful (\$2,000) and Measure A (\$110,000) revenues.

Right-of-Way Maintenance includes contract services for sidewalk power washing, grinding, landscape maintenance and other minor contracts for services such as traffic and roadway parking studies.

V. Goals and Performance Measures

The goal for the Department of Public Works Right-of-Way Maintenance Program is to keep the curb, gutter, sidewalk and landscaped areas of City streets in good condition by effectively managing vendor contracts, managing the street tree program, and maintaining and repairing street appurtenances such as benches, trash cans, and bicycle racks.

OBJECTIVES	PERFORMANCE MEASURES
Provide safe sidewalks that are free of uplifted sections and potential trip hazards.	1. Complete \$50,000 in contract work devoted to concrete repair and replacement funded by Measure A. 2. Perform annual inspection of 100% of sidewalks in public right-of-way and update work list accordingly. 3. Contract with a vendor to provide sidewalk inspections including grinding operations and an inventory of all locations requiring surfacing grinding on the City's GIS system.
Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees.	1. Remove 100% of dead and/or diseased trees located in the City's right-of-way. 2. Plant new trees per Tree Advisory Board recommendations and the Street Tree Management Plan. 3. Inspect and trim 871 trees per year. 871 is one-third of the 2,613 trees in the right-of-way.
Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.	1. Hire Part-Time Maintenance Worker with the focus on trash clean-up, painting, and general maintenance of the street furniture along Linden Avenue and the Downtown Beach Area and supplement restroom janitorial services.

City of Carpinteria

2013-14 Proposed Budget

Funds Street Lighting Fund
 Measure D Fund
 Measure A
 Capital Improvement Fund
 PBIA Assessment Districts

Department: Public Works



Program: Transportation, Parking, and Lighting

Program: Transportation, Parking, and Lighting

I. Program Summary

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

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

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

II. Budget Summary

Program:							
Transportation, Parking and Lighting	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	301,456	294,587	390,070	350,758	422,847		
Personnel	37,854	94,339	92,566	96,234	213,513	121.9%	
Contract Services	142,850	79,194	36,482	148,750	118,500	-20.3%	
Utilities	102,164	105,190	97,069	108,090	108,090	5.0%	
Other Operating Exp.	(208)	1,488	2,743	10,005	10,000	-0.0%	
Major Capital		94,858	11,106	20,999	17,500	-16.7%	
TOTAL EXPENDITURES	282,660	375,069	239,966	384,078	359,513	23.2%	
NET INCOME / (SUBSIDY)	18,796	(80,482)	150,104	(33,321)	63,334	50.6%	
2929293 PROPERTY TAX SUPPLEMENT	3,085	3,893	2,660	9,632	9,873	2.5%	Property Taxes
2929295 PROPERTY TAX SECURED	251,937	248,083	249,300	245,470	251,607	2.5%	Property Taxes
2929296 PROPERTY TAX UNSECURED	12,257	11,800	11,842	11,022	11,298	2.5%	Property Taxes
2626101 INTEREST INCOME 26	2,504	2,132	1,670	1,704	1,704		Interest
2929101 INTEREST INCOME 29	19,546	17,054	11,329	13,598	13,598		Interest
2929294 INTEREST/PENALTIES	1,911	1,120	1,517	1,030	1,030		Fines & Forfeitures
2020211 DOJ GRANT			100,939	51,713	117,148	126.5%	Subventions / Interg
2626265 BKWY, ART3; SEC 99234	8,404	8,665	9,028	10,456	10,456		Subventions / Interg
2929297 HOMEOWNERS EXEMPTION 29	1,812	1,840	1,785	1,133	1,133		Subventions / Interg
3131321 PARKING LOT DIF				5,000	5,000		Intergov Grants
1030221 Parking Lot Maintenance	40,180				1,000		Contract Services
2631221 Bikeway Planning				7,500		-100.0%	Contract Services
2734221 Easy Lift/CART 27		17,000	12,000	12,250	12,500	2.0%	Contract Services
2770412 SR2S Education Program			4,000	4,000	5,000	25.0%	Contract Services
2923210 Traffic Signals	1,032	50,771	863	60,000	35,000	-41.7%	Contract Services
2923225 Public Right of Way Lighting	19,499	11,423	14,619	60,000	60,000		Contract Services
4134221 Easy Lift/CART	12,612						Contract Services
4134222 Help of Carpinteria	5,000						Contract Services
4134223 Electric Shuttle	64,527						Contract Services
2923220 Street Lighting	100,701	105,212	97,073	105,000	110,000	4.8%	Utilities
2923313 Parking Lot Lighting	1,462	(22)	(4)	3,090	3,500	13.3%	Utilities
2631308 Supplies & Materials 26	(404)		5	5		-100.0%	Other Operating Expe
2923308 Supplies & Materials 23	196	1,488	2,738	10,000	10,000		Other Operating Expe
2679611 Bikeway Improvements				5,000	10,000	100.0%	Major Capital
2979610 Public Pkg Lot / Bikeway Lights		94,858	11,106	10,999	2,500	-77.3%	Major Capital
3179618 Parking Lot DIF				5,000	5,000		Major Capital
99000 Personnel	37,854	94,339	92,566	96,234	213,513	121.9%	

III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.25
Public Works Supervisor	0.20
Civil Engineer	0.20
Management Analyst	0.25
Environmental Coordinator	0.05
Engineering Technician	0.10
Maintenance Worker Technician	0.30
Parks Director	0.05
Parks Maintenance Worker	0.20

Total:

1.60

IV. Expenditure Summary

Personnel

The personnel budget for the Transportation, Parking and Lighting Program reflects an increase in on-going maintenance needs for upgrading and refinishing many of the City owned light fixtures and traffic signals. Where possible, the Department will continue to replace incandescent lights with new, more energy efficient, “LED” lights. Personnel time will also be spent on preliminary studies for Parking Lot 2 lighting and maintenance upgrades. The budget and personnel allocations include project costs and Parks and Recreation staff time for management of a public lighting project. With the organizational changes within the Department of Public Works in Fiscal Year 2012-13, a new part-time Maintenance Worker, Engineering Technician and Civil Engineer were added to the Department. The new positions workloads are applied to various activities within the Transportation, Parking and Lighting Program.

Operational/Service Expenditures

Street Lighting utility costs will again be budgeted at \$110,000. This expenditure covers all of the City’s public lighting including SCE owned streetlights, parking lot lights, traffic signals, bike path lights and City owned lights on Linden Avenue and Carpinteria Avenue.

Public Right-of-Way Lighting is budgeted at \$60,000 to repair/replace and install street, park, and parkway lighting at a few locations including the beach street ends at Elm Avenue, Holly Avenue, and Ash Avenue, and the Franklin Creek Bike Path from Sterling Drive to State Route 192/Foothill Road. Parking Lot No. 2 lighting will also be upgraded and, where possible, other City owned public lighting will be upgraded to more energy efficient LED lighting.

Contract Services

Electric Shuttle – Starting in 2010 with the implementation of Measure A, the electric shuttle is now directly subsidized by the Metropolitan Transportation District (MTD). Under the Measure D program, the City subsidized electric shuttle operations. Now MTD is responsible for the subsidy directly; however, the City receives correspondingly less Measure A revenue (approximately \$65,000 less) than under the Measure D program. The continued subsidy (now from MTD) allows a reduced fare for residents and visitors to use the Shuttle.

Easy Lift/CART/HELP – The total cost of the program is \$17,500. Easy Lift/CART is \$12,500 and HELP of Carpinteria is \$5,000. These public transportation services are funded by Measure A.

V. Goals and Performance Measures

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

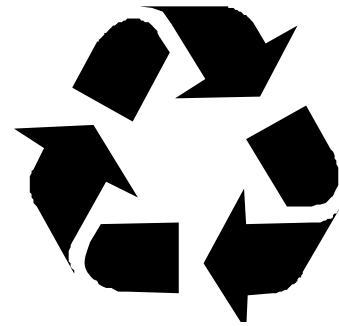
OBJECTIVES	PERFORMANCE MEASURES
Provide cost effective management of signalized intersections.	1. Maintenance target cost equals \$20,000 per traffic signal or \$60,000. 2. Review new battery backup system performance. 3. Review Traffic Signal Timing and Performance.
Promote Electric Shuttle Service.	1. Increase total one-way passenger trips by 1% for fiscal year by studying and then implementing more efficient routes. 2. Continue to utilize the quarterly newsletter and community scroll.
Install, replace and/or upgrade City owned Public Lighting.	1. Install new and upgrade exiting Parking Lot No. 2 Lighting. 2. Upgrade remaining traffic signals with LED lighting and replace loop detectors with video detection. 3. Replace, where possible, incandescent street light bulbs with LED bulb replacements.
Complete Parking Lot 2 Lighting and Maintenance Study.	1. Complete conceptual plan for lighting and maintenance upgrades to Parking Lot 2 including conceptual review by ARB.

City of Carpinteria

2013-14 Proposed Budget

Funds: General Fund
AB 939 Fund
State Grants

Department: Public Works



Program: Solid Waste

Program: Solid Waste

I. Program Summary

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

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

II. Budget Summary

Program:						
Solid Waste	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg
TOTAL REVENUE	107,495	81,572	163,249	195,681	143,824	
Personnel	33,451	41,720	40,936	42,185	123,312	192.3%
Contract Services	41,941	33,920	66,099	68,500	43,500	-36.5%
Other Operating Exp.	3,022	135	5	16,400	29,400	79.3%
TOTAL EXPENDITURES	78,414	75,775	107,040	127,085	196,212	54.4%
NET INCOME / (SUBSIDY)	29,082	5,797	56,209	68,596	(52,389)	-176.4%
3939101 INTEREST INCOME	6,637	5,651	4,467	4,424	4,424	
3939155 AB 939 REVENUE	100,859	75,921	158,782	180,857	129,000	-28.7%
2020205 WASTE OIL GRANT				5,400	5,400	
2020432 BEVERAGE CONTAINER GRANT				5,000	5,000	
3937221 Solid Waste	24,257	11,793	43,819	45,000	15,000	-66.7%
3937223 HHW Collection 37	17,684	20,945	17,315	20,000	25,000	25.0%
3937224 ABOP Collection		1,182	4,965	3,500	3,500	
2037302 Beverage Container Expense				5,000	5,000	
2037307 Waste Oil Collection 37				5,400	5,400	
3937302 Waste Oil Collection				1,500	15,000	900.0%
3937308 Supplies & Materials 37	3,022	135	5	4,500	4,000	-11.1%
99000 Personnel	33,451	41,720	40,936	42,185	123,312	192.3%

Interest
Charges for Service
Subventions / Interg
Subventions / Interg
Contract Services
Contract Services
Contract Services
Other Operating Expe
Other Operating Expe
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III. Personnel Allocations

<u>Position</u>	<u>FTE Allocation</u>
Director of Public Works	0.15
Public Works Supervisor	0.05
Management Analyst	0.05
Engineering Technician	0.05
Maintenance Worker I	0.10
<u>Environmental Coordinator</u>	<u>0.60</u>
Total:	1.00

IV. Expenditure Summary

Personnel

As discussed in the Department of Public Works, Administration Program above, the Department received its NPDES General permit and has established the Watershed Management Program. Many of the Department of Public Works programs are linked together. Such is the case with roadway paving operations affecting solid waste recycling and street sweeping affecting solid waste recycling and watershed/water quality. To address the needs of the Watershed Management Program and the increasing needs of the Solid Waste program for construction and demolition recycling monitoring and permitting, the Department of Public Works allocates 0.60 FTE in this budget for the

environmental coordinator/program manager. The Environmental Coordinator position is funded through grants, fees collected through Low Impact Development plan check review, roadway maintenance and Capital Improvement Projects. A portion of the Environmental Coordinator's time is also assigned to the Solid Waste program that is funded by AB 939 fees.

Operational/Service Expenditures

Household Goods and Hazardous Waste Day – The City expends approximately \$20,000 each year to operate the Household Hazardous Waste event for the residents of Carpinteria. The City contracts with a hazardous waste handling company to collect and process HHW, Universal and Electronic Waste (e-waste), which includes batteries, oil, paint (water and oil base), pesticides, flammable liquids, e-waste (computers, monitors, printers, televisions, fluorescent bulbs, etc.). Also, E.J. Harrison & Sons, Inc., the City's franchise trash hauler, assists the City in collecting Household Goods as part of the event. Trash, green waste, refrigerators, building waste, furniture, etc. is collected. Community volunteer groups assist by helping count vehicles and unload vehicles for the Household Goods event.

ABOP and Used Oil Collection Facilities – The City uses funds from the California Integrated Waste Management Board Oil Payment Program (\$5,000 annually) to run the self-service used oil facility at City Hall, collect used oil and oil filters during ABOP, as well as for education and promotion of both the self-service facility and ABOP. ABOP is also funded through AB 939.

V. Goals and Performance Measures

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

OBJECTIVES	PERFORMANCE MEASURES
Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), E-waste, and Universal E-waste Collection Program.	1. Conduct Annual Household Hazardous/Household goods, Universal E-waste and E-waste collection event. (April). 2. Present options to expand Household Hazardous Waste collection service in Carpinteria. 3. Advertise ABOP, E-Waste, and HHW collection events monthly. 4. Continue to update and distribute educational materials targeting restaurants,

	automotive and other businesses, as well as residents and construction and demolition specialists.
Promote and expand the on-going City Recycling Program in conjunction with the City's franchise trash hauler to exceed the 50% diversion goal in each existing program (Residential, Commercial, Roll-Off).	1. Work with the School District and local businesses to increase Commercial Diversion rates using commercial composting and education among students and employees to exceed the 50% goal. 2. Revise educational materials and work with waste hauler, property owners, and property managers, to educate residents of multi-family complexes. 3. Use building and dumpster permits to better track roll-off diversion rates from individual projects.
Prepare and submit Progress Reports of City's Recycling Program to State Agencies.	1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year. 2. Prepare and submit an Annual Report on the City's Diversion Rate
Multi-Jurisdictional Coordination.	1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly. 2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.

City of Carpinteria

2013-14 Proposed Budget

Funds General Fund
 Gas Tax Fund
 Measure A Fund
 Trust and Agency Fund
 AB939 Fund

Department: Public Works



Program: Watershed Management

Program: Watershed Management

I. Program Summary

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

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

Through the Watershed Management Program, the City educates residents and businesses on Best Management Practices (BMPs) to improve our local watershed. Tracking illegal discharges, the development and implementation of Low Impact Development (LID) and hydro-modification standards, regional coordination, updates to the City's storm drain system, are all elements of the Watershed Management Program.

II. Budget Summary

Program:							
Watershed Management	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	%Chg	
TOTAL REVENUE	0	0	0	0	0		
Personnel		61,079	59,931	63,198	75,568	19.6%	
Contract Services	105,622	48,880	55,466	73,591	54,500	-25.9%	
Other Operating Exp.		1,530	1,571	5,000	2,500	-50.0%	
Major Capital	48,854	16,505	8,566	451,000	471,500	4.5%	
TOTAL EXPENDITURES	154,476	127,994	125,534	592,789	604,068	1.9%	
NET INCOME / (SUBSIDY)	(154,476)	(127,994)	(125,534)	(592,789)	(604,068)	1.9%	
1072217 Flood Plain Management Analysis/Eng	63,809	6,396	7,279	16,591	7,500	-54.8%	Contract Services
2531223 Drainage Maintenance	1,990	2,050	1,788	2,000	2,000		Contract Services
2531224 Street Drainage Improvements		611	6,576	15,000	10,000	-33.3%	Contract Services
2531227 Street Sweeping	39,823	39,823	39,823	40,000	35,000	-12.5%	Contract Services
1037201 Supplies & Materials 37		1,530	1,571	5,000	2,500	-50.0%	Other Operating Expe
2779618 Storm Water Projects		15,582		50,000		-100.0%	Major Capital
2779621 Beach Area Drainage 27			3,509	50,000	171,000	242.0%	Major Capital
2779622 Thermoplast Storm Drain Signs				1,000	500	-50.0%	Major Capital
3179611 Storm Drains 31	11,537			100,000	100,000		Major Capital
4179618 Storm Water Management Program	29,719						Major Capital
4179621 Beach Area Drainage	7,598	923	5,057	250,000	200,000	-20.0%	Major Capital
99000 Personnel		61,079	59,931	63,198	75,568	19.6%	

III. Personnel Allocations

Position	FTE Allocation
Public Works Director	0.05
Management Analyst	0.05
Environmental Coordinator	0.20
Maintenance Worker I	0.35
Maintenance Worker II	0.15
Total:	0.80

IV. Expenditure Summary

Personnel

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

Contract Services

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

Operational/Service Expenditures

The NPDES municipal permit, also called the Phase II Small Municipal Separate Storm Sewer System Permit (effective July 1, 2013), requires the City to establish on-going tasks including public education and outreach, illicit discharge detection and elimination, construction and post construction runoff standards, project review, and enforcement, and city facility good housekeeping measures. Public workshops are held to inform and update community members on upcoming regulations and municipal code changes, and quarterly monitoring and cleanup activities provide interactive educational opportunities.

V. Goals and Performance Measures

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

OBJECTIVES	PERFORMANCE MEASURES
Implement requirements of the NPDES Phase II MS4 Permit (effective July 1, 2013).	1. Public Education. 2. Public Outreach – 4 volunteer participation creek cleanups/restoration projects annually 3. Illicit Discharge Detection and Elimination. 4. Construction Runoff Control implementation. 5. Post-Construction Storm Water Control Measures. 6. Good Housekeeping/Pollution Prevention on Municipal activities. 7. Program Management. 8. Water Quality Monitoring and Sampling (quarterly). 9. Program Effectiveness Assessment (annually). 10. Total Maximum Daily Load Compliance.

	11. Annual Reporting Program.
Regional Coordination Performance Measures.	1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM). 2. Update development review procedures to incorporate new Post-Construction Storm Water Control Measures (SCMs). 3. Finish development of Technical Guide for SCMs and conduct training workshops.
Storm Drain Maintenance.	1. Update of storm drain system map to include sub-drainage areas and GPS located outfalls and make available to the public. 2. Cleaning of CDS units bi-annually. 3. Upgrade/repair damaged storm drain units 4. Repair/replace thermoplastic 'Drains to Ocean' labels on storm drains prior to wet season. 5. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).
Flood Management.	1. Continue to prioritize projects that reduce flooding, sediment and pollution discharge into Carpinteria's creeks and Salt Marsh. 2. Secure funding for and implementation of projects in high-priority areas.

Appendix I

City of Carpinteria 2013-14 Proposed Budget

Department: Public Works



Program: *Capital Improvements Program*

Program: Capital Improvements Program

I. Program Summary

The City's CIP will be updated in the 2013-14 Fiscal Year to address the current status of infrastructure needs within the City. At this point in time, the City's roadways are in need of significant regular and heavy maintenance. For many years, the City enjoyed newer infrastructure as the City developed over time. The City is now transitioning from a "developing" City to a maintenance City in terms of its roadways. The Department of Public Works' focus is now on maintaining and repairing the roadways. The Capital Improvements Program will include projects that are budgeted for in the current year as well as a five-year plan with prioritization. One of the Department's goals this Fiscal Year is to update the current Development Impact Fee or DIF program as part of the update to the CIP.

Project:

Carpinteria Avenue Bridge Replacement Project

Project Description: Replacement of the Carpinteria Avenue Bridge over Carpinteria Creek

Project Location: Carpinteria Avenue at Carpinteria Creek

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
FHWA Highway Bridge Program	\$7,913,237	\$1,187,700 20.79.61.4
Development Impact Fee Program	\$1,025,243	\$159,792 31.79.61.6

Project Timeline:

Preliminary Engineering: FY 2013 - 2014
 Environmental Review: FY 2013 - 2014
 Right-of-Way (Utilities): FY 2014 - 2015
 Construction: FY 2015 - 2017

Additional Information: The Carpinteria Avenue Bridge Replacement Project is included in the City of Carpinteria Capital Improvement Plan and has been included in yearly Public Works Work Plans starting in 2009 because this bridge has been rated structurally deficient by Caltrans bridge engineers that inspect all roadway bridges in the State of California. The rating means the bridge is aging and is beginning to show structural deficiencies such as a work deck, concrete spalling and cracking. The bridge also does not meet current seismic and loading standards. Furthermore, the bridge is at risk because it does not pass a 100-year flood. Portions of the bridge show damage from previous high flows in the creek. Materials carried in the creek during high flows such as up-rooted trees are often the cause of exhibited damage.

The City of Carpinteria received a Federal Grant to fund the construction of the project. At this time, the grant program requirements have changed and this project would need to compete nationally for funding. The City was very fortunate to obtain this critical funding to complete this project. Measure D funds will be used to match the federal funding. This is the Department's number 1 priority project.

Project:

Ninth Street Pedestrian Bridge Rehabilitation Project

Project Description: The project will include rehabilitation and safety improvements for the bridge and Americans with Disabilities Act improvements to the walkway approaches.

Project Location: Ninth Street at Franklin Creek

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure D	\$195,000	\$195,000 41.79.61.2
Measure A Bike and Ped Grant	\$105,000	\$105,000 20.79.27.1

Project Timeline:

Preliminary Engineering: FY 2012-13, FY 2013-14
Construction: FY 2013-2014

Additional Information: During the initial design phase of the project, a study was conducted to determine if rehabilitation or replacement was more desirable from a Public Works perspective. The study concluded that replacement would improve the life of the bridge significantly, since the bridge was found to be 20 years older than expected. The Ninth Street Pedestrian Bridge over Franklin Creek replacement will include new decking and railings. Both walkway approaches will be replaced with approaches that meet Americans with Disabilities Act requirements. The awarded Measure A Bicycle and Pedestrian Program grant will be used for the design and construction phases of this project. Additional funding will come from legacy Measure D funds as budgeted in the 2013-2014 City of Carpinteria Budget.

Project:

Santa Ynez Avenue Pedestrian Improvements

Project Description: Americans with Disabilities Accessibility Ramp Improvements

Project Location: Santa Ynez Avenue at Aragon Drive, Chaparral Drive and La Tierra Lane

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A	\$25,000	\$25,000 27.79.61.0
Grants (Prop 1B)	\$41,129	\$31,129

Project Timeline:

Preliminary Engineering: FY 2012-2013

Construction: FY 2013-2014

Additional Information: In 2012, the City of Carpinteria was awarded a Proposition 1B State Grant totaling \$41,129 for roadway maintenance projects. The City decided to improve the pedestrian curb ramps along Santa Ynez Avenue as a follow-up to the pavement improvement project completed in 2010. A total of 10 accessibility ramps will be constructed with this project.

Project:

Ash Avenue Maintenance Project

Project Description: This project will include improvements to roadway and parking areas on Ash Avenue from Third Street to Fourth Street. Depending on funding availability, the project may include additional sidewalk and drainage improvements along Ash Avenue.

Project Location: Ash Avenue

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure D/Measure A	\$335,000 (Estimated)	\$335,000 27.79.62.1 41.79.62.1
Silver Sands MHP	\$185,000 (Estimated)	TBD

Project Timeline:

Preliminary Engineering: FY 2013-2014

Construction: FY 2013-2014

Additional Information: The project costs shown above are for budgeting purposes only for this document. Actual costs will be determined by an engineer's estimate and ultimately actual costs for staff time, engineering (consultant) and construction. Funds for this project will likely come from remaining Measure D funds, Measure A funds and through an agreement with the Silver Sands Mobile Home Park. The Mobile Home Park and the City will likely enter into an agreement that will enable the Mobile Home Park to obtain public road right-of-way in exchange for participating in funding a portion of the proposed improvements along Ash Avenue.

Project:

Linden Casitas Interchanges Project

Project Description: Reconstruction of the Two Highway 101 Interchanges

Project Location: Linden Avenue overcrossing, Casitas Pass Road overcrossing, Via Real extension

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A	\$150,000	\$50,000 27.79.61.9

Project Timeline:

Preliminary Engineering Oversight: FY 2010-11, 2011-12

Design Engineering Oversight: FY 2012-13, 2013-14

Construction Oversight: FY 2014-15, 2015-16

Additional Information: This project will be completed over a two-three year process. The project has been planned for over 20 years. In 2010, the preliminary project design underwent the Project Development Team review process with the City, Caltrans and SBCAG. Currently, Caltrans is preparing the project design plans. The City continues to be actively involved in the permitting and design review of the project. The construction of the project will be through a variety of Local and State funds.

Project:

Calle Ocho/Concha Loma Drive Intersection Improvements

Project Description: This project will include extending out the northwest corner of the intersection to improve lateral sight distance for pedestrians. The crosswalk at this location is a school crossing. As a result of extending the corner out, excessive asphalt pavement will be removed. The resultant area where the pavement will be removed will be landscaped and a pathway will be installed.

Project Location: Calle Ocho and Concha Loma Drive

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A Safe Routes to School Grant	\$90,000	\$90,000 20.79.27.3
Safe Routes to School 79	\$5,000	\$5,000 27.79.61.9

Project Timeline:

Preliminary Engineering: FY 2012-13
Construction: FY 2013-14

Project:

Carpinteria Avenue/Santa Ynez Avenue/Seventh Street Intersection
Improvements

Project Description: Sidewalk improvements to provide more space for pedestrians and to reduce the distance for people to cross Carpinteria Avenue.

Project Location: Carpinteria Avenue/Santa Ynez Avenue/Seventh Street

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A Safe Routes to School Grant	\$150,000	\$130,000 20.79.27.2
Safe Routes to School 79	\$75,000	\$75,000 27.79.61.9

Project Timeline:

Preliminary Engineering: FY 2012-13
Construction: FY 2013-14

Additional Information: This project will include extending out the southwest corner of the intersection to improve lateral sight distance for pedestrians and to channelize eastbound vehicular right-turn movements. The crosswalk at this location is a school crossing. As a result of extending the corner out, excessive asphalt pavement will be removed and Americans with Disabilities Act compliant sidewalk and curb ramp will be installed.

Project:

Linden Avenue Sidewalk Maintenance Phase 2

Project Description: Various sidewalk repairs on Linden Avenue

Project Location: Linden Avenue in the Downtown T

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A/D	\$125,000	\$125,000 41.79.61.9 27.79.61.9

Project Timeline:

Preliminary Engineering: FY 2013-2014

Construction: FY 2013-2014

Additional Information: During the spring of 2012, the Department of Public Works completed various sidewalk maintenance repairs along the 600, 700 and 900 blocks of Linden Avenue. The purpose of the project is to address deferred maintenance of sidewalks and to plant street trees in vacancies.

Project:

Santa Ynez Guardrail Replacement Project/Reynolds Sidewalk Infill Project

Project Description: Replacement of damaged guardrail and construction of sidewalk and pedestrian improvements.

Project Location: Santa Ynez Avenue between Via Real and US Highway 101 and Reynolds Street between Carpinteria Avenue and Seventh Street.

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A – Safe Routes to School 79	\$50,000	\$50,000 27.79.61.9
Grants (Measure A Safe Routes to School)	\$113,796	\$113,796 20.79.27.5
Insurance Claim	\$25,000 (Estimated)	\$50,000 10.00.25.1

Project Timeline:

Engineering Design (PS&E): FY 2012-13, FY 2013-14

Construction: FY 2013-14

Additional Information: During the Fall of 2012, the outdated guardrail was damaged by a hit-and-run driver. Emergency temporary repairs were installed to protect the pedestrian path until the project was developed. Changes to the guardrail design were required such that a direct replacement was not feasible. A Measure A safe routes to school grant was applied for and obtained to fund a portion of the project. Additional project funding is expected from an insurance settlement.

Project:

Third Street Drainage Improvement Project

Project Description: Maintenance of roadside drainage in the Beach Area

Project Location: Third Street west of Linden Avenue

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A	\$35,000	\$36,000 27.79.62.1
Property Owner Partnership	\$24,000	\$24,000 10.00.25.1

Project Timeline:

Preliminary Engineering: FY 2012-13

Construction: FY 2013-14

Additional Information: As part of the Islands Apartments land development project, the City partnered with the property owner to construct the required frontage improvements and to extend those improvements to the other side of Third Street. The project installs a decomposed granite parkway, drainage swale and pavement rehabilitation on both sides of Third Street, west of Linden Avenue.

Project:

Rincon Multi-Purpose Shared Use Trail

Project Description: Multi-user trail and parking area

Project Location: South of Highway 150 to the City/County line

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A	\$75,000	\$50,000 27.79.62.3
Grants (MEA A Bike and Ped Grants)	\$250,000	\$225,000 20.79.27.5

Project Timeline:

Preliminary Engineering: FY 2012-13, FY 2013-14
Construction: FY 2014-15

Additional Information: The purpose of this project is to connect the East end of Carpinteria Avenue with a shared-use trail that will cross-over the railroad tracks and connect to Rincon County Park. Conceptual design for this project has been completed. The City has been able to acquire two Measure A Bicycle and Pedestrian Grants to facilitate the design and permitting of the project. This project is linked by Coastal Development Permitting to the Linden Avenue and Casitas Pass Road Interchanges Project. The project will connect the existing Coastal Trail Route north of Highway 150 to the Ventura County Line removing a section of the trail that currently travels along US Highway 101.

Project:

Santa Claus Lane Multi-Purpose Shared Use Trail

Project Description: Multi-user trail

Project Location: Northerly of Carpinteria Avenue to the Santa Claus Lane area of Summerland.

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A	\$25,000	\$25,000 27.79.62.3
RSTP Funds	\$200,000	N/A

Project Timeline:

Concept Development: FY 2013-14
Environmental: FY 2014-15
Preliminary Engineering: FY 2014-15, FY 2015-16
Construction: FY 2016-17

Additional Information: The City had RSTP funds allocated for projects along the Pacific Coast Trail. SBCAG determined that those funds should be relocated to this project. The City will be working closely with the County of Santa Barbara and SBCAG on the design and permitting of this project. Funding for the project will be the responsibility of the County/SBCAG as this project has been incorporated for delivery with the US Highway 101 South Coast HOV project.

Project:

Via Real Cravens Sidewalk In-fill Project

Project Description: Install new sidewalk, update MTD bus stops and Americans with Disabilities Act (ADA) curb ramp improvements

Project Location: Via Real between Cravens Lane and the western City Limits

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Measure A	\$185,173	\$185,173 27.79.62.3
Grants (Measure A Bicycle and Pedestrian)	\$74,827	\$74,827 20.79.27.4

Project Timeline:

Preliminary Engineering: FY 2013-14

Construction: FY 2013-14

Additional Information: Between Cravens Lane and the entrance to the Sandpiper Mobile Home Park no sidewalk currently exists. There is a significant unmet pedestrian demand between the MTD Bus Stop at the mobile home park entrance, the mobile home park and Via Real/Cravens Lane. This project will install ADA accessibility ramps, sidewalk and update the existing northbound bus stop. Further, the southbound bus stop will be relocated to a safer location to the south.

Project:

Carpinteria Avenue Pavement Project

Project Description: Pavement Rehabilitation

Project Location: Carpinteria Avenue between Carpinteria Creek and Franklin Creek

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Other City Funds	\$600,000	\$600,000 27.72.22.1

Project Timeline:

Preliminary Engineering: FY 2013-14

Construction: FY 2013-14

Additional Information: Over the past few years, this section of Carpinteria Avenue in the Downtown has experienced a high number of utility maintenance trenches that reduces the overall life of the pavement. Also, the recently completed Pavement Maintenance Program identified this portion of Carpinteria Avenue as needed rehabilitation. The project will remove a small portion of the existing paving, adjusting all of the utility vaults and new pavement and striping.

Project:

Parking Lot 2/Cactus Lane Improvements

Project Description: Lighting and pavement improvements

Project Location: Parking Lot 2 and Cactus Lane between Carpinteria Avenue and Wullbrandt Way

Project Funding Summary:

FUND NAME	TOTAL PROJECT COST	FY APPROPRIATION
Public ROW Lighting	\$50,000	\$50,000 29.23.22.5

Project Timeline:

Conceptual Engineering: FY 2013-14

Preliminary Engineering: FY 2014-15

Construction: FY 2014-15

Additional Information: The project will conduct an evaluation of the level of lighting in the parking lot and determine the necessary improvements to meet minimum standards. The study will also evaluate the parking lot pavement condition and recommend an improvement strategy. The report will provide the background for the eventual design and construction of the improvements.

City of Carpinteria
2012-13 Proposed Budget

Fund: Tidelands/Recreation/General/Parks/Revolving
Department: Parks and Recreation

Program:

Parks and Recreation Administration



Program: Parks and Recreation Administration

I. Program Summary

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

II. Budget Summary

Program:						
Parks and Recreation Administration	ACTUAL 09	ACTUAL 10	ACTUAL 11	FINAL 12	PROPOSED 13	%Chg
TOTAL REVENUE	0	0	0	0	0	
Personnel	89,175	101,286	55,560	45,909	45,796	-0.2%
Contract Services		825				
Other Operating Exp.	2,142	1,647	1,349	1,800	1,800	
TOTAL EXPENDITURES	91,317	103,758	56,909	47,709	47,596	-0.2%
NET INCOME / (SUBSIDY)	(91,317)	(103,758)	(56,909)	(47,709)	(47,596)	-0.2%
1069164 Part-time Wages 69				17,970		-100.0%
2361210 Architectural Services 61		825				
1069303 Printing & Advertising 69	1,067	282		400	400	
1069305 Dues & Subscriptions 69	33	155	155	200	200	
1069306 Meetings & Travel 69	173	20		100	100	
1069308 Supplies & Materials 69	869	1,190	1,194	1,100	1,100	
99000 Personnel	89,175	101,286	55,560	45,909	45,796	-0.2%

III. Personnel Allocations

Position:

Director of Parks and Recreation
Management Assistant

FTE Allocation:

.20
.20

Total FTE

0.40

Expense Summary

The Parks Department Administration will be working on the following list of projects in 2012/13

The Carpinteria Rincon Trail

Program: Parks and Recreation Administration

Preliminary engineering for this bike path has been completed. The next necessary step in this project is to prepare environmental analysis documentation. The City has received a grant from the California Coastal Conservancy to initiate the work. The CEQA study is expected to take about one year.

Railroad Crossing Project.

Seek funding to prepare preliminary site plan and other information in 2012/13 for a select railroad crossing in Carpinteria.

Marine hazard and relic oil facility reduction.

Along the Carpinteria Coastline and in Tar Pits Park, a variety of relic oil facilities still exist that are completely obsolete. Preliminary efforts to identify these hazards, identify the ownership, and work toward their removal will take place in 2012/13.

Pursue the acquisition of additional park land.

The City has entered into an escrow for the vacant property just west of Parking Lot #3. The execution of escrow instructions and property suitability evaluations will be conducted prior to the close of escrow in September 2012.

Personnel

No changes are budgeted.

Operational / Service Expense

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

Program: Parks and Recreation Administration

V. Goals and Performance Measures

Goals	Performance Measures
◆ Increase participation in recreation programming through promotion and public relations.	1. Survey no less than 100 program participants for feedback and satisfaction level. 2. Increase program revenues by 5% overall.
◆ Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program.	1. Develop the construction drawings for the Carpinteria Rincon Trail. 2. Develop concept design for new park land uses. 3. Seek permits for Seaside Park and Memorial Park.
◆ Prepare Grant Applications	1. Seek construction funding park and community projects.
◆ Prepare a preliminary site plan for a select railroad crossing.	1. Research street plans, prepare back ground information and draw railroad crossing schematics.
Recreation Staff and Lifeguard Retention and Training/ Professional Development.	1. Provide training as needed to lifeguard and recreational staff in time for summer season. 2. Each department full time staff member shall attend at least one training seminars before June 2013 to improve skills and professionalism.
◆ Park and Beach Safety	1. The Parks Department shall visually inspect park and beach facilities at least monthly.

Program: Parks and Recreation Administration

◆ Carpinteria City Hall Site survey and site plan.	Develop a concept site plan for City hall improvements and landscaping.
Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.	1. Complete 100% of all employee evaluations on time as defined by the Human Resources Department. 1.



City of Carpinteria

2012-13 Proposed Budget

Fund: Recreation/General

Department: Parks and Recreation



Program: *Community Pool Services*

I. Program Summary

The Community Pool Program includes all of the services and programming that is based at the community pool. The Pool facility allows the City to offer a variety of programming to the public and to other agencies. All users pay entry fees or tuitions to programs that provide significant revenue to partially offset the pool's operation.

The following programs are planned for the 2012-13 fiscal year:

1. Swim Team at the Pool For youth aged 5 –17, this program is in session year round during the school year. Participants are coached in competitive swimming at all levels to achieve individual improvement in fitness and self confidence. This program has had about 35 children enrolled in 2011/12 and is expected to grow in 2013.

Program: Community Pool Services

2. Masters Swimming For adult swimmers, coached workouts are held Mondays, Wednesdays and Fridays each morning and evening. All skill level swimmers are invited to improve their strength and endurance as well as gain better stroke technique and camaraderie.

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

4. Swimming Instruction Swim lessons are offered to all age groups from tiny tot to an adult of any age. Water Safety Instruction certified teachers provide private, semi-private or group lessons.

5. Carpinteria Unified School District Use The Community Pool is made available to the Carpinteria Unified School District for primary school swimming lessons, and high school swim team and water polo team uses.

6. Facility Rentals The community pool is offered to many other agencies for use as needed on a rental basis. In the past, these have included Santa Barbara High School for their Water Polo Program, Various swim teams for workouts and others for marine rescue training.

7. Recreational Swim The Community Pool is made available for general admission to anyone for recreation swimming on a daily basis.

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

Program: Community Pool Services

II. Budget Summary

Program:						
Community Pool Services	ACTUAL 09	ACTUAL 10	ACTUAL 11	FINAL 12	PROPOSED 13	%Chg
TOTAL REVENUE	206,375	201,038	209,277	203,381	204,300	
Personnel	279,489	317,449	299,562	228,181	217,773	-4.6%
Contract Services	14,239	6,346	5,044	10,814	10,814	
Utilities	54,579	47,341	48,816	50,462	48,682	-3.5%
Other Operating Exp.	42,215	37,032	46,812	53,763	42,350	-21.2%
Major Capital	143,321					
Minor Capital	18,353					
TOTAL EXPENDITURES	552,196	408,168	400,234	343,220	319,619	-6.9%
NET INCOME / (SUBSIDY)	(345,821)	(207,130)	(190,957)	(139,839)	(115,319)	-17.5%
4848101 INTEREST INCOME 48	241	(121)				Interest
4848164 MISCELLANEOUS INCOME	47	984				Charges for Service
4848183 YOGA CLASSES			105			Charges for Service
4848187 JAZZERCISE 48	6,063	6,372	6,805	7,000	7,000	Charges for Service
4848352 VETS HALL RENTALS	27,135	31,035	31,145	33,000	33,000	Charges for Service
4848353 SEASIDE RENTAL			7,000			Charges for Service
4848400 AQUA CAMP REVENUES	8,377	66	224	81		-100.0% Charges for Service
4848401 LEARN TO SWIM TUITIONS	27,646	30,958	33,037	27,000	27,000	Charges for Service
4848405 SAFETY CLASS TUITIONS	1,929	1,510	1,015	1,500	1,500	Charges for Service
4848406 PUNCH CARD SALES	42,547	38,113	31,945	35,000	35,000	Charges for Service
4848407 AEROBICS PROGRAM	2,200	1,903	1,841	2,000	2,000	Charges for Service
4848408 FAMILY/CORPORATE PASS 48	15,100	13,800	9,125	8,500	8,500	Charges for Service
4848410 ADULT DAY PASS SALES	10,015	10,763	8,989	10,000	10,000	Charges for Service
4848411 SENIOR DAY PASS SALES	807	603	621	700	700	Charges for Service
4848412 SEASON PASS SALES	4,000	3,500	6,325	9,500	4,500	-52.6% Charges for Service
4848413 SWIM TEAM TUITIONS	21,181	24,704	27,841	34,000	40,000	17.6% Charges for Service
4848414 ENDURANCE/MASTERS	2,870	3,861	3,362	2,000	2,000	Charges for Service
4848416 GROUP FEE	2,967	2,533	470	1,000	1,000	Charges for Service
4848417 CONCESSIONS-TAXABLE	4,367	5,412	5,835	4,500	4,500	Charges for Service
4848418 LOCKER RENTALS	387	358	935	1,600	1,600	Charges for Service
4848422 CHILD DAY PASS SALES	6,951	6,438	3,395	3,000	3,000	Charges for Service
4848424 TENNIS TUITIONS			1,185	1,000	1,000	Charges for Service
4848425 CONCESSION, NON-TAXABLE	1,831	1,693	938	2,000	2,000	Charges for Service
4848426 POOL SPECIAL EVENTS REVENUE	19,714	16,549	27,139	20,000	20,000	Charges for Service
4848166 DONATIONS 48		5				Miscellaneous
4866220 Grounds Maintenance 66	3,992	3,461	3,461	3,264	3,264	Contract Services
4866221 Miscellaneous Contracts 66	6,612	2,435		5,000	5,000	Contract Services
4866223 Equipment Maintenance 66	3,635	450	1,583	2,550	2,550	Contract Services
4866312 Utility - Water 66	9,514	8,139	10,796	8,585	8,585	Utilities
4866313 Utility - Electric 66	16,504	12,657	12,100	13,130	13,130	Utilities
4866314 Utility - Natural Gas 66	24,375	26,545	25,920	24,000	22,220	-7.4% Utilities
4866317 Utility - Sewer 66	4,186			4,747	4,747	Utilities
4866301 Telephone 66	3,297	3,591	3,846	3,000	3,000	Other Operating Exp
4866302 Cash (Over)/Short	(4,055)	(6,314)	(468)	250	250	Other Operating Exp
4866303 Printing & Advertising 66	583	1,035	838	500	500	Other Operating Exp
4866306 Meetings & Travel 66		253	308	100	100	Other Operating Exp
4866308 Supplies & Materials 66	18,722	17,069	18,813	21,000	17,000	-19.0% Other Operating Exp
4866338 Chemicals	12,920	12,576	14,472	16,000	13,000	-18.8% Other Operating Exp
4866350 Supplies for Resale	4,950	4,120	5,922	3,500	3,500	Other Operating Exp
4867308 Supplies & Materials 67	2,141			413		-100.0% Other Operating Exp
4868308 Supplies & Materials 68	3,657	4,700	3,081	9,000	5,000	-44.4% Other Operating Exp
107900 Seaside Building Improvements	143,321					Major Capital
4870611 Pool Covers	18,353					Minor Capital
99000 Personnel	279,489	317,449	299,562	228,181	217,773	-4.6%

Program: Community Pool Services

III. Personnel Allocations

Position:	FTE Allocation:
Director, Parks and Recreation	.10
Management Assistant	.30
Assistant Pool Superintendent	.50
Pool Superintendent	1.00
Swim Team Coaches	.40
Maintenance Technician	.15
Aqua Aerobics Instructors	.20
Cashiers	0.40
Pool Lifeguards	1.55
Total	4.60

IV. Expense Summary

Personnel: For this fiscal year, the total of FTE for pool staff has decreased due to a proposed reduction of pool hours open to the public of about 200 hours annually.

Operational / Service Expense: This expense category includes the costs of natural gas, electrical power, water service, sewer service and telephone are included. Additionally, chemicals, equipment maintenance and supplies and materials are also required.

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

Equipment Maintenance: This account is used to fund the replacement and repair of essential pool equipment such as lane lines, boiler service and other pool facilities.

Capital Outlay

This Category includes the costs of new replacement equipment needed or considered desirable for the pool facility. The goal in this fiscal year includes fund raising for an ozone system to better sanitize pool water. Should sufficient funds be raised, a health permit will be sought to install such a system. The cost of an installed system is thought to be about \$50,000. These funds are expected to be raised through private fund raising. If installed, overall pool chemical costs are expected to go down as sodium hypochlorite costs will be reduced.

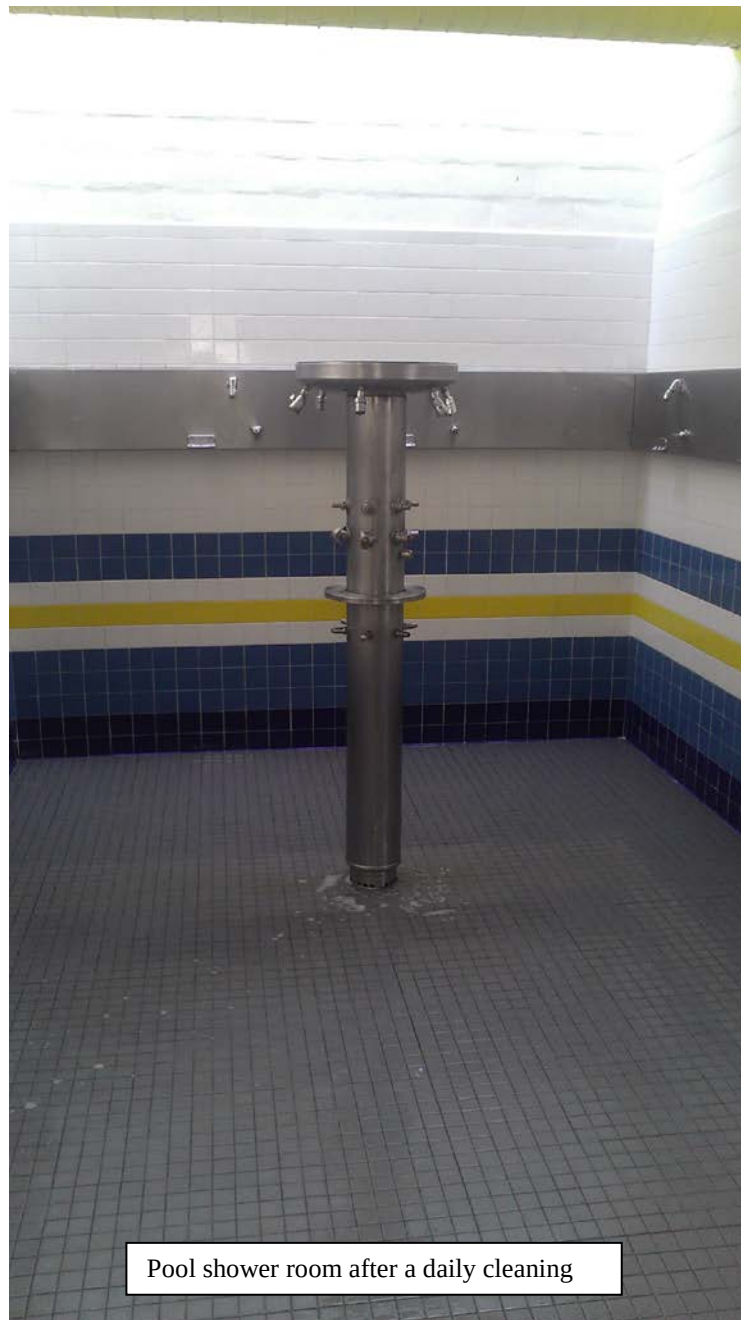
Program: Community Pool Services

V. Goals and Performance Measures

Goals	Performance Measures
♦ Increase pool patronage	1. Increase pool patronage revenues by 5%. 2. Promote pool programs in City newsletters and other media.
♦ Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the high quality Carpinteria Community Pool facility, fun, physical fitness and education.	1. Hire and train a sufficient number of recreation staff. 2. Enroll over 300 hundred youth to participate in pool recreation programming. 3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.
♦ Continued high quality maintenance protocol.	1. Have four pool staff meetings where facility maintenance procedures are reviewed. 2. Evaluate disinfection options for the locker room and shower areas.
♦ Promote facility safety and staff professionalism.	1. Conduct at least four staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.
♦ Private fund raising for pool ozone system.	Continue fund raiser by offering opportunity for new tile wall donations. Project generated \$4,000 in 2011.

Program: Community Pool Services

Goals	Performance Measures
High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of extreme importance.	1. Clean locker rooms daily. 2. Respond to Customer concerns with prompt response.



City of Carpinteria

2012-13 Proposed Budget

Fund: Tidelands/Recreation/General

Department: Parks and Recreation



Program: *Ocean Beach Services*

I. Program Summary

There are approximately three miles of Pacific Ocean coastline in the City of Carpinteria. Much of this is left as natural open beach, however, the Carpinteria City Beach is a world famous destination and a recreational treasure for local residents and tourists. Located between Linden and Ash Avenues, this fifteen hundred foot long stretch of sandy beach is the site where recreation programming, beach cleaning, lifeguard services, and ocean flood control activities occur during various times of the year. Lifeguard service and a clean beach help to protect public health and promote the beach as a recreational destination. The Ocean Beach Services Program provides for these and other desired services.

1. Ocean Lifeguard Service.

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



Program: Ocean Beach Services

year.



2. Junior Lifeguard Youth Program This very popular summertime youth program for ages nine to seventeen includes instruction in lifesaving techniques, swimming, fitness, beach competitions, kayaking, marine science, games and other beach related activities. The program attracted over one hundred and twenty students from the community in the summer of 2011.

Adventure/ Stand up Paddling

(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 wetsuits, paddles, life vests and helmets are provided to each participant.

3. Kayaking/Kayak This program is for ages ten and above



4. Surfing Available in the summer and fall of each year, these classes are for youth age eight and up and offer instruction in basic surfing techniques, surfing etiquette and general aquatic safety. Surfboards and wet suits are provided or students may bring their own.

5. Sailing This class provides instruction in the basics of sailing. Students experience catamaran and



Program: Ocean Beach Services

mono-hull vessels. Carpinteria's gentle afternoon ocean breezes and calm surf offer an ideal venue for this program that is open to ages ten and up. Sailing is a wonderful way to enjoy ocean breezes and blue ocean waters.

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

7. The Winter Protection Berm The Winter Protection Berm is intended to provide a measure of protection to private and public improvements along the Carpinteria City Beach. The program includes the mechanical installation and



removal of a sand berm as well as the permit administration required by the Army Corps of Engineers and the California Coastal Commission. The sand berm project is funded partially by the property owners along the waterfront through the City's Assessment District # 5. The berm has proven to be effective in preventing public and private property damage during several fierce storms in the last several years.

8. Beach Concessions The City operates a beach concession to enhance visitor comfort and convenience and to raise funds for Carpinteria City youth programming. The program provides summer jobs for young people in the community, and generates revenue to help offset the costs of the youth programming. This service includes a contract provided food service at the end of Linden Avenue and a City operated sundry and equipment rental store. All concession operations are considered seasonal. In addition, the Beach store personnel makes available the beach wheel chair to those who request it at no charge.

Program: Ocean Beach Services

II.



III. Budget Summary

Program: Ocean Beach Services

Program:	ACTUAL 09	ACTUAL 10	ACTUAL 11	FINAL 12	PROPOSED 13	%Chg	
Ocean Beach Services							
TOTAL REVENUE	414,348	440,735	383,108	370,805	372,505		
Personnel	150,676	171,140	210,670	236,535	226,060	-4.4%	
Contract Services	26,225	123,033	18,621	21,530	21,530		
Utilities	707	783	861	871	871		
Other Operating Exp.	71,990	53,277	46,210	54,550	49,500	-9.3%	
Minor Capital	2,080	11,903	13,420	546		-100.0%	
TOTAL EXPENDITURES	251,678	360,136	289,782	314,032	297,961	-5.1%	
NET INCOME / (SUBSIDY)	162,670	80,599	93,326	56,773	74,544	31.3%	
2828101 INTEREST INCOME 28	11,013	5,312	3,529	2,855	2,855		Interest
2828280 OCEAN DYNAMICS	150						Charges for Service
2828281 JR LIFEGUARD FEES	79,250	63,729	54,716	28,500	30,000	5.3%	Charges for Service
2828283 CONCESSION REVENUE	24,361	25,119	19,255	26,000	30,000	15.4%	Charges for Service
2828284 SURFING TUITION	11,057	9,552	7,740	12,000	12,000		Charges for Service
2828285 RENTS & LEASES 28	249,618	257,949	254,448	254,000	254,000		Charges for Service
2828286 OCEAN ADVENTURE CAMP TUITIO		650	350	700		-100.0%	Charges for Service
2828287 KAYAK REVENUE	4,248	5,933	5,050	12,500	12,000	-4.0%	Charges for Service
2828282 BERM ASSESSMENT	19,686	20,237	19,246	20,000	20,000		Assessments
2828164 MISCELLANEOUS INCOME 28	11,970	48,742	11,398	10,400	11,000	5.8%	Miscellaneous
2828166 DONATIONS 28	2,995	3,511	7,376	3,850	650	-83.1%	Miscellaneous
2862220 Contract Services (Berm Permit)	10,686	80,000	2,522	1,530	1,530		Contract Services
2862221 Beach Dune Maintenance	15,539	43,033	16,099	20,000	20,000		Contract Services
2862315 Utility - Sewer	707	783	861	871	871		Utilities
2862301 Telephone 62	4,643	4,913	5,197	4,500	4,500		Other Operating Exp
2862303 Printing & Advertising 62	1,931	1,782	1,832	2,000	2,000		Other Operating Exp
2862305 Dues & Subscriptions 62	9,020	7,650	7,650	9,550	8,000	-16.2%	Other Operating Exp
2862306 Meetings & Travel 62				500	500		Other Operating Exp
2862307 Ocean Water Sampling	417						Other Operating Exp
2862308 Supplies & Materials 62	21,220	10,703	9,437	12,500	9,000	-28.0%	Other Operating Exp
2862309 Kayak Program Equipment		1,320					Other Operating Exp
2862312 Kayak Program Misc. Exp	496	118		500	500		Other Operating Exp
2862320 Pre-employment Physicals	766	1,064	905	1,000	1,000		Other Operating Exp
2862329 Jr Lifeguard Expenses	18,369	15,264	13,654	15,000	15,000		Other Operating Exp
2864302 Purchases for Inventory	13,811	8,397	5,481	8,000	8,000		Other Operating Exp
2864304 Cash (Over)/Short 28	(535)	218	16				Other Operating Exp
2864308 Supplies & Materials 64	1,852	1,847	2,038	1,000	1,000		Other Operating Exp
2870410 Beach Wheelchair Storage Box	2,000	9,499	4,977				Minor Capital
2870412 Sailing Prog Equip		520					Minor Capital
2870415 Sailing Equipment Grant - 28	80	1,884	8,443	546		-100.0%	Minor Capital
99000 Personnel	150,676	171,140	210,670	236,535	226,060	-4.4%	

III. Personnel Allocations

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Lifeguards	1.50
Cashiers	.30
Total	<u>2.99</u>

Program: Ocean Beach Services

IV. Expense Summary

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

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

Contract Services: This category includes the costs of the construction and removal of the winter protection berm, and for a biological monitor to inspect for snowy plover bird activity on the City beach as required by the Coastal Commission. Additionally, this year, some consultations may be needed to further the City's effort to work with the Army Corps of Engineers on the Carpinteria Shoreline Erosion Protection Feasibility Study and Sand Dune Restoration Project. \$2,500 has been budgeted for this if needed.

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

Carpinteria Beach Store.

The Carpinteria Beach Store was remodeled for the 2010 summer. The seasonal concession program allows the City to provide additional summer jobs, promote tourism, provide comfort and convenience to beach goers, and raise money for youth recreation programming.

The remodeled store will allow better display of merchandise and the new design will better serve customers.

V. Goals and Performance Measures



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

Objectives	Performance Measures
◆ Maintain the Carpinteria City Beach free of litter, hazardous debris and dead marine animals in order to promote beach safety and visitorship from residents and tourists E - 181	1. Daily litter pick-up from June 12th to September 5th including trash, cigarette butts and sharps. 2. Beach raking by use of a tractor at least 4 times a week throughout the summer.

Program: Ocean Beach Services

Objectives	Performance Measures
◆ Provide high quality lifeguard service for the ocean beach by training staff in CPR, First Aid, aquatic rescues and beach safety operations.	All new lifeguard hires will receive specialized training for the beach and the pool that conforms with relevant standards.
◆ Provide high quality, cost effective, safe and efficient youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.	1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors. 2. Enroll over four hundred youth to participate in ocean programming. 3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.
◆ Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.	1. Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.
◆ Install, maintain and remove the winter protection berm in the winter of 2013	1. Build the berm prior to December 2012 2. Monitor and if needed, maintain the berm until spring of 2013 3. Remove the berm and restore the beach to a summer like profile prior to mid April 2013.
◆ Design, permit and construct a new lifeguard station at Holly Avenue.	1. Develop design for Lifeguard Tower. 2. Seek and obtain discretionary permits. 3. Build tower in time for 2014 summer season.

City of Carpinteria

2012-13 Proposed Budget

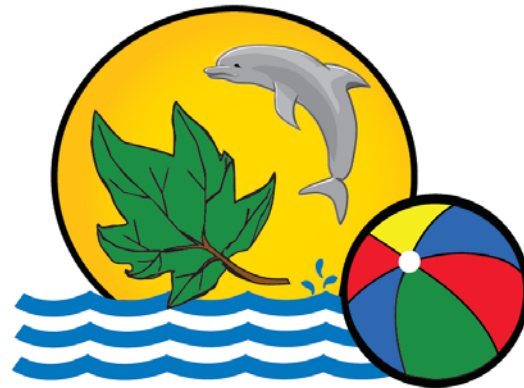
Fund: Recreation/General Fund

Department: Parks and Recreation

Program: *Special Events*

I. Program Summary

The Parks and Recreation Department conducts a variety of special programs intended to help promote recreation and the Community of Carpinteria. The events include those already familiar to the area such as the triathlon event that is held in the late summer. Other events in this program include an adult softball league. The expenses of these programs are offset by the revenue generated from participants or by donations.



**City of Carpinteria
Parks & Recreation**

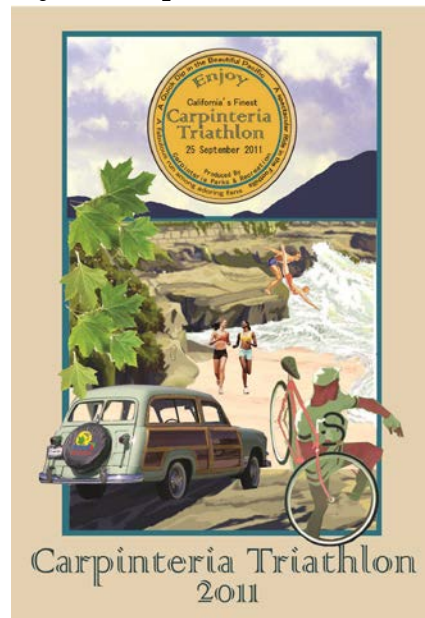
Triathlon

This successful event will be returning for its twelfth year, the Triathlon consists of an ocean swim, a bicycle ride and a run. Planning to attract seven hundred and fifty hundred participants this year, the event continues to be a fall classic for Carpinteria. Not only promoting a healthy lifestyle in, the event will also attract visitors during an off season time of year, improve the sales tax, improve TOT revenues and help to raise funds for the Parks and Recreation Department. Last year's event netted over \$30,000 for City recreation programming.

Adult Coed Softball League

This summer tradition in Carpinteria usually attracts over 180 adult participants and is held during daylight hours on Tuesday and Thursday evenings at beautiful Viola Fields during the summer.

The expenses associated with these programs are included in the operational expense portion of the



Program: Special Events

budget summary presented below. These programs are self-funding.

II. Budget Summary

Program:						
Special Events	ACTUAL 09	ACTUAL 10	ACTUAL 11	FINAL 12	PROPOSED 13	%Chg
TOTAL REVENUE	93,106	87,220	110,311	109,750	109,750	
Personnel	20,420	23,193	22,123	21,800	21,682	-0.5%
Other Operating Exp.	68,998	63,340	63,319	63,500	63,500	
TOTAL EXPENDITURES	89,418	86,533	85,442	85,300	85,182	-0.1%
NET INCOME / (SUBSIDY)	3,688	687	24,869	24,450	24,568	0.5%
4848168 TRIATHLON REVENUE	85,713	77,268	103,456	100,600	100,600	Charges for Service
4848182 SOFTBALL REVENUE	6,518	9,793	4,600	7,150	7,150	Charges for Service
4848188 PARK SPECIAL EVENTS REVENUE	875	160	2,255	2,000	2,000	Charges for Service
4863300 Triathlon Expense	64,407	56,446	56,502	57,000	57,000	Other Operating Exp
4863302 Softball League Expenses	4,481	4,357	3,696	4,000	4,000	Other Operating Exp
4863308 Special Events Expenses	110	2,537	3,121	2,500	2,500	Other Operating Exp
99000 Personnel	20,420	23,193	22,123	21,800	21,682	-0.5%

III. Personnel Allocations

Position:	FTE Allocation:
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Director, Parks and Recreation	.05
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Management Assistant	.10
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Maintenance worker	.05
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Parks and Facility Maintenance Worker	.05
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Total	<u>.25</u>
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IV. Expense Summary

Personnel

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

Contract Services: None

Capital: None anticipated

Program: Special Events

V. Goals and Performance Measures



Goals	Performance Measures
◆ Attract 12 or more teams to the Adult Softball League	1. Attract 180 adults to play Generate funds to offset fields operations and maintenance.
◆ Plan, publicize, and conduct triathlon.	1. Attract over eight hundred participants 2. Provide funds to allow for over 50 youth scholarships to City recreation programs or to support the community pool and youth programming. .



Carpinteria Triathlon attracts over 800 participants

Program: Special Events

Goals	Performance Measures
◆ 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.



Viola Fields The Carpinteria Bluffs

City of Carpinteria

2012-13 Proposed Budget

Fund: Parks Maintenance / General / DIF/Revolving

Department: Parks and Recreation

Program: *Parks and Facility Improvement and Maintenance*

I. Program Summary

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

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
Linden Field and Tomol	
Interpretive Play Area	6.3 acres
Franklin Creek	1.1 acres
Carpinteria Creek Park	1.03 acres
Historical Marker	.25 acres



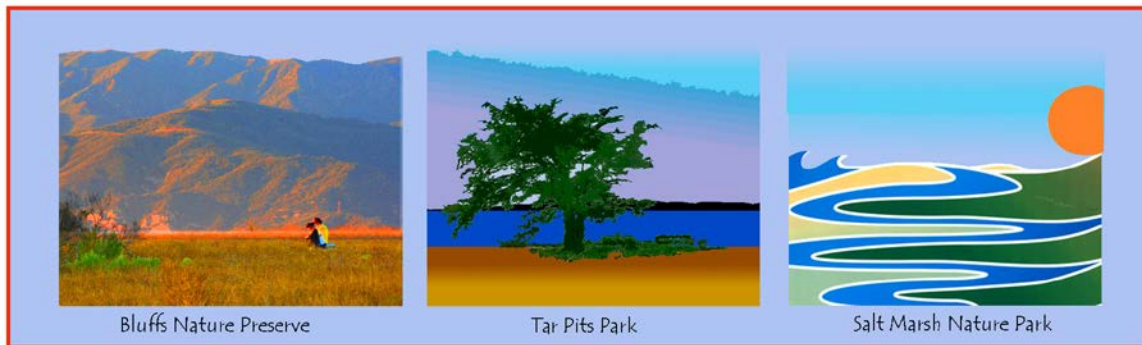
Memorial Park With new wood chip fall area

The Park and Facilities Maintenance Program includes all park maintenance and improvement throughout the City. Also included is the facility care for the Veteran's Memorial Building. Capital spending on hiking and biking trails, park system expansion and improvement and the development of other recreation facilities in the community are included in this program. In 2012, a community survey conducted by a professional public opinion research company found that 93% of those surveyed were completely satisfied by the City's Park Maintenance program.

Program: Parks and Facility Improvement and Maintenance



The Tomol Interpretive Play Area was completed in 2011. The Palm to Linden trail was completed in by April 2012. These beautiful park amenities connect the Carpinteria State Beach campground to the City's downtown with an irresistible shared use trail to encourage pedestrians and bicyclist to enjoy Carpinteria's incredible beauty.



Carpinteria, California

Program: Parks and Facility Construction and Maintenance

II Budget Summary

Program:		ACTUAL 09	ACTUAL 10	ACTUAL 11	FINAL 12	PROPOSED 13	%Chg	
Parks & Facility Maintenance								
TOTAL REVENUE		290,932	402,217	465,594	221,292	484,789		
Personnel		100,853	114,551	138,910	127,840	111,982	-12.4%	
Contract Services		214,661	231,025	226,520	153,005	159,005	3.9%	
Utilities		59,050	85,922	85,635	72,012	57,012	-20.8%	
Other Operating Exp.		40,465	54,670	38,463	38,000	38,000		
Major Capital		24,621		208,044		240,000		
TOTAL EXPENDITURES		439,650	486,169	697,572	390,857	605,999	55.0%	
NET INCOME / (SUBSIDY)		(148,718)	(83,952)	(231,978)	(169,565)	(121,210)	-28.5%	
2222225	NEW CONSTRUCTION TAX	1,000	2,268	12	3,000	3,000		Other Taxes
2323335	PARK MAINTENANCE TAX 23	145,425	145,685	149,076	146,000	146,000		Other Taxes
2222101	INTEREST INCOME 22	51						Interest
2323101	INTEREST INCOME 23	400	(134)	47	174	174		Interest
2323102	PARK RENTAL 23	45,370	31,016	(37,404)	18,300	12,000	-34.4%	Charges for Service
2323103	STATE DAY USE PARKING		26,739	59,550	25,000	25,000		Charges for Service
2020200	TOMOL IPA LWCF			138,044				Subventions / Inter
2020437	CARPINTERIA RINCON TRAIL INCO					170,000		Subventions / Inter
2323231	BLUFFS ENDOWMENT		40,000		20,000	20,000		Subventions / Inter
3131311	STORM DRAINS	74,065				100,000		Intergov Grants
3131316	MONTE VISTA PARK RESTROOM	11,630						Intergov Grants
3131621	CARPINTERIA CREEK PARK 31	12,991	156,644	153,642	8,368	8,615	3.0%	Intergov Grants
2323166	DONATIONS 23			2,627	450		-100.0%	Miscellaneous
1072223	Coastal Access & Rail Safety	29,229	10,743					Contract Services
2361221	Miscellaneous Contracts	46,224	54,410	69,161	40,000	46,000	15.0%	Contract Services
2361222	Equip/Vehicle Maintenance	655	(45)		255	255		Contract Services
2361225	Park Maintenance 61	96,489	106,974	108,404	60,000	60,000		Contract Services
2861225	Marsh/Bluffs Maintenance	30,884	40,866	33,292	35,000	35,000		Contract Services
4865220	Grounds Maintenance 65	1,570	3,571	4,336	4,080	4,080		Contract Services
4865221	Miscellaneous Contracts 65	598	6,668	2,356	5,000	5,000		Contract Services
4865224	Custodial Services	9,012	7,840	8,971	8,670	8,670		Contract Services
2361312	Utility - Water 23	49,547	76,426	78,738	65,000	50,000	-23.1%	Utilities
2361313	Utility - Electric 23	8,336	8,342	5,761	5,800	5,800		Utilities
2361317	Utility - Sewer 23	1,167	1,154	1,136	1,212	1,212		Utilities
2361306	Bluffs Park Expense	18,471	25,798	19,742	20,000	20,000		Other Operating Exp
2361307	Vehicle Oper/Maintenance 23	1,556	4,296	2,451	3,000	3,000		Other Operating Exp
4865309	Misc Operating Expenses 65	20,438	24,577	16,270	15,000	15,000		Other Operating Exp
2037303	Carpinteria Rincon Trail					170,000		Major Capital
2079305	Tomol IPA LWCF			138,044				Major Capital
2379611	Irrigation Water Well			70,000		70,000		Major Capital
3172221	Monte Vista Park Restroom	11,630						Major Capital
3179621	Carpinteria Creek Park 31	12,991						Major Capital
99000	Personnel	100,853	114,551	138,910	127,840	111,982	-12.4%	

Program: Parks and Facility Improvement and Maintenance

III. Personnel Allocations

Position:	FTE Allocation:
Director, Parks and Recreation	.30
Management Assistant	.10
Public Works Supervisor	.10
Parks and Facilities Maintenance Worker	.25
Maintenance technician	.20
General Maintenance worker	.20
Part time worker	.37.5
Total	1.425

IV. Expense Summary

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

Operational / Service Expense: This expense includes the cost of supplies and materials, electrical service, sewer fees, park furniture and minor improvements planned for this year, as well as the cost of water to irrigate the parks. It is anticipated that water costs for park irrigation will go down significantly due to a rate increase from the local water district.

Contract Services: A Parks Maintenance Contract, which provides for routine park maintenance, has a provision to allow for an increase based upon an inflation index. Funds have been reduced to the parks miscellaneous contracts account to conserve fiscal resources.

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

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

Program: Parks and Facility Construction and Maintenance

Athletic Field Maintenance.

The City of Carpinteria maintains two athletic field complexes. One at El Carro Park and the other at Viola Fields. In order to counteract the long term impacts of soil compaction and wear and tear on the turf at these locations, the Parks Department will



import organic soil amendment and spread it over the fields. 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.

Seaside Building and Grounds

The City of Carpinteria completed renovations to the seaside building in June 2009. A design to renovate the grounds is still being developed. Features for this part of the project will likely include an open turf area, some public patio areas and a parking lot.

Funding to complete construction of this public project has not yet been identified. As the design is developed, a cost estimate will be calculated and funding will be sought.

Irrigation Water Well

This project includes the permitting and construction of an irrigation water well in the most optimal location for supplying a City Park with water. This site may include City Hall. Water from a water well can cost about \$250 per acre foot including amortization of the capital investment in a well. This cost is significantly less than the local water district's rate. Because the irrigation water does not need treatment for its intended use, well water is considerable less expensive. The Parks Department has operated a water well in El Carro Park since 1998 with good success.

The Carpinteria Rincon Trail

This project is a partnership project with Santa Barbara County and the City of Carpinteria. The project includes a 5,000 foot long trail that connects the eastern end of Carpinteria Avenue with the Ventura County line. The route takes advantage of already public owned land over terrain with breathtaking views of the Pacific Ocean. The Project's CEQA review is expected to be complete by August 2012. The preparation of complete

Program: Parks and Facility Improvement and Maintenance

plans, specifications and engineering should be complete by June 2013. Construction could begin shortly thereafter if construction funding can be secured.



City Hall Campus site and landscape plan.

The preparation of a site and landscape plan for Carpinteria City Hall will include landscaping, additional parking, improved drainage and the location of an approximate 3,500 square foot annex building to accommodate administrative services of the City.

Integrated Pest Management Program (IPM)

The Carpinteria City Council adopted an IPM policy of January 9, 2012. The task now at hand is to develop an IPM program with the help of a City Council appointed committee. The committee will be orientated to the City's park and public land inventory, help to develop weed management tactics and acceptable protocols to resist infestation of weeds and other pests. Committee work will be ongoing, but in 2012-2013 it is anticipated a program can be developed that will provide for a common sense approach to the needs of the City.

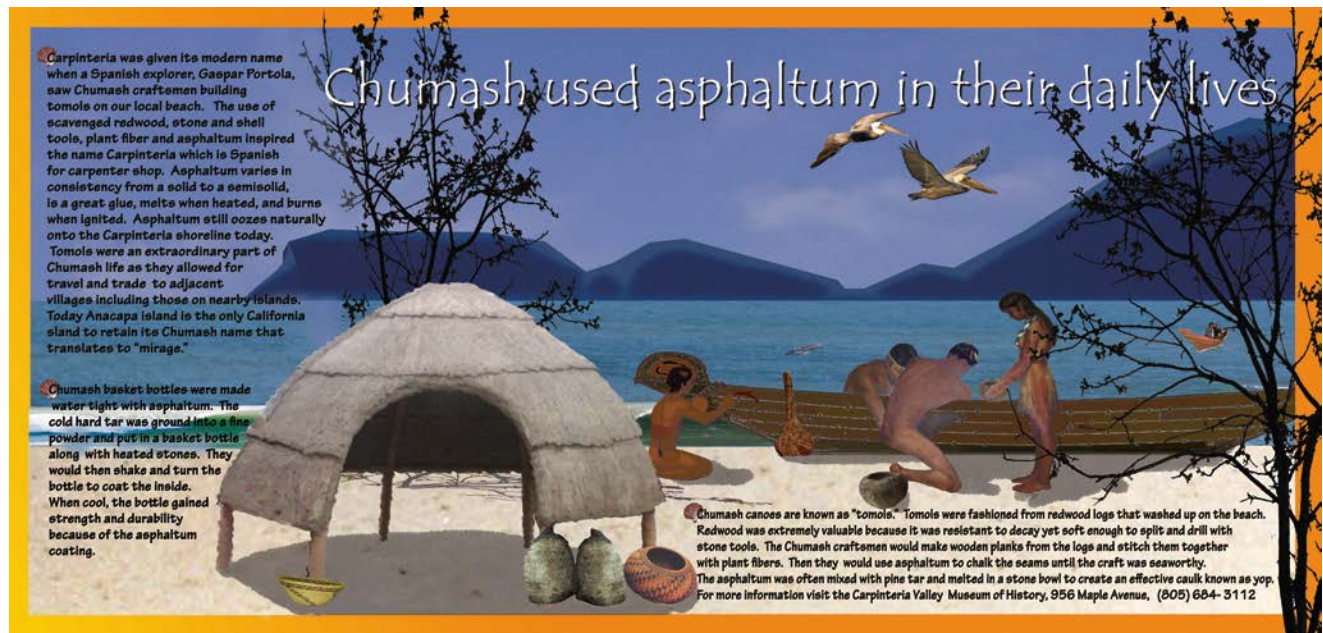
Program: Parks and Facility Construction and Maintenance

V. Goals and Performance Measures

Goals	Performance Measures
◆ Be water efficient in the park system and install irrigation water well.	Minimize water costs 1. Reduce turf areas in Franklin Creek Park, Memorial Park, Heath Ranch Park. 2. Prepare hydrologic evaluation for the preferred well site. 3. Make application to install an irrigation water well in Monte Vista Park or other preferred site 4. Install water well by June 2013.
◆ Plant 50 native trees	1. Identify 50 locations for native trees. 2. Procure trees. 3. Install trees.
◆ Athletic Field Maintenance	Procure and distribute 70 Cubic yards of organic amendment to select athletic fields to improve turf conditions.]
◆ Complete acquisition of the park site from UPRR.	1. Record Grant Deed
◆ Complete CEQA and engineering for the Carpinteria Rincon Trail.	Identify a design engineer Complete 95% Drawings for the project.
◆ Design and construct the Seaside Building grounds. (Pending Funding)	1. Gain regulatory approval and permits 2. Identify Funding 3. Seek competitive construction bidding. 4. Provide construction management services

Program: Parks and Facility Improvement and Maintenance

Goals	Performance Measures
◆ Complete Memorial Park Concept Design	1. Complete concept design for Memorial Park that may include restroom, off leash area, and jogging trail. 2. Seek Coastal Development Permit 3. Once funding is acquired, work to implement project. 4. Completion Date TBD.
◆ Carpinteria City Hall Landscape and Site Plan.	1. Obtain site survey 2. Prepare site plan 3. Conduct ARB review.
◆ Integrated Pest Management Program	1. Conduct committee meetings as needed. 2. Prepare IPM program documents 3. Prepare IPM Annual Report.



This interpretive sign was designed by the City Parks Department and installed along the new Palm to Linden Trail.

CITY OF CARPINTERIA
Proposed 2013-14 Budget
GENERAL FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Property Taxes	\$2,617,817	36.7%	\$2,581,797	37.7%	\$2,619,423	34.2%	\$2,627,272	35.5%	\$2,692,954	35.0%
Sales Taxes	1,886,345	26.5%	1,610,861	23.5%	1,860,725	24.3%	1,719,864	23.2%	1,843,000	24.0%
Franchise Taxes	541,559	7.6%	594,460	8.7%	563,958	7.4%	523,283	7.1%	556,009	7.2%
Transient Occupancy Taxes	1,262,434	17.7%	1,306,033	19.1%	1,555,257	20.3%	1,689,129	22.8%	1,937,239	25.2%
Other Taxes	98,451	1.4%	98,737	1.4%	84,508	1.1%	93,692	1.3%	82,000	1.1%
Total Taxes	6,406,606	89.9%	6,191,888	90.4%	6,683,871	87.3%	6,653,240	89.9%	7,111,202	92.5%
Interest	208,897	2.9%	144,217	2.1%	96,767	1.3%	107,624	1.5%	97,511	1.3%
Licenses & Permits	103,926	1.5%	123,567	1.8%	157,988	2.1%	155,649	2.1%	121,894	1.6%
Charges for Services	201,200	2.8%	255,873	3.7%	262,233	3.4%	166,291	2.2%	197,200	2.6%
Fines & Forfeitures	88,051	1.2%	75,347	1.1%	88,063	1.1%	90,723	1.2%	82,158	1.1%
Intergov Grants	81,181	1.1%	50,588	0.7%	357,590	4.7%	66,000	0.9%	66,000	0.9%
Miscellaneous	36,566	0.5%	8,089	0.1%	12,902	0.2%	159,044	2.1%	9,200	0.1%
TOTAL REVENUE	\$7,126,427	100.0%	\$6,849,569	100.0%	\$7,659,414	100.0%	\$7,398,571	100.0%	\$7,685,165	100.0%
Regular Wages	\$1,742,706	24.2%	\$1,706,386	24.0%	\$1,704,858	24.8%	\$1,783,128	24.2%	\$2,058,013	26.1%
Part-time Wages	81,921	1.1%	64,151	0.9%	58,605	0.9%	50,122	0.7%	44,905	0.6%
Overtime Wages	5,279	0.1%	10,586	0.1%	5,854	0.1%	11,424	0.2%	5,400	0.1%
Other Wages	36,713	0.5%	39,124	0.6%	37,676	0.5%	43,278	0.6%	25,541	0.3%
Total Wages	1,866,620	25.9%	1,820,247	25.6%	1,806,993	26.3%	1,887,952	25.6%	2,133,859	27.1%
Benefits									1	0.0%
Health/Life/Dental Insurance	364,888	5.1%	430,153	6.1%	452,482	6.6%	449,659	6.1%	582,059	7.4%
Retirement	346,344	4.8%	362,297	5.1%	321,707	4.7%	330,825	4.5%	449,311	5.7%
Unemployment Insurance	3,793	0.1%	3,884	0.1%	3,714	0.1%	5,145	0.1%	4,096	0.1%
MediTax	24,644	0.3%	27,885	0.4%	26,925	0.4%	28,384	0.4%	29,688	0.4%
Other Benefits	9,576	0.1%	9,697	0.1%	10,406	0.2%	10,136	0.1%	10,895	0.1%
Total Benefits	749,245	10.4%	833,916	11.7%	815,234	11.9%	824,149	11.2%	1,076,049	13.7%
TOTAL WAGES & BENEFITS	2,615,864	36.3%	2,654,163	37.4%	2,622,227	38.1%	2,712,101	36.8%	3,209,908	40.7%
Contract Services	1,016,747	14.1%	798,421	11.2%	724,241	10.5%	827,144	11.2%	727,514	9.2%
Sheriff Contract	3,090,954	42.9%	3,154,970	44.4%	3,109,927	45.2%	3,315,290	44.9%	3,351,212	42.5%
Utilities	43,008	0.6%	40,480	0.6%	40,346	0.6%	39,596	0.5%	37,317	0.5%
Other Operating Exp.	192,411	2.7%	187,133	2.6%	154,123	2.2%	183,806	2.5%	200,122	2.5%
Non-Operating Exp.	124,456	1.7%	161,045	2.3%	170,262	2.5%	203,712	2.8%	248,732	3.2%
Minor Capital	25,863	0.4%	12,815	0.2%	1,113	0.0%	12,877	0.2%	15,000	0.2%
Debt Service	92,544	1.3%	94,313	1.3%	53,346	0.8%	82,863	1.1%	93,231	1.2%
TOTAL EXPENDITURES	\$7,201,848	100.0%	\$7,103,340	100.0%	\$6,875,585	100.0%	\$7,377,390	100.0%	\$7,883,036	100.0%
NET INCOME / (LOSS)	(\$75,421)		(\$253,771)		\$783,829		\$21,180		(\$197,872)	
Transfers In	563,154		948,505		533,507		469,560		735,278	
Transfers (Out)	(670,423)		(126,184)		(129,635)		(129,227)		(131,124)	
NET TRANSFERS	(107,269)		822,321		403,872		340,333		604,154	
Subsidies Received / (Provided)					(340,293)		(361,260)		(400,048)	
Operational Excess / (Deficit)	(182,690)		568,550		847,408		253		6,235	
Decrease / (Increase) in Reserves	(163,726)		(1,103,242)		(4,126,070)		118,428		(275,993)	
CHANGE IN AVAILABLE FUND BALAN	(346,416)		(534,692)		(3,278,662)		118,681		(269,758)	
Beginning Fund Balance	5,687,098		5,340,682		4,805,990		1,527,328		1,646,009	
ENDING AVAILABLE FUND BALANCE	\$5,340,682		\$4,805,990		\$1,527,328		\$1,646,009		\$1,376,251	

GENERAL FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
10	10	11	1	SECURED, CURRENT YEAR	2,474,818	2,451,581	2493620	2,492,595	2,554,910	Property Taxes
10	10	11	2	UNSECURED, CURRENT YEAR	69,732	67,062	67593	69,754	71,498	Property Taxes
10	10	11	3	PRIOR YEAR, SEC/UNSEC	43,130	25,167	32153	39,014	39,989	Property Taxes
10	10	11	5	SUPPLEMENTAL ROLL	30,138	37,987	26057	25,909	26,557	Property Taxes
10	10	12		SALES TAX SAFETY	50,974	54,561	46165	48,000	48,000	Sales Taxes
10	10	12	1	SALES TAX	1,835,371	1,556,300	1814560	1,671,864	1,795,000	Sales Taxes
10	10	15	1	COX CABLE FRANCHISE TAX	228,969	172,974	220006	200,000	202,000	Franchise Taxes
10	10	15	2	SO CAL GAS FRANCHISE TAX	36,634	43,001	42492	42,400	42,824	Franchise Taxes
10	10	15	3	HARRISON FRANCHISE TAX	163,724	266,609	204770	169,639	198,829	Franchise Taxes
10	10	15	4	SCE FRANCHISE TAX	112,232	111,876	96690	111,244	112,356	Franchise Taxes
10	10	12	3	TRANSIENT OCCUPANCY TAX	1,262,434	1,306,033	1555257	1,689,129	1,937,239	Transient Occupancy Taxes
10	10	12	2	BUSINESS LICENSE TAX	43,947	51,158	42110	53,692	42,000	Other Taxes
10	10	12	6	PROPERTY TRANSFER TAX	54,504	47,579	42398	40,000	40,000	Other Taxes
10	10	10	1	INTEREST INCOME 10	159,526	117,665	63682	60,000	50,000	Interest
10	10	10	3	TRUST & AGENCY INTEREST	38,669	19,749	24875	32,069	32,069	Interest
10	10	10	4	CAPITAL IMPROV. INTEREST	10,383	6,615	8088	15,442	15,442	Interest
10	10	10	6	CASH HANDLING CHARGES	237	144	122	113		Interest
10	10	10	7	DISCOUNTS TAKEN	82	44				Interest
10	10	13	5	DOG LICENSES	24,908	26,501	27249	26,000	26,260	Licenses & Permits
10	10	17	3	BUILDING/CONSTR PERMITS	64,771	79,425	109545	105,000	70,000	Licenses & Permits
10	10	17	4	ENGINEERING/STREET PERMITS	1,350	4,840	5559	6,100	6,161	Licenses & Permits
10	10	17	5	OVER-SIZE LOAD PERMITS	1,246	1,618	2002	1,449	1,212	Licenses & Permits
10	10	17	6	SP ACTIVITY/MISC PERMITS	2,575	125	270	6,600	6,666	Licenses & Permits
10	10	17	7	TEMP USE PERMITS		310	480	500	505	Licenses & Permits
10	10	17	8	SIGN PERMITS	2,360	3,948	1530	1,000	2,000	Licenses & Permits
10	10	18	5	BUSINESS LICENSE APPLICATION	6,716	6,800	11353	9,000	9,090	Licenses & Permits
10	10	10	2	RENTS & LEASES 10	8,363	9,199	10119			Charges for Services
10	10	18		PLANNING CHARGES	143,539	166,435	174896	100,000	100,000	Charges for Services
10	10	18	3	PUBLIC WORKS CHARGES					54,200	Charges for Services
10	10	18	1	CITY CLERK CHARGES	1,084	621	500	800	800	Charges for Services
10	10	18	2	VIDEO TAPE SALES	466	180	140	200	200	Charges for Services
10	10	18	7	BUILDING SPECIAL SERVICE	6,485	7,615	12595	4,974	5,000	Charges for Services
10	10	18	8	BLDG PLAN CHECK CHARGE	32,744	67,233	58733	55,217	32,000	Charges for Services
10	10	19	1	RENTAL HOUSING INSPECTION FEE	8,520	4,590	5250	5,100	5,000	Charges for Services
10	10	10	8	PAID FINANCE CHARGES	1,582	2,057	1487	9,565	1,500	Fines & Forfeitures
10	10	11	4	PROPERTY TAX PENALTIES	13,581	8,427	10667	14,158	14,158	Fines & Forfeitures
10	10	13	1	COURT FINES & PENALTIES	6,739	7,044	4981	6,000	6,000	Fines & Forfeitures
10	10	13	2	PARKING FINES & PENALTIES	61,571	46,940	40063	50,000	50,000	Fines & Forfeitures
10	10	13	3	LOCAL FINES & PENALTIES	3,815	8,234	25591	7,000	6,500	Fines & Forfeitures
10	10	13	4	ANIMAL FINES & PENALTIES	762	2,645	5274	4,000	4,000	Fines & Forfeitures
10	10	14	2	DMV IN-LIEU	70,898	40,159	347429	54,000	54,000	Subventions / Intergovernmental
10	10	14	6	HOMEOWNERS EXEMPTION 10	10,283	10,429	10161	12,000	12,000	Subventions / Intergovernmental
10	10	10	5	RENT SEASIDE	3,252		4200			Miscellaneous
10	10	16	1	SALE PUBLICATIONS/MAPS				143,025		Miscellaneous
10	10	16	2	WAGE REIMBURSE INS., JURY	3,210		300	3,300	3,300	Miscellaneous
10	10	16	4	MISCELLANEOUS INCOME 10	3,578	33,656	2797	4,300	4,300	Miscellaneous
10	10	16	5	SB90 CLAIMS	1,526	(567)	2183	2,184	1,500	Miscellaneous
10	10	16	6	DONATIONS				100	100	Miscellaneous
10	10	16	7	REIMBURSE DAMAGED CITY	25,000	(25,000)	3422	6,135		Miscellaneous
10	11	16	2	Regular Salary 11	128,946	97,140	116,997	124786	132,983	Regular Wages
10	12	16	2	Regular Salary 12	209,938	212,646	181,682	217164	227,597	Regular Wages
10	13	16	2	Regular Salary 13	45,304	48,381	49,385	50399	52,640	Regular Wages
10	14	16	2	Regular Salary 14	191,422	180,151	179,602	187458	197,311	Regular Wages
10	16	16	2	Regular Salary 16	96,511	56,676	75,974	84275	88,699	Regular Wages
10	22	16	2	Regular Salary 22	169,281	162,067	164,394	169851	180,352	Regular Wages
10	30	16	2	Regular Salary 30	139,598	222,454	223,189	231745	404,155	Regular Wages
10	41	16	2	Regular Salary 41	341,912	344,254	336,677	344445	366,982	Regular Wages
10	42	16	2	Regular Salary 42	142,587	136,688	136,122	136414	147,150	Regular Wages
10	44	16	2	Regular Salary 44	104,466	85,332	83,780	86271	90,807	Regular Wages
10	69	16	2	Regular Salary 69	172,740	160,597	157,056	150320	169,337	Regular Wages
10	11	16	4	Part-time Wages 11	11,811	16,449				Regular Wages
10	12	16	4	Part-time Wages 12	3,085	245	14,508	16530		Part-time Wages
10	16	16	4	Part-time Wages 16	6,492	22,215				Part-time Wages
10	30	16	4	Part-time Wages 30	31,803	55			17,805	Part-time Wages
10	45	16	4	Part-time Wages 45	9,666	8,802	6,218	4185	8,500	Part-time Wages
10	51	16	1	Elected/Appointed Officials	19,065	16,585	19,375	18600	18,600	Part-time Wages
10	69	16	4	Part-time Wages 69			18,504	10807		Part-time Wages
10	11	16	5	Overtime Pay 11	184			22		Overtime Wages
10	13	16	5	Overtime Pay 13	1,986	3,713	3,261	4807		Overtime Wages
10	16	16	5	Overtime Pay 16	28	2,112				Overtime Wages
10	22	16	5	Overtime Pay 22	918	958	645	3170	1,000	Overtime Wages
10	30	16	5	Overtime Pay 30	100	2,089	748	830		Overtime Wages
10	41	16	5	Overtime Pay 41	160	118		1619	1,800	Overtime Wages
10	42	16	5	Overtime Pay 42	1,092	590		866	1,300	Overtime Wages
10	69	16	5	Overtime Pay 69	811	1,006	1,200	110	1,300	Overtime Wages
10	11	16	7	Special Pay 11	999	1,456	1,938	1959	854	Other Wages
10	12	16	7	Special Pay 12	5,608	5,247	3,947	4792	1,739	Other Wages
10	14	16	7	Special Pay 14	4,494	4,365	4,338	4294	1,702	Other Wages
10	16	16	7	Special Pay 16	1,032	1,455	1,940	1866	854	Other Wages
10	22	16	7	Special Pay 22	1,844	1,759	1,735	1750	711	Other Wages
10	22	16	8	Interpreter Pay 22	1,052	1,044	1,044	1040	1,040	Other Wages
10	30	16	7	Special Pay 30	2,832	4,741	4,356	4470	2,641	Other Wages
10	41	16	7	Special Pay 41	5,331	5,124	4,988	5032	1,872	Other Wages
10	41	16	8	Interpreter Pay 41	1,215	1,305	1,305	1300	1,300	Other Wages
10	42	16	7	Special Pay 42	2,000	1,923	1,858	1871	757	Other Wages
10	44	16	7	Special Pay 44	2,373	2,494	2,058	2157	874	Other Wages

GENERAL FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
10	51	16		Advisory Board Stipends	5,240	5,645	5,640	10200	10,200	Other Wages
10	69	16	7	Special Pay 69	2,693	2,566	2,529	2547	997	Other Wages
10	11	19	1	Life Insurance Premiums 11	792	696	1,062	972	991	Health/Life/Dental Insurance
10	11	19	4	Wellness 11	14,027	13,642	14,849	14528	19,391	Health/Life/Dental Insurance
10	12	19	1	Life Insurance Premiums 12	1,171	1,083	1,341	1789	1,450	Health/Life/Dental Insurance
10	12	19	4	Wellness 12	26,840	27,899	26,363	27839	32,587	Health/Life/Dental Insurance
10	13	19	1	Life Insurance Premiums 13	264	242	368	756	381	Health/Life/Dental Insurance
10	13	19	4	Wellness 13	16,630	17,375	17,923	19252	22,364	Health/Life/Dental Insurance
10	14	19	1	Life Insurance Premiums 14	1,056	1,008	1,839	1858	1,907	Health/Life/Dental Insurance
10	14	19	4	Wellness 14	62,934	79,072	85,319	82128	70,199	Health/Life/Dental Insurance
10	16	19	1	Life Insurance Premiums 16	264	398	1,558	1752	1,797	Health/Life/Dental Insurance
10	16	19	4	Wellness 16	8,384	11,968	14,046	12234	18,695	Health/Life/Dental Insurance
10	16	19	6	Health Insurance Surcharges	159	(166)	(214)	1813	1,000	Health/Life/Dental Insurance
10	22	19	1	Life Insurance Premiums 22	1,056	968	2,019	1686	1,532	Health/Life/Dental Insurance
10	22	19	4	Wellness 22	30219.71	32701	31474	32297	39,741	Health/Life/Dental Insurance
10	30	19	1	Life Insurance Premiums 30	792	901	1,833	1963	4,423	Health/Life/Dental Insurance
10	30	19	4	Wellness 30	29,495	46,805	50,859	46596	116,228	Health/Life/Dental Insurance
10	41	19	1	Life Insurance Premiums 41	1,584	1,452	3,776	4055	4,147	Health/Life/Dental Insurance
10	41	19	4	Wellness 41	56,146	61,906	63,812	62618	78,076	Health/Life/Dental Insurance
10	42	19	1	Life Insurance Premiums 42	792	726	2,122	2146	2,224	Health/Life/Dental Insurance
10	42	19	4	Wellness 42	15,831	17,490	15,614	15225	27,078	Health/Life/Dental Insurance
10	44	19	1	Life Insurance Premiums 44	528	484	1,056	1068	1,107	Health/Life/Dental Insurance
10	44	19	4	Wellness 44	17,487	18,530	18,916	18228	22,364	Health/Life/Dental Insurance
10	51	19	1	Life Insurance Premiums 51	1,320	1,210	769	711	3,684	Health/Life/Dental Insurance
10	51	19	4	Wellness 51	50,737	68,163	68,711	70046	74,503	Health/Life/Dental Insurance
10	69	19	1	Life Insurance Premiums 69	792	726	1,826	1846	1,912	Health/Life/Dental Insurance
10	69	19	4	Wellness 69	25,588	24,874	25,241	26253	34,278	Health/Life/Dental Insurance
10	11	19	2	Paid PERS-Employee	9,325	7,187	4,325	4925	5,327	Retirement
10	11	19	3	Paid PERS-Employer 11	15,706	12,352	13,851	13341	19,977	Retirement
10	12	19	2	Paid PERS-Employee-12	15,473	15,863	6,637	9129	9,117	Retirement
10	12	19	3	Paid PERS-Employer 12	26,060	27,264	21,153	23711	34,190	Retirement
10	13	19	2	Paid PERS-Employee13	3,292	3,599	1,844	2039	2,109	Retirement
10	13	19	3	Paid PERS-Employer 13	5,545	6,185	5,933	5551	7,908	Retirement
10	14	19	2	Paid PERS-Employee14	13,238	13,440	6,680	7852	7,904	Retirement
10	14	19	3	Paid PERS-Employer 14	22,295	23,099	21,450	20509	29,640	Retirement
10	16	19	2	Paid PERS-Employee16	6,369	4,260	2,852	3223	3,553	Retirement
10	16	19	3	Paid PERS-Employer 16	10,727	7,321	9,109	8694	13,325	Retirement
10	21	19	3	Safety Plan - PERS	15,211	17,617	55,449	55449	57,709	Retirement
10	22	19	2	Paid PERS-Employee22	11,647	12,046	6,092	7214	7,225	Retirement
10	22	19	3	Paid PERS Employer 22	19,617	20,588	19,553	18948	27,093	Retirement
10	30	19	2	Paid PERS-Employee30	11,602	16,524	8,484	11450	16,190	Retirement
10	30	19	3	Paid PERS Employer 30	19,540	28,400	26,879	26037	60,713	Retirement
10	41	19	2	Paid PERS-Employee41	24,457	25,496	12,463	14680	14,701	Retirement
10	41	19	3	Paid PERS Employer 41	41,192	43,819	40,125	38668	55,129	Retirement
10	42	19	2	Paid PERS-Employee42	9,827	10,165	5,043	5941	5,895	Retirement
10	42	19	3	Paid PERS Employer 42	16,552	17,470	16,209	15526	22,105	Retirement
10	44	19	2	Paid PERS-Employee44	6,255	6,366	3,108	3667	3,638	Retirement
10	44	19	3	Paid PERS Employer 44	10,536	10,941	10,008	9581	13,641	Retirement
10	69	19	2	Paid PERS-Employee69	11,876	11,879	5,796	6833	6,784	Retirement
10	69	19	3	Paid PERS Employer 69	20,003	20,416	18,664	17857	25,438	Retirement
10	11	18	4	Unemployment Insurance 11	310	263	246	268	258	Unemployment Insurance
10	12	18	4	Unemployment Insurance 12	473	476	411	1637	442	Unemployment Insurance
10	13	18	4	Unemployment Insurance 13	97	113	111	116	101	Unemployment Insurance
10	14	18	4	Unemployment Insurance 14	398	406	382	396	383	Unemployment Insurance
10	16	18	4	Unemployment Insurance 16	209	175	162	178	173	Unemployment Insurance
10	22	18	4	Unemployment Insurance 22	332	349	348	369	353	Unemployment Insurance
10	30	18	4	Unemployment Insurance 30	398	467	472	491	819	Unemployment Insurance
10	41	18	4	Unemployment Insurance 41	711	738	704	733	717	Unemployment Insurance
10	42	18	4	Unemployment Insurance 42	280	289	283	292	288	Unemployment Insurance
10	44	18	4	Unemployment Insurance 44	185	198	178	187	177	Unemployment Insurance
10	45	18	4	Unemployment Insurance 45	19	17	12	92	17	Unemployment Insurance
10	51	18	4	Unemployment Insurance 51	38	33	39	47	37	Unemployment Insurance
10	69	18	4	Unemployment Insurance 69	343	360	366	339	331	Unemployment Insurance
10	11	18	6	MediTax 11	811	1,690	1,784	1941	1,869	MediTax
10	12	18	6	MediTax 12	3,430	3,453	2,981	3564	3,203	MediTax
10	13	18	6	MediTax 13	703	821	804	825	735	MediTax
10	14	18	6	MediTax 14	2,885	2,944	2,769	2871	2,780	MediTax
10	16	18	6	MediTax 16	95	1,188	1,173	1299	1,251	MediTax
10	22	18	6	MediTax 22	2,406	2,527	2,522	2694	2,558	MediTax
10	30	18	6	MediTax 30	2,885	3,384	3,421	3557	5,940	MediTax
10	41	18	6	MediTax 41	5,152	5,349	5,107	5334	5,196	MediTax
10	42	18	6	MediTax 42	2,033	2,094	2,050	2097	2,084	MediTax
10	44	18	6	MediTax 44	1,339	1,434	1,292	1338	1,281	MediTax
10	45	18	6	MediTax 45	140	125	90	59	123	MediTax
10	51	18	6	MediTax 51	276	276	281	350	270	MediTax
10	69	18	6	MediTax 69	2,487	2,600	2,651	2455	2,398	MediTax
10	12	18	5	Deferred Compensation	8,358	8,358	8,358	8358	8,358	Other Benefits
10	13	19	7	Indiv Equip Reimbursement 13	170	468	121	350	350	Other Benefits
10	13	19	8	Uniform Rental 13	604	841	915	729	729	Other Benefits
10	22	16	9	Uniform Allowance	444	30	1,012	699	1,458	Other Benefits
10	11	21	1	Elections Contract	7,696	12,422	171	8,472	300	Contract Services
10	11	22	1	Contract Services 11	3,764	2,819	1646	2,500	8,500	Contract Services
10	12	22		Contract Services 12	7,830		25000			Contract Services
10	13	22	1	Miscellaneous Contracts 13	12,680	11,660	6683	12,444	7,500	Contract Services
10	13	22	4	Interior Maintenance	13,116	35,307	47370	30,000	40,000	Contract Services
10	13	22	5	Grounds Maintenance	11,841	11,046	9894	10,500	10,500	Contract Services

GENERAL FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
10	14	22		CPIC Trustee Fees	3,853	3,853	3853	3,853	3,853	Contract Services
10	14	22	5	Fee Schedule Update		15,300				Contract Services
10	14	22	7	ADP Payroll Processing	12,064	12,076	12740	13,149	13,149	Contract Services
10	14	22	8	Accounting Services	113	100	250	150	102	Contract Services
10	14	22	9	Annual Audit	24,585	21,935	25435	26,085	25,500	Contract Services
10	16	22		Employee Assistance Program	1,965	2,010				Contract Services
10	16	22	1	Fitness Program	3,361	7,147	1357	5,212	5,610	Contract Services
10	16	22	8	Employee Training	6,021	4,408	2805	7,140	8,000	Contract Services
10	17	22		City Attorney Retainer	120,154	120,335	120057	120,000	120,000	Contract Services
10	17	22	3	MHRS Ordinance	3,870	10,188	8296	3,000	8,000	Contract Services
10	17	22	7	Third Party Attorney Services		4,580		5,000	5,000	Contract Services
10	17	22	8	Litigation	266,892	118,561	115077	100,000	75,000	Contract Services
10	17	22	9	City Attorney Off-Retainer	189,555	122,117	133361	220,000	150,000	Contract Services
10	17	30	9	Miscellaneous Expense	2,178	66,910	-109	26,000	2,000	Contract Services
10	18	22		System Administration	10,360	18,321	28068	24,000	13,260	Contract Services
10	18	22	2	Equipment Maintenance	17,848	24,501	23583	21,966	18,360	Contract Services
10	18	22	4	Software Maintenance	4,257	2,875	3443	3,000	5,000	Contract Services
10	22	21	4	Hearing Officer	4,988	(5,282)	1444	1,100	1,500	Contract Services
10	22	22	9	Vehicle Towing/Storage	330	159	1080	1,000	1,000	Contract Services
10	24	21	5	Disaster Preparedness	5,046	1,502	18658	9,500	12,000	Contract Services
10	30	22	1	Parking Lot Maintenance	40,180				1,000	Contract Services
10	41	22	2	Records Conversion Project	10,161				1,000	Contract Services
10	41	22	4	Drafting/Mapping	20			102	500	Contract Services
10	41	22	5	Misc. Planning Contracts	30,276	27,478	7718	3,000	5,000	Contract Services
10	42	21	6	Project Review/Consulting	13,429	21,913	9295	20,400	20,400	Contract Services
10	43	22	2	Housing Element Update	4,775					Contract Services
10	43	22	3	Inclusionary Housing Program	1,062					Contract Services
10	44	22		Contract Services 44	600	1,195	1270	10,600	10600	Contract Services
10	44	22	5	Sales Tax Audit 10	14,746	900				Contract Services
10	45	22		Contract Services 45	3,500					Contract Services
10	46	21	1	Carp Cares	4,700	4,660	4700	4,700	4,700	Contract Services
10	46	21	2	Boys & Girls Club Funding	17,000	17,000	17000	17,000	17,000	Contract Services
10	46	21	3	Girls Inc Funding	17,000	17,000	17000	17,000	17,000	Contract Services
10	46	21	7	SB County Branch Library	8,000	18,000	10000	27,000	27,000	Contract Services
10	46	22	2	CAC Senior Nutrition	10,000	10,000	10000	10,000	10,000	Contract Services
10	46	22	3	Catholic Charities	7,500	7,500	7500	7,500	7,500	Contract Services
10	46	22	4	Miscellaneous Contracts 46		10,703	10703	10,700	10,700	Contract Services
10	46	22	8	Rape Crisis Center	4,000	4,000	4000	4,000	4,000	Contract Services
10	47	21	3	Animal Sheltering	23,262	26,826	27614	24,480	24,480	Contract Services
10	72	21	6	Zone Code Update					25,000	Contract Services
10	72	21	7	Flood Plain Management Analysis/Engr.	63,809	6,396	7279	16,591	7,500	Contract Services
10	72	22	3	Coastal Access & Rail Safety	10,743					Contract Services
10	72	23		Special Projects Audit JE	(2,381)					Contract Services
10	21	21	3	SB County Mental Health	1,744	1,744	1879	3,100	3,100	Contract Services
10	21	21	4	SB County Sheriff	3,053,731	3,114,642	3068664	3,255,690	3,291,612	Contract Services
10	21	21	5	Sheriff's Overtime	19,570	21,378	24440	21,500	21,500	Contract Services
10	21	21	6	Augmentation	15,908	17,206	14944	35,000	35,000	Contract Services
10	13	31	2	Utility - Water 13	6,896	6,008	5734	5,495	5,500	Utilities
10	13	31	3	Utility - Electric 13	23,700	23,155	20904	20,935	21,000	Utilities
10	13	31	4	Utility - Natural Gas	4,703	3,893	3572	3,030	3,030	Utilities
10	13	31	7	Utility - Sewer 13	7,708	7,424	10136	10,136	7,787	Utilities
10	11	30	3	Printing & Advertising 11	10,747	9,915	7688	10,000	10,000	Other Operating Expenditures
10	11	30	5	Dues & Subscriptions 11	311	203	255	400	400	Other Operating Expenditures
10	11	30	6	Meetings & Travel 11	20	100	367	367	1,500	Other Operating Expenditures
10	11	30	8	Supplies & Materials 11	387	585	1195	1,000	1,000	Other Operating Expenditures
10	12	30	5	Dues & Subscriptions 12	1,226	1,317	1216	1,200	1,200	Other Operating Expenditures
10	12	30	6	Meetings & Travel 12	562	832	565	400	400	Other Operating Expenditures
10	12	30	8	Supplies & Materials 12	1,315	1,417	1072	1,600	1,600	Other Operating Expenditures
10	13	30	1	Telephone 13	14,683	16,569	17644	14,600	13,800	Other Operating Expenditures
10	13	30	2	Postage 13	12,247	11,962	10097	8,426	10,000	Other Operating Expenditures
10	13	30	7	Vehicle Oper & Maintenance 13	7,076	11,227	9366	8,000	8,000	Other Operating Expenditures
10	13	30	8	Supplies & Materials 13	6,396	14,820	14282	12,400	8,000	Other Operating Expenditures
10	13	30	9	Misc Operating Expenses 13		32				Other Operating Expenditures
10	14	30	3	Printing & Advertising 14	5,166	5,593	4490	4,000	5,600	Other Operating Expenditures
10	14	30	5	Dues & Subscriptions 14	500	513	500	500	600	Other Operating Expenditures
10	14	30	6	Meetings & Travel 14	115	50			100	Other Operating Expenditures
10	14	30	8	Supplies & Materials 14	1,211	847	1640	1,500	1,087	Other Operating Expenditures
10	14	30	9	Misc Operating Expenses 14	0				100	Other Operating Expenditures
10	15	30	6	Meetings & Travel 15				1,500	1,500	Other Operating Expenditures
10	15	30	8	Supplies & Materials 15	55			100	100	Other Operating Expenditures
10	16	30	3	Recruitment Advertising	17,756	14,548	3287	14,600	7,500	Other Operating Expenditures
10	16	30	5	Dues & Subscriptions 16	145		145	145	400	Other Operating Expenditures
10	16	30	6	Meetings & Travel 16	89	226	40	100	850	Other Operating Expenditures
10	16	30	8	Supplies & Materials 16	283	725	1482	1,000	1,800	Other Operating Expenditures
10	16	30	9	Health & Safety	911		61	800	800	Other Operating Expenditures
10	16	31		Employee/Public Relations 16	3,046	1,098	1525	2,500	5,000	Other Operating Expenditures
10	16	31	2	Flexible Benefits Admin	1,830	1,782	1434			Other Operating Expenditures
10	16	32		Pre-placement Health Screen	1,533	814	3095	2,200	3,000	Other Operating Expenditures
10	18	30	8	Supplies & Materials 18	14,513	3,107	3274	3,100	3,500	Other Operating Expenditures
10	22	30	3	Printing & Advertising	3,071	120	2128	2,000	1,000	Other Operating Expenditures
10	22	30	5	Dues & Subscriptions 22	855	673	345	700	700	Other Operating Expenditures
10	22	30	6	Meetings & Travel 22	2,323	165		275	1,200	Other Operating Expenditures
10	22	30	8	Supplies & Materials 22	183	609	-2633	(1,500)	(2,000)	Other Operating Expenditures
10	24	30	1	Telephone	35					Other Operating Expenditures
10	24	30	3	Printing & Advertising 24	986	2,251	925	2,350	3,250	Other Operating Expenditures
10	24	30	5	Dues & Subscriptions 24			141	200	250	Other Operating Expenditures

GENERAL FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
10	24	30	6	Meetings & Travel 24					2,000	Other Operating Expenditures
10	24	30	8	Supplies & Materials 24	913	1,827	1674	4,575	3,325	Other Operating Expenditures
10	30	30	5	Dues & Subscriptions 30	1,222	1,024	2004	1,500	1,500	Other Operating Expenditures
10	30	30	6	Meetings & Travel 30	3,538	319	1847	1,000	1,000	Other Operating Expenditures
10	30	30	8	Supplies & Materials 30	3,116	8,212	6556	2,500	2,500	Other Operating Expenditures
10	37	20	1	Supplies & Materials 37		1,530	1571	5,000	2,500	Other Operating Expenditures
10	41	30	3	Printing & Advertising 41	383	35	716	400	1,000	Other Operating Expenditures
10	41	30	5	Dues & Subscriptions 41	20	100		600	700	Other Operating Expenditures
10	41	30	6	Meetings & Travel 41	2,744	153	157	500	1,500	Other Operating Expenditures
10	41	30	8	Supplies & Materials 41	1,526	2,508	1309	1,250	2,500	Other Operating Expenditures
10	42	30	3	Printing & Advertising 42	128		43	450	350	Other Operating Expenditures
10	42	30	5	Dues & Subscriptions 42	75	320	185	100	100	Other Operating Expenditures
10	42	30	6	Meetings & Travel 42	11	53		10	200	Other Operating Expenditures
10	42	30	8	Supplies & Materials 42	703	2,556	1630	1,370	2,800	Other Operating Expenditures
10	44	30	2	Marketing Materials	28,151	27,402	19053	21,500	26,000	Other Operating Expenditures
10	44	30	5	Dues & Subscriptions 44	50	1,150	1300	1,300	1,300	Other Operating Expenditures
10	44	30	6	Meetings & Travel 44	143	54	26	500	750	Other Operating Expenditures
10	44	30	8	Supplies & Materials 44	513	579	420	700	700	Other Operating Expenditures
10	45	30	3	Printing & Advertising 45	10,068	9,733	8191	7,750	10,000	Other Operating Expenditures
10	45	30	5	Dues & Subscriptions 45	290	170	178	600	450	Other Operating Expenditures
10	45	30	6	Meetings & Travel 45	422	200		1,850	3,150	Other Operating Expenditures
10	45	30	8	Supplies & Materials 45	3,720	2,699	300	8,400	13,850	Other Operating Expenditures
10	47	30	3	Printing & Advertising 47	1,443	2,596	2052	3,000	3,000	Other Operating Expenditures
10	47	30	6	Meetings & Travel 47	602	652			660	Other Operating Expenditures
10	47	30	8	Supplies & Materials	654	520	619	1,000	1,200	Other Operating Expenditures
10	51	30	3	Printing & Advertising 51		131		288	200	Other Operating Expenditures
10	51	30	5	Dues & Subscriptions 51	13,016	11,388	10562	12,000	12,250	Other Operating Expenditures
10	51	30	6	Meetings & Travel 51	2,273	4,513	3786	5,000	7,000	Other Operating Expenditures
10	51	30	8	Supplies & Materials 51	1,208	1,028	727	1,500	1,500	Other Operating Expenditures
10	51	31		Public Relations 51	4,257	2,232	1999	2,100	2,100	Other Operating Expenditures
10	69	30	3	Printing & Advertising 69	282		160	400	400	Other Operating Expenditures
10	69	30	5	Dues & Subscriptions 69	155	155	155	200	200	Other Operating Expenditures
10	69	30	6	Meetings & Travel 69	20			100	100	Other Operating Expenditures
10	69	30	8	Supplies & Materials 69	1,190	1,194	1277	1,900	1,100	Other Operating Expenditures
10	15	18	3	Worker's Comp Claims 15			975			Non-Operating Exp.
10	15	32	1	SCJPIA Deposit Billing	82,853	111,426	114198	155,312	202,502	Non-Operating Expenditures
10	15	32	3	Insurance/Bond Premiums	41,009	38,004	44894	40,400	38,230	Non-Operating Expenditures
10	72	21	1	Personnel Services	594	11,615	10195	8,000	8,000	Non-Operating Expenditures
10	70	41		Kiosk	13,043	19	-123	(123)		Minor Capital
10	70	41	6	General Capital Assets	9,460					Minor Capital
10	70	41	7	Computer Hardware	3,360	12,796	1236	13,000	15,000	Minor Capital
10	78	51	1	City Hall Debt	63,913	65,682	24715	54,232	64,600	Debt Service
10	78	52	2	Swimming Pool Debt	1,626	1,626	1626	1,626	1,626	Debt Service
10	78	53	3	Lot #3 Debt	23,310	23,310	23310	23,310	23,310	Debt Service
10	78	54	4	El Carro Park Debt 10	3,695	3,695	3695	3,695	3,695	Debt Service
10	10	20	9	FROM REVOLVING 10		82,207	100939	51,713	117148	Transfers In
10	10	23	9	FROM PARK MAINTENANCE 10	68,968	70,935	70523	72,588	58031	Transfers In
10	10	25	9	FROM GAS TAX 10	62,508	50,466	31542	29,850	55161	Transfers In
10	10	26	9	FROM LOCAL TRANSPORTATION 10	3,275	3,073	186	357	544	Transfers In
10	10	27	9	FROM MEASURE A 10		60,060	57851	54,520	127559	Transfers In
10	10	28	9	FROM TIDELANDS 10	57,119	60,317	68863	68,694	76098	Transfers In
10	10	29	9	FROM STREET LIGHTING 10	16,324	40,144	39059	37,946	93794	Transfers In
10	10	31	9	FROM TRUST & AGENCY 10	156,644	153,643	8368	11,423	39066	Transfers In
10	10	33	9	FROM ROW 10	23,077	20,536	7363	16,484	18487	Transfers In
10	10	39	9	FROM AB939 10	34,250	39,275	95506	72,856	97078	Transfers In
10	10	41	9	FROM MEASURE D 10	64,619					Transfers In
10	10	42	9	FROM CAPITAL IMPROVEMENT 10		300,000				Transfers In
10	10	48	9	FROM RECREATION SERVICES 10	76,371	67,849	53307	53,129	52312	Transfers In
10	90	22	9	To Park Development 10	32,881					Transfers (Out)
10	90	23	9	To Park Maintenance 10	171,284					Transfers (Out)
10	90	25	9	To Gas Tax 10	111,510	86,100	89551	89,143	91040	Transfers (Out)
10	90	27	9	To Measure A 10		40,084	40084	40,084	40084	Transfers (Out)
10	90	33	9	To ROW 10	182,068					Transfers (Out)
10	90	48	9	To Recreation Services 10	172,680					Transfers (Out)
10	89	99		Changes in Reserves	163,726	1,103,242	4,126,070			

CITY OF CARPINTERIA
Proposed 2013-14 Budget
TRAFFIC SAFETY FUND

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

Taxes	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	401	1.0%	111	0.4%	287	1.6%	348	1.1%	348	1.7%
Charges for Services	390	1.0%	194	0.6%	724	4.0%	1,100	3.5%	500	2.4%
Fines & Forfeitures	40,114	98.1%	30,896	99.0%	17,016	94.4%	30,000	95.4%	20,000	95.9%
TOTAL REVENUE	\$40,906	100.0%	\$31,201	100.0%	\$18,027	100.0%	\$31,448	100.0%	\$20,848	100.0%
Part-time Wages	6,009	15.6%	5,802	10.6%	5,540	99.8%			5,372	21.1%
Total Wages	6,009	15.6%	5,802	10.6%	5,540	99.8%	0		5,372	21.1%
Benefits									1	0.0%
Unemployment Insurance	12	0.0%	12	0.0%	11	0.2%			11	0.0%
MediTax									78	0.3%
Total Benefits	12	0.0%	12	0.0%	11	0.2%	0		89	0.3%
TOTAL WAGES & BENEFITS	6,021	15.6%	5,814	10.6%	5,551	100.0%	0		5,461	21.4%
							1	0.0%		
Sheriff Contract	32,538	84.4%	49,080	89.4%			25,797	100.0%	20,000	78.6%
TOTAL EXPENDITURES	\$38,559	100.0%	\$54,894	100.0%	\$5,551	100.0%	\$25,798	100.0%	\$25,461	100.0%
NET INCOME / (LOSS)	\$2,347		(\$23,693)		\$12,476		\$5,650		(\$4,613)	
NET TRANSFERS	0		0		0		0		0	
Subsidies Received / (Provided)			7,295							
Operational Excess / (Deficit)	2,347		(16,398)		12,476		5,650		(4,613)	
CHANGE IN AVAILABLE FUND BALAN	2,347		(16,398)		12,476		5,650		(4,613)	
Beginning Fund Balance	14,053		16,400		2		12,478		18,127	
ENDING AVAILABLE FUND BALANCE	\$16,400		\$2		\$12,478		\$18,127		\$13,514	

TRAFFIC SAFETY FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
11	11	10	1	INTEREST INCOME 11	401	111	287	348	348	Interest
11	11	13	6	POLICE FEES & CHARGES 11	390	194	724	1,100	500	Charges for Services
11	11	13	5	CA VEHICLE CODE FINES	40,114	30,896	17016	30,000	20,000	Fines & Forfeitures
11	22	16	4	Part-time Wages 22 (Fund 11)	6,009	5,802	5,540		5,372	Part-time Wages
11	22	18	4	Unemployment Insurance 22 (11)	12	12	11		11	Unemployment Insurance
11	22	18	6	Meditax					78	MediTax
11	21	21	4	SB County Sheriff 11	32,538	49,080		25,797	20,000	Contract Services

CITY OF CARPINTERIA
Proposed 2013-14 Budget
REVOLVING FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Intergov Grants	1,821	100.0%	792,676	100.0%	100,939	100.0%	62,113	100.0%	2,450,000	100.0%
TOTAL REVENUE	\$1,821	100.0%	\$792,676	100.0%	\$100,939	100.0%	\$62,113	100.0%	\$2,450,000	100.0%
Total Wages Benefits	0		0		0		0		0	0.0%
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		1	0.0%	0	
Other Operating Exp.							10,400	100.0%	10,400	0.4%
Major Capital			699,675	99.8%					2,322,452	99.6%
Minor Capital	1,821	100.0%	1,274	0.2%						
TOTAL EXPENDITURES	\$1,821	100.0%	\$700,949	100.0%	\$0		\$10,401	100.0%	\$2,332,852	100.0%
NET INCOME / (LOSS)	(\$0)		\$91,727		\$100,939		\$51,712		\$117,148	
Transfers (Out)			(91,727)		(100,939)		(51,713)		(117,148)	
NET TRANSFERS	0		(91,727)		(100,939)		(51,713)		(117,148)	
Subsidies Received / (Provided)			7,295							
Operational Excess / (Deficit)	(0)						(1)			
CHANGE IN AVAILABLE FUND BALAN	(0)						(1)			
Beginning Fund Balance			(0)		(0)		(0)		(2)	
ENDING AVAILABLE FUND BALANCE	(\$0)		(\$0)		(\$0)		(\$2)		(\$2)	

REVOLVING FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
20	20	20		TOMOL IPA LWCF		138,044				Subventions / Intergovermmer
20	20	20	2	FHWA HBR GRANT					1,187,700	Subventions / Intergovermmer
20	20	20	3	CREF GRANT	1,821	93,001				Subventions / Intergovermmer
20	20	20	4	ARRA PROJECTS		561,631				Subventions / Intergovermmer
20	20	20	5	WASTE OIL GRANT				5,400	5,400	Subventions / Intergovermmer
20	20	20	7	IRRIGATION WATER WELL					70,000	Subventions / Intergovermmer
20	20	21	1	DOJ GRANT			100939	51,713	117,148	Subventions / Intergovermmer
20	20	21	3	PALM TO LINDEN TRAIL GRANT					50,000	Subventions / Intergovermmer
20	20	27	1	MEASURE A GRANT 1					105,000	Subventions / Intergovermmer
20	20	27	2	MEASURE A GRANT 2					150,000	Subventions / Intergovermmer
20	20	27	3	MEASURE A GRANT 3					90,000	Subventions / Intergovermmer
20	20	27	4	MEASURE A GRANT 4					20,000	Subventions / Intergovermmer
20	20	27	5	PUBLIC WORKS GRANTS					479,752	Subventions / Intergovermmer
20	20	43	2	BEVERAGE CONTAINER GRANT				5,000	5,000	Subventions / Intergovermmer
20	20	43	7	CARPINTERIA RINCON TRAIL INCOME					170,000	Subventions / Intergovermmer
20	37	30	2	Beverage Container Expense				5,000	5,000	Other Operating Expenditures
20	37	30	7	Waste Oil Collection 37				5,400	5,400	Other Operating Expenditures
20	37	30	3	Carpinteria Rincon Trail					170,000	Major Capital
20	79	27	1	Measure A Grant 1					105,000	Major Capital
20	79	27	2	Measure A Grant 2					150,000	Major Capital
20	79	27	3	Measure A Grant 3					90,000	Major Capital
20	79	27	4	Measure A Grant 4					20,000	Major Capital
20	79	27	5	Public Works Grants					479,752	Major Capital
20	79	30	5	Tomol IPA LWCF		138,044				Major Capital
20	79	61	4	FHWA HBR 20					1,187,700	Major Capital
20	79	61	6	Irrigation Water Well					70,000	Major Capital
20	79	61	8	Palm to Linden Trail Grant					50,000	Major Capital
20	79	62	7	ARRA Projects		561,631				Major Capital
20	70	41	6	CLEEP Grant Expense	1,821	1,274				Minor Capital
20	90	10	9	To General 20		82,207	100939	51,713	117148	Transfers (Out)
20	90	25	9	To Gas Tax 20		9,520				Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
REPLACEMENT FUND

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

	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14
Taxes					
Total Taxes	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Interest	792	642 100.0%	390 99.7%	458 31.4%	458 31.4%
Charges for Services	(1,542)		1 0.3%	1,000 68.6%	1,000 68.6%
TOTAL REVENUE	(\$751)	\$642 100.0%	\$391 100.0%	\$1,458 100.0%	\$1,458 100.0%
Total Wages	0	0	0	0	0
Benefits					1
Total Benefits	0	0	0	0	0
TOTAL WAGES & BENEFITS	0	0	0	0 0.0%	0
Minor Capital			13,862 100.0%	15,000 100.0%	
TOTAL EXPENDITURES	\$0	\$0	\$13,862 100.0%	\$15,001 100.0%	\$0
NET INCOME / (LOSS)	(\$751)	\$642	(\$13,471)	(\$13,544)	\$1,458
NET TRANSFERS	0	0	0	0	0
Operational Excess / (Deficit)	(751)	642	(13,471)	(13,544)	1,458
CHANGE IN AVAILABLE FUND BALAN	(751)	642	(13,471)	(13,544)	1,458
Beginning Fund Balance	31,225	30,474	31,116	17,645	4,101
ENDING AVAILABLE FUND BALANCE	\$30,474	\$31,116	\$17,645	\$4,101	\$5,559

REPLACEMENT FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
21	21	10	1	INTEREST INCOME 21	792	642	390	458	458	Interest
21	21	21	6	SALE OF PROPERTY	(1,542)		1	1,000	1,000	Charges for Services
21	70	41	7	Computer Hardware 21			13862	15,000		Minor Capital

CITY OF CARPINTERIA
Proposed 2013-14 Budget
PARK DEVELOPMENT FUND

THIS FUND WAS CREATED FOR THE PURPOSE OF ACCOUNTING FOR THE CITY'S NEW CONSTRUCTION TAX which is charged on all new development. The tax rate is currently 500.00 per residential unit or 0.045 per square foot for new industrial or commercial buildings. Monies from this fund may be used only for development, improvement or major maintenance of city parks

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Other Taxes	2,268	100.0%	12	100.0%	16,586	100.0%	3,000	100.0%	3,000	100.0%
Total Taxes	2,268	100.0%	12	100.0%	16,586	100.0%	3,000	100.0%	3,000	100.0%
TOTAL REVENUE	2,268	100.0%	12	100.0%	16,586	100.0%	3,000	100.0%	3,000	100.0%
Total Wages	0		0		0		0		0	
Benefits									1	0.0%
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
							1	0.0%		
Debt Service	35,149	100.0%	35,149	100.0%	35,149	100.0%	35,149	100.0%	35,149	100.0%
TOTAL EXPENDITURES	35,149	100.0%	35,149	100.0%	35,149	100.0%	35,150	100.0%	35,149	100.0%
NET INCOME / (LOSS)	(\$32,881)		(\$35,137)		(\$18,563)		(\$32,150)		(\$32,149)	
Transfers In	32,881									
NET TRANSFERS	32,881		0		0		0		0	
Subsidies Received / (Provided)			35,137		18,563		32,149		32,149	
Operational Excess / (Deficit)							(1)			
CHANGE IN AVAILABLE FUND BALAN							(1)			
Beginning Fund Balance									(1)	
ENDING AVAILABLE FUND BALANCE							(\$1)		(\$1)	

PARK DEVELOPMENT FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
22	22	22	5	NEW CONSTRUCTION TAX	2,268	12	16586	3,000	3,000	Other Taxes
22	78	54	4	El Carro Park Debt 22	35,149	35,149	35149	35,149	35,149	Debt Service
22	22	10	9	FROM GENERAL 22	32,881					Transfers In

CITY OF CARPINTERIA
Proposed 2013-14 Budget
PARK MAINTENANCE FUND

THIS FUND WAS ESTABLISHED IN THE 1997-98 FISCAL YEAR. THE REVENUES FROM THIS FUND ARE collected based upon authority of a public vote held on June 3, 1997 whereby over two-thirds of the voters approved a special tax to be levied. Expenditures from this fund are for parks maintenance needs including equipment replacement, water, grounds keeping and other

Taxes	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Other Taxes	145,685	59.9%	149,076	85.7%	149,651	62.0%	153,024	68.1%	153,000	69.1%
Total Taxes	145,685	59.9%	149,076	85.7%	149,651	62.0%	153,024	68.1%	153,000	69.1%
Interest	(134)	-0.1%	47	0.0%	116	0.0%				
Charges for Services	57,755	23.7%	22,146	12.7%	51,073	21.2%	51,073	22.7%	43,000	19.4%
Intergov Grants	40,000	16.4%			40,000	16.6%	20,000	8.9%	25,000	11.3%
Miscellaneous			2,627	1.5%	550	0.2%	550	0.2%	500	0.2%
TOTAL REVENUE	\$243,305	100.0%	\$173,896	100.0%	\$241,390	100.0%	\$224,647	100.0%	\$221,500	100.0%
Regular Wages	\$46,121	13.1%	\$47,465	10.9%	\$46,781	15.9%	\$47,859	18.3%	\$50,139	16.3%
Overtime Wages	1,363	0.4%	1,502	0.3%	1,994	0.7%	2,061	0.8%		
Total Wages	47,484	13.5%	48,967	11.3%	48,775	16.6%	49,920	19.0%	50,139	16.3%
Benefits									1	0.0%
Health/Life/Dental Insurance	16,564	4.7%	17,925	4.1%	18,776	6.4%	19,521	7.4%	23,076	7.5%
Retirement	9,050	2.6%	9,689	2.2%	7,265	2.5%	7,708	2.9%	9,541	3.1%
Unemployment Insurance									97	0.0%
MediTax	689	0.2%	710	0.2%	720	0.2%	738	0.3%	700	0.2%
Other Benefits	888	0.3%	1,044	0.2%	1,078	0.4%	1,079	0.4%	1,079	0.4%
Total Benefits	27,191	7.7%	29,368	6.8%	27,839	9.5%	29,046	11.1%	34,493	11.2%
TOTAL WAGES & BENEFITS	74,675	21.2%	78,335	18.1%	76,614	26.0%	78,966	30.1%	84,632	27.5%
Contract Services	162,163	46.0%	177,565	40.9%	115,669	39.3%	96,255	36.7%	133,255	43.3%
Utilities	85,922	24.4%	85,635	19.7%	82,752	28.1%	64,012	24.4%	68,000	22.1%
Other Operating Exp.	30,094	8.5%	22,193	5.1%	19,225	6.5%	23,000	8.8%	22,000	7.1%
Major Capital			70,000	16.1%						
TOTAL EXPENDITURES	\$352,854	100.0%	\$433,728	100.0%	\$294,260	100.0%	\$262,234	100.0%	\$307,887	100.0%
NET INCOME / (LOSS)	(\$109,549)		(\$259,832)		(\$52,870)		(\$37,587)		(\$86,387)	
Transfers In	193,562		25,838		26,191		25,908		26,926	
Transfers (Out)	(84,013)		(107,036)		(86,443)		(87,736)		(74,684)	
NET TRANSFERS	109,549		(81,198)		(60,252)		(61,828)		(47,758)	
Subsidies Received / (Provided)			341,030		113,122		99,414		134,145	
Operational Excess / (Deficit)	0						(1)			
CHANGE IN AVAILABLE FUND BALAN	0						(1)			
Beginning Fund Balance			0		0		0		(1)	
ENDING AVAILABLE FUND BALANCE	\$0		\$0		\$0		(\$1)		(\$1)	

PARK MAINTENANCE FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
23	23	33	5	PARK MAINTENANCE TAX 23	145,685	149,076	149,651	153,024	153,000	Other Taxes
23	23	10	1	INTEREST INCOME 23	(134)	47	116			Interest
23	23	10	2	PARK RENTAL 23	31,016	(37,404)	34,733	34,733	15,000	Charges for Services
23	23	10	3	STATE DAY USE PARKING	26,739	59,550	16,340	16,340	28,000	Charges for Services
23	23	23	1	BLUFFS ENDOWMENT	40,000		40,000	20,000	25,000	Subventions / Intergovernmental
23	23	16	6	DONATIONS 23		2,627	550	550	500	Miscellaneous
23	61	16	2	Regular Salary 61	46,121	47,465	46,781	47,859	50,139	Regular Wages
23	61	16	5	Overtime Pay 61	1,363	1,502	1,994	2,061		Overtime Wages
23	61	19	1	Life Insurance Premiums 61	264	242	682	684	712	Health/Life/Dental Insurance
23	61	19	4	Wellness 61	16,300	17,683	18,094	18,837	22,364	Health/Life/Dental Insurance
23	61	19	2	Paid PERS-Employee 61	3,372	3,564	1,757	2,026	2,009	Retirement
23	61	19	3	Paid PERS-employer 61	5,678	6,125	5,508	5,682	7,532	Retirement
23	61	18	4	Unemployment Insurance 61					97	Unemployment Insurance
23	61	18	6	MediTax 61	689	710	720	738	700	MediTax
23	61	19	7	Indiv Equip Reimbursement 61	284	203	261	350	350	Other Benefits
23	61	19	8	Uniform Rental 61	604	841	817	729	729	Other Benefits
23	61	21		Architectural Services 61	825					Contract Services
23	61	22	1	Miscellaneous Contracts	54,410	69,161	39,396	36,000	53,000	Contract Services
23	61	22	2	Equip/Vehicle Maintenance	(45)			255	255	Contract Services
23	61	22	5	Park Maintenance 61	106,974	108,404	76,273	60,000	80,000	Contract Services
23	61	31	2	Utility - Water 23	76,426	78,738	75,720	57,000	60,000	Utilities
23	61	31	3	Utility - Electric 23	8,342	5,761	5,895	5,800	6,000	Utilities
23	61	31	7	Utility - Sewer 23	1,154	1,136	1,137	1,212	2,000	Utilities
23	61	30	6	Bluffs Park Expense	25,798	19,742	16,930	20,000	19,000	Other Operating Expenditures
23	61	30	7	Vehicle Oper/Maintenance 23	4,296	2,451	2,295	3,000	3,000	Other Operating Expenditures
23	79	61	1	Irrigation Water Well		70,000				Major Capital
23	23	10	9	FROM GENERAL 23	171,284					Transfers In
23	23	28	9	FROM TIDELANDS 23	10,000	10,000	10,000	10,000	10,000	Transfers In
23	23	29	9	FROM STREET LIGHTING 23	12,278	15,838	16,191	15,908	16,926	Transfers In
23	90	10	9	To General 23	68,968	70,935	70,523	72,588	58,031	Transfers (Out)
23	90	25	9	To Gas Tax 23	15,045	20,597	8,080	7,521	8,355	Transfers (Out)
23	90	33	9	To ROW 23		15,504	7,840	7,627	8,298	Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
GAS TAX FUND

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

Taxes	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	2,024	0.5%	1,854	0.6%	2,594	0.6%	2,901	0.7%	2,901	0.8%
Intergov Grants	367,088	99.5%	316,006	99.4%	404,321	99.4%	387,497	99.3%	381,648	99.2%
TOTAL REVENUE	\$369,111	100.0%	\$317,860	100.0%	\$406,915	100.0%	\$390,398	100.0%	\$384,549	100.0%
Regular Wages	\$105,173	33.6%	\$111,678	28.2%	\$115,346	27.0%	\$124,970	25.6%	\$176,622	33.4%
Part-time Wages	16,230	5.2%	8,358	2.1%					2,000	0.4%
Overtime Wages	2,358	0.8%	1,353	0.3%	2,667	0.6%	1,871	0.4%	757	0.1%
Other Wages	1,676	0.5%	2,280	0.6%	1,703	0.4%	1,819	0.4%		
Total Wages	125,438	40.1%	123,669	31.3%	119,716	28.0%	128,660	26.4%	179,379	33.9%
Benefits									1	0.0%
Health/Life/Dental Insurance	47,059	15.0%	50,690	12.8%	53,755	12.6%	51,221	10.5%	68,292	12.9%
Retirement	28,405	9.1%	31,257	7.9%	25,930	6.1%	25,499	5.2%	33,608	6.4%
Unemployment Insurance	267	0.1%	261	0.1%	251	0.1%	277	0.1%	346	0.1%
MediTax	1,934	0.6%	1,897	0.5%	1,823	0.4%	2,013	0.4%	2,506	0.5%
Other Benefits	1,940	0.6%	2,030	0.5%	2,347	0.5%	2,158	0.4%	2,158	0.4%
Total Benefits	79,605	25.4%	86,135	21.8%	84,106	19.7%	81,168	16.6%	106,910	20.2%
TOTAL WAGES & BENEFITS	205,043	65.5%	209,804	53.1%	203,822	47.7%	209,828	43.0%	286,289	54.1%
Contract Services	74,609	23.9%	115,291	29.2%	177,734	41.6%	236,779	48.6%	178,300	33.7%
Other Operating Exp.	27,950	8.9%	47,043	11.9%	45,596	10.7%	41,038	8.4%	41,500	7.8%
Major Capital			21,019	5.3%	27	0.0%			20,000	3.8%
Minor Capital	5,221	1.7%	2,215	0.6%					3,000	0.6%
TOTAL EXPENDITURES	\$312,823	100.0%	\$395,372	100.0%	\$427,179	100.0%	\$487,646	100.0%	\$529,089	100.0%
NET INCOME / (LOSS)	\$56,289		(\$77,512)		(\$20,264)		(\$97,248)		(\$144,540)	
Transfers In	191,515		173,523		164,692		162,650		172,135	
Transfers (Out)	(180,027)		(128,488)		(125,617)		(121,377)		(154,735)	
NET TRANSFERS	11,488		45,035		39,075		41,273		17,400	
Operational Excess / (Deficit)	67,777		(32,477)		18,811		(55,975)		(127,140)	
CHANGE IN AVAILABLE FUND BALAN	67,777		(32,477)		18,811		(55,975)		(127,140)	
Beginning Fund Balance	134,435		202,212		169,735		188,546		132,571	
ENDING AVAILABLE FUND BALANCE	\$202,212		\$169,735		\$188,546		\$132,571		\$5,431	

GAS TAX FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
25	25	10	1	INTEREST INCOME 25	2,024	1,854	2594	2,901	2,901	Interest
25	25	25	4	TRAFFIC CONGESTION RELIEF	130,600				153,813	Subventions / Intergovernmental
25	25	25	5	SECTION 2106 FUNDS	47,956	44,373	39166	50,000	52,476	Subventions / Intergovernmental
25	25	25	6	SECTION 2107 FUNDS	105,999	106,401	91322	118,000	101,098	Subventions / Intergovernmental
25	25	25	7	SECTION 2107.5 FUNDS	3,000		3000	3,000	3,000	Subventions / Intergovernmental
25	25	25	8	SECTION 2126/2105 FUNDS	79,532	165,232	270833	216,497	71,261	Subventions / Intergovernmental
25	31	16	2	Regular Salary 31	105,173	111,678	115,346	124970	176,622	Regular Wages
25	31	16	4	Part-time Wages 31	16,230	8,358				Part-time Wages
25	31	16	5	Overtime Pay 31	2,358	1,353	2,667	1871	2,000	Overtime Wages
25	31	16	7	Special Pay 31	1,676	2,280	1,703	1819	757	Other Wages
25	31	19	1	Life Insurance Premiums 31	1,056	1,008	1,901	2043	2,103	Health/Life/Dental Insurance
25	31	19	4	Wellness 31	46,003	49,682	51,854	49178	66,189	Health/Life/Dental Insurance
25	31	19	2	Paid PERS-Employee31	10,582	11,497	7,101	7063	7,075	Retirement
25	31	19	3	Paid PERS-Employer 31	17,823	19,760	18,829	18436	26,533	Retirement
25	31	18	4	Unemployment Insurance 31	267	261	251	277	346	Unemployment Insurance
25	31	18	6	MediTax 31	1,934	1,897	1,823	2013	2,506	MediTax
25	31	19	7	Indiv Equip Reimbursement 31	732	348	811	700	700	Other Benefits
25	31	19	8	Uniform Rental 31	1,209	1,682	1,536	1458	1,458	Other Benefits
25	14	22	8	Gas Tax Audit/Street Report		1,249	1539	1,283	1,300	Contract Services
25	31	22		Street Maintenance 31	133	19,176	6086	3,108	10,000	Contract Services
25	31	22	1	Miscellaneous Contracts 31	1,216		54			Contract Services
25	31	22	3	Drainage Maintenance	1,990	2,050	1788	2,000	2,000	Contract Services
25	31	22	4	Street Drainage Improvements		611	6576	15,000	10,000	Contract Services
25	31	22	5	Thermoplast/Striping	8,765	16,565	32517	25,717	25,000	Contract Services
25	31	22	7	Street Sweeping	39,823	39,823	39823	40,000	35,000	Contract Services
25	36	22	6	Engineering Retainer	22,682	35,817	89351	149,671	95,000	Contract Services
25	31	30	1	Telephone 31	2,371	2,311	2530	2,000	2,000	Other Operating Expenditures
25	31	30	4	Radio Maintenance/Repair 31	110	629		500	2,000	Other Operating Expenditures
25	31	30	5	Dues & Subscriptions 31	112		105	288	500	Other Operating Exp.
25	31	30	6	Meetings & Travel 31	54		225			Other Operating Expenditures
25	31	30	7	Vehicle Oper & Maintenance 31	9,895	15,901	15971	12,000	15,000	Other Operating Expenditures
25	31	30	8	Supplies & Materials 31	14,150	28,202	25554	25,000	20,000	Other Operating Expenditures
25	31	31	1	Rents & Leases 31	1,258		1211	1,250	2,000	Other Operating Expenditures
25	79	61	6	Curb Gutter and Sidewalk Improvements		21,019	27		20,000	Major Capital
25	70	41	5	Public Works Vehicles		1,500			1,000	Minor Capital
25	70	41	8	Miscellaneous Equipment 25	5,221	715			2,000	Minor Capital
25	25	10	9	FROM GENERAL 25	111,510	86,100	89551	89,143	91040	Transfers In
25	25	20	9	FROM REVOLVING 25		9,520				Transfers In
25	25	23	9	FROM PARK MAINTENANCE 25	15,045	20,597	8080	7,521	8355	Transfers In
25	25	26	9	FROM LOCAL TRANSPORTATION 25	451	356				Transfers In
25	25	27	9	FROM MEASURE A 25		4,660	8564	8,685	12877	Transfers In
25	25	29	9	FROM STREET LIGHTING 25	6,269	5,998	11776	11,941	17706	Transfers In
25	25	33	9	FROM ROW 25	42,944	46,292	46721	45,360	42157	Transfers In
25	25	41	9	FROM MEASURE D 25	15,296					Transfers In
25	90	10	9	To General 25	62,508	50,466	31542	29,850	55161	Transfers (Out)
25	90	33	9	To ROW 25	117,519	78,022	94075	91,527	99574	Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
LOCAL TRANSPORTATION FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	2,504	23.0%	2,132	19.7%	1,670	15.6%	1,704	14.0%	1,704	14.0%
Intergov Grants	8,404	77.0%	8,665	80.3%	9,028	84.4%	10,456	86.0%	10,456	86.0%
TOTAL REVENUE	\$10,908	100.0%	\$10,797	100.0%	\$10,698	100.0%	\$12,160	100.0%	\$12,160	100.0%
Total Wages	0		0		0		0		0	
Benefits									1	0.0%
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
Contract Services							7,500	60.0%		
Other Operating Exp.	(404)				5	100.0%	5	0.0%		
Major Capital							5,000	40.0%	10,000	100.0%
TOTAL EXPENDITURES	(\$404)		\$0		\$5	100.0%	\$12,506	100.0%	\$10,000	100.0%
NET INCOME / (LOSS)	\$11,311		\$10,797		\$10,693		(\$346)		\$2,160	
Transfers (Out)	(3,726)		(3,429)		(186)		(357)		(544)	
NET TRANSFERS	(3,726)		(3,429)		(186)		(357)		(544)	
Operational Excess / (Deficit)	7,585		7,368		10,507		(703)		1,616	
CHANGE IN AVAILABLE FUND BALAN	7,585		7,368		10,507		(703)		1,616	
Beginning Fund Balance	92,016		99,601		106,969		117,476		116,773	
ENDING AVAILABLE FUND BALANCE	\$99,601		\$106,969		\$117,476		\$116,773		\$118,389	

LOCAL TRANSPORTATION FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
26	26	10	1	INTEREST INCOME 26	2,504	2,132	1670	1,704	1,704	Interest
26	26	26	5	BKWW, ART3; SEC 99234	8,404	8,665	9028	10,456	10,456	Subventions / Intergovermen
26	31	22	1	Bikeway Planning				7,500		Contract Services
26	31	30	8	Supplies & Materials 26	(404)		5	5		Other Operating Expenditures
26	79	61	1	Bikeway Improvements				5,000	10,000	Major Capital
26	90	10	9	To General 26	3,275	3,073	186	357	544	Transfers (Out)
26	90	25	9	To Gas Tax 26	451	356				Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
MEASURE A FUND

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

	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14
Taxes					
Total Taxes	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Interest		5,051 0.8%	6,368 0.8%	3,011 0.4%	3,011 0.4%
Intergov Grants		595,117 99.2%	800,358 99.2%	720,000 99.6%	720,000 99.6%
TOTAL REVENUE	\$0	\$600,168 100.0%	\$806,726 100.0%	\$723,011 100.0%	\$723,011 100.0%
Total Wages	0	0	0	0	0
Benefits					1 0.0%
Total Benefits	0	0	0	0	0
TOTAL WAGES & BENEFITS	0	0	0	1 0.0%	0
Contract Services		68,054 52.4%	105,891 72.7%	158,022 32.8%	150,000 16.7%
Other Operating Exp.		1,500 1.2%	1,500 1.0%	2,500 0.5%	2,000 0.2%
Major Capital		35,427 27.3%	8,745 6.0%	241,000 50.0%	676,500 75.3%
Minor Capital		25,000 19.2%	29,571 20.3%	80,000 16.6%	70,000 7.8%
TOTAL EXPENDITURES	\$0	\$129,981 100.0%	\$145,707 100.0%	\$481,523 100.0%	\$898,500 100.0%
NET INCOME / (LOSS)	\$0	\$470,187	\$661,019	\$241,487	(\$175,490)
Transfers In		40,084	40,084	40,084	40,084
Transfers (Out)		(71,973)	(66,415)	(63,205)	(148,734)
NET TRANSFERS	0	(31,889)	(26,331)	(23,121)	(108,650)
Operational Excess / (Deficit)	0	438,298	634,688	218,366	(284,140)
CHANGE IN AVAILABLE FUND BALAN	0	438,298	634,688	218,366	(284,140)
Beginning Fund Balance		0	438,298	1,072,986	1,291,352
ENDING AVAILABLE FUND BALANCE	\$0	\$438,298	\$1,072,986	\$1,291,352	\$1,007,213

MEASURE A FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
27	27	10	1	INTEREST INCOME 27		5,051	6368	3,011	3,011	Interest
27	27	27	1	MEASURE A REVENUES		595,117	800358	720,000	720,000	Subventions / Intergovernment
27	32	22		Public Tree Maintenance 27		39,321	79189	121,772	112,500	Contract Services
27	34	22	1	Easy Lift/CART 27		17,000	12000	12,250	12,500	Contract Services
27	34	22	2	Help of Carpinteria 27			5000	5,000	5,000	Contract Services
27	70	41	2	SR2S Education Program			4000	4,000	5,000	Contract Services
27	72	22	1	Pavement Management System 27		11,733	5702	15,000	15,000	Contract Services
27	30	30	1	Asset Management Systems		1,500	1500	2,500	2,000	Other Operating Expenditures
27	79	61	1	Misc. Concrete Repairs 27		19,845	4988	60,000	35,000	Major Capital
27	79	61	2	CIP Services 27					25,000	Major Capital
27	79	61	3	Bikepath Maintenance 27				10,000	5,000	Major Capital
27	79	61	8	Storm Water Projects		15,582		50,000		Major Capital
27	79	61	9	Safe Routes to School 79			248	70,000	130,000	Major Capital
27	79	62	1	Beach Area Drainage 27			3509	50,000	171,000	Major Capital
27	79	62	2	Thermoplast Storm Drain Signs				1,000	500	Major Capital
27	79	62	3	Ped Facilities Improvements 27					310000	Major Capital
27	70	41	3	Pedestrian Bridge Maintenance				20,000	20,000	Minor Capital
27	70	41	4	Capital Maintenance			29571	60,000	50,000	Minor Capital
27	70	41	5	Public Works Vehicles 27		25,000				Minor Capital
27	27	10	9	FROM GENERAL 27		40,084	40084	40,084	40084	Transfers In
27	90	10	9	To General 27		60,060	57851	54,520	127559	Transfers (Out)
27	90	25	9	To Gas Tax 27		4,660	8564	8,685	12877	Transfers (Out)
27	90	33	9	To ROW 27		7,253			8298	Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
TIDELANDS TRUST FUND

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

Taxes	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	5,312	1.2%	3,529	0.9%	3,043	0.7%	2,855	0.7%	2,500	0.7%
Charges for Services	362,933	82.3%	341,559	89.2%	387,098	90.9%	368,674	91.0%	347,900	92.6%
Assessments	20,237	4.6%	19,246	5.0%	20,488	4.8%	19,641	4.8%	20,500	5.5%
Miscellaneous	52,254	11.9%	18,774	4.9%	15,317	3.6%	14,124	3.5%	5,000	1.3%
TOTAL REVENUE	\$440,735	100.0%	\$383,108	100.0%	\$425,946	100.0%	\$405,294	100.0%	\$375,900	100.0%
Part-time Wages	139,308	35.7%	124,532	50.0%	99,070	46.6%	87,473	40.4%	116,000	40.8%
Overtime Wages	9,263	2.4%	5,636	2.3%	3,664	1.7%	2,659	1.2%	3,100	1.1%
Total Wages	148,571	38.1%	130,168	52.3%	102,734	48.3%	90,132	41.6%	119,100	41.9%
Unemployment Insurance	9,707	2.5%	4,486	1.8%	2,956	1.4%	179	0.1%	238	0.1%
MediTax	2,149	0.6%	1,887	0.8%	1,467	0.7%	1,305	0.6%	1,727	0.6%
Total Benefits	11,856	3.0%	6,373	2.6%	4,423	2.1%	1,484	0.7%	1,965	0.7%
TOTAL WAGES & BENEFITS	160,427	41.1%	136,541	54.8%	107,157	50.4%	91,616	42.3%	121,065	42.6%
Contract Services	163,899	42.0%	51,913	20.9%	51,312	24.1%	56,530	26.1%	46,530	16.4%
Utilities	783	0.2%	861	0.3%	966	0.5%	871	0.4%	1,000	0.4%
Other Operating Exp.	53,277	13.7%	46,210	18.6%	49,436	23.3%	54,050	25.0%	49,000	17.2%
Major Capital									60,000	21.1%
Minor Capital	11,903	3.0%	13,420	5.4%	3,667	1.7%	13,420	6.2%	6,500	2.3%
TOTAL EXPENDITURES	\$390,289	100.0%	\$248,945	100.0%	\$212,538	100.0%	\$216,487	100.0%	\$284,095	100.0%
NET INCOME / (LOSS)	\$50,446		\$134,163		\$213,408		\$188,807		\$91,805	
Transfers (Out)	(117,109)		(120,307)		(128,853)		(128,684)		(136,088)	
NET TRANSFERS	(117,109)		(120,307)		(128,853)		(128,684)		(136,088)	
Operational Excess / (Deficit)	(66,663)		13,856		84,555		60,123		(44,283)	
Decrease / (Increase) in Reserves	(5,672)		(27,858)							
CHANGE IN AVAILABLE FUND BALAN	(72,335)		(14,002)		84,555		60,123		(44,283)	
Beginning Fund Balance	152,764		80,429		66,427		150,982		211,104	
ENDING AVAILABLE FUND BALANCE	\$80,429		\$66,427		\$150,982		\$211,104		\$166,821	

TIDELANDS TRUST FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
28	28	10	1	INTEREST INCOME 28	5,312	3,529	3043	2,855	2,500	Interest
28	28	28	1	JR LIFEGUARD FEES	63,729	54,716	72788	50,174	45,000	Charges for Services
28	28	28	3	CONCESSION REVENUE	25,119	19,255	25472	22,902	25,000	Charges for Services
28	28	28	4	SURFING TUITION	9,552	7,740	11139	8,919	10,000	Charges for Services
28	28	28	5	RENTS & LEASES 28	257,949	254,448	263848	271,471	255,000	Charges for Services
28	28	28	6	OCEAN ADVENTURE CAMP TUITION	650	350	920	225	900	Charges for Services
28	28	28	7	KAYAK REVENUE	5,933	5,050	12931	14,983	12,000	Charges for Services
28	28	28	2	BERM ASSESSMENT	20,237	19,246	20488	19,641	20,500	Assessments
28	28	16	4	MISCELLANEOUS INCOME 28	48,742	11,398	11327	12,964	5,000	Miscellaneous
28	28	16	6	DONATIONS 28	3,511	7,376	3990	1,160		Miscellaneous
28	62	16	4	Part-time Wages 62	131,445	120,105	88,317	76345	105,000	Part-time Wages
28	64	16	4	Part-time Wages 64	7,863	4,427	10,753	11128	11,000	Part-time Wages
28	62	16	5	Overtime Pay 62	9,024	5,636	3,650	2659	3,000	Overtime Wages
28	64	16	5	Overtime Pay 64	239		14		100	Overtime Wages
28	62	18	4	Unemployment Insurance 62	9,692	4,477	2,934	158	216	Unemployment Insurance
28	64	18	4	Unemployment Insurance 64	15	9	22	21	22	Unemployment Insurance
28	62	18	6	MediTax 62	2,037	1,823	1,311	1146	1,566	MediTax
28	64	18	6	MediTax 64	112	64	156	159	161	MediTax
28	61	22	5	Marsh/Bluffs Maintenance	40,866	33,292	28661	35,000	25,000	Contract Services
28	62	22		Contract Services (Berm Permit)	80,000	2,522	9626	1,530	1,530	Contract Services
28	62	22	1	Beach Dune Maintenance	43,033	16,099	13025	20,000	20,000	Contract Services
28	62	31	5	Utility - Sewer	783	861	966	871	1,000	Utilities
28	62	30	1	Telephone 62	4,913	5,197	5065	4,500	4,500	Other Operating Expenditures
28	62	30	3	Printing & Advertising 62	1,782	1,832	613	2,000	2,000	Other Operating Expenditures
28	62	30	5	Dues & Subscriptions 62	7,650	7,650	9550	9,550	8,000	Other Operating Expenditures
28	62	30	6	Meetings & Travel 62					250	Other Operating Expenditures
28	62	30	8	Supplies & Materials 62	10,703	9,437	8633	12,500	11,000	Other Operating Expenditures
28	62	30	9	Kayak Program Equipment	1,320					Other Operating Expenditures
28	62	31	2	Kayak Program Misc. Exp	118		865	500	750	Other Operating Expenditures
28	62	32		Pre-employment Physicals	1,064	905	811	1,000	1,000	Other Operating Expenditures
28	62	32	9	Jr Lifeguard Expenses	15,264	13,654	11505	15,000	12,000	Other Operating Expenditures
28	64	30	2	Purchases for Inventory	8,397	5,481	8861	8,000	8,000	Other Operating Expenditures
28	64	30	4	Cash (Over)/Short 28	218	16	314			Other Operating Expenditures
28	64	30	8	Supplies & Materials 64	1,847	2,038	3219	1,000	1,500	Other Operating Expenditures
28	79	41	8	Lifeguard Tower					60000	Major Capital
28	70	41		Beach Wheelchair Storage Box	9,499	4,977		4,977	2,500	Minor Capital
28	70	41	2	Sailing Prog Equip	520					Minor Capital
28	70	41	5	Sailing Equipment Grant - 28	1,884	8,443	3667	8,443	4,000	Minor Capital
28	90	10	9	To General 28	57,119	60,317	68863	68,694	76098	Transfers (Out)
28	90	23	9	To Park Maintenance 28	10,000	10,000	10000	10,000	10000	Transfers (Out)
28	90	48	9	To Recreation Services 28	49,990	49,990	49990	49,990	49990	Transfers (Out)
28	89	99		Changes in Reserves	5,672	27,858				

CITY OF CARPINTERIA
Proposed 2013-14 Budget
STREET LIGHTING FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Property Taxes	\$267,279	92.0%	\$263,776	92.9%	\$263,802	94.7%	\$266,124	94.4%	\$272,778	94.5%
Total Taxes	267,279	92.0%	263,776	92.9%	263,802	94.7%	266,124	94.4%	272,778	94.5%
Interest	19,546	6.7%	17,054	6.0%	11,329	4.1%	13,598	4.8%	13,598	4.7%
Fines & Forfeitures	1,911	0.7%	1,120	0.4%	1,517	0.5%	1,030	0.4%	1,030	0.4%
Intergov Grants	1,812	0.6%	1,840	0.6%	1,785	0.6%	1,133	0.4%	1,133	0.4%
TOTAL REVENUE	\$290,548	100.0%	\$283,790	100.0%	\$278,433	100.0%	\$281,885	100.0%	\$288,539	100.0%
Total Wages	0		0		0		0		0	
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
Contract Services	20,531	16.7%	62,194	23.6%	15,482	12.2%	120,000	48.2%	95,000	43.0%
Utilities	102,164	83.1%	105,190	39.9%	97,069	76.8%	108,090	43.4%	113,500	51.4%
Other Operating Exp.	196	0.2%	1,488	0.6%	2,738	2.2%	10,000	4.0%	10,000	4.5%
Major Capital			94,858	36.0%	11,106	8.8%	10,999	4.4%	2,500	1.1%
TOTAL EXPENDITURES	\$122,890	100.0%	\$263,730	100.0%	\$126,395	100.0%	\$249,089	100.0%	\$221,000	100.0%
NET INCOME / (LOSS)	\$167,658		\$20,060		\$152,038		\$32,796		\$67,539	
Transfers (Out)	(34,871)		(61,980)		(67,026)		(65,795)		(128,426)	
NET TRANSFERS	(34,871)		(61,980)		(67,026)		(65,795)		(128,426)	
Operational Excess / (Deficit)	132,787		(41,920)		85,012		(33,000)		(60,888)	
CHANGE IN AVAILABLE FUND BALAN	132,787		(41,920)		85,012		(33,000)		(60,888)	
Beginning Fund Balance	678,787		811,574		769,654		854,666		821,666	
ENDING AVAILABLE FUND BALANCE	\$811,574		\$769,654		\$854,666		\$821,666		\$760,779	

STREET LIGHTING FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
29	29	29	3	PROPERTY TAX SUPPLEMENT	3,085	3,893	2660	9,632	9,873	Property Taxes
29	29	29	5	PROPERTY TAX SECURED	251,937	248,083	249300	245,470	251,607	Property Taxes
29	29	29	6	PROPERTY TAX UNSECURED	12,257	11,800	11842	11,022	11,298	Property Taxes
29	29	10	1	INTEREST INCOME 29	19,546	17,054	11329	13,598	13,598	Interest
29	29	29	4	INTEREST/PENALTIES	1,911	1,120	1517	1,030	1,030	Fines & Forfeitures
29	29	29	7	HOMEOWNERS EXEMPTION 29	1,812	1,840	1785	1,133	1,133	Subventions / Intergovernment
29	23	21		Traffic Signals	1,032	50,771	863	60,000	35,000	Contract Services
29	23	22	5	Public Right of Way Lighting	19,499	11,423	14619	60,000	60,000	Contract Services
29	23	22		Street Lighting	100,701	105,212	97073	105,000	110,000	Utilities
29	23	31	3	Parking Lot Lighting	1,462	(22)	-4	3,090	3,500	Utilities
29	23	30	8	Supplies & Materials 23	196	1,488	2738	10,000	10,000	Other Operating Expenditures
29	79	61		Public Pkg Lot / Bikeway Lights		94,858	11106	10,999	2500	Major Capital
29	90	10	9	To General 29	16,324	40,144	39059	37,946	93794	Transfers (Out)
29	90	23	9	To Park Maintenance 29	12,278	15,838	16191	15,908	16926	Transfers (Out)
29	90	25	9	To Gas Tax 29	6,269	5,998	11776	11,941	17706	Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
TRUST & AGENCY FUND

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Intergov Grants	1,461,539	100.0%	181,863	100.0%	8,368	100.0%	306,215	100.0%	1,006,858	100.0%
TOTAL REVENUE	\$1,461,539	100.0%	\$181,863	100.0%	\$8,368	100.0%	\$306,215	100.0%	\$1,006,858	100.0%
Total Wages	0		0		0		0		0	
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
Major Capital	1,304,895	100.0%	28,220	100.0%			294,792	100.0%	967,792	100.0%
TOTAL EXPENDITURES	\$1,304,895	100.0%	\$28,220	100.0%	\$0		\$294,792	100.0%	\$967,792	100.0%
NET INCOME / (LOSS)	\$156,644		\$153,643		\$8,368		\$11,423		\$39,066	
Transfers (Out)	(156,644)		(153,643)		(8,368)		(11,423)		(39,066)	
NET TRANSFERS	(156,644)		(153,643)		(8,368)		(11,423)		(39,066)	
Operational Excess / (Deficit)	(0)									
CHANGE IN AVAILABLE FUND BALAN	(0)									
Beginning Fund Balance			(0)		(0)		(0)		(0)	
ENDING AVAILABLE FUND BALANCE	(\$0)		(\$0)		(\$0)		(\$0)		(\$0)	

TRUST & AGENCY FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
31	31	31		DIF TRANSFER OUT OFFSET				11,423	39,066	Intergov Grants
31	31	31	1	STORM DRAINS				100,000	100,000	Intergov Grants
31	31	31	2	PED FACILITIES IMPROVEMENTS 31				20,000		Intergov Grants
31	31	31	4	CITY HALL IMPROVEMENTS					200,000	Intergov Grants
31	31	31	5	CONTRACT SERVICES 37	1,835	19,864			50,000	Intergov Grants
31	31	31	6	SEASIDE PARK					250,000	Intergov Grants
31	31	31	7	FHWA HBR 31				159,792	159,792	Intergov Grants
31	31	31	8	EIGHTH STREET FOOTBRIDGE	1,303,061	8,357		10,000	35,000	Intergov Grants
31	31	32	1	PARKING LOT DIF				5,000	5,000	Intergov Grants
31	31	32	2	POOL IMPROVEMENTS					68,000	Intergov Grants
31	31	62	1	PARK IMPROVEMENTS INCOME	156,644	153,642	8368		100,000	Intergov Grants
31	72	22	1	Seaside Park					250,000	Major Capital
31	79	61	1	Storm Drains 31	11,537			100,000	100,000	Major Capital
31	79	61	2	Ped Facilities Improvements 31				20,000		Major Capital
31	79	61	4	City Hall Improvements					200,000	Major Capital
31	79	61	5	Contract Services 31	1,835	18,776			50,000	Major Capital
31	79	61	6	FHWA HBR 31				159,792	159,792	Major Capital
31	79	61	7	Eighth Street Footbridge	1,291,523	9,444		10,000	35,000	Major Capital
31	79	61	8	Parking Lot DIF				5,000	5,000	Major Capital
31	79	62	1	Park Improvements Expense					100,000	Major Capital
31	79	62	2	Pool Improvements Expense					68,000	Major Capital
31	90	10	9	To General 31	156,644	153,643	8368	11,423	39,066	Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
R-O-W ASSESSMENT DISTRICT FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	(134)	-0.1%	4	0.0%						
Assessments	195,474	99.6%	195,946	91.5%	194,952	98.8%	192,800	99.4%	192,800	99.3%
Fines & Forfeitures	722	0.4%	621	0.3%	356	0.2%	600	0.3%	900	0.5%
Miscellaneous	100	0.1%	17,585	8.2%	2,070	1.0%	500	0.3%	500	0.3%
TOTAL REVENUE	\$196,162	100.0%	\$214,156	100.0%	\$197,378	100.0%	\$193,900	100.0%	\$194,200	100.0%
Regular Wages	\$128,122	29.8%	\$132,043	36.8%	\$132,939	39.9%	\$137,943	38.6%	\$100,663	29.9%
Overtime Wages	2,868	0.7%	6,330	1.8%	4,176	1.3%	3,965	1.1%	2,000	0.6%
Total Wages	130,990	30.5%	138,373	38.6%	137,115	41.1%	141,908	39.7%	102,663	30.5%
Health/Life/Dental Insurance	29,677	6.9%	32,053	8.9%	33,426	10.0%	32,927	9.2%	40,348	12.0%
Retirement	17,528	4.1%	18,860	5.3%	12,944	3.9%	14,351	4.0%	19,154	5.7%
Unemployment Insurance	262	0.1%	282	0.1%	279	0.1%	288	0.1%	198	0.1%
MediTax	1,902	0.4%	2,047	0.6%	2,025	0.6%	2,114	0.6%	1,435	0.4%
Other Benefits	1,967	0.5%	2,360	0.7%	2,032	0.6%	2,158	0.6%	2,158	0.6%
Total Benefits	51,335	11.9%	55,602	15.5%	50,706	15.2%	51,838	14.5%	63,293	18.8%
TOTAL WAGES & BENEFITS	182,326	42.4%	193,975	54.0%	187,821	56.3%	193,746	54.2%	165,956	49.4%
Contract Services	180,623	42.0%	102,546	28.6%	83,074	24.9%	106,000	29.7%	117,500	34.9%
Utilities	24,529	5.7%	26,444	7.4%	23,956	7.2%	22,750	6.4%	22,750	6.8%
Other Operating Exp.	42,251	9.8%	35,859	10.0%	36,770	11.0%	35,000	9.8%	30,000	8.9%
Major Capital			120	0.0%	1,915	0.6%				
TOTAL EXPENDITURES	\$429,728	100.0%	\$358,944	100.0%	\$333,536	100.0%	\$357,496	100.0%	\$336,206	100.0%
NET INCOME / (LOSS)	(\$233,566)		(\$144,788)		(\$136,158)		(\$163,596)		(\$142,006)	
Transfers In	299,587		100,779		101,915		99,154		116,170	
Transfers (Out)	(66,021)		(66,828)		(54,084)		(61,844)		(60,644)	
NET TRANSFERS	233,566		33,951		47,831		37,310		55,526	
Subsidies Received / (Provided)					88,327		126,286		86,480	
Operational Excess / (Deficit)	0		(110,837)							
Decrease / (Increase) in Reserves			110,837							
CHANGE IN AVAILABLE FUND BALANCE	0									
Beginning Fund Balance			0		0		0		0	
ENDING AVAILABLE FUND BALANCE	\$0		\$0		\$0		\$0		\$0	

R-O-W ASSESSMENT DISTRICT FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
33	33	10	1	INTEREST INCOME 33	(134)	4				Interest
33	33	33	5	ROW #3 - CURRENT YEAR	195,474	195,946	194,952	192,800	192,800	Assessments
33	33	33	4	ROW PENALTIES	722	621	356	600	900	Fines & Forfeitures
33	33	16	4	MISCELLANEOUS 33	100	17,585	2070	500	500	Miscellaneous
33	32	16	2	Regular Salary 32	128,122	132,043	132,939	137,943	100,663	Regular Wages
33	32	16	5	Overtime Pay 32	2,868	6,330	4,176	3,965	2,000	Overtime Wages
33	32	19	1	Life Insurance Premiums 32	528	484	849	850	879	Health/Life/Dental Insurance
33	32	19	4	Wellness 32	29,149	31,569	32,577	32,077	39,469	Health/Life/Dental Insurance
33	32	19	2	Paid PERS-Employee32	6,530	6,937	2,133	3,775	4,032	Retirement
33	32	19	3	Paid PERS Employer 32	10,998	11,923	10,811	10,576	15,122	Retirement
33	32	18	4	Unemployment Insurance 32	262	282	279	288	198	Unemployment Insurance
33	32	18	6	MediTax 32	1,902	2,047	2,025	2,114	1,435	MediTax
33	32	19	7	Indiv Equip Reimbursement 32	758	678	398	700	700	Other Benefits
33	32	19	8	Uniform Rental 32	1,208	1,682	1,634	1,458	1,458	Other Benefits
33	23	22		Parking Lot Landscape	6,402	6,402	5069		15,000	Contract Services
33	32	22		Public Tree Maintenance	24,226	19,008	4021	45,000	45,000	Contract Services
33	32	22	1	Miscellaneous Contracts 32	22,913	16,116	16,589	15,000	20,000	Contract Services
33	32	22	2	Equip/Vehicle Maintenance 32		279				Contract Services
33	32	22	3	Chemical Treatment	9,332	8,853	10,895	2,500	2,500	Contract Services
33	32	22	4	Graffiti Removal	2,032	283	1,100	2,500	2,500	Contract Services
33	32	22	5	ROW Maintenance 32	113,207	51,581	45,400	40,000	30,000	Contract Services
33	61	22	2	Miscellaneous Equipment	2,511	24		1,000	2,500	Contract Services
33	32	31	2	Utility - Water 32	15,372	17,358	18,240	14,000	14,000	Utilities
33	32	31	3	Utility - Electric 32	7,681	7,609	4,298	7,750	7,750	Utilities
33	61	31	7	Utility - Sewer 61	1,475	1,477	1,418	1,000	1,000	Utilities
33	32	30	7	Vehicle Oper & Maintenance 32	20,444	19,522	15,371	15,000	12,500	Other Operating Expenditures
33	32	30	8	Supplies & Materials 32	21,807	16,337	21,399	20,000	17,500	Other Operating Expenditures
33	32	21	1	Curb, Gutter, Sidewalk		120	1,915			Major Capital
33	33	10	9	FROM GENERAL 33	182,068					Transfers In
33	33	23	9	FROM PARK MAINTENANCE 33		15,504	7,840	7,627	8,298	Transfers In
33	33	25	9	FROM GAS TAX 33	117,519	78,022	94,075	91,527	99,574	Transfers In
33	33	27	9	FROM MEASURE A 33		7,253			8,298	Transfers In
33	90	10	9	To General 33	23,077	20,536	7,363	16,484	18,487	Transfers (Out)
33	90	25	9	To Gas Tax 33	42,944	46,292	46,721	45,360	42,157	Transfers (Out)
33	89	99		Changes in Reserves		(110,837)				

CITY OF CARPINTERIA
Proposed 2013-14 Budget
PARKING AND BUSINESS IMPROVEMENT AREA FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	930	3.2%	516	1.9%	501	1.8%	600	2.0%	600	2.0%
Assessments	28,484	96.8%	26,224	98.1%	27,328	98.2%	29,319	98.0%	29,319	98.0%
TOTAL REVENUE	\$29,415	100.0%	\$26,740	100.0%	\$27,829	100.0%	\$29,919	100.0%	\$29,919	100.0%
Total Wages	0		0		0		0		0	
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
Contract Services	18,357	51.6%	8,684	33.5%	9,432	35.4%	16,500	48.9%	12,700	42.4%
Debt Service	17,249	48.4%	17,249	66.5%	17,249	64.6%	17,249	51.1%	17,249	57.6%
TOTAL EXPENDITURES	\$35,606	100.0%	\$25,933	100.0%	\$26,681	100.0%	\$33,749	100.0%	\$29,949	100.0%
NET INCOME / (LOSS)	(\$6,191)		\$807		\$1,148		(\$3,830)		(\$30)	
NET TRANSFERS	0		0		0		0		0	
Operational Excess / (Deficit)	(6,191)		807		1,148		(3,830)		(30)	
CHANGE IN AVAILABLE FUND BALAN	(6,191)		807		1,148		(3,830)		(30)	
Beginning Fund Balance	24,538		18,347		19,154		20,302		16,472	
ENDING AVAILABLE FUND BALANCE	\$18,347		\$19,154		\$20,302		\$16,472		\$16,442	

PARKING AND BUSINESS IMPROVEMENT AREA FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
38	38	10	1	INTEREST INCOME 38	930	516	501	600	600	Interest
38	38	38	5	GEN'L BUSINESS ASSESSMENT	13,210	11,800	13232	13,500	13,500	Assessments
38	38	38	7	PARKING LOT #3 ASSESSMENT	15,275	14,424	14096	15,819	15,819	Assessments
38	45	22	2	Marketing/Project Carpinteria	6,232	901	8498	15,500	12,000	Contract Services
38	45	22	8	Downtown T Promotions	12,125	7,783	934	1,000	700	Contract Services
38	78	53	3	Lot #3 Debt 38	17,249	17,249	17249	17,249	17,249	Debt Service

CITY OF CARPINTERIA
Proposed 2013-14 Budget
AB 939 FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	6,637	6.2%	5,651	6.9%	4,467	2.7%	4,424	2.4%	4,424	3.3%
Charges for Services	100,859	93.8%	75,921	93.1%	158,782	97.3%	180,857	97.6%	129,000	96.7%
TOTAL REVENUE	\$107,495	100.0%	\$81,572	100.0%	\$163,249	100.0%	\$185,281	100.0%	\$133,424	100.0%
Total Wages	0		0		0		0		0	
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
Contract Services	41,941	93.3%	33,920	99.6%	66,099	100.0%	68,500	91.9%	43,500	69.6%
Other Operating Exp.	3,022	6.7%	135	0.4%	5	0.0%	6,000	8.1%	19,000	30.4%
TOTAL EXPENDITURES	\$44,963	100.0%	\$34,055	100.0%	\$66,104	100.0%	\$74,500	100.0%	\$62,500	100.0%
NET INCOME / (LOSS)	\$62,533		\$47,517		\$97,145		\$110,781		\$70,924	
Transfers (Out)	(34,250)		(39,275)		(95,506)		(72,856)		(97,078)	
NET TRANSFERS	(34,250)		(39,275)		(95,506)		(72,856)		(97,078)	
Operational Excess / (Deficit)	28,283		8,242		1,639		37,925		(26,155)	
CHANGE IN AVAILABLE FUND BALAN	28,283		8,242		1,639		37,925		(26,155)	
Beginning Fund Balance	222,712		250,995		259,237		260,876		298,800	
ENDING AVAILABLE FUND BALANCE	\$250,995		\$259,237		\$260,876		\$298,800		\$272,646	

AB 939 FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
39	39	10	1	INTEREST INCOME	6,637	5,651	4467	4,424	4,424	Interest
39	39	15	5	AB 939 REVENUE	100,859	75,921	158782	180,857	129,000	Charges for Services
39	37	22	1	Solid Waste	24,257	11,793	43819	45,000	15,000	Contract Services
39	37	22	3	HHW Collection 37	17,684	20,945	17315	20,000	25,000	Contract Services
39	37	22	4	ABOP Collection		1,182	4965	3,500	3,500	Contract Services
39	37	30	2	Waste Oil Collection				1,500	15,000	Other Operating Expenditures
39	37	30	8	Supplies & Materials 37	3,022	135	5	4,500	4,000	Other Operating Expenditures
39	90	10	9	To General 39	34,250	39,275	95506	72,856	97078	Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
MEASURE D FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	34,041	4.5%	26,183	100.0%	17,172	100.0%	23,088	100.0%	23,088	100.0%
Intergov Grants	717,435	95.5%								
TOTAL REVENUE	\$751,476	100.0%	\$26,183	100.0%	\$17,172	100.0%	\$23,088	100.0%	\$23,088	100.0%
Total Wages	0		0		0		0		0	
Total Benefits	0		0		0		0		0	
TOTAL WAGES & BENEFITS	0		0		0		0		0	
Contract Services	153,547	34.2%								
Major Capital	289,926	64.5%	221,835	100.0%	122,179	100.0%	500,000	92.6%	520,000	100.0%
Minor Capital	5,974	1.3%					40,000	7.4%		
TOTAL EXPENDITURES	\$449,447	100.0%	\$221,835	100.0%	\$122,179	100.0%	\$540,000	100.0%	\$520,000	100.0%
NET INCOME / (LOSS)	\$302,029		(\$195,652)		(\$105,007)		(\$516,912)		(\$496,912)	
Transfers (Out)	(79,915)									
NET TRANSFERS	(79,915)		0		0		0		0	
Operational Excess / (Deficit)	222,114		(195,652)		(105,007)		(516,912)		(496,912)	
CHANGE IN AVAILABLE FUND BALAN	222,114		(195,652)		(105,007)		(516,912)		(496,912)	
Beginning Fund Balance	1,200,831		1,422,945		1,227,293		1,122,286		605,374	
ENDING AVAILABLE FUND BALANCE	\$1,422,945		\$1,227,293		\$1,122,286		\$605,374		\$108,462	

MEASURE D FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
41	41	10	1	INTEREST INCOME 41	34,041	26,183	17,172	23,088	23,088	Interest
41	41	41	5	MEASURE D REVENUES	717,435					Subventions / Intergovernmental
41	32	22		Public Tree Maintenance 41	71,408					Contract Services
41	34	22	1	Easy Lift/CART	12,612					Contract Services
41	34	22	2	Help of Carpinteria	5,000					Contract Services
41	34	22	3	Electric Shuttle	64,527					Contract Services
41	79	61	1	Misc. Concrete Repairs	86,622					Major Capital
41	79	61	2	Ninth Street Ped. Bridge			82		195,000	Major Capital
41	79	61	5	ARRA Projects 41	6,504	221,092	350			Major Capital
41	79	61	8	Storm Water Management Program	29,719					Major Capital
41	79	61	9	Street Maintenance 79	159,484	(180)	116,690	250,000	125,000	Major Capital
41	79	62	1	Beach Area Drainage	7,598	923	5057	250,000	200,000	Major Capital
41	79	61	3	Bikepath Maintenance	5,974			40,000		Minor Capital
41	90	10	9	To General 41	64,619					Transfers (Out)
41	90	25	9	To Gas Tax 41	15,296					Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
CAPITAL IMPROVEMENT FUND

This fund was created in FY 90-91 to account for designated developer fees (such as traffic mitigation fees, bridge fees, etc.), collected by the City as part of the approval and/or processing process of developments. Funds collected under this program may be used only for the purpose collected and interest earnings are credited in the same manner as the Trust and Agency Fund described earlier.

	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14
Taxes					
Total Taxes	0	0 0.0%	0	0 0.0%	0 0.0%
Intergov Grants		300,000 100.0%		10,000 100.0%	63,000 100.0%
TOTAL REVENUE	\$0	\$300,000 100.0%	\$0	\$10,000 100.0%	\$63,000 100.0%
Total Wages	0	0	0	0	0
Total Benefits	0	0	0	0	0
TOTAL WAGES & BENEFITS	0	0	0	0	0
Contract Services				10,000 100.0%	63,000 100.0%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$10,000 100.0%	\$63,000 100.0%
NET INCOME / (LOSS)	\$0	\$300,000	\$0		
Transfers (Out)		(300,000)			
NET TRANSFERS	0	(300,000)	0	0	0
Operational Excess / (Deficit)	0		0	0	0
CHANGE IN AVAILABLE FUND BALAN	0		0	0	0
Beginning Fund Balance		0	0	0	0
ENDING AVAILABLE FUND BALANCE	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
42	42	42	3	INCLUSIONARY HOUSING (SEMP)		300,000		2,000	10,000	Subventions / Intergovernmental
42	42	42	5	HOUSING ELEMENT				8,000	53,000	Subventions / Intergovernmental
42	43	22	2	RHMTF				8,000	53,000	Contract Services
42	43	22	3	Inclusionary Housing Expense				2,000	10,000	Contract Services
42	90	10	9	To General Fund 42		300,000				Transfers (Out)

CITY OF CARPINTERIA
Proposed 2013-14 Budget
RECREATION SERVICES FUND

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

	ACTUAL 10		ACTUAL 11		ACTUAL 12		FINAL 13		PROPOSED 14	
Taxes										
Total Taxes	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Interest	(121)	-0.0%								
Charges for Services	288,374	100.0%	319,588	100.0%	314,020	100.0%	336,569	99.7%	324,325	100.0%
Miscellaneous	5	0.0%					1,000	0.3%		
TOTAL REVENUE	\$288,258	100.0%	\$319,588	100.0%	\$314,020	100.0%	\$337,569	100.0%	\$324,325	100.0%
Regular Wages	\$80,467	18.1%	\$50,552	12.6%	\$52,846	12.3%	\$48,739	11.1%	\$95,931	20.4%
Part-time Wages	120,239	27.1%	119,519	29.7%	127,481	29.6%	145,602	33.3%	103,000	21.9%
Overtime Wages	1,150	0.3%	567	0.1%	2,070	0.5%	832	0.2%	1,000	0.2%
Total Wages	201,857	45.5%	170,638	42.4%	182,397	42.3%	195,173	44.6%	199,931	42.6%
Health/Life/Dental Insurance	11,686	2.6%	7,552	1.9%	7,855	1.8%	8,304	1.9%	19,036	4.1%
Retirement	14,881	3.4%	10,168	2.5%	7,921	1.8%	7,458	1.7%	18,254	3.9%
Unemployment Insurance	405	0.1%	513	0.1%	697	0.2%	528	0.1%	393	0.1%
MediTax	2,935	0.7%	2,466	0.6%	2,685	0.6%	2,955	0.7%	2,847	0.6%
Total Benefits	29,907	6.7%	20,699	5.1%	19,158	4.4%	19,245	4.4%	40,530	8.6%
TOTAL WAGES & BENEFITS	231,763	52.2%	191,337	47.5%	201,555	46.8%	214,418	49.0%	240,461	51.2%
Contract Services	24,424	5.5%	20,707	5.1%	30,674	7.1%	26,550	6.1%	27,900	5.9%
Utilities	47,341	10.7%	48,816	12.1%	45,146	10.5%	48,200	11.0%	52,300	11.1%
Other Operating Exp.	124,948	28.1%	126,401	31.4%	138,143	32.1%	133,207	30.4%	133,150	28.4%
Debt Service	15,466	3.5%	15,466	3.8%	15,466	3.6%	15,466	3.5%	15,466	3.3%
TOTAL EXPENDITURES	\$443,943	100.0%	\$402,727	100.0%	\$430,984	100.0%	\$437,841	100.0%	\$469,277	100.0%
NET INCOME / (LOSS)	(\$155,685)		(\$83,139)		(\$116,964)		(\$100,272)		(\$144,952)	
Transfers In	222,670		49,990		49,990		49,990		49,990	
Transfers (Out)	(76,371)		(67,849)		(53,307)		(53,129)		(52,312)	
NET TRANSFERS	146,299		(17,859)		(3,317)		(3,139)		(2,322)	
Subsidies Received / (Provided)			100,998		120,281		103,411		147,274	
Operational Excess / (Deficit)	(9,386)									
CHANGE IN AVAILABLE FUND BALAN	(9,386)									
Beginning Fund Balance	9,386		0		0		0		0	
ENDING AVAILABLE FUND BALANCE	\$0		\$0		\$0		\$0		\$0	

RECREATION SERVICES FUND

FUND	DEPT	OBJ	SUB	DESCRIPTION	ACTUAL 10	ACTUAL 11	ACTUAL 12	FINAL 13	PROPOSED 14	Type
48	48	10	1	INTEREST INCOME 48	(121)					Interest
48	48	16	4	MISCELLANEOUS INCOME	984					Charges for Services
48	48	16	8	TRIATHLON REVENUE	77,268	103,456	100,635	96,824	95,000	Charges for Services
48	48	18	2	SOFTBALL REVENUE	9,793	4,600	7,135	7,135	6,500	Charges for Services
48	48	18	3	YOGA CLASSES		105	-40			Charges for Services
48	48	18	7	JAZZERCISE 48	6,372	6,805	4,415	6,805		Charges for Services
48	48	18	8	PARK SPECIAL EVENTS REVENUE	160	2,255	1,810	1,500	1,000	Charges for Services
48	48	35	2	VETS HALL RENTALS	31,035	31,145	34,591	30,000	30,000	Charges for Services
48	48	35	3	SEASIDE RENTAL		7,000				Charges for Services
48	48	40		AQUA CAMP REVENUES	66	224	-20,613			Charges for Services
48	48	40	1	LEARN TO SWIM TUITIONS	30,958	33,037	36,899	36,000	36,000	Charges for Services
48	48	40	5	SAFETY CLASS TUITIONS	1,510	1,015	755	500	500	Charges for Services
48	48	40	6	PUNCH CARD SALES	38,113	31,945	37,616	40,000	40,000	Charges for Services
48	48	40	7	AEROBICS PROGRAM	1,903	1,841	1,775	1,200	1,200	Charges for Services
48	48	40	8	FAMILY/CORPORATE PASS 48	13,800	9,125	8,300	7,600	7,625	Charges for Services
48	48	41		ADULT DAY PASS SALES	10,763	8,989	9,505	9,500	9,500	Charges for Services
48	48	41	1	SENIOR DAY PASS SALES	603	621	471	705	700	Charges for Services
48	48	41	2	SEASON PASS SALES	3,500	6,325	12,987	12,000	12,000	Charges for Services
48	48	41	3	SWIM TEAM TUITIONS	24,704	27,841	42,309	44,000	42,000	Charges for Services
48	48	41	4	ENDURANCE/MASTERS	3,861	3,362	2,089	1,800	1,800	Charges for Services
48	48	41	6	GROUP FEE	2,533	470	1,410	750	750	Charges for Services
48	48	41	7	CONCESSIONS-TAXABLE	5,412	5,835	5,415	4,600	4,500	Charges for Services
48	48	41	8	LOCKER RENTALS	358	935	1,857	1,500	1,500	Charges for Services
48	48	42	2	CHILD DAY PASS SALES	6,438	3,395	3,100	3,900	3,250	Charges for Services
48	48	42	4	TENNIS TUITIONS		1,185	1,558	850	500	Charges for Services
48	48	42	5	CONCESSION, NON-TAXABLE	1,693	938	2,710	4,400	4,000	Charges for Services
48	48	42	6	POOL SPECIAL EVENTS REVENUE	16,549	27,139	17,331	25,000	26,000	Charges for Services
48	48	16	6	DONATIONS 48	5			1,000		Miscellaneous
48	68	16	2	Regular Salary 68	80,467	50,552	52,846	48,739	95,931	Regular Wages
48	65	16	4	Part-time Wages 65	21,754	14,736	14,590	14,578	18,000	Part-time Wages
48	66	16	4	Part-time Wages 66	83,139	87,120	109,307	131,024	85,000	Part-time Wages
48	67	16	4	Part-time Wages 67	15,347	17,663	3,584			Part-time Wages
48	66	16	5	Overtime Pay 66	589	567	1,156	832	1,000	Overtime Wages
48	68	16	5	Overtime Pay 68	562		914			Overtime Wages
48	68	19	1	Life Insurance Premiums 68	403	242	385	384	795	Health/Life/Dental Insurance
48	68	19	4	Wellness 68	11,283	7,310	7,470	7,920	18,241	Health/Life/Dental Insurance
48	68	19	2	Paid PERS-Employee68	5,544	3,740	1,844	2,173	3,843	Retirement
48	68	19	3	Paid -PERS Employer 68	9,337	6,428	6,077	5,285	14,411	Retirement
48	65	18	4	Unemployment Insurance 65	44	30	29	26	36	Unemployment Insurance
48	66	18	4	Unemployment Insurance 66	167	348	551	386	172	Unemployment Insurance
48	67	18	4	Unemployment Insurance 67	31	35	7			Unemployment Insurance
48	68	18	4	Unemployment Insurance 68	163	100	110	116	185	Unemployment Insurance
48	65	18	6	MediTax 65	315	214	212	210	261	MediTax
48	66	18	6	MediTax 66	1,214	1,271	1,621	1,910	1,247	MediTax
48	67	18	6	MediTax 67	223	256	52			MediTax
48	68	18	6	MediTax 68	1,183	725	800	835	1,339	MediTax
48	65	22		Grounds Maintenance 65	3,571	4,336	3,607	4,336	3,700	Contract Services
48	65	22	1	Miscellaneous Contracts 65	6,668	2,356	2,863	3,200	2,500	Contract Services
48	65	22	4	Custodial Services	7,840	8,971	8,965	8,971	9,000	Contract Services
48	66	22		Grounds Maintenance 66	3,461	3,461	2,661	3,460	2,700	Contract Services
48	66	22	1	Miscellaneous Contracts 66	2,435		7,542	5,000	5,000	Contract Services
48	66	22	3	Equipment Maintenance 66	450	1,583	5,036	1,583	5,000	Contract Services
48	66	31	2	Utility - Water 66	8,139	10,796	9,479	10,300	10,000	Utilities
48	66	31	3	Utility - Electric 66	12,657	12,100	12,198	13,000	12,000	Utilities
48	66	31	4	Utility - Natural Gas 66	26,545	25,920	23,469	24,900	24,000	Utilities
48	66	31	7	Utility - Sewer 66					6,300	Utilities
48	63	30		Triathlon Expense	56,446	56,502	52,810	60,700	55,000	Other Operating Expenditures
48	63	30	2	Softball League Expenses	4,357	3,696	2,256	3,200	2,500	Other Operating Expenditures
48	63	30	8	Special Events Expenses	2,537	3,121	5,086	7,300	2,700	Other Operating Expenditures
48	65	30	9	Misc Operating Expenses 65	24,577	16,270	17,375	16,269	17,500	Other Operating Expenditures
48	66	30	1	Telephone 66	3,591	3,846	4,128	3,845	4,200	Other Operating Expenditures
48	66	30	2	Cash (Over)/Short	(6,314)	(468)	-1,713	(468)		Other Operating Expenditures
48	66	30	3	Printing & Advertising 66	1,035	838	61	838	2,500	Other Operating Expenditures
48	66	30	6	Meetings & Travel 66	253	308		308	250	Other Operating Expenditures
48	66	30	8	Supplies & Materials 66	17,069	18,813	21,290	18,813	20,000	Other Operating Expenditures
48	66	33	8	Chemicals	12,576	14,472	19,837	13,400	13,000	Other Operating Expenditures
48	66	35		Supplies for Resale	4,120	5,922	6,962	5,922	5,500	Other Operating Expenditures
48	67	30	8	Supplies & Materials 67			652			Other Operating Expenditures
48	68	30	8	Supplies & Materials 68	4,700	3,081	9,399	3,080	10,000	Other Operating Expenditures
48	78	52	2	Swimming Pool Debt 48	15,466	15,466	15,466	15,466	15,466	Debt Service
48	48	10	9	FROM GENERAL 48	172,680					Transfers In
48	48	28	9	FROM TIDELANDS 48	49,990	49,990	49,990	49,990	49,990	Transfers In
48	90	10	9	To General 48	76,371	67,849	53,307	53,129	52,312	Transfers (Out)

RESOLUTION NO. 5468

**A RESOLUTION OF THE CITY OF CARPINTERIA CITY COUNCIL
APPROVING THE MUNICIPAL BUDGET FOR
FISCAL YEAR 2013-14**

WHEREAS, on June 10, 2013 the City Manager presented his proposed Budget for Fiscal Year 2013-14 including estimated revenues and recommended appropriations for operations, special programs, capital outlay and reserves; and

WHEREAS, the City Council held a duly advertised public hearing on June 10, 2013 and received public comments on the 2013-14 proposed municipal budget; and

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

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

1. The City Manager's Proposed Budget for Fiscal Year 2013-14, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted effective July 1, 2013.
2. The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2012-13 are also hereby approved as amended for the 2012-13 budget year.
3. The City Manager is authorized to make expenditures and enter into agreements conforming to this Budget and to make adjustments between the various accounts within each fund limited to the total amount budgeted for said fund.
4. The City Council approves the salary and compensation plan inherent in the budget.

PASSED, APPROVED AND ADOPTED this 10th day of June, 2013, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 10th day of June, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN

CITY ATTORNEY

RESOLUTION NO. 5469

**A RESOLUTION OF THE CARPINTERIA CITY COUNCIL
ESTABLISHING THE APPROPRIATION LIMIT
FOR THE CITY OF CARPINTERIA
FOR FISCAL YEAR 2013-14**

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

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

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

WHEREAS, the City Manager has calculated the 2013-14 Appropriation Limit for the City of Carpinteria in accordance with said law and guidelines, and

WHEREAS, on June 5, 1990, the voters of the State of California approved Proposition 111 which modified the method of calculating the annual appropriation limit for all levels of government.

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that the final appropriation limit for appropriations subject to limitation for the City of Carpinteria for Fiscal Year 2013-14 is hereby' set at \$15,690,091 in accordance with the calculations set forth and attached hereto as Exhibit "A".

RESOLVED FURTHER, that the annual adjustment factors used in the calculation were the percentage change in the California per capita income and the larger of the City's population growth or the population growth of Santa Barbara County.

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

PASSED, APPROVED AND ADOPTED this 10th day of June, 2013, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 10th day of June, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN

CITY ATTORNEY

EXHIBIT A

APPL CITY OF CARPINTERIA APPROPRIATION LIMIT CALCULATIONS
PER CALIFORNIA CONSTITUTION ARTICLE XIIB (PROP 4, GANN LIMIT)

EXHIBIT "A"

DESCRIPTION OF ANNUAL CALCULATION	REFERENCE	YEAR: FY 13-14	FY 12-13	FY 11-12	FY 10-11	FY 09-10	FY 08-09
		RESO	RESO 5394	RESO 5322	RESO 5262	RESO 5203	RESO 5137
A. PRIOR YEAR APPROPRIATION LIMIT:		14,820,659	14,218,237	13,764,114	13,967,791	13,714,409	12,985,349
B. CHANGE IN CALIF PER CAPITA INCOME PER GOVT CODE 7901:	PERCENT: RATIO:	5.1200% 1.0512	3.7700% 1.0377	2.5100% 1.0251	-2.5400% 0.9746	0.6200% 1.0062	4.2900% 1.0429
C. CHANGE IN CITY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT: RATIO:	0.3700% 1.0037	0.2700% 1.0027	0.7700% 1.0077	1.0600% 1.0106	1.2200% 1.0122	1.2700% 1.0127
C1 CHANGE IN COUNTY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT: RATIO:	0.71% 1.0071	0.45% 1.0045	0.75% 1.0075	1.11% 1.0111	1.17% 1.0117	1.21% 1.0121
D. CALCULATION OF ANNUAL RATIO OF CHANGE: "B" TIMES LARGER OF "C" OR "C1"	RATIO:	1.0587	1.0424	1.0330	0.9854	1.0185	1.0561
E. NEW APPROPRIATION LIMIT: [ANNUAL RATIO OF CHANGE TIMES PRIOR YEAR APPROPRIATION LIMIT]		15,690,091	14,820,659	14,218,237	13,764,114	13,967,791	13,714,409
F. AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR		869,432	602,422	454,123	(203,677)	253,382	729,060
G. AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR		5.87%	4.24%	3.30%	-1.46%	1.85%	5.61%
H. APPROPRIATIONS SUBJECT TO LIMITATION		7,539,980	6,971,760	6,668,805	6,668,805	6,487,550	6,348,345
I. AMOUNT UNDER(OVER) APPROPRIATION LIMIT		8,150,111	7,848,899	7,549,432	7,095,309	7,480,241	7,366,064

Exhibit A

Exhibit A

RESOLUTION NO. 5470

**A RESOLUTION OF THE CARPINTERIA CITY COUNCIL
ESTABLISHING THE APPROPRIATION LIMIT
FOR THE CITY OF CARPINTERIA
STREET LIGHTING DISTRICT NUMBER 1
FOR FISCAL YEAR 2013-14**

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

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

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

WHEREAS, the City Manager has calculated the 2013-14 Appropriation Limit for the City of Carpinteria Street Lighting District #1 in accordance with said law and guidelines, and

WHEREAS, on June 5, 1990, the voters of the State of California approved Proposition 111 which modified the method of calculating the annual appropriation limit for all levels of government.

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that the final appropriation limit for appropriations subject to limitation for the City of Carpinteria Street Lighting District No.1 for Fiscal Year 2013-14 is hereby set at \$592,469 in accordance with the calculations set forth and attached hereto as Exhibit "A".

RESOLVED FURTHER, that the annual adjustment factors used in the calculation were the percentage change in the California per capita income and the larger of the City's population growth or the population growth of Santa Barbara County.

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

PASSED, APPROVED AND ADOPTED this 10th day of June, 2013, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 10th day of June, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN

CITY ATTORNEY

EXHIBIT A

CARPINTERIA STREET LIGHTING DISTRICT #1 APPROPRIATION LIMIT CALCULATIONS
PER CALIFORNIA CONSTITUTION ARTICLE XIII B (PROP 4, GANN LIMIT)

DESCRIPTION OF ANNUAL CALCULATION	YEAR: REFERENCE: RESO	FY 13-14	FY 12-13	FY 11-12	FY 10-11	FY 09-10
		RESO	RESO 5395	RESO 5321	RESO 5263	RESO 5204
A. PRIOR YEAR APPROPRIATION LIMIT:		559,638	536,891	519,846	527,538	517,968
B. CHANGE IN CALIF PER CAPITA INCOME	PERCENT:	5.1200%	3.7700%	2.5100%	-2.5400%	0.6200%
	RATIO:	1.0512	1.0377	1.0251	0.9746	1.0062
C. CHANGE IN CITY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT:	0.3700%	0.2700%	0.1300%	1.0600%	1.2200%
	RATIO:	1.0037	1.0027	1.0013	1.0106	1.0122
C1 CHANGE IN COUNTY POPULATION PER STATE DEPT FINANCE ISSUED MAY 1:	PERCENT:	0.71%	0.45%	0.75%	1.11%	1.17%
	RATIO:	1.0071	1.0045	1.0075	1.0111	1.0117
D. CALCULATION OF ANNUAL RATIO OF CHANGE: "B" TIMES LARGER OF "C" OR "C1"	RATIO:	1.0587	1.0424	1.0328	0.9854	1.0185
E. NEW APPROPRIATION LIMIT: [ANNUAL RATIO OF CHANGE TIMES PRIOR YEAR APPROPRIATION LIMIT]		592,469	559,638	536,891	519,846	527,538
F. AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:		32,830	22,748	17,045	(7,693)	9,570
G. AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:		5.87%	4.24%	3.28%	-1.46%	1.85%
H. APPROPRIATIONS SUBJECT TO LIMITATION		272,778	268,785	266,124	266,124	268,000
I. AMOUNT UNDER (OVER) APPROPRIATION LIMIT		319,691	290,853	270,767	253,722	259,538

Exhibit A

Summary Of Significant Accounting Policies

A. FUND ACCOUNTING

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

GOVERNMENTAL FUNDS

The General Fund

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

Special Revenue Funds

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

PROPRIETARY FUNDS

Enterprise Funds

Enterprise Funds are used to account for operations that (1) are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (2) where the determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Recreation Services Fund is the only enterprise type fund of the City

FIDUCIARY FUNDS

Trust and Agency Funds

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

Summary Of Significant Accounting Policies

B. BASIS OF ACCOUNTING

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

C. BUDGETS AND BUDGETARY ACCOUNTING

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

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

D. ENCUMBRANCES

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

E. CASH AND INVESTMENTS

The City pools idle cash from all funds for the purpose of increasing income through investment. Investments are stated at cost or market, whichever is

Summary Of Significant Accounting Policies

lower, and are written down to market only if the decline in value of individual securities is significant and it is anticipated that such lower values will persist for a substantial period of time. Interest earned on investments is allocated to individual funds quarterly based on the average cash balance in each fund.

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

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

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

Cash and Investments – Deferred Compensation Plan

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

F. INVENTORIES

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

Summary Of Significant Accounting Policies

G. FIXED ASSETS

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

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

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

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

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

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

GLOSSARY OF TERMS

Accounting System: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting: The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility receivables are accrued at fiscal year end.

Activity: A specific and distinguishable unit of work or service performed.

Appropriation: An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Resolution: The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Assessed Valuation. A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is

established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Assets: Property owned by a government, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and

GLOSSARY OF TERMS

procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

Balance Sheet: A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

Bond: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

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

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

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

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

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

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

Capital Projects: Projects which purchase or construct capital assets.

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

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

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

GLOSSARY OF TERMS

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

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

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

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

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

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

Grant: A contribution of assets (usually cash) by one governmental

unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

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

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

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

Modified Accrual Basis: The modified accrual basis of accounting is used by all governmental fund

GLOSSARY OF TERMS

types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

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

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

Service Level Trends: A summary of changes in service levels from one fiscal year to the next. Changes

discussed will include staffing levels, operational expenditures and capital outlay.

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

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

Function. A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The six functions in the City's financial plan are: Public Safety; Public Utilities; Transportation; Leisure, Cultural and Social Services; Community Development; and General Government.

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

Line-Item Budget. A budget that lists detailed expenditure categories (temporary salaries, postage,

GLOSSARY OF TERMS

telephone service, chemicals, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget; however, detail line-item accounts are maintained and recorded for financial reporting and control purposes.

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

List of Acronyms

AB939	California State Assembly Bill 939	AB 939 is a State Assembly Bill passed in 199_ requiring each public agency within the State, including Counties and Cities, to recycle a percentage of their total annual waste stream. The present annual rate required is 50%.
ABOP	Antifreeze, Batteries, Oil and Paint	ABOP is a City program to collect and dispose of antifreeze, batteries, oil, and paint in order to prevent pollution. The program is open to the public every other Saturday at the Public Works yard.
ADA	Americans with Disabilities Act	The ADA is a 1990 federal law that forbids discrimination against persons who are disabled.
ADP	Automatic Data Processing	ADP is a private firm that the City uses to process its payroll, pay employer/employee taxes and issue employee W2s.
AFLAC	American Family Life Assurance Company	AFLAC is the administrator of the City's employee flexible benefits program which permits full time employees to purchase certain pretax insurance benefits
APCD	Air Pollution Control District	A local government agency that works to protect the people and the environment of Santa Barbara County from harmful effects of air pollution
ARB	Architectural Review Board	A five-member committee consisting of lay and professional citizens skilled in the interpretation of architectural and landscaping drawings
BEACON	Beach Erosion Authority for Clean Oceans and Nourishment	BEACON is a California Joint Powers agency established to deal with coastal erosion and beach problems on the Central Coast of California.
CALTRANS	California Department of Transportation	Caltrans is the state agency responsible for highway, bridge, and rail transportation planning, construction and maintenance.

List of Acronyms

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.

List of Acronyms

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

List of Acronyms

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.

List of Acronyms

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.

List of Acronyms

LTF	Local Transportation Fund	A fund of the City used to account for the City's share of the State Sales Tax on motor vehicle fuels. Revenues from this source must be used for maintenance of bikeways and are administered by the Santa Barbara County Association of Governments.
MHFP	Multi-Hazard Functional Plan	The City's MHFP is a plan to deal with natural and man made hazards including flooding, fires, earthquakes, tsunamis, hazardous spills, explosions, contaminated air, etc. The plan is actually the City's emergency plan
MOU	Memorandum of Understanding	Documentation of authorized representatives of the City and the affected employees having met and conferred in good faith concerning issues of wages, hours and terms and conditions of employment in accordance with the Myers-Milias Brown Act.
MJLHMP	Multi-Jurisdictional Local Hazard Mitigation Plan	The MJLHMP is the City's plan to identify hazards prior to an emergency, and provide corrective measures to reduce said hazards.
NPDES	National Pollution Discharge Elimination System	NPDES is the permitting system designed to control the pollutants discharged into surface waters, ponds, streams and the ocean
OES	Office of Emergency Services	OES is the Governor's Office of Emergency Services and the State's Department for responding to all County, State, Federal emergencies.
PBIAAB	Parking and Business Improvement Area Advisory Board	The PBIAAB is a five (5) member Board appointed by the City Council to oversee the collection and use of funds of the City's Assessment District #4 (Downtown "T").
PCI	Pavement Condition Index	PCI is used to categorize the condition of roadway/street pavement for preventive maintenance to complete removal and replacement.

List of Acronyms

PERS	Public Employees Retirement Systems	The City has contracts with CalPERS, which is governed by the California Public Employees Retirement Law, to provide retirement benefits for eligible full-time employees of the City.
PSR	Project Study Report	A PSR is a study/report format used by Caltrans for transportation projects and includes, environmental, engineering, right of way acquisition, structural and construction aspects along with a preliminary cost estimates. The PSR is used for budget purposes.
ROW	Right of Way	ROW is City owned property know commonly as the streets, traveled by cars including curb, gutter, and sidewalk.
RSTP	Regional Surface Transportation Program	RSTP was established by the State for use of Federal funds to construct , rehabilitate, resurface restore streets within the City.
RWQCB	Regional Water Quality Control Board	Created by the Legislature in 1967 to ensure the highest reasonable quality for waters of the State, while allocating those waters to achieve the optimum balance of beneficial uses
SBCAG	Santa Barbra County Association of Governments	SBCAG is the Federally designated Metropolitan Planning Organization for Santa Barbara County and responsible for all transportation projects within the County under Title 23, U.S. Code or the Federal Transit Act.
SCACEO	Statewide California Association of Code Enforcement Officials	A non-profit professional organization founded in 1986, that provides education, certification, support and assistance to all code enforcement professionals
SCE	Southern California Edison	SCE is the electric utility provider for the City. SCE pays an annual franchise fee based on a percentage of their sales within the City

List of Acronyms

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.

List of Acronyms

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

AGENDA SECTION: OTHER BUSINESS

AGENDA ITEM # 7

REPORT # 13-66

STAFF REPORT
COUNCIL MEETING DATE:
June 24, 2013

ITEMS FOR COUNCIL CONSIDERATION:

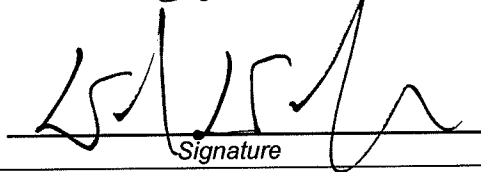
Authorization and Award to Berry General Engineering Contractors, Inc. for Construction of City Maintenance Project Number 15024, Carpinteria Avenue at Santa Ynez Avenue and Seventh Street Intersection Improvements

Report prepared by: Charles W. Ebeling, Director

Department: Public Works


Signature

**Reviewed by
City Manager:**


Signature

ACTION X **NON-ACTION** ____

STAFF RECOMMENDATION:

Recommendation: 1. Authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of City Maintenance Project 15024, Carpinteria Avenue at Santa Ynez Avenue and Seventh Street Intersection Improvements Project. 2. Approve a project budget of \$193,190.50.

Sample Motion: I move to authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of City Maintenance Project 15024, Carpinteria Avenue at Santa Ynez Avenue and Seventh Street Intersection Improvements Project; and approve a project budget of \$193,190.50.

I. BACKGROUND/DISCUSSION:

The City of Carpinteria Capital Improvement Program includes various drainage and street improvements in the City. Funding for these projects usually comes from Gas Tax, Right-Of-Way Assessment Fund, Measure A funds, Measure A grants, Measure D funds, and other State or Federal Grants. For this project, the City received a Measure A Safe Route to School Program Grant to design and construct the project.

Measure A is a transportation funding measure that was approved by nearly 80% of the voters in all regions of Santa Barbara County in November of 2008. Measure A is administered by the Santa Barbara County Association of Governments (SBCAG) and will provide more than \$1 billion of estimated local sales tax revenues for transportation projects in Santa Barbara County over 30 years. The Measure A Investment Plan also includes \$455 million for both the North County and South County regions for high priority transportation projects and local transportation programs that will address the current and future needs of each community. In both North and South regions of the County the plan provides funding to local agencies for:

- Local street improvements such as pothole repairs and pavement maintenance
- Local transportation capital improvement projects
- Increasing senior and disabled pedestrian accessibility and connectivity
- Improving school route pedestrian safety
- Improving bicycle and transit facilities

The City of Carpinteria is also eligible to receive competitive grant funding under the Measure A Investment Plan. The Measure A Investment Plan includes the Safe Routes to School grant program and the Bicycle and Pedestrian grant program. The City received a Safe Routes to School grant in the amount of \$150,000 for this project.

The project is located at the intersection of Carpinteria Avenue, Santa Ynez Avenue and Seventh Street. Penfield & Smith Engineers, Inc. prepared the plans for the street maintenance for the project. The scope of the project includes reducing the width of pavement used for pedestrians to cross Carpinteria Avenue, creating landscaped areas, drainage improvements, traffic signal modifications and improving the pedestrian safety of the intersection.

Bids from qualified contractors were solicited using the informal bid process required by California Public Contract Code California Uniform Construction Cost Accounting Commission Manual and adopted by the City of Carpinteria. Requests for bids were issued on June 4, 2013 and a notice was posted in the Coastal View. Bids were received from four contractors and the lowest responsible bid was provided by Berry General Engineering Contractors, Inc.

II. POLICY:

The proposed project is included in the Street and Thoroughfares section of the current City of Carpinteria Capital Improvement Program. This project addresses many of the goals, objectives and policy statements of the General Plan Circulation Element.

On June 18, 2013 sealed bids were opened and evaluated for completeness. Berry General Engineering Contractors, Inc. was subsequently deemed to be the lowest responsible bidder and asked to begin preparations for award of the project. The contract will be executed by the Mayor once Berry General Engineering Contractors, Inc. has completed all of the mandatory contract forms and conditions.

III. FINANCIAL CONSIDERATIONS:

The Department of Public Works will use Measure A funding for this project. The Engineer's Estimate for total construction was \$210,403.00. The lowest responsible bid was \$153,190.50. A contingency fund is also being established to cover any unexpected costs that may arise during the construction of the project. The contingency amount was set based on the unknown

conditions in the area and other issues that may arise during construction. The following table summarizes the project costs and funding:

<u>Project Costs</u>		<u>Project Funding</u>	
General Construction:	\$ 153,190.50	Measure A Funds	\$ 150,000.00
Construction Inspection/		(Safe Route to School Grant)	
Administration	\$ 10,000.00	Measure A Funds (Other)	\$ 43,190.50
Contingency	\$ 30,000.00		
Total Costs	\$ 193,190.50	Total Funding	\$ 193,190.50

There would be no impact on the General Fund Account. After review of the bid documents, Public Works recommends that the City Council award the construction project to Berry General Engineering Contractors, Inc.

IV. ATTACHMENTS:

Attachment A - Bid Summary

Attachment B - Construction Contract with Berry General Engineering Contractors, Inc.

ATTACHMENT A

CITY OF CARPINTERIA, CALIFORNIA

DEPARTMENT OF PUBLIC WORKS



**City Project No. 15024 Carpinteria Avenue/Santa Ynez/Seventh Street
Intersection Improvements
June 18, 2013 Unofficial Bid Summary**

Bidder Number	Company Name	Bid Amount
Bidder 1	Berry General Engineering Contractors, Inc.	\$ 153,190.50
Bidder 2	V. Lopez Jr. & Sons	\$ 159,624.50
Bidder 3	Aguilera Brothers Construction	\$ 174,901.60
Bidder 4	Lash Construction, Inc.	\$ 199,875.00

ATTACHMENT B

A. CONTRACT

PROJECT: **CARPINTERIA AVENUE AND SANTA YNEZ/7TH STREET INTERSECTION IMPROVEMENT PROJECT**
CITY PROJECT NO. 15024

AMOUNT OF CONTRACT: \$ 153,190.50

THIS AGREEMENT, made and entered into this _____ day of _____, 2013, by and between the City of Carpinteria hereinafter referred to as "City", and **Berry General Engineering Contractors, Inc.**, hereinafter referred to as "Contractor".

IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS SET FORTH BELOW, THE PARTIES AGREE as follows:

ARTICLE I: GENERAL

Contractor agrees to perform and complete in a workmanlike manner all work required under the Bidding Schedule of City's Contract Documents entitled CARPINTERIA AVENUE AND SANTA YNEZ/7TH STREET INTERSECTION IMPROVEMENT PROJECT, CITY PROJECT NO. 15024 and in accordance with its Specifications and Drawings, to furnish at his own expense all labor, materials, equipment, tools, transportation, and services necessary there for, except such materials, equipment and services as may be stipulated in the Specifications to be furnished by City, and to do everything required by the Agreement and the Contract Documents, for the sum of \$ 153,190.50.

ARTICLE II: PAYMENT

For furnishing all said labor, materials, equipment, tools, and services, furnishing and removing all plant, temporary structures, tools, and equipment, and doing everything required by this Agreement, the said Specifications, Drawings and other Contract Documents; for all loss and damages arising out of the nature of the work, or from the action of the elements, or from any unforeseen difficulties which may arise during the prosecution of the work until its acceptance by said City, and for all risks of every description connected with the work; for all expenses resulting from the suspension or discontinuance of work, except as are expressly stipulated in the Contract Documents to be borne by City and for completing the work in accordance with the requirements of the Contract Documents City will pay, and said Contractor shall receive, in full compensation there for, the above named price.

ARTICLE III: CONSIDERATION

Contractor agrees to perform the work according to the terms of this Agreement for the abovementioned price and City agrees to pay Contractor at the time, in the manner, and upon the conditions stipulated in the Contract Documents. City and Contractor, for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants contained in this Agreement and in the Contract Document.

ARTICLE IV: WAGES

The general prevailing rates of per diem wages and general prevailing rate for holiday and overtime work in the locality in which the work is to be performed have been determined by the City. Said general prevailing rates of per diem wages are incorporated and made a part of this Agreement. The Contractor agrees that he, or any subcontractor under him, will pay not less than the foregoing specified prevailing rates of wages to all workmen employed in the execution of the Contract.

Any contractor, who is awarded a public works project and intends to use a craft or classification not shown on the general prevailing wage determinations, may be required to pay the wage rate of that craft or classification most closely related to it as shown in the general determinations effective at the time of the call for bids.

ARTICLE V: HOURS AND WORKING CONDITIONS

The City is a public entity in the State of California and is subject to the provisions of the Government Code and the Labor Code of the State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this contract to the same extent as though set forth this Agreement and will be complied with by the Contractor.

ARTICLE VI: CONTRACT TIMES

The Work shall be completed within 45 calendar days from the commencement date stated in the Notice to Proceed. Maintenance periods will begin immediately following the City's determination that the CARPINTERIA AVENUE AND SANTA YNEZ/7TH STREET INTERSECTION IMPROVEMENT PROJECT, CITY PROJECT NO. 15024 is substantially complete. A notice of Completion will be issued after the acceptance of the project by the City.

ARTICLE VII: LIQUIDATED DAMAGES

City and the Contractor recognize that time is of the essence of this Agreement and that the City will suffer financial loss if the Work is not completed within the time specified in Article 2, plus any extensions thereof allowed in accordance with the terms of the Contract Documents. The parties also recognize that the amount of City's actual damages in the event of such delays are impractical and infeasible to determine at this time. Accordingly, the City and the Contractor agree that as liquidated damages for delay (but not as a penalty), the Contractor shall pay the City \$1,000.00 (one thousand dollars) for each calendar day that expires after the time specified in Article 2, plus any extensions, until actual completion of the Work. The payment of liquidated damages pursuant to this Article is for the limited purpose of compensating City for the costs and expenses associated with the delay in receiving the benefits and use of the Work and not for other damages that may be incurred by the City. The Contractor's responsibility for or payment of liquidated damages shall not in any way preclude the City from pursuing any of its other remedies under the Contract Documents or Laws for the Contractor's failure to complete the Work in a timely manner or otherwise satisfy its obligations as required by the Contract Documents.

ARTICLE VIII: ASSIGNMENT

No assignment by a party to this Agreement of any rights under or interests in the Contract Documents will be binding on another party without the written consent of the party sought to be bound; and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

City and Contractor each binds itself, its successors, assigns and legal representatives to the other party, its successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE IX: COMPONENTS OF AGREEMENT

The Notice to Bidder, Information for Bidders, Contractor's Proposal, Bid Certificates, Bidding Schedule, Bid Bond or other acceptable guaranty, Bidder's Statement Regarding Insurance coverage, List of Subcontractors, Bidders License and Experience Statement, Noncollusion Affidavit, Agreement Certificates, Material and Labor bond, Performance Bond, Certificate of Compliance, Worker's Compensation Certificate, Notice of Award, Acknowledgment of Notice of Award, Insurance Endorsements, Sole Proprietor Statement, Escrow Agreement for Security Deposits in Lieu of Retention, Notice to Proceed, Closeout Agreement and Release of Claims, Insurance Specifications for Construction Contracts, Labor Provisions, General Provision Modifications (incorporating Provisions, Standard Specifications for Public Works Construction, 2012 Edition, including supplements, as modified), Special Provisions, Statutory Requirements, Specifications, Project Drawings, BMP's and all Addenda issued by the City with respect to the foregoing prior to the opening of bids, are hereby incorporated in and made part of this Agreement.

IN WITNESS WHEREOF, this contract has been executed on the day and year first above written.

APPROVED AS TO FORM:

BUSINESS TAX COMPLIANCE

City Attorney

Business Tax and Permit Inspector

APPROVED AS TO CONTENT:

CITY OF CARPINTERIA
a Municipal Corporation

City Engineer

Mayor

ATTEST:

CONTRACTOR:

City Clerk

Authorized Signature

Title

AGENDA SECTION: OTHER BUSINESS

AGENDA ITEM # 8

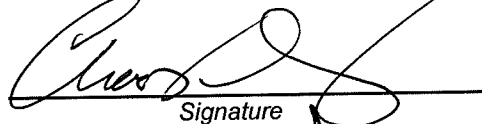
REPORT # 13-67

STAFF REPORT
COUNCIL MEETING DATE:
June 24, 2013

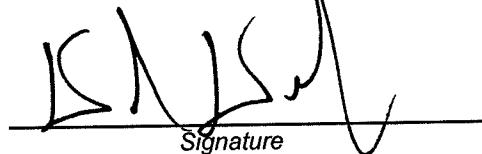
ITEMS FOR COUNCIL CONSIDERATION:

Authorization and Award to Berry General Engineering Contractors, Inc. for Construction of City Maintenance Project Number 15020, Calle Ocho and Concha Loma Drive Intersection Improvements

Report prepared by: Charles W. Ebeling, Director
Department: Public Works


Signature

**Reviewed by
City Manager:**


Signature

ACTION X **NON-ACTION** **STAFF RECOMMENDATION:**

Recommendation: 1. Authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of City Maintenance Project 15020, Calle Ocho and Concha Loma Intersection Improvements Project. 2. Approve a project budget of \$91,743.83.

Sample Motion: I move to authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of City Maintenance Project 15020, Calle Ocho and Concha Loma Drive Intersection Improvements Project; and approve a project budget of \$91,743.83.

I. BACKGROUND/DISCUSSION:

The City of Carpinteria Capital Improvement Program includes various drainage and street improvements in the City. Funding for these projects usually comes from Gas Tax, Right-Of-Way Assessment Fund, Measure A funds, Measure A grants, Measure D funds, and other State or Federal Grants. For this project, the City received a Measure A Safe Route to School Program Grant to design and construct the project.

Measure A is a transportation funding measure that was approved by nearly 80% of the voters in all regions of Santa Barbara County in November of 2008. Measure A is administered by the Santa Barbara County Association of Governments (SBCAG) and will provide more than \$1 billion of estimated local sales tax revenues for transportation projects in Santa Barbara County over 30 years. The Measure A Investment Plan also includes \$455 million for both the North County and South County regions for high priority transportation projects and local transportation programs that will address the current and future needs of each community. In both North and South regions of the County the plan provides funding to local agencies for:

- Local street improvements such as pothole repairs and pavement maintenance
- Local transportation capital improvement projects
- Increasing senior and disabled pedestrian accessibility and connectivity
- Improving school route pedestrian safety
- Improving bicycle and transit facilities

The City of Carpinteria is also eligible to receive competitive grant funding under the Measure A Investment Plan. The Measure A Investment Plan includes the Safe Routes to School grant program and the Bicycle and Pedestrian grant program. The City received a Safe Routes to School grant in the amount of \$91,550 for this project.

The project is located at the intersection of Calle Ocho and Concha Loma Drive, just easterly of the Eighth Street Pedestrian Bridge. Penfield & Smith Engineers, Inc. prepared the plans for the street maintenance for the project. The scope of the project included reducing the width of pavement used for vehicles, creating landscaped areas and improving pedestrian safety of the intersection.

Bids from qualified contractors were solicited using the informal bid process required by California Public Contract Code California Uniform Construction Cost Accounting Commission Manual and adopted by the City of Carpinteria. Requests for bids were issued on June 4, 2013 and a notice was posted in the Coastal View. Bids were received from three contractors and the lowest responsible bid was provided by Berry General Engineering Contractors, Inc.

II. POLICY:

The proposed project is included in the Street and Thoroughfares section of the current City of Carpinteria Capital Improvement Program. This project addresses many of the goals, objectives and policy statements of the General Plan Circulation Element.

On June 18, 2013 sealed bids were opened and evaluated for completeness. Berry General Engineering Contractors, Inc. was subsequently deemed to be the lowest responsible bidder and asked to begin preparations for award of the project. The contract will be executed by the Mayor once Berry General Engineering Contractors, Inc. has completed all of the mandatory contract forms and conditions.

III. FINANCIAL CONSIDERATIONS:

The Department of Public Works will use Measure A funding for this project. The Engineer's Estimate for total construction was \$45,106.00. The lowest responsible bid was \$51,508.50. A contingency fund is also being established to cover any unexpected costs that may arise during the construction of the project. The contingency amount was set based on the unknown

subgrade conditions in the area, adjacent private property and historic high ground water table. The following table summarizes the project costs and funding:

<u>Project Costs</u>		<u>Project Funding</u>	
Design/Project Development	\$ 18,235.33	Measure A Funds	\$ 91,550.00
General Construction:	\$ 51,508.50	(Safe Route to School Grant)	
Construction Inspection/		Other Measure A Funds	\$ 193.83
Administration	\$ 7,000.00		
Contingency	\$ 15,000.00		
Total Costs	\$ 91,743.83	Total Funding	\$ 91,743.83

There would be no impact on the General Fund Account. After review of the bid documents, Public Works recommends that the City Council award the construction project to Berry General Engineering Contractors, Inc.

IV. ATTACHMENTS:

Attachment A - Bid Summary

Attachment B - Construction Contract with Berry General Engineering Contractors, Inc.

ATTACHMENT A

CITY OF CARPINTERIA, CALIFORNIA

DEPARTMENT OF PUBLIC WORKS



City Project No. 15020 Calle Ocho and Concha Loma Drive Intersection Improvements June 18, 2013 Unofficial Bid Summary

Bidder Number	Company Name	Bid Amount
Bidder 1	Berry General Engineering Contractors, Inc.	\$ 51,508. 50
Bidder 2	Lash Construction, Inc.	\$ 66, 500.00
Bidder 3	Toro Enterprises, Inc.	\$ 67, 635.00

ATTACHMENT B

A. CONTRACT

PROJECT: **CALLE OCHO AND CONCHA LOMA DRIVE INTERSECTION IMPROVEMENTS, CITY PROJECT NO. 15020**

AMOUNT OF CONTRACT: \$ 51,508.50

THIS AGREEMENT, made and entered into this _____ day of _____, 2013, by and between the City of Carpinteria hereinafter referred to as "City", and **Berry General Engineering Contractors, Inc.**, hereinafter referred to as "Contractor".

IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS SET FORTH BELOW, THE PARTIES AGREE as follows:

ARTICLE I: GENERAL

Contractor agrees to perform and complete in a workmanlike manner all work required under the Bidding Schedule of City's Contract Documents entitled CALLE OCHO AND CONCHA LOMA DRIVE INTERSECTION IMPROVEMENTS, CITY PROJECT NO. 15020 and in accordance with its Specifications and Drawings, to furnish at his own expense all labor, materials, equipment, tools, transportation, and services necessary there for, except such materials, equipment and services as may be stipulated in the Specifications to be furnished by City, and to do everything required by the Agreement and the Contract Documents, for the sum of \$ 51,508.50.

ARTICLE II: PAYMENT

For furnishing all said labor, materials, equipment, tools, and services, furnishing and removing all plant, temporary structures, tools, and equipment, and doing everything required by this Agreement, the said Specifications, Drawings and other Contract Documents; for all loss and damages arising out of the nature of the work, or from the action of the elements, or from any unforeseen difficulties which may arise during the prosecution of the work until its acceptance by said City, and for all risks of every description connected with the work; for all expenses resulting from the suspension or discontinuance of work, except as are expressly stipulated in the Contract Documents to be borne by City and for completing the work in accordance with the requirements of the Contract Documents City will pay, and said Contractor shall receive, in full compensation there for, the above named price.

ARTICLE III: CONSIDERATION

Contractor agrees to perform the work according to the terms of this Agreement for the abovementioned price and City agrees to pay Contractor at the time, in the manner, and upon the conditions stipulated in the Contract Documents. City and Contractor, for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants contained in this Agreement and in the Contract Document.

ARTICLE IV: WAGES

The general prevailing rates of per diem wages and general prevailing rate for holiday and overtime work in the locality in which the work is to be performed have been determined by the City. Said general prevailing rates of per diem wages are incorporated and made a part of this Agreement. The Contractor agrees that he, or any subcontractor under him, will pay not less than the foregoing specified prevailing rates of wages to all workmen employed in the execution of the Contract.

Any contractor, who is awarded a public works project and intends to use a craft or classification not shown on the general prevailing wage determinations, may be required to pay the wage rate of that craft or classification most closely related to it as shown in the general determinations effective at the time of the call for bids.

ARTICLE V: HOURS AND WORKING CONDITIONS

The City is a public entity in the State of California and is subject to the provisions of the Government Code and the Labor Code of the State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this contract to the same extent as though set forth this Agreement and will be complied with by the Contractor.

ARTICLE VI: CONTRACT TIMES

The Work shall be completed within 30 calendar days from the commencement date stated in the Notice to Proceed. Maintenance periods will begin immediately following the City's determination that the CALLE OCHO AND CONCHA LOMA DRIVE INTERSECTION IMPROVEMENTS, CITY PROJECT NO. 15020 is substantially complete. A notice of Completion will be issued after the acceptance of the project by the City.

ARTICLE VII: LIQUIDATED DAMAGES

City and the Contractor recognize that time is of the essence of this Agreement and that the City will suffer financial loss if the Work is not completed within the time specified in Article 2, plus any extensions thereof allowed in accordance with the terms of the Contract Documents. The parties also recognize that the amount of City's actual damages in the event of such delays are impractical and infeasible to determine at this time. Accordingly, the City and the Contractor agree that as liquidated damages for delay (but not as a penalty), the Contractor shall pay the City \$1,000.00 (one thousand dollars) for each calendar day that expires after the time specified in Article 2, plus any extensions, until actual completion of the Work. The payment of liquidated damages pursuant to this Article is for the limited purpose of compensating City for the costs and expenses associated with the delay in receiving the benefits and use of the Work and not for other damages that may be incurred by the City. The Contractor's responsibility for or payment of liquidated damages shall not in any way preclude the City from pursuing any of its other remedies under the Contract Documents or Laws for the Contractor's failure to complete the Work in a timely manner or otherwise satisfy its obligations as required by the Contract Documents.

ARTICLE VIII: ASSIGNMENT

No assignment by a party to this Agreement of any rights under or interests in the Contract Documents will be binding on another party without the written consent of the party sought to be bound; and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

City and Contractor each binds itself, its successors, assigns and legal representatives to the other party, its successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE IX: COMPONENTS OF AGREEMENT

The Notice to Bidder, Information for Bidders, Contractor's Proposal, Bid Certificates, Bidding Schedule, Bid Bond or other acceptable guaranty, Bidder's Statement Regarding Insurance coverage, List of Subcontractors, Bidders License and Experience Statement, Noncollusion Affidavit, Agreement Certificates, Material and Labor bond, Performance Bond, Certificate of Compliance, Worker's Compensation Certificate, Notice of Award, Acknowledgment of Notice of Award, Insurance Endorsements, Sole Proprietor Statement, Escrow Agreement for Security Deposits in Lieu of Retention, Notice to Proceed, Closeout Agreement and Release of Claims, Insurance Specifications for Construction Contracts, Labor Provisions, General Provision Modifications (incorporating Provisions, Standard Specifications for Public Works Construction, 2013 Edition, including supplements, as modified), Special Provisions, Statutory Requirements, Specifications, Project Drawings, BMP's and all Addenda issued by the City with respect to the foregoing prior to the opening of bids, are hereby incorporated in and made part of this Agreement.

IN WITNESS WHEREOF, this contract has been executed on the day and year first above written.

APPROVED AS TO FORM:

BUSINESS TAX COMPLIANCE

City Attorney

Business Tax and Permit Inspector

APPROVED AS TO CONTENT:

CITY OF CARPINTERIA

a Municipal Corporation

City Engineer

Mayor

ATTEST:

CONTRACTOR:

City Clerk

Authorized Signature

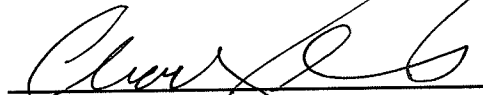
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STAFF REPORT
COUNCIL MEETING DATE:
June 24, 2013

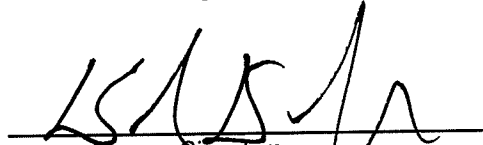
ITEMS FOR COUNCIL CONSIDERATION:

**Authorization and Award to Berry General Engineering Contractors, Inc. for
Construction of City Maintenance Project Number 15035
Santa Ynez Avenue Pedestrian Improvements**

Report prepared by: Charles W. Ebeling, Director
Department: Public Works


Signature

**Reviewed by
City Manager:**


Signature

ACTION X **NON-ACTION** ____ **STAFF RECOMMENDATION:**

Recommendation: 1. Authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of City Maintenance Project 15035, Santa Ynez Avenue Pedestrian Improvements Project. 2. Approve a project budget of \$108,605.00.

Sample Motion: I move to authorize the Mayor to sign the contract with Berry General Engineering Contractors, Inc., the lowest responsible bidder, subject to meeting the entire mandatory contract document requirements for the construction of City Maintenance Project 15035, Santa Ynez Avenue Pedestrian Improvements Project; and approve a project budget of \$108,605.00.

I. BACKGROUND/DISCUSSION:

The City of Carpinteria Capital Improvement Program includes various drainage and street improvements in the City. Funding for these projects usually comes from Gas Tax, Right-Of-Way Assessment Fund, Measure A funds, Measure A grants, Measure D funds, and other State or Federal Grants. For this project, the City received a Proposition 1B State Grant to design and construct the project.

or Federal Grants. For this project, the City received a Proposition 1B State Grant to design and construct the project.

Approved by voters in November 2006, State of California Proposition 1B (Prop 1B) provided \$19.925 billion in bond funds for a variety of transportation priorities, including \$2 billion for cities and counties to fund the maintenance and improvement of local transportation facilities.

Proposition 1B Funds must be used for improvements to transportation facilities that will assist in reducing local traffic congestion, improving traffic flows, or increasing traffic safety. Improvements may include, but not be limited to, street and highway pavement maintenance, rehabilitation, installation, construction and reconstruction of necessary associated facilities such as drainage and traffic control devices, or the maintenance, rehabilitation, installation, construction and reconstruction of facilities that expand ridership on transit systems, safety projects to reduce fatalities, or as a local match to obtain state or federal transportation funds for similar purposes. Funds apportioned to cities are based on total population of the city in relation to all cities in the State (minimum \$400,000 to each city). The City of Carpinteria was allocated \$441,128.84. The City submitted a claim for \$400,000 in Fiscal Year 2007-2008 for a pavement maintenance project.

At this time, the City has collected the balance of \$41,128.84 available in Proposition 1B funds. The Department of Public Works identified the Santa Ynez Avenue Pedestrian Improvement Project as an eligible project for these funds. The project consists of 10 locations along Santa Ynez Avenue where pedestrian safety and connectivity can be improved through the construction or reconstruction of accessibility ramps. This is an important project that complements the 2009 American Recovery and Reinvestment Act (ARRA) Pavement Rehabilitation Project that included Santa Ynez Avenue and Casitas Pass Road. Under the Americans with Disabilities Act (ADA), the City is required to upgrade transportation facilities to meet the Act as major maintenance occurs. The City plans to meet that requirement by planning improvement projects and completing them as funding becomes available. The Santa Ynez Avenue Pedestrian Improvement Project is an important project that will improve accessibility for all citizens in the Santa Ynez Avenue neighborhood area.

Currently, accessibility ramps are not provided at the Santa Ynez Avenue intersections with La Tierra Lane (4 locations), Chaparral Drive (2 locations) and Aragon Drive (1 location). The project also includes upgrading three (3) ramps at the Santa Ynez Avenue/Aragon Drive intersection to meet current ADA accessibility ramp criteria.

Bids from qualified contractors were solicited using the informal bid process required by California Public Contract Code California Uniform Construction Cost Accounting Commission Manual and adopted by the City of Carpinteria. Requests for bids were issued on June 4, 2013 and a notice was posted in the Coastal View. Bids were received from three contractors and the lowest responsible bid was provided by Berry General Engineering Contractors, Inc.

II. POLICY:

This project addresses many of the goals, objectives and policy statements in the pedestrian circulation section of the Circulation Element in the City of Carpinteria General Plan.

On June 18, 2013 sealed bids were opened and evaluated for completeness. Berry General Engineering Contractors, Inc. was subsequently deemed to be the lowest responsible bidder

and asked to begin preparations for award of the project. The contract will be executed by the Mayor once Berry General Engineering Contractors, Inc. has completed all of the mandatory contract forms and conditions.

III. FINANCIAL CONSIDERATIONS:

The Department of Public Works will use a combination of Prop 1B and general Measure A funding for this project. The Engineer's Estimate for total construction was \$83,560.00. The lowest responsible bid was \$86,605.00. A contingency fund is also being established to cover any unexpected costs that may arise during the construction of the project. The contingency amount was set based on the unknown conditions in the area and other issues that may arise during construction. The following table summarizes the project costs and funding:

<u>Project Costs</u>		<u>Project Funding</u>	
General Construction:	\$ 86,605.00	Prop 1B Funds	\$ 41,128.84
Construction Inspection/ Administration	\$ 7,000.00	Measure A Funds (Other)	\$ 67,476.16
<u>Contingency</u>	<u>\$ 15,000.00</u>		
Total Costs	\$108,605.00	Total Funding	\$108,605.00

There would be no impact on the General Fund Account. After review of the bid documents, Public Works recommends that the City Council award the construction project to Berry General Engineering Contractors, Inc.

IV. ATTACHMENTS:

Attachment A - Bid Summary

Attachment B - Construction Contract with Berry General Engineering Contractors, Inc..

ATTACHMENT A

CITY OF CARPINTERIA, CALIFORNIA

DEPARTMENT OF PUBLIC WORKS



City Project No. 15035 Santa Ynez Avenue Pedestrian Improvements June 18, 2013 Unofficial Bid Summary

Bidder Number	Company Name	Bid Amount
Bidder 1	Berry General Engineering Contractors, Inc.	\$ 86,605.00
Bidder 2	Mora's Equipment & Construction	\$ 113,825.00
Bidder 3	Lash Construction, Inc.	\$ 124,950.00

ATTACHMENT B

A. CONTRACT

PROJECT: **SANTA YNEZ AVENUE PEDESTRIAN IMPROVEMENT PROJECT, CITY PROJECT NO. 15035**

AMOUNT OF CONTRACT: \$ 86,605.00

THIS AGREEMENT, made and entered into this _____ day of _____, 2013, by and between the City of Carpinteria hereinafter referred to as "City", and **Berry General Engineering Contractors, Inc.**, hereinafter referred to as "Contractor".

IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS SET FORTH BELOW, THE PARTIES AGREE as follows:

ARTICLE I: GENERAL

Contractor agrees to perform and complete in a workmanlike manner all work required under the Bidding Schedule of City's Contract Documents entitled SANTA YNEZ AVENUE PEDESTRIAN IMPROVEMENT PROJECT, CITY PROJECT NO. 15035 and in accordance with its Specifications and Drawings, to furnish at his own expense all labor, materials, equipment, tools, transportation, and services necessary there for, except such materials, equipment and services as may be stipulated in the Specifications to be furnished by City, and to do everything required by the Agreement and the Contract Documents, for the sum of \$ 86,605.00.

ARTICLE II: PAYMENT

For furnishing all said labor, materials, equipment, tools, and services, furnishing and removing all plant, temporary structures, tools, and equipment, and doing everything required by this Agreement, the said Specifications, Drawings and other Contract Documents; for all loss and damages arising out of the nature of the work, or from the action of the elements, or from any unforeseen difficulties which may arise during the prosecution of the work until its acceptance by said City, and for all risks of every description connected with the work; for all expenses resulting from the suspension or discontinuance of work, except as are expressly stipulated in the Contract Documents to be borne by City and for completing the work in accordance with the requirements of the Contract Documents City will pay, and said Contractor shall receive, in full compensation there for, the above named price.

ARTICLE III: CONSIDERATION

Contractor agrees to perform the work according to the terms of this Agreement for the abovementioned price and City agrees to pay Contractor at the time, in the manner, and upon the conditions stipulated in the Contract Documents. City and Contractor, for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants contained in this Agreement and in the Contract Document.

ARTICLE IV: WAGES

The general prevailing rates of per diem wages and general prevailing rate for holiday and overtime work in the locality in which the work is to be performed have been determined by the City. Said general prevailing rates of per diem wages are incorporated and made a part of this Agreement. The Contractor agrees that he, or any subcontractor under him, will pay not less than the foregoing specified prevailing rates of wages to all workmen employed in the execution of the Contract.

Any contractor, who is awarded a public works project and intends to use a craft or classification not shown on the general prevailing wage determinations, may be required to pay the wage rate of that craft or classification most closely related to it as shown in the general determinations effective at the time of the call for bids.

ARTICLE V: HOURS AND WORKING CONDITIONS

The City is a public entity in the State of California and is subject to the provisions of the Government Code and the Labor Code of the State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this contract to the same extent as though set forth this Agreement and will be complied with by the Contractor.

ARTICLE VI: CONTRACT TIMES

The Work shall be completed within 30 calendar days from the commencement date stated in the Notice to Proceed. Maintenance periods will begin immediately following the City's determination that the SANTA YNEZ AVENUE PEDESTRIAN IMPROVEMENT PROJECT, CITY PROJECT NO. 15035 is substantially complete. A notice of Completion will be issued after the acceptance of the project by the City.

ARTICLE VII: LIQUIDATED DAMAGES

City and the Contractor recognize that time is of the essence of this Agreement and that the City will suffer financial loss if the Work is not completed within the time specified in Article 2, plus any extensions thereof allowed in accordance with the terms of the Contract Documents. The parties also recognize that the amount of City's actual damages in the event of such delays are impractical and infeasible to determine at this time. Accordingly, the City and the Contractor agree that as liquidated damages for delay (but not as a penalty), the Contractor shall pay the City \$1,000.00 (one thousand dollars) for each calendar day that expires after the time specified in Article 2, plus any extensions, until actual completion of the Work. The payment of liquidated damages pursuant to this Article is for the limited purpose of compensating City for the costs and expenses associated with the delay in receiving the benefits and use of the Work and not for other damages that may be incurred by the City. The Contractor's responsibility for or payment of liquidated damages shall not in any way preclude the City from pursuing any of its other remedies under the Contract Documents or Laws for the Contractor's failure to complete the Work in a timely manner or otherwise satisfy its obligations as required by the Contract Documents.

ARTICLE VIII: ASSIGNMENT

No assignment by a party to this Agreement of any rights under or interests in the Contract Documents will be binding on another party without the written consent of the party sought to be bound; and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

City and Contractor each binds itself, its successors, assigns and legal representatives to the other party, its successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE IX: COMPONENTS OF AGREEMENT

The Notice to Bidder, Information for Bidders, Contractor's Proposal, Bid Certificates, Bidding Schedule, Bid Bond or other acceptable guaranty, Bidder's Statement Regarding Insurance coverage, List of Subcontractors, Bidders License and Experience Statement, Noncollusion Affidavit, Agreement Certificates, Material and Labor bond, Performance Bond, Certificate of Compliance, Worker's Compensation Certificate, Notice of Award, Acknowledgment of Notice of Award, Insurance Endorsements, Sole Proprietor Statement, Escrow Agreement for Security Deposits in Lieu of Retention, Notice to Proceed, Closeout Agreement and Release of Claims, Insurance Specifications for Construction Contracts, Labor Provisions, General Provision Modifications (incorporating Provisions, Standard Specifications for Public Works Construction, 2013 Edition, including supplements, as modified), Special Provisions, Statutory Requirements, Specifications, Project Drawings, BMP's and all Addenda issued by the City with respect to the foregoing prior to the opening of bids, are hereby incorporated in and made part of this Agreement.

IN WITNESS WHEREOF, this contract has been executed on the day and year first above written.

APPROVED AS TO FORM:

BUSINESS TAX COMPLIANCE

City Attorney

Business Tax and Permit Inspector

APPROVED AS TO CONTENT:

CITY OF CARPINTERIA
a Municipal Corporation

City Engineer

Mayor

ATTEST:

CONTRACTOR:

City Clerk

Authorized Signature

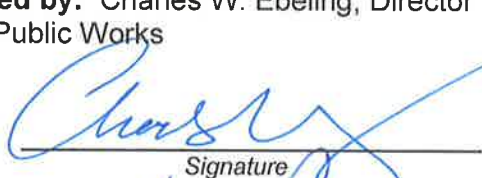
Title

STAFF REPORT
COUNCIL MEETING DATE:
June 24, 2013

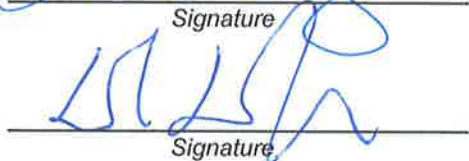
ITEMS FOR COUNCIL CONSIDERATION:

Adopt Resolution No. 5473 Approving Traffic and Pedestrian Safety Improvements as Recommended by the City's Traffic Safety Committee

Report prepared by: Charles W. Ebeling, Director
Department: Public Works


Signature

**Reviewed by
City Manager:**


Signature

ACTION ☒ **NON-ACTION** ☐ **STAFF RECOMMENDATION:**

Recommendation: Receive this staff report and approve Resolution No. 5473, adopting the recommendations from the May 29, 2013 Traffic Safety Committee Meeting and direct the Department of Public Works to develop a capital improvement project to improve safety at the Carpinteria Avenue/Elm Avenue Metropolitan Transit District bus stops.

Sample Motion: I move to approve Resolution No. 5473 adopting the recommendations from the May 29, 2013 Traffic Safety Committee Meeting and to direct Public Works to develop Option 4 as a capital improvement project for improving safety on Carpinteria Avenue at Elm Avenue

I. BACKGROUND:

The City of Carpinteria established the Traffic Safety Committee as an advisory body to the City Council. The City Traffic Engineer, chief of police or representative, community development director or representative, as well as three citizen representatives, including a senior student representing the school, a representative of the safety committee of the Carpinteria Unified School District, and such other City officials or representatives of special districts as may be recommended by the City Manager and approved by the City Council.

The Traffic Safety Committee's role is to provide recommendations to the City Traffic Engineer and to the City Council on traffic safety matters pursuant to C.M.C. Sections 10.08.080 and 10.08.090. The purpose of this agenda matter is to receive the recommendations of the Committee and the City Traffic Engineer; and to confirm or modify those recommendations.

The Committee normally meets on a quarterly basis and the meetings are publicly noticed. This gives members of the community a chance to come voice their support or concerns about various traffic operations issues in Carpinteria. In addition to taking public comment, the Traffic Safety Committee considers formal requests made by citizens, traffic improvements and the enforcement of regulations.

II. DISCUSSION:

On May 29, 2013, the Traffic Safety Committee met and discussed 17 items and heard updates on four other projects. During the public comment portion of the meeting, several Downtown business owners requested a study of the need the various red curbs in the Downtown area. The Traffic Safety Committee meeting attendees asked that the City minimize red curbs in order to maximize on-street parking. The Traffic Safety Committee received a comment from the public that the Department of Public Works should consider an inventory and analysis of parking restrictions in the Downtown area. The City's 2013 Work Plan already includes this item for Public Works.

General Recommendations

The following items and recommendations were included in the Traffic Safety Committee (TSC) meeting agenda:

- Linden, Elm and Holly Avenues Angled Parking – Linden Avenue adjacent to Linden Field and the street ends of Linden Avenue, Elm Avenue and Holly Avenue have angled parking (both 45-degree and 90-degree) at the beach. California Vehicle Code and Carpinteria Municipal Code (CMC) require that angled parking be installed by resolution. Additionally, CMC requires that vehicles park "head-in" in angled parking spaces. The TSC recommended that a resolution be adopted formalizing the installation of the existing angled parking spaces and that signs be placed by the City Traffic Engineer designating the angled parking spaces as "head-in" only parking.
- Cravens Lane Parking Restrictions – To assist the businesses in the vicinity of the Via Real/Cravens Lane intersection, the TSC recommended that "No Parking 2AM-6AM" signs be installed on the east side of Cravens Lane. The parking restriction would be installed from Via Real to the second business driveway north of Via Real (approximately seven spaces). After additional review, Public works is recommending the installation of 2-hour parking limit signs. The 2-hour time limits will permit nearby residents the ability to still park overnight in these spaces, while addressing the daytime turnover concern from the local businesses.
- Cravens Lane Red Curb – The Department of Public Works annually receives several requests for special parking permits to park in a red zone on the west side of Cravens Lane. The requests are usually for a special event or when the adjacent business or mobile home parks are doing maintenance. Historically, the red curb was likely painted to prohibit overnight parking by long-haul truckers. The TSC recommends removal of the red curb and painting of parking space "T"s. This will enable approximately ten to twelve 25-foot (standard length) parking spaces. Enforcement of the "T" markings will prohibit oversize vehicles such as large trucks. Appropriate signage would also be installed.
- Fourth Street Parking Restrictions – The TSC recommended the replacement of "No Parking" signs along the south side of Fourth Street west of Ash Avenue. The existing signs are attached to the adjacent mobile home park's fence and are often covered by vegetation. To meet the City's adopted standards in the California Manual on Uniform Traffic Control Devices, the signs will be installed on posts. The TSC also recommended that the parking restriction be formalized by resolution.

- Holly Avenue Parking Restrictions – To eliminate confusion regarding the location of time restricted parking, the TSC recommended extending, by one space, a 24-minute parking zone on the west side of Holly Avenue just south of Carpinteria Avenue. Signs and curb markings will be installed to designate the 24-minute parking spaces.
- Willow Place Parking Restrictions – To improve safety of a public alley and to meet City adopted engineering standards and Carpinteria Municipal Code Section 10.28.050, the TSC recommended that “No Parking In Alley” signs be installed on Willow Place between Palm Avenue and Oak Avenue.
- Seaside Building Parking Lot – At the request of the Friends of the Library to improve the book store operations, the TSC recommended the installation of 90-minute time limit parking signs be installed for the Seaside Building Parking Lot.
- Via Real/Lomita Lane Lateral Sight Distance – The TSC recommended extending a red curb by 50 feet on the north side of Via Real east of Lomita Lane to improve lateral sight distance for vehicles turning on to Via Real from Lomita Lane
- Seventh Street Red Curb – To respond to concerns raised by the residents of Chapel Court Apartments regarding improving lateral sight distance at the complex’s driveway on Seventh Street, the TSC recommended that red curb be installed on the south side of Seventh Street. The red curb will extend 110 feet to the west of the driveway and 50 feet to the east of the driveway. The sight distance was determined by using the methodology in the City’s adopted engineering standards.
- Holly Avenue Red Curb – The TSC recommended that red curb be installed on the west side of Holly Avenue between the first commercial driveway and the first residential driveway south of Carpinteria Avenue. The existing curb line between the two driveways is too short for parking. When vehicles park there they partially block one or both adjacent driveways.
- Carpinteria Avenue Red Curb – The existing curb line on the north side of Carpinteria Avenue just west of the Carpinteria Avenue/Linden Avenue intersection is too short to be a legal space to park. When vehicles do try to park in this location, they often partially block the adjacent commercial driveway. To eliminate confusion over the viability of this location for parking, the TSC recommended that 13 feet of red curb be painted.
- Santa Ynez Avenue Red Curb – To improve lateral sight distance for pedestrians, the TSC recommended that red curb on each side of a pedestrian accessibility ramp for Memorial Park on Santa Ynez Avenue be extended to 25 feet on each side.

Additional Traffic Safety Committee Meeting recommendations are being addressed by the Department of Public Works. The Department will likely be ready to present these items to the City Council this summer. In addition to the Traffic Safety Committee recommendations discussed above and included in Resolution No. 5473, the Traffic Safety Committee also reviewed concerns that have been raised regarding improving pedestrian safety adjacent to bus stops on Carpinteria Avenue near Elm Avenue.

Carpinteria Avenue Bus Stops

Several members of the public and MTD spoke on the issues regarding the location of bus stops and crosswalks on Carpinteria Avenue at Elm Avenue. Concerns were also raised about the process of installing red curbs, the high demand for parking and related business accessibility/viability. MTD

noted that it is there common practice to locate opposing direction bus stops at the same intersection and they should be designed to accommodate their buses.

Of specific concern were the bus stops and crosswalk locations at Elm Avenue where crosswalks are located just ahead of the bus stops. In these locations, the visibility of pedestrians crossing the street is impaired by the bus. The residents and business owners in the immediate vicinity of the crosswalks and bus stops commented and acknowledged the issue.

When considering the location of bus stops, several factors are evaluated:

Vehicular Safety – Placement of the bus stop to permit the bus to safely maneuver into and out of the travel lanes and stop without creating a collision potential with other motor vehicles and bicycles, i.e. not stopping in travel lanes or bike lanes.

Pedestrian Safety – Locating the bus stop where adequate sidewalk exists separated from motor vehicle traffic. Where adjacent crosswalks exist, the bus should not stop in the crosswalk or block motor vehicle visibility of the pedestrian.

On-Street Parking – The bus stop should be located in an area where high street parking demands are not present. When bus stop are placed in areas with high on-street parking demands, the bus stop should be as small as possible to not compromise the vehicle or pedestrian safety.

Proximity to High Pedestrian Demand Centers – Transit operators prefer to locate bus stops where a known demand exists or has the potential to exist. At times, locations where high pedestrian demands exist also exhibit high on-street parking demands. The location of bus stops usually results in a compromise between locations of high on-street parking and pedestrian demands.

Proximity to Intersections or Driveways – The most desirable location for bus stops is at the downstream side of the intersection, so that the bus does not block the visibility of intersection traffic controls (stop signs, traffic signals), that pedestrians can cross the street readily without long detours, and would not block intersections or driveways.

At the Elm Avenue intersection, the existing bus stops are located in areas that offer reasonable vehicular safety (bus turnouts out of travel and bicycle lanes), have limited pedestrian safety benefits due to the location of the crosswalks being located in front of the bus stops, are located in an area of high on-street parking demands and high pedestrian demands, and are located ahead of the intersections of Elm Avenue and Carpinteria Avenue.

The residents/business owners would prefer to not loose street parking in the ultimate improvement to address the situation. Based on these criteria, four options have been developed to address the safety concerns. Graphics showing the various options are provided in Attachment B and are discussed below:

Option 1 – Move both MTD Bus Stops from Elm Avenue to Holly Avenue. Minor cost, net loss of 2-4 parking spaces on Carpinteria Avenue.

Option 2 – Leave both MTD Bus Stops at Elm Avenue and construct a new crosswalk between the two stops across Carpinteria Avenue. Cost could between \$50-75,000, no loss of parking.

Option 3 – Move the eastbound MTD Bus Stop to between the Beach Motors driveways and move the westbound MTD Bus Stop to Holly Avenue. Minor cost, net loss of 2-4 parking spaces.

Option 4 - Move the eastbound MTD Bus Stop to between the Beach Motors driveways and keep the westbound MTD Bus Stop at its current location. Install new crosswalk behind the bus, as discussed in Option2. Cost could between \$50-75,000, loss of one parking space.

An assessment of each of the bus stop location criteria for each of the four options is summarized below.

Option	Improves Vehicle Safety	Improves Pedestrian Safety	Street Parking	High Demand Pedestrians	High Demand Street Parking
1	Yes	Yes	Loss of 2-4 sp.	Nominal	Yes
2	Yes	Yes	None	Yes	Yes
3	Yes	Yes	Loss of 2-4 sp.	Yes	Yes
4	Yes	Yes	Loss of 1 sp.	Yes	Yes

Note: Option 4 improves safety and intersection performance by moving the bus stop out of the intersection. Under Options 1, 3 and 4 the eastern crosswalk remains in its existing location. That location best serves pedestrian walking patterns.

The business owners in attendance at the meeting preferred Option 1, but would accept Option 2. Options 3 and 4 were not preferred by the business owners as on-street parking would be removed. The Traffic Safety Committee considered the various options and would recommend Option 2, and could accept Option 4, but voted to take the various options to the Council for final direction. MTD also agreed to work with Staff on the development the final improvements on the option chosen.

Recommendations

The recommendations of the May 29, 2013 meeting were approved by the Traffic Safety Committee and are being forwarded to the City Council for adoption. The City Traffic Engineer provided professional expertise during the discussion of these matters and fully supports these recommendations. Resolution No. 5473 has been prepared to formalize these recommendations for City Council action. Public Works is recommending that the Council consider Option 4 as the preferred option to address the Carpinteria Avenue bus stop concerns. Other Committee agenda items regarding maintenance and enforcement are being incorporated into the Public Works Work Plan for completion.

III. FINANCIAL CONSIDERATIONS:

Public Works would need to develop a project that would likely utilize Measure A funds if Options 2 or 4 are selected. All of the other recommended items can be completed within the existing Street Maintenance and Repairs budget. No impact to the General Fund is expected with the approval of the recommended improvements.

IV. POLICY

The City of Carpinteria established the Traffic Safety Committee and assigned the purpose of the committee as an advisory body to the City Council (C.M.C. 10.08.080 and 10.08.090). The purpose of the Traffic Safety Committee is to receive complaints having to do with traffic matters; to receive

and publish traffic reports; to suggest practical means for coordinating the activities the various departments of the City, law enforcement and emergency response teams; and to recommend to the City Council and to the City Traffic Engineer, measures that improve traffic conditions and enforcement of traffic regulations.

V. ATTACHMENTS:

Attachment A: Resolution No. 5473

Attachment B: Options 1-4 Carpinteria Avenue Bus Stops

ATTACHMENT A

RESOLUTION NO. 5473

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ADOPTING THE RECOMMENDATIONS OF THE TRAFFIC SAFETY COMMITTEE AS SET FORTH AT THE MAY 29, 2013 TRAFFIC SAFETY COMMITTEE MEETING

WHEREAS, Section 10.08.080 of the Carpinteria Municipal Code (CMC) establishes a Traffic Safety Committee as an advisory body to the Carpinteria City Council, and;

WHEREAS, the Traffic Safety Committee received various requests to address traffic matters around the City;

WHEREAS, angled parking is enabled on designated streets by CMC Section 10.32.060;

WHEREAS, angled parking would improve the number of parking spaces in portions of the Beach Area without being a detriment to the general public health and safety,

WHEREAS, the Traffic Safety Committee has reviewed the requests at its May 29, 2013 meeting and recommends that the City Council approve the following actions:

1. Designate the following as angled parking areas: east and westsides of Linden Avenue, Elm Avenue and Holly Avenue, southerly of Sandyland Road; and the easterly side of Linden Avenue south of Sixth Street
2. Install 2-hour parking signs along the eastside of Cravens Lane for the seven closest spaces to Via Real.
3. Remove red curb and install on-street parking along the westside of Cravens Lane.
4. Install No Parking signs along the southside of Fourth Street, west of Ash Avenue.
5. Install 24 minute parking signs and curb marking on the west side of Holly Avenue closest to Carpinteria Avenue.
6. Install No Parking in Alley signs on the north and south sides of Willow Place between Palm Avenue and Oak Avenue (two each per block each direction).
7. Install 90-minute time limit parking signs for the Seaside Parking Lot.
8. Extend red curb on the northside of Via Real easterly of Lomita Lane by 50 feet on Via Real to improve lateral sight distance.
9. Install 160 linear feet of red curb on Seventh Street near the Chapel Court Apartments driveway at Franklin Creek to improve lateral sight distance (110' to the west of the driveway and 50 feet to the east of the driveway along the southside of Seventh Street).
10. Install red curb between the first and second driveways on the east and west sides of Holly Avenue south of Carpinteria Avenue.
11. Install 13 linear feet of red curb at 4994 Carpinteria Avenue (northside of street).
12. Extend red curb to a total of 25 linear feet on both sides of the accessibility ramp on the eastside of Santa Ynez Avenue at Memorial Park.

WHEREAS, the City Traffic Engineer has reviewed the Traffic Safety Committee measures and based on his professional opinion recommends that the City Council approve the recommendations of the Committee;

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY resolves that the above recommendations of the Traffic Safety Committee;; be approved.

Passed, approved and adopted this ____ day of _____, 2013 by the following called votes:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ATTEST: _____
Mayor, City of Carpinteria

City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the __ day of _____ 2013.

APPROVED AS TO FORM: _____
City Clerk, City of Carpinteria

City Attorney

ATTACHMENT B



LEGEND

- PROPOSED BUS STOP
- EXISTING BUS STOP



OPTION 1
Carpinteria Avenue Bus Stops



LEGEND

- PROPOSED BUS STOP
- EXISTING BUS STOP

OPTION 2
Carpinteria Avenue Bus Stops



LEGEND

- PROPOSED BUS STOP
- EXISTING BUS STOP



OPTION 3 Carpinteria Avenue Bus Stops



LEGEND

- PROPOSED BUS STOP
- EXISTING BUS STOP

OPTION 4
Carpinteria Avenue Bus Stops

