

**City of Carpinteria**  
**City Council Regular Meeting Agenda**  
**Monday, June 13, 2016**  
**Council Chamber, 5775 Carpinteria Avenue**

**4:15 p.m. Closed Session – 5:30 p.m. Regular Session**

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**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](http://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 close of business Wednesday 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:**

4:15 p.m.      **CALL TO ORDER**

4:15 p.m.      **ROLL CALL**

4:15 p.m.      **PUBLIC COMMENT ON CLOSED SESSION MATTER(S)**

4:17 p.m.      **CLOSED SESSION**

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

Property: 001-210-024 and 001-210-020

Negotiating Parties: City of Carpinteria and Land Trust of Santa  
Barbara County

Agency Negotiators: Dave Durflinger, City Manager; Matthew  
Roberts, Parks and Recreation Director; Steve Goggia, Community  
Development Director, and Peter Brown and Dylan Johnson of  
Brownstein Hyatt Farber Schreck, acting as City Attorney for City of  
Carpinteria

Under Negotiation: price and terms of payment

4:18 p.m.      **TEMPORARY ADJOURNMENT TO CLOSED SESSION**

5:30 p.m.      **CALL BACK TO ORDER**

5:30 p.m.      **ROLL CALL**

5:30 p.m.      **CLOSED SESSION REPORT**

5:31 p.m.      **PLEDGE OF ALLEGIANCE**

5:31 p.m.      **INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS**

5:32 p.m.      **PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS**

5:32 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.

5:35 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.

5:50 p.m.

**CONSENT CALENDAR:** 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.

2. Minutes of the regular meeting held May 23, 2016.
3. Receive the Expenditures Report for the period beginning May 17, 2016 and ending June 7, 2016.
4. Special City Council Commendation recognizing Charles B. Hamilton, General Manager, Carpinteria Water District on his retirement.

5:51 p.m.

**ADMINISTRATIVE MATTERS: None**

5:51 p.m.      **PUBLIC HEARING:**

5:51 p.m.      5.      Consideration of Adoption of the 2016-17 Budget and Setting of Appropriation Limits as Required by State Law

Recommendation: Receive the staff report, open the public hearing and receive public comment, close the public comment, provide staff with direction concerning any amendments to the proposed budget and take the following actions:

1. Establish the appropriations limit for Street Lighting District No. 1 for the 2016-17 Fiscal Year through adoption of Resolution No. 5671; and,
2. Establish the appropriation limit for the City of Carpinteria for the 2016-17 Fiscal Year through adoption of Resolution No. 5672; and,
3. Approve the Municipal Budget for Fiscal Year 2016-17 through adoption of the Resolution No. 5673.

Staff presenter: Dave Durlinger, City Manager and John Thornberry, Administrative Services Director

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

7:06 a.m.      **OTHER BUSINESS: None**

7:06 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 County 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) (Clark)
- h. South Coast Task Force on Youth Safety Leadership and Executive Council (Carty & Clark)
- 2. Joint and Standing 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)
  - f. City Council Finance/Budget Committee (Stein & Clark)
- 3. Ad Hoc Committees
  - a. Public Facility Site Acquisition/Development Committee (Carty & Nomura)
  - b. Transportation Committee (Stein & Shaw)
  - c. Joint City Council / Planning Committee General Plan and Coastal Plan Update Committee (Stein & Clark)
  - d. Housing Assistance Benefit Committee (Stein & Nomura)
- 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: 11 p.m.

#### **ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS**

7:11 p.m.

#### **ADJOURNMENT**

The next regular meeting to be held on **Monday, June 27, 2016 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 755-5405 or the California Relay Service

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at (866) 735-2929. Notification 2 business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

This agenda was posted on Wednesday, June 8, 2016, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

**City of Carpinteria  
City Council Minutes  
Regular Meeting  
Council Chambers  
Monday, May 23, 2016**

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**CALL TO ORDER**

Mayor Carty called the meeting to order at 4:35 p.m.

**ROLL CALL**

Councilmember Al Clark, Councilmember Wade Nomura, Councilmember J. Bradley Stein, Vice Mayor Fred Shaw, and Mayor Gregg A. Carty were present. City Manager Dave Durflinger, Community Development Director Steve Goggia, Jena Acos on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria, Peter Brown on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria were also present.

**PUBLIC COMMENT ON CLOSED SESSION: None.**

**CLOSED SESSION**

Jena Acos on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria announced that the City Council would temporarily adjourn to a Closed Session for the purpose of the following item:

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): One case.

**TEMPORARY ADJOURNMENT TO CLOSED SESSION**

The City Council recessed to Closed Session at 4:35 p.m.

**CALL TO ORDER**

Mayor Carty called the meeting to order at 5:30 p.m.

**ROLL CALL**

Councilmembers present:  
Councilmember Al Clark

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

Staff members present:

Dave Durlinger, City Manager  
Peter Brown on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria  
Jena Acos on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria  
Fidela Garcia, City Clerk  
Steve Goggia, Community Development Director  
John Thornberry, Administrative Services Director  
Brian C. Barrett, Management Analyst  
Matt Roberts, Director of Parks and Recreation  
Kevin Silk, Assistant to the City Manager  
Charlie Ebeling, Public Works Director  
Matt Maechler, Civil Engineer

## **CLOSED SESSION REPORT**

### **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4):  
One case.

Jena Acos on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria announced that during the Closed Session the City Council voted unanimously to authorize the City Attorney to initiate litigation. Once the litigation is formally commenced the action, the defendants, and the other particulars, shall be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

### **PLEDGE OF ALLEGIANCE**

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

Jena Acos on behalf of Brownstein Hyatt Farber Schreck, LLP, acting as City Attorney of the City of Carpinteria left the meeting at 5:32 p.m.

Mayor Carty stated that he would be adjourning the meeting in honor of and in memory of Nancy Cravens Rubio. He noted that she was very involved with the youth in the

community, her family has been involved in Carpinteria for many years, and Cravens Lane in the beach area was named after her family.

**INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: None**

**PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS: None**

**CITY MANAGER'S REPORT**

Dave Durlinger, City Manager, reported that the County of San Luis Obispo is considering an application by Phillips 66 to extend the existing railroad track to expand its capacity on oil and gas to its property there and to transport oil by rail to that facility. He noted that the City Council approved sending a letter to the San Luis Obispo County Planning Commission in April 2015 expressing concerns and recommending that the project be denied. This was reiterated in a letter sent again in January 2016. The Planning Commission considered the matter and rejected staff's recommendation for project denial and asked staff to come back with findings and conditions for project approval which will be considered on September 22. Assuming that the Planning Commission takes action to approve the project, it is anticipated that the matter will be appealed before the San Luis Obispo County Board of Supervisors. Mr. Durlinger asked the City Council to provide direction to staff to place an item on a future agenda regarding this matter to discuss whether the City Council wishes to send a letter to the San Luis Obispo Board of Supervisors to support the City Council's past letters to the Planning Commission. Councilmember Clark, Councilmember Nomura, Vice Mayor Shaw, and Mayor Carty asked that this matter be placed on a future agenda.

- City Hall will be closed on May 30 in observance of the Memorial Day Holiday. Residential trash service will be delayed by one day that week. Lifeguard service will be available on Memorial Day.
- The Hosts season begins this weekend with hosts working Fridays, Saturdays, and Sundays through Labor Day. Their assistance is appreciated for working the downtown visitor kiosk to provide visitors with information on things to do in Carpinteria.
- Linden Avenue sidewalk repairs will begin to repair two areas due to tree root damage and tree replacements in the 500 and 900 blocks. Businesses and the community are acknowledged for their patience. The work in the 500 block has begun in front of Esau's Restaurant and work in the 900 block will begin the week of June 6.
- Household hazardous waste such as antifreeze, motor oil, and electronics can be dropped off at City Hall on May 28 from 10:00 a.m. to 2:00 p.m. ABOP events are run every second and fourth Saturday of the month.

**PRESENTATIONS BY CITIZENS/PUBLIC COMMENT**

Joyce Donaldson, representing Carpinteria Valley Chamber of Commerce, invited everyone to the Chamber Mixer on May 25 at Jack's Bistro, in collaboration with Relay for Life, from 5:00 p.m. to 7:00 p.m. She noted that next week's Good Morning Carpinteria Legislative Breakfast would feature Congresswoman Lois Capps, as well as Carpinteria Valley Water District General Manager Charles Hamilton who would speak regarding the Water District's response to the drought. She also invited everyone to the ribbon cutting ceremony for Spark 45 Fitness and Physical Therapy at 550 Maple Street.

Michael Baker, Chief Operating Officer for United Boys and Girls Club, thanked the City Council for its continued support. He stated that if they could get children to attend the Boys and Girls Club 105 times in a calendar year, the children are twice as likely to graduate high school on time. He noted that the Boys and Girls Clubs across the County are recognizing the children by giving a silver membership card during a ceremony at the club upon reaching the halfway point. He announced that today their first recipient is Desmond Canfield who would be receiving his gold membership card for having already attending 105 days this year. He asked everyone to show their support by attending the June 4 auction at the Carpinteria facility.

**AGENDA MODIFICATIONS: None.**

#### **CONSENT CALENDAR**

Motion by Councilmember Stein, seconded by Councilmember Nomura, to approve the Consent Calendar including adoption of Resolution Nos. 5668, 5669, 5670, and 5663.

Upon voice vote, motion carried unanimously

2. Minutes of the regular meeting held May 9, 2016.
3. Receive the Expenditures Report for the period beginning May 3, 2016 and ending May 16, 2016.
4. Resolution Nos. 5668, 5669 and 5670 calling the November 8, 2016 General Municipal Election, requesting consolidation of election with Santa Barbara County Election Division and adopting candidate statement regulations.
5. Adopt Resolution No. 5663, authorizing the destruction of certain obsolete records in the City Clerk's Office as specified in Exhibit A of the Staff Report.
6. Authorize the City Manager to execute a purchase agreement to purchase a four wheel drive tractor.

**ADMINISTRATIVE MATTER: None**



**PUBLIC HEARING:**

7. Continuation of Carpinteria Street Lighting District No. 1 for Fiscal Year 2016-17 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 2016-17; and 2. Close the public hearing and continue the District for Fiscal Year 2016-17, by adopting Resolution No. 5666.

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

Mayor Carty opened the Public Hearing at 5:43 p.m.

There were no public comments.

Mayor Carty closed the Public Hearing at 5:45 p.m.

Motion by Vice Mayor Shaw, seconded by Councilmember Stein, to adopt Resolution No. 5666.

Upon voice vote, motion carried unanimously.

8. Continuation of Carpinteria Right-of Way Assessment District No. 3 for Fiscal Year 2016-17 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 2016-17; and 2. Close the public hearing and continue the District for Fiscal Year 2016-17, by adopting Resolution No. 5667.

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

Mayor Carty opened the Public Hearing at 5:46 p.m.

There were no public comments.

Mayor Carty closed the Public Hearing at 5:48 p.m.

Motion by Vice Mayor Shaw, seconded by Councilmember Stein, to adopt Resolution No. 5667.

Upon voice vote, motion carried unanimously.

9. Continuation of Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2016-17, Including the Suspension of the Application of the Annual Inflationary Adjustment

Recommendation: 1. Following the staff report, open the public hearing and receive any testimony and/or protests concerning the continuation of Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2016-17, to include the suspension of the application of an annual inflationary adjustment to the general assessment amount; and 2. Close the public hearing and continue the District for Fiscal Year 2016-17, by adopting Resolution No. 5664.

Brian C. Barrett, Management Analyst, presented the staff report.

Mayor Carty opened the Public Hearing at 5:49 p.m.

There were no public comments.

Mayor Carty closed the Public Hearing at 5:53 p.m.

Motion by Councilmember Stein, seconded by Councilmember Nomura, to adopt Resolution No. 5664.

Upon voice vote, motion carried unanimously.

10. Levying an Annual Assessment for the Winter Protection Berm Assessment District No. 5 for the 2016-17 Fiscal Year

Recommendation: 1. Following the Staff Report open the public hearing and receive any testimony and/or protests concerning the continuation of Assessment District No. 5 for Fiscal Year 2016-17; and 2. Close the public hearing and continue the District for Fiscal Year 2016-17 by adopting Resolution No. 5674.

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

Mayor Carty opened the Public Hearing at 5:54 p.m.

Vice Mayor Shaw inquired whether the assessment for the berm might change in the next several years due to sea level rising. Mr. Roberts responded that the City has been able to keep the current assessment level and stay fiscally solvent due to the efficiencies of the modern mechanical equipment used. He noted that the assessment district might become involved in financially participating in solutions of the Army Corps of Engineers Feasibility Study in the future. He also noted that the City is participating in a cost share study with the federal government and the State of California to look at the beach in great detail to see if there is a solution other than the berm that might be

environmentally preferred. Lastly, he noted that any increase to the assessment district would require a Proposition 218 vote.

Councilmember Stein inquired whether part of the berm could be left up year round in order to save sand or whether the berm must be completely removed annually. Mr. Roberts responded that staff tries to leave the backshore as full of sand as possible while accommodating a level beach for the public's use.

There were no public comments.

Mayor Carty closed the Public Hearing at 6:00 p.m.

Motion by Councilmember Stein, seconded by Vice Mayor Shaw, to adopt Resolution No. 5674.

Upon voice vote, motion carried unanimously.

#### **OTHER BUSINESS:**

11. Lease Agreement between the City of Carpinteria and the Friends of the Carpinteria Public Library Concerning Property at 5103 Carpinteria Avenue

Recommendation: Approve the proposed lease between the City of Carpinteria and Friends of the Carpinteria Public Library.

Kevin Silk, Assistant to the City Manager, presented the staff report.

Councilmember Clark stated that he supported the lease agreement and he inquired regarding the public benefit for leasing the building to the Friends of the Library at a reduced rent. Mr. Silk responded that one of the public benefits was that there are significant contributions made by the Friends of the Library to the library.

Patty Manuras stated that next year the Friends of the Library would be celebrating its 50<sup>th</sup> year and they have always been a fundraising group for the library. She noted that the Friends of the Library primarily sell used books and they started to make money in 2009 when they moved to this facility. She stated that the facility had become a community center visited by tourists and residents. She also stated that the State and County has reduced funding to the library and the Friends of the Library stepped in to help the library thanks to the bookstore. She noted that they now pay a quarter of the library's basic budget and they were grateful for the City's support.

Catherine Overman, Treasurer for the Friends of the Library in Carpinteria, stated that they are an all volunteer group and the book sales amount to half of the budget to keep the Librarian and keep the library doors open six days a week. She also stated they

were grateful for the reduced rent charged to the Friends of the Library for the bookstore.

Gabby Edwards, Board Member on the Friends of the Library, stated that she also serves on the County Library Advisory Committee and the other 13 libraries are very envious because of the building and bookstore resource. She also stated that they always tell everyone that they are grateful to the City of Carpinteria for generously renting the building to the Friends of the Library at below market rate.

Kirsten Ayers stated that she has been a patron of the bookstore for approximately 20 years and she loves it. She also stated that one of the benefits to Carpinteria is that the bookstore is one of the things that make Carpinteria unique. She commented that all of the volunteers are wonderful and they serve as the first face of Carpinteria to the tourists. She expressed her support and hope that the City Council continues to assist the Friends of the Library.

Larry Nimmer stated that it was great having the Friends of the Library Bookstore as well as the library, and they appreciate the support the City has given.

Motion by Councilmember Stein, seconded by Councilmember Clark, to enter into a five-year lease agreement between the City of Carpinteria and Friends of the Carpinteria Public Library at 5103 Carpinteria Avenue, the Seaside Building.

Upon voice vote, motion carried unanimously.

12. Status Report on Linden Avenue and Casitas Pass Road Interchanges Project Construction

Recommendation: Receive and file.

Councilmember Nomura recused himself due to a conflict of interest due to geographic proximity. He stepped down from the dais and exited the Council Chambers at 6:10 p.m.

Charlie Ebeling, Public Works Director provided introductory remarks.

Kirsten Ayers, representing Ayers and Associates, presented the staff report and PowerPoint presentation.

Councilmember Stein inquired what time of year the Linden Avenue closure would take place. Ms. Ayers responded that more information would be provided as they get closer to 2018. She stated that it was anticipated that the street closure would not occur during festival events.

Vice Mayor Shaw noted that Linden Avenue would be closed for three weeks and it would have a big impact on Catelino Elementary School. He suggested that the street closure be scheduled when school is not in session.

Mayor Carty inquired whether pile driving would occur in 2018. Ms. Ayers responded that pile driving would likely occur at different times throughout the project during the daytime. Mayor Carty inquired whether the current bike path would be closed or kept open. Ms. Ayers responded that the bike path would need to be closed for safety reasons because they will be building the bridges overhead. She noted that during the project they will not have continuous ramp closures and Caltrans will not allow the contractor to close two successive ramps. She stated that once construction takes place on the off-ramp at Linden, Reynolds and Casitas Pass Road would be open.

Paul Wright, Carpinteria small business owner, stated that the project would affect everyone who comes through town, specifically visitors who come for the day or evening or to the State Park. He also stated that everyone has been told to have a positive attitude and the project would go much better. He also stated that everyone needs to ensure business owners are hooked up to all the online services and advertisements and disseminate information to all their customers and visitors.

Carpinteria high school student asked regarding the cost of the project. Ms. Ayers responded that the construction cost is approximately \$60 million and the overall project cost will be approximately \$80 million.

The report was received and filed.

Councilmember Nomura returned to the Council Chambers and took his seat at the dais at 7:43 p.m.

### 13. Status Report on the Carpinteria Avenue Bridge Replacement Project

Receive and file.

Charlie Ebeling, Public Works Director, presented the report. He responded to questions regarding the grant administration.

Kirsten Ayers, representing Ayers and Associates, provided a PowerPoint presentation.

Councilmember Clark inquired whether there would be coordination of street closures with the Linden Avenue and Casitas Pass Road Interchanges Project. Ms. Ayers responded there would be coordination and the Project Team included Mr. Ebeling who would ensure project coordination and consistency.

Mayor Carty inquired whether anyone had looked into whether Casitas Pass Road would be used more for travel. Ms. Ayers responded that they saw that as long as the

lanes on the freeway are open there is not much diversion onto streets or alternate routes because travel time is the same. Mayor Carty inquired whether there was a possibility the same contractor would be used for both projects. Ms. Ayers responded that it was possible and she noted that the apparent low bidder for Linden Avenue and Casitas Pass Road Interchanges Project is Security Paving who built the freeway widening from Santa Barbara to Montecito.

Mr. Ebeling stated that the preliminary cost for the Carpinteria Avenue Bridge Replacement Project was \$15 million and the City's match would be approximately \$1.9 million. He noted that Public Works staff would work on setting aside funds for the match, such as Measure A funds and development impact fees. He stated that as the grant administrator he would be pushing the consultant to complete the bridge as soon as possible in order to avoid inflationary cost issues.

There were no public comments.

The report was received and filed.

14. Closeout of City Maintenance Project No. 15045, Via Real Sidewalk Improvements Project

Recommendation: 1. Authorize the Mayor to sign the Closeout Agreement and Release of Claims for City Maintenance Project No. 15045 (Via Real Sidewalk Improvements Project) with Toro Enterprises; and 2. Authorize the City Clerk to release Performance Bond No. 106373552 in the amount of \$81,726.25.

Matt Maechler, Civil Engineer, presented the staff report and PowerPoint presentation.

There were no public comments.

Motion by Vice Mayor Shaw, seconded by Councilmember Stein, to authorize the Mayor to sign the Closeout Agreement and Release of Claims for City Maintenance Project No. 15045 (Via Real Sidewalk Improvements Project) with Toro Enterprises; and authorize the City Clerk to release Performance Bond No. 106373552 in the amount of \$81,726.25.

Upon voice vote, motion carried unanimously.

**COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS**

Councilmember Stein reported he attended the Budget Subcommittee meeting earlier in the day and they are planning a status quo budget. He noted the City is still subsidizing many of its special districts, which would need to be considered sooner rather than later.

Vice Mayor Shaw reported the attended a Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) meeting. They want to raise the cost of the City's membership from \$9,000 to \$11,700. There has been no increase since 2008/09. He spoke regarding the many services provided by BEACON. Dave Durflinger, City Manager, noted that the draft budget would include the rate increase. The city is a member and there is an agreement amongst the participants of BEACON and the agreement will be brought back to the City Council to reflect the new rate.

Vice Mayor Shaw also reported he attended a Coastal Housing Coalition Santa Barbara County Housing Conference where they discussed the fact that density is a misleading measuring device for zoning, gaps in walkability, 30 percent of all residences are single residency, by 2040 70 – 85% of homes will have no children, Millennials are looking for smaller homes close to public transportation, use of vanpools, and increased infill development with higher density.

#### **ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS**

All Councilmembers are expected to be in attendance at the June 13, 2016 City Council meeting.

#### **ADJOURNMENT**

The meeting was adjourned at 7:25 p.m. by Mayor Carty, in honor and in memory of Nancy Cravens Rubio.

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Gregg A. Carty, Mayor

ATTEST:

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Fidela Garcia, CMC, City Clerk







# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT June 13, 2016

### **ITEM FOR COUNCIL CONSIDERATION**

Expenditures for the period beginning May 17, 2016 and ending June 7, 2016.

### **STAFF RECOMMENDATION**

Action Item \_\_\_\_ ; Non-Action Item X

That the City Council accept this report concerning the current list of warrants pursuant to Carpinteria Municipal Code 2.08.150(F).

### **DISCUSSION**

As part of each regular City Council agenda, a list of all checks (attached) dispersed since the last reporting period is presented to the City Council pursuant to C.M.C. 2.08.150(F). The report is provided for City Council and public information and serves as Staff's verification that the expenditures have been reviewed and are within budgeted appropriations.

### **FINANCIAL CONSIDERATIONS**

The warrant register included as an attachment is designed to communicate fiscal activity since the prior reporting period. No action is requested as part of this report.

### **ATTACHMENTS**

Attachment A: Warrant Register for the period beginning May 17, 2016 and ending June 7, 2016.

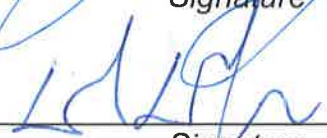
Staff contact: Monique Epley, Finance Supervisor  
(805) 684-5405 ext. 406  
[moniquee@ci.carpinteria.ca.us](mailto:moniquee@ci.carpinteria.ca.us)

  
Signature

Reviewed by: John Thornberry, Admin. Services Director

  
\_\_\_\_\_  
Signature

Reviewed by: Dave Durflinger, City Manager

  
\_\_\_\_\_  
Signature

10:12 AM

06/07/16

**CITY OF CARPINTERIA**  
**Warrant Register**  
May 17 through June 7, 2016

| Date     | Num       | Name                                | Source Name        | Memo                        | Account                             | Paid Amount |
|----------|-----------|-------------------------------------|--------------------|-----------------------------|-------------------------------------|-------------|
| 05/18/16 | 88114     | ALAMO SELF STORAGE                  | ALAMO SELF STO...  | OFFSITE STORAGE FEES        | 1000101 · Operating Cash 10         |             |
| 05/17/16 |           |                                     | ALAMO SELF STO...  | OFFSITE STORAGE FEES        | 1013221 · Miscellaneous Contract... | (335.00)    |
| TOTAL    |           |                                     |                    |                             |                                     | (335.00)    |
| 05/18/16 | 88115     | AT & T MOBILITY                     | AT & T MOBILITY    | ACCOUNT 828848611           | 1000101 · Operating Cash 10         |             |
| 05/05/16 | 828848611 |                                     | AT & T MOBILITY    | POOL SUPT                   | 4866308 · Supplies & Materials 66   | (99.00)     |
|          |           |                                     | AT & T MOBILITY    | ASP/AC                      | 4868308 · Supplies & Materials 68   | (62.87)     |
|          |           |                                     | AT & T MOBILITY    | PARK MTC                    | 2862308 · Supplies & Materials 62   | (12.96)     |
|          |           |                                     | AT & T MOBILITY    | BEACH                       | 2862308 · Supplies & Materials 62   | (57.87)     |
| TOTAL    |           |                                     |                    |                             |                                     | (232.70)    |
| 05/18/16 | 88116     | BAYARD                              | BAYARD             | INV-77051                   | 1000101 · Operating Cash 10         |             |
| 04/30/16 | INV-77051 |                                     | BAYARD             | RECRUITMENT                 | 1016303 · Recruitment Advertising   | (700.00)    |
| TOTAL    |           |                                     |                    |                             |                                     | (700.00)    |
| 05/18/16 | 88117     | CARPINTERIA MAGAZINE                | CARPINTERIA MA...  | 47973                       | 1000101 · Operating Cash 10         |             |
| 05/12/16 | 47973     |                                     | CARPINTERIA MA...  | CARPINTERIA MAGAZINE SUMMER | 1044302 · Marketing Materials       | (1,295.00)  |
| TOTAL    |           |                                     |                    |                             |                                     | (1,295.00)  |
| 05/18/16 | 88118     | CARPINTERIA VALLEY CHAMBER OF CO... | CARPINTERIA VAL... | 7430                        | 1000101 · Operating Cash 10         |             |
| 04/21/16 | 7430      |                                     | CARPINTERIA VAL... | 2016 DIRECTORY AD           | 1044302 · Marketing Materials       | (2,970.75)  |
| TOTAL    |           |                                     |                    |                             |                                     | (2,970.75)  |
| 05/18/16 | 88119     | CENTRAL COAST IMAGING SOLUTIONS     | CENTRAL COAST I... |                             | 1000101 · Operating Cash 10         |             |
| 05/09/16 | AR32977   |                                     | CENTRAL COAST I... | COPIER SERVICING            | 1018222 · Equipment Maintenance     | (796.59)    |
| 05/09/16 | AR32978   |                                     | CENTRAL COAST I... | COPIER SERVICING            | 1018222 · Equipment Maintenance     | (100.96)    |
| TOTAL    |           |                                     |                    |                             |                                     | (897.55)    |
| 05/18/16 | 88120     | COASTAL VIEW NEWS                   | COASTAL VIEW N...  | 47933                       | 1000101 · Operating Cash 10         |             |
| 05/12/16 | 47933     |                                     | COASTAL VIEW NE... | CERT TRAINING               | 1024303 · Printing & Advertising 24 | (248.00)    |
| TOTAL    |           |                                     |                    |                             |                                     | (248.00)    |
| 05/18/16 | 88121     | DIAMOND A EQUIPMENT                 | DIAMOND A EQUIP... | INVOICE #IS16868            | 1000101 · Operating Cash 10         |             |
| 05/11/16 | IS16868   |                                     | DIAMOND A EQUIP... | VEHICLE REPAIR              | 2531307 · Vehicle Oper & Mainten... | (1,442.11)  |

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| TOTAL    |              |                                     |                    |                                 |                                     | (1,442.11)  |
| 05/18/16 | 88122        | EVERSHADE EXTERIOR CLEANING SOLU... | EVERSHADE EXTE...  | INVOICE 7644                    | 1000101 · Operating Cash 10         |             |
| 05/09/16 | 7644         |                                     | EVERSHADE EXTE...  | LINDEN/CARP POWER WASHING       | 3332225 · ROW Maintenance 32        | (8,750.00)  |
| TOTAL    |              |                                     |                    |                                 |                                     | (8,750.00)  |
| 05/18/16 | 88123        | FIRST BANKCARD                      | FIRST BANKCARD     | 1438                            | 1000101 · Operating Cash 10         |             |
| 04/26/16 | 1438         |                                     | FIRST BANKCARD     | DOOR CONTEST PIZZA PARTY        | 1016310 · Employee/Public Relati... | (153.72)    |
|          |              |                                     | FIRST BANKCARD     | DOOR CONTEST PIZZA PARTY        | 1016310 · Employee/Public Relati... | (38.26)     |
|          |              |                                     | FIRST BANKCARD     | MENDOZA RETIREMENT              | 1016310 · Employee/Public Relati... | (24.32)     |
|          |              |                                     | FIRST BANKCARD     | GIFT CARDS                      | 1016310 · Employee/Public Relati... | (71.86)     |
|          |              |                                     | FIRST BANKCARD     | SYMPATHY GIFT                   | 1016310 · Employee/Public Relati... | (67.26)     |
|          |              |                                     | FIRST BANKCARD     | RECRUITMENT AD                  | 1016303 · Recruitment Advertising   | (670.69)    |
|          |              |                                     | FIRST BANKCARD     | TRAINING REGISTRATION           | 1016228 · Employee Training         | (81.44)     |
|          |              |                                     | FIRST BANKCARD     | MENDOZA RETIREMENT              | 1016310 · Employee/Public Relati... | (206.95)    |
|          |              |                                     | FIRST BANKCARD     | RECRUITMENT AD                  | 1016303 · Recruitment Advertising   | (662.31)    |
|          |              |                                     | FIRST BANKCARD     | RECRUITMENT AD                  | 1016303 · Recruitment Advertising   | (411.04)    |
|          |              |                                     | FIRST BANKCARD     | MENDOZA RETIREMENT              | 1016310 · Employee/Public Relati... | (37.30)     |
|          |              |                                     | FIRST BANKCARD     | RECRUITMENT AD                  | 1016303 · Recruitment Advertising   | (21.56)     |
| TOTAL    |              |                                     |                    |                                 |                                     | (2,446.71)  |
| 05/18/16 | 88124        | FRONTIER COMMUNICATIONS             | FRONTIER COMM...   | 805-684-4508-092602-5           | 1000101 · Operating Cash 10         |             |
| 04/22/16 | 805-684-4508 |                                     | FRONTIER COMMU...  | OUTSIDE PD                      | 1013301 · Telephone 13              | (45.36)     |
| TOTAL    |              |                                     |                    |                                 |                                     | (45.36)     |
| 05/18/16 | 88125        | GUZMAN, JOSEPHINE                   | GUZMAN, JOSEPH...  | INVOICE #1012                   | 1000101 · Operating Cash 10         |             |
| 05/15/16 | 1012         |                                     | GUZMAN, JOSEPHI... | 05-09-16 CC MINUTES             | 1011221 · Contract Services 11      | (250.00)    |
| TOTAL    |              |                                     |                    |                                 |                                     | (250.00)    |
| 05/18/16 | 88126        | JONES, CLIFTON*                     | JONES, CLIFTON*    | 2016 REGISTRATION REIMBURSEMENT | 1000101 · Operating Cash 10         |             |
| 01/06/16 | REG REIMB... |                                     | JONES, CLIFTON*    | 2016 REGISTRATION REIMBURSEMENT | 4868308 · Supplies & Materials 68   | (63.00)     |
| TOTAL    |              |                                     |                    |                                 |                                     | (63.00)     |
| 05/18/16 | 88127        | LAWSON PRODUCTS INC                 | LAWSON PRODUC...   | 9304025141                      | 1000101 · Operating Cash 10         |             |
| 04/13/16 | 9304025141   |                                     | LAWSON PRODUC...   | GENERAL SHOP SUPPLIES           | 3332308 · Supplies & Materials 32   | (316.72)    |
| TOTAL    |              |                                     |                    |                                 |                                     | (316.72)    |
| 05/18/16 | 88128        | LECHUGA, JOSE LUIS*                 | LECHUGA, JOSE L... | CLEANING DEPOSIT REFUND         | 1000101 · Operating Cash 10         |             |

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| 05/13/16 | DEPOSIT R... |                               | LECHUGA, JOSE L... | CLEANING DEPOSIT REFUND | 1000231 · Veterans Building Depo... | (100.00)    |
| TOTAL    |              |                               |                    |                         |                                     | (100.00)    |
| 05/18/16 | 88129        | MCCORMIX CORP                 | MCCORMIX CORP      | INVOICE #915644         | 1000101 · Operating Cash 10         |             |
| 04/30/16 | 915644       |                               | MCCORMIX CORP      | PW VEHICLE FUEL         | 3332307 · Vehicle Oper & Mainten... | (140.74)    |
| TOTAL    |              |                               |                    |                         |                                     | (140.74)    |
| 05/18/16 | 88130        | MNS ENGINEERS INC             | MNS ENGINEERS I... | 66869                   | 1000101 · Operating Cash 10         |             |
| 04/19/16 | 66869        |                               | MNS ENGINEERS I... | PROJ 1816               | 1000251 · Development Deposits      | (1,360.00)  |
| TOTAL    |              |                               |                    |                         |                                     | (1,360.00)  |
| 05/18/16 | 88131        | PACIFIC PLUMBING SPECIALITIES | PACIFIC PLUMBIN... |                         | 1000101 · Operating Cash 10         |             |
| 04/20/16 | 1035-0       |                               | PACIFIC PLUMBIN... | BEACH RESTROOM          | 2862308 · Supplies & Materials 62   | (161.99)    |
| 04/21/16 | 1036-0       |                               | PACIFIC PLUMBIN... | POOL SHOWERS            | 4866308 · Supplies & Materials 66   | (139.10)    |
| TOTAL    |              |                               |                    |                         |                                     | (301.09)    |
| 05/18/16 | 88132        | PERMACOLOR INC                | PERMACOLOR INC     |                         | 1000101 · Operating Cash 10         |             |
| 05/06/16 | 2766947      |                               | PERMACOLOR INC     | PW VEHICLE SUPPLIES     | 2531307 · Vehicle Oper & Mainten... | (250.00)    |
| TOTAL    |              |                               |                    |                         |                                     | (250.00)    |
| 05/18/16 | 88133        | REAL GREEN GARDENING          | REAL GREEN GAR...  | 0001511                 | 1000101 · Operating Cash 10         |             |
| 03/31/16 | 0001511      |                               | REAL GREEN GAR...  | AMTRAK DEPOT            | 3332225 · ROW Maintenance 32        | (340.00)    |
| TOTAL    |              |                               |                    |                         |                                     | (340.00)    |
| 05/18/16 | 88134        | RINCON ENGINEERING            | RINCON ENGINEE...  | INVOICE 64036           | 1000101 · Operating Cash 10         |             |
| 04/22/16 | 64036        |                               | RINCON ENGINEE...  | PARKS                   | 2361221 · Miscellaneous Contracts   | (200.00)    |
| TOTAL    |              |                               |                    |                         |                                     | (200.00)    |
| 05/18/16 | 88135        | ROCKWELL PRINTING             | ROCKWELL PRINT...  |                         | 1000101 · Operating Cash 10         |             |
| 05/11/16 | 28045        |                               | ROCKWELL PRINTI... | BUS TAX CERTIFICATES    | 1013308 · Supplies & Materials 13   | (196.88)    |
| 05/11/16 | 28046        |                               | ROCKWELL PRINTI... | WINDOW ENVELOPES        | 1013308 · Supplies & Materials 13   | (679.11)    |
| TOTAL    |              |                               |                    |                         |                                     | (875.99)    |
| 05/18/16 | 88136        | SO CA EDISON                  | SO CA EDISON       | 2-01-201-6465           | 1000101 · Operating Cash 10         |             |

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| 05/07/16 | 2-01-201-64... |                                | SO CA EDISON         | STREET LIGHTING         | 2923220 · Street Lighting           | (7,403.91)  |
| TOTAL    |                |                                |                      |                         |                                     | (7,403.91)  |
| 05/18/16 | 88137          | STAPLES ADVANTAGE              | STAPLES ADVANT...    | 3300008844              | 1000101 · Operating Cash 10         |             |
| 04/22/16 | 3300008844     |                                | STAPLES ADVANT...    | OFFICE SUPPLIES         | 1013308 · Supplies & Materials 13   | (1,131.25)  |
| TOTAL    |                |                                |                      |                         |                                     | (1,131.25)  |
| 05/18/16 | 88138          | THE STORAGE PLACE              | THE STORAGE PL...    | STORAGE MAY 2016        | 1000101 · Operating Cash 10         |             |
| 05/03/16 | 6560           |                                | THE STORAGE PL...    | OFFSITE STORAGE RENTAL  | 1013221 · Miscellaneous Contract... | (325.00)    |
| TOTAL    |                |                                |                      |                         |                                     | (325.00)    |
| 05/18/16 | 88139          | TRANSAMERICA EMPLOYEE BENEFITS | TRANSAMERICA E...    | GROUP ID#G000026466     | 1000101 · Operating Cash 10         |             |
| 05/01/16 | JUN 2016 ...   |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1030194 · Wellness 30               | (18.75)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1016194 · Wellness 16               | (35.70)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1030194 · Wellness 30               | (56.75)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1041194 · Wellness 41               | (36.45)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 4868194 · Wellness 68               | (35.70)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1011194 · Wellness 11               | (18.75)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1030194 · Wellness 30               | (40.68)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1012194 · Wellness 12               | (33.12)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1022194 · Wellness 22               | (35.70)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1012194 · Wellness 12               | (35.70)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1041194 · Wellness 41               | (87.43)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1041194 · Wellness 41               | (33.12)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1022194 · Wellness 22               | (72.48)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 2531194 · Wellness 31               | (109.37)    |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1030194 · Wellness 30               | (35.70)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 2531194 · Wellness 31               | (67.40)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1011194 · Wellness 11               | (35.70)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 1022194 · Wellness 22               | (18.75)     |
|          |                |                                | TRANSAMERICA E...    | JUN 2016 WELLNESS       | 4868194 · Wellness 68               | (18.75)     |
| TOTAL    |                |                                |                      |                         |                                     | (826.00)    |
| 05/18/16 | 88140          | VAN ATTA ASSOCIATES INC        | VAN ATTA ASSOCI...   | 5548                    | 1000101 · Operating Cash 10         |             |
| 03/21/16 | 5548           |                                | VAN ATTA ASSOCI...   | COMMUNITY GARDEN GRANT  | 2000261 · Deferred Revenue 20       | (781.25)    |
| TOTAL    |                |                                |                      |                         |                                     | (781.25)    |
| 05/18/16 | 88141          | VILLAFANA, VIVIDIANA*          | VILLAFANA, VIVIDI... | CLEANING DEPOSIT REFUND | 1000101 · Operating Cash 10         |             |
| 05/13/16 | DEPOSIT R...   |                                | VILLAFANA, VIVIDI... | CLEANING DEPOSIT REFUND | 1000231 · Veterans Building Depo... | (250.25)    |
| TOTAL    |                |                                |                      |                         |                                     | (250.25)    |

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| 05/18/16 | 88142         | WEST GROUP                      | WEST GROUP         | 565-139-500                  | 1000101 · Operating Cash 10         |             |
| 04/30/16 | 833917359     |                                 | WEST GROUP         | SUBSCRIPTION PRODUCT CHARGES | 1051305 · Dues & Subscriptions 51   | (136.66)    |
| TOTAL    |               |                                 |                    |                              |                                     | (136.66)    |
| 05/18/16 | 88143         | WESTERN EXTERMINATOR COMPANY    | WESTERN EXTER...   | APR 2016 BILLING             | 1000101 · Operating Cash 10         |             |
| 04/30/16 | APR 2017 B... |                                 | WESTERN EXTER...   | PROJ 4865 MEDICAL CLINIC     | 1000251 · Development Deposits      | (48.50)     |
| TOTAL    |               |                                 |                    |                              |                                     | (48.50)     |
| 05/18/16 | 88144         | ZARAGOZA, MARLEN                | ZARAGOZA, MARL...  | CLEANING DEPOSIT REFUND      | 1000101 · Operating Cash 10         |             |
| 05/13/16 | DEPOSIT R...  |                                 | ZARAGOZA, MARL...  | CLEANING DEPOSIT REFUND      | 1000231 · Veterans Building Depo... | (100.00)    |
| TOTAL    |               |                                 |                    |                              |                                     | (100.00)    |
| 05/18/16 | 88145         | 49ER COMMUNICATIONS, INC        | 49ER COMMUNICA...  | INVOICE #IN36711             | 1000101 · Operating Cash 10         |             |
| 05/06/16 | IN36711       |                                 | 49ER COMMUNICA...  | EMERGENCY RADIOS             | 2531304 · Radio Maintenance/Re...   | (1,497.85)  |
| TOTAL    |               |                                 |                    |                              |                                     | (1,497.85)  |
| 05/18/16 | 88146         | A-OK POWER EQUIPMENT            | A-OK POWER EQU...  | 171451                       | 1000101 · Operating Cash 10         |             |
| 04/28/16 | 171451        |                                 | A-OK POWER EQU...  | PW SHOP                      | 2531308 · Supplies & Materials 31   | (552.85)    |
| TOTAL    |               |                                 |                    |                              |                                     | (552.85)    |
| 05/18/16 | 88147         | ALL AROUND LANDSCAPE SUPPLY     | ALL AROUND LAN...  | S1873099.001                 | 1000101 · Operating Cash 10         |             |
| 04/26/16 | S1873099.0... |                                 | ALL AROUND LAN...  | ROW                          | 3332308 · Supplies & Materials 32   | (78.78)     |
| TOTAL    |               |                                 |                    |                              |                                     | (78.78)     |
| 05/18/16 | 88148         | ALMETEK INDUSTRIES, INC         | ALMETEK INDUST...  | 213392                       | 1000101 · Operating Cash 10         |             |
| 04/26/16 | 213392        |                                 | ALMETEK INDUST...  | PW SUPPLIES                  | 3937308 · Supplies & Materails 37   | (350.00)    |
|          |               |                                 | ALMETEK INDUST...  | PW SUPPLIES                  | 2779622 · Storm Drain Signs         | (750.00)    |
| TOTAL    |               |                                 |                    |                              |                                     | (1,100.00)  |
| 05/18/16 | 88149         | BIG GREEN CLEANING COMPANY      | BIG GREEN CLEA...  |                              | 1000101 · Operating Cash 10         |             |
| 04/27/16 | 475577        |                                 | BIG GREEN CLEAN... | CITY HALL                    | 1013224 · Interior Maintenance      | (98.00)     |
| 04/27/16 | 475568        |                                 | BIG GREEN CLEAN... | ROW                          | 3937302 · Environmental Services    | (65.00)     |
| TOTAL    |               |                                 |                    |                              |                                     | (163.00)    |
| 05/18/16 | 88150         | BROWNSTEIN HYATT FARBER SCHRECK | BROWNSTEIN HYA...  | INVOICE #636266              | 1000101 · Operating Cash 10         |             |

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| 04/25/16 | 636266        |                                      | BROWNSTEIN HYA...   | CITY ATTORNEY RETAINER  | 1017220 · City Attorney Retainer     | (46,037.50) |
|          |               |                                      | BROWNSTEIN HYA...   | LITIGATION              | 1017228 · Litigation                 | (8,756.77)  |
| TOTAL    |               |                                      |                     |                         |                                      | (54,794.27) |
| 05/18/16 | 88151         | FRONTIER COMMUNICATIONS              | FRONTIER COMM...    | 20918825000615895       | 1000101 · Operating Cash 10          |             |
| 04/28/16 | 209-188-25... |                                      | FRONTIER COMMU...   | CITY HALL PHONES        | 1013301 · Telephone 13               | (639.90)    |
| TOTAL    |               |                                      |                     |                         |                                      | (639.90)    |
| 05/18/16 | 88152         | LAKESHIRTS                           | LAKESHIRTS          |                         | 1000101 · Operating Cash 10          |             |
| 04/28/16 | 147410        |                                      | LAKESHIRTS          | RESALE ITEMS            | 4864302 · Purchases for Inventory... | (466.82)    |
| 04/28/16 | 147050        |                                      | LAKESHIRTS          | RESALE ITEMS            | 4864302 · Purchases for Inventory... | (466.38)    |
| TOTAL    |               |                                      |                     |                         |                                      | (933.20)    |
| 05/18/16 | 88153         | SANTA BARBARA COUNTY, SHERIFF'S D... | SANTA BARBARA ...   |                         | 1000101 · Operating Cash 10          |             |
| 04/18/16 | 16-252        |                                      | SANTA BARBARA ...   | SHERIFF OVERTIME        | 1021215 · Sheriff's Overtime         | (478.71)    |
| 05/02/16 | 16-274        |                                      | SANTA BARBARA ...   | SHERIFF OVERTIME        | 1021215 · Sheriff's Overtime         | (393.78)    |
| TOTAL    |               |                                      |                     |                         |                                      | (872.49)    |
| 05/18/16 | 88154         | SANTA BARBARA PEST CONTROL           | SANTA BARBARA ...   | 70946                   | 1000101 · Operating Cash 10          |             |
| 04/28/16 | 70946         |                                      | SANTA BARBARA ...   | RODENT CONTROL          | 3332223 · Chemical Treatment         | (65.00)     |
| TOTAL    |               |                                      |                     |                         |                                      | (65.00)     |
| 05/18/16 | 88155         | STAPLES ADVANTAGE                    | STAPLES ADVANT...   |                         | 1000101 · Operating Cash 10          |             |
| 04/24/16 | 3300319654    |                                      | STAPLES ADVANT...   | OFFICE SUPPLIES         | 1013308 · Supplies & Materials 13    | (155.65)    |
| 04/24/16 | 3300319652    |                                      | STAPLES ADVANT...   | CITY HALL RESTROOM      | 1013224 · Interior Maintenance       | (190.34)    |
| 04/27/16 | 3300475421    |                                      | STAPLES ADVANT...   | ROW                     | 3332308 · Supplies & Materials 32    | (98.24)     |
| 04/28/16 | 3300558313    |                                      | STAPLES ADVANT...   | OFFICE SUPPLIES         | 1013308 · Supplies & Materials 13    | (491.08)    |
| TOTAL    |               |                                      |                     |                         |                                      | (935.31)    |
| 05/18/16 | 88156         | UTILITY COST MANAGEMENT LLC          | UTILITY COST MA...  | INVOICE #21378          | 1000101 · Operating Cash 10          |             |
| 04/28/16 | 21378         |                                      | UTILITY COST MAN... | STREET LIGHTING SERVICE | 2923220 · Street Lighting            | (175.88)    |
| TOTAL    |               |                                      |                     |                         |                                      | (175.88)    |
| 05/18/16 | 88157         | VAN ATTA ASSOCIATES INC              | VAN ATTA ASSOCI...  | 5569                    | 1000101 · Operating Cash 10          |             |
| 04/25/16 | 5569          |                                      | VAN ATTA ASSOCI...  | COMMUNITY GARDEN GRANT  | 2000261 · Deferred Revenue 20        | (729.75)    |



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| TOTAL    |              |                                    |                    |                              |                                     | (729.75)    |
| 05/18/16 | 88158        | THE RINCONS BAND                   | THE RINCONS BAND   | COMMUNITY POOL FUNDRAISER    | 1000101 · Operating Cash 10         |             |
| 05/19/16 | POOL FUN...  |                                    | THE RINCONS BAND   | POOL TILE WALL GRANT         | 2000261 · Deferred Revenue 20       | (200.00)    |
| TOTAL    |              |                                    |                    |                              |                                     | (200.00)    |
| 05/25/16 | 88159        | ACCESS CONTROL SECURITY, INC.      | ACCESS CONTRO...   | INVOICE 0023573              | 1000101 · Operating Cash 10         |             |
| 05/04/16 | 0023573      |                                    | ACCESS CONTRO...   | VETS HALL SECURITY           | 4848352 · VETS HALL RENTALS         | (410.52)    |
| TOTAL    |              |                                    |                    |                              |                                     | (410.52)    |
| 05/25/16 | 88160        | ALLIANT INSURANCE SERVICES         | ALLIANT INSURAN... | INVOICE #459829              | 1000101 · Operating Cash 10         |             |
| 04/28/16 | 459829       |                                    | ALLIANT INSURAN... | FY 16-17 CRIME RENEWAL       | 1015323 · Insurance/Bond Premiu...  | (1,725.00)  |
| TOTAL    |              |                                    |                    |                              |                                     | (1,725.00)  |
| 05/25/16 | 88161        | ARYA ICE CREAM                     | ARYA ICE CREAM     | 1391607702                   | 1000101 · Operating Cash 10         |             |
| 03/17/16 | 1391607702   |                                    | ARYA ICE CREAM     | POOL RESALE ITEMS            | 4866350 · Supplies for Resale       | (190.68)    |
| TOTAL    |              |                                    |                    |                              |                                     | (190.68)    |
| 05/25/16 | 88162        | AVILA AND ASSOCIATES               | AVILA AND ASSOC... |                              | 1000101 · Operating Cash 10         |             |
| 04/29/16 | 2025         |                                    | AVILA AND ASSOC... | PROJ 1522 FEMA MAP REVISION  | 1000251 · Development Deposits      | (3,173.27)  |
| 04/30/16 | 2050         |                                    | AVILA AND ASSOC... | PROJ 1522 CLOMR              | 1000251 · Development Deposits      | (3,108.66)  |
| TOTAL    |              |                                    |                    |                              |                                     | (6,281.93)  |
| 05/25/16 | 88163        | AYALA, DINORAH*                    | AYALA, DINORAH*    | DEPOSIT REFUND               | 1000101 · Operating Cash 10         |             |
| 05/09/16 | DEPOSIT R... |                                    | AYALA, DINORAH*    | CLEANING DEPOSIT REFUND      | 1000231 · Veterans Building Depo... | (257.40)    |
| TOTAL    |              |                                    |                    |                              |                                     | (257.40)    |
| 05/25/16 | 88164        | CALIFORNIA STATE DISBURSEMENT UNIT | CALIFORNIA STAT... | CASE NUMBER 0850182383-01    | 1000101 · Operating Cash 10         |             |
| 04/20/16 | PAYROLL 0... |                                    | CALIFORNIA STAT... | PAYROLL WITHHOLDING 05-26-16 | 1000105 · ICMA Cash                 | (330.46)    |
| TOTAL    |              |                                    |                    |                              |                                     | (330.46)    |
| 05/25/16 | 88165        | CARPINTERIA MIDDLE SCHOOL          | CARPINTERIA MID... | REIMBURSE POOL SUPPLIES      | 1000101 · Operating Cash 10         |             |
| 05/23/16 | POOL SUP...  |                                    | CARPINTERIA MID... | CASH HANDLING SUPPLIES       | 4866308 · Supplies & Materials 66   | (23.38)     |
| TOTAL    |              |                                    |                    |                              |                                     | (23.38)     |

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| 05/25/16 | 88166    | CHEVRON & TEXACO BUSINESS CARD S... | CHEVRON & TEXA...  | 789-819-058-7                           | 1000101 · Operating Cash 10         |             |
| 05/22/16 | 47462360 |                                     | CHEVRON & TEXA...  | VEHICLE FUEL                            | 1013307 · Vehicle Oper & Mainten... | (614.22)    |
|          |          |                                     | CHEVRON & TEXA...  | VEHICLE FUEL                            | 2531307 · Vehicle Oper & Mainten... | (131.93)    |
|          |          |                                     | CHEVRON & TEXA...  | VEHICLE FUEL                            | 3332307 · Vehicle Oper & Mainten... | (811.18)    |
|          |          |                                     | CHEVRON & TEXA...  | VEHICLE FUEL                            | 2361307 · Vehicle Oper/Maintena...  | (126.03)    |
| TOTAL    |          |                                     |                    |                                         |                                     | (1,683.36)  |
| 05/25/16 | 88167    | COAST OFFICE TECHNOLOGY             | COAST OFFICE TE... |                                         | 1000101 · Operating Cash 10         |             |
| 05/01/16 | 4989     |                                     | COAST OFFICE TE... | COMPUTER MAINTENANCE                    | 1018222 · Equipment Maintenance     | (3,697.25)  |
| 05/17/16 | 2016104  |                                     | COAST OFFICE TE... | COMPUTER PRODUCT                        | 1070417 · Computer Hardware         | (280.89)    |
| TOTAL    |          |                                     |                    |                                         |                                     | (3,978.14)  |
| 05/25/16 | 88168    | COASTAL VIEW NEWS                   | COASTAL VIEW N...  | 47887                                   | 1000101 · Operating Cash 10         |             |
| 05/04/16 | 47887    |                                     | COASTAL VIEW NE... | POOL TILE WALL GRANT                    | 2000261 · Deferred Revenue 20       | (248.00)    |
| TOTAL    |          |                                     |                    |                                         |                                     | (248.00)    |
| 05/25/16 | 88169    | DATA TICKET INC                     | DATA TICKET INC    | INVOICE 69961                           | 1000101 · Operating Cash 10         |             |
| 05/02/16 | 69961    |                                     | DATA TICKET INC    | CITATION PROCESSING                     | 1022214 · Hearing Officer           | (200.00)    |
| TOTAL    |          |                                     |                    |                                         |                                     | (200.00)    |
| 05/25/16 | 88170    | DELL BUSINESS CREDIT                | DELL BUSINESS C... | ACCT# 6879-4502-0401-5280-229           | 1000101 · Operating Cash 10         |             |
| 05/05/16 | 229      |                                     | DELL BUSINESS C... | COMPUTER HARDWARE                       | 1018222 · Equipment Maintenance     | (1,094.41)  |
| TOTAL    |          |                                     |                    |                                         |                                     | (1,094.41)  |
| 05/25/16 | 88171    | DRAKE HAGLAN & ASSOCIATES, INC.     | DRAKE HAGLAN &...  | INVOICE #12034-44                       | 1000101 · Operating Cash 10         |             |
| 05/09/16 | 12034-44 | 15016                               | DRAKE HAGLAN & ... | HBR GRANT                               | 2000261 · Deferred Revenue 20       | (4,129.11)  |
|          |          | 15016                               | DRAKE HAGLAN & ... | HBR GRANT                               | 2079614 · FHWA HBR 20               | (4,129.13)  |
|          |          | 15016                               | DRAKE HAGLAN & ... | DIF PROGRAM HIGHWAY BRIDGES & INTERC... | 3100232 · DIF Highway Interchange   | (534.98)    |
|          |          | 15016                               | DRAKE HAGLAN & ... | DIF PROGRAM HIGHWAY BRIDGES & INTERC... | 3179616 · FHWA HBR 31               | (534.98)    |
| TOTAL    |          |                                     |                    |                                         |                                     | (9,328.20)  |
| 05/25/16 | 88172    | DUDEK                               | DUDEK              |                                         | 1000101 · Operating Cash 10         |             |
| 05/18/16 | 20162202 |                                     | DUDEK              | PROJ 1522                               | 1000251 · Development Deposits      | (250.00)    |
| 05/18/16 | 20162203 |                                     | DUDEK              | PROJ 1685                               | 1000251 · Development Deposits      | (307.56)    |
| TOTAL    |          |                                     |                    |                                         |                                     | (557.56)    |

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| 05/25/16 | 88173        | EDD-SDI                          | EDD-SDI             | 776-5147-9                       | 1000101 · Operating Cash 10         |             |
| 04/20/16 | PAYROLL 0... |                                  | EDD-SDI             | PAYROLL 05-26-16                 | 1000223 · SDI Withheld              | (963.78)    |
| TOTAL    |              |                                  |                     |                                  |                                     | (963.78)    |
| 05/25/16 | 88174        | EDD-SIT                          | EDD-SIT             | 932-0283-6                       | 1000101 · Operating Cash 10         |             |
| 04/20/16 | PAYROLL 0... |                                  | EDD-SIT             | PAYROLL 05-26-16                 | 1000221 · SIT Withheld              | (4,145.91)  |
| TOTAL    |              |                                  |                     |                                  |                                     | (4,145.91)  |
| 05/25/16 | 88175        | FIDELITY SECURITY LIFE INSURANCE | FIDELITY SECURIT... | INVOICE #619642                  | 1000101 · Operating Cash 10         |             |
| 05/22/16 | 619642       |                                  | FIDELITY SECURIT... | MAY 2016                         | 1016194 · Wellness 16               | (8.78)      |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1041194 · Wellness 41               | (8.78)      |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1030194 · Wellness 30               | (8.78)      |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1030194 · Wellness 30               | (25.81)     |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1022194 · Wellness 22               | (17.56)     |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 2531194 · Wellness 31               | (25.81)     |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1069194 · Wellness 69               | (8.78)      |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1051194 · Wellness 51               | (16.68)     |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1011194 · Wellness 11               | (8.78)      |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1069194 · Wellness 69               | (25.81)     |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1044194 · Wellness 44               | (16.68)     |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 2531194 · Wellness 31               | (8.78)      |
|          |              |                                  | FIDELITY SECURIT... | MAY 2016                         | 1012194 · Wellness 12               | (16.68)     |
| TOTAL    |              |                                  |                     |                                  |                                     | (197.71)    |
| 05/25/16 | 88176        | HESS, TREVOR                     | HESS, TREVOR        | PARK REFUND                      | 1000101 · Operating Cash 10         |             |
| 05/13/16 | PARK REF...  |                                  | HESS, TREVOR        | PARK REFUND                      | 2323102 · PARK RENTAL 23            | (20.00)     |
| TOTAL    |              |                                  |                     |                                  |                                     | (20.00)     |
| 05/25/16 | 88177        | IMPULSE INTERNET SERVICES        | IMPULSE INTERNE...  | 827872                           | 1000101 · Operating Cash 10         |             |
| 05/13/16 | 827872       |                                  | IMPULSE INTERNE...  | TELEPHONE SERVICE                | 1018222 · Equipment Maintenance     | (89.95)     |
|          |              |                                  | IMPULSE INTERNE...  | TELEPHONE SERVICE                | 1013301 · Telephone 13              | (2,046.59)  |
| TOTAL    |              |                                  |                     |                                  |                                     | (2,136.54)  |
| 05/25/16 | 88178        | JOHNSON, IRENE                   | JOHNSON, IRENE      | DEPOSIT REFUND - EVENT CANCELLED | 1000101 · Operating Cash 10         |             |
| 05/24/16 | DEPOSIT R... |                                  | JOHNSON, IRENE      | DEPOSIT REFUND - EVENT CANCELLED | 1000231 · Veterans Building Depo... | (100.00)    |
| TOTAL    |              |                                  |                     |                                  |                                     | (100.00)    |
| 05/25/16 | 88179        | MARBORG INDUSTRIES               | MARBORG INDUS...    | INVOICE 3746865                  | 1000101 · Operating Cash 10         |             |

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| 04/29/16 | 3746865       |                            | MARBORG INDUST...   | HHW DAY RESTROOMS           | 3937223 · HHW Collection 37       | (378.00)    |
| TOTAL    |               |                            |                     |                             |                                   | (378.00)    |
| 05/25/16 | 88180         | METLIFE - GROUP BENEFITS   | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1000101 · Operating Cash 10       |             |
| 05/12/16 | JUNE 2016 ... |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1051194 · Wellness 51             | (472.72)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1011194 · Wellness 11             | (179.42)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1012194 · Wellness 12             | (311.46)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1013194 · Wellness 13             | (193.28)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1014194 · Wellness 14             | (386.56)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1016194 · Wellness 16             | (58.03)     |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1030194 · Wellness 30             | (548.91)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 2531194 · Wellness 31             | (579.84)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1041194 · Wellness 41             | (444.59)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1042194 · Wellness 42             | (193.28)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1069194 · Wellness 69             | (251.31)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1022194 · Wellness 22             | (237.45)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 3332194 · Wellness 32             | (311.46)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 1044194 · Wellness 44             | (193.28)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 2361194 · Wellness 61             | (193.28)    |
|          |               |                            | METLIFE - GROUP ... | JUNE 2016 DENTAL            | 4868194 · Wellness 68             | (116.06)    |
| TOTAL    |               |                            |                     |                             |                                   | (4,670.93)  |
| 05/25/16 | 88181         | PETTY CASH                 | PETTY CASH          | PETTY CASH                  | 1000101 · Operating Cash 10       |             |
| 05/22/16 | PETTY CASH    |                            | PETTY CASH          | PETTY CASH                  | 1013308 · Supplies & Materials 13 | (49.31)     |
|          |               |                            | PETTY CASH          | PETTY CASH                  | 1022306 · Meetings & Travel 22    | (16.00)     |
|          |               |                            | PETTY CASH          | PETTY CASH                  | 1030306 · Meetings & Travel 30    | (52.95)     |
|          |               |                            | PETTY CASH          | PETTY CASH                  | 1037201 · Supplies & Materials 37 | (11.60)     |
|          |               |                            | PETTY CASH          | PETTY CASH                  | 1044306 · Meetings & Travel 44    | (4.50)      |
| TOTAL    |               |                            |                     |                             |                                   | (134.36)    |
| 05/25/16 | 88182         | PORT SUPPLY                | PORT SUPPLY         |                             | 1000101 · Operating Cash 10       |             |
| 04/29/16 | 3082163       |                            | PORT SUPPLY         | POOL                        | 4866308 · Supplies & Materials 66 | (80.00)     |
| 04/29/16 | 3082167       |                            | PORT SUPPLY         | BEACHES                     | 2862308 · Supplies & Materials 62 | (565.20)    |
|          |               |                            | PORT SUPPLY         | POOL                        | 4866308 · Supplies & Materials 66 | (80.98)     |
| TOTAL    |               |                            |                     |                             |                                   | (726.18)    |
| 05/25/16 | 88183         | PRECISION CONCRETE CUTTING | PRECISION CONC...   | APRIL 2016 SIDEWALK REPAIRS | 1000101 · Operating Cash 10       |             |
| 05/02/16 | APR 2016 R... |                            | PRECISION CONC...   | SIDEWALK HAZARD REMOVAL     | 3332225 · ROW Maintenance 32      | (9,707.48)  |
| TOTAL    |               |                            |                     |                             |                                   | (9,707.48)  |
| 05/25/16 | 88184         | REAL GREEN GARDENING       | REAL GREEN GAR...   | 0001544                     | 1000101 · Operating Cash 10       |             |
| 04/30/16 | 0001544       |                            | REAL GREEN GAR...   | AMTRAK DEPOT                | 3332225 · ROW Maintenance 32      | (1,890.00)  |

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| TOTAL    |              |                                      |                    |                                     |                                     | (1,890.00)   |
| 05/25/16 | 88185        | ROCKWELL PRINTING                    | ROCKWELL PRINT...  | 28051                               | 1000101 · Operating Cash 10         |              |
| 05/11/16 | 28051        |                                      | ROCKWELL PRINTI... | BUSINESS CARDS                      | 1041303 · Printing & Advertising 41 | (136.08)     |
|          |              |                                      | ROCKWELL PRINTI... | BUSINESS CARDS                      | 1047303 · Printing & Advertising 47 | (45.36)      |
| TOTAL    |              |                                      |                    |                                     |                                     | (181.44)     |
| 05/25/16 | 88186        | SANSUM CLINIC                        | SANSUM CLINIC      |                                     | 1000101 · Operating Cash 10         |              |
| 05/10/16 | 120722-001   |                                      | SANSUM CLINIC      | COFFIN                              | 1016320 · Pre-placement Health S... | (111.00)     |
| 05/10/16 | 120722-002   |                                      | SANSUM CLINIC      | COFFIN                              | 1016320 · Pre-placement Health S... | (35.00)      |
| TOTAL    |              |                                      |                    |                                     |                                     | (146.00)     |
| 05/25/16 | 88187        | SANTA BARBARA COUNTY, SHERIFF'S D... | SANTA BARBARA ...  | 16-255                              | 1000101 · Operating Cash 10         |              |
| 04/20/16 | 16-255       |                                      | SANTA BARBARA ...  | CONTRACT SERVICES                   | 1021214 · SB County Sheriff         | (276,199.42) |
|          |              |                                      | SANTA BARBARA ...  | CONTRACT SERVICES                   | 1000150 · COPS Grant Receivable     | (8,333.33)   |
|          |              |                                      | SANTA BARBARA ...  | CONTRACT SERVICES                   | 1121214 · SB County Sheriff 11      | (1,303.25)   |
| TOTAL    |              |                                      |                    |                                     |                                     | (285,836.00) |
| 05/25/16 | 88188        | SEUI LOCAL 620                       | SEUI LOCAL 620     | PAYROLL 05-26-16                    | 1000101 · Operating Cash 10         |              |
| 05/25/16 | PAYROLL 0... |                                      | SEUI LOCAL 620     | PAYROLL 05-26-16                    | 1000229 · SEIU Local 620            | (153.84)     |
| TOTAL    |              |                                      |                    |                                     |                                     | (153.84)     |
| 05/25/16 | 88189        | T. ROWE PRICE                        | T. ROWE PRICE      | PAYROLL CONTRIBUTION - ANTHONY VEGA | 1000101 · Operating Cash 10         |              |
| 04/20/16 | PAYROLL 0... |                                      | T. ROWE PRICE      | PAYROLL 05-26-16 ANTHONY VEGA       | 1000105 · ICMA Cash                 | (50.00)      |
| TOTAL    |              |                                      |                    |                                     |                                     | (50.00)      |
| 05/25/16 | 88190        | UNITED WAY OF SANTA BARBARA COUN...  | UNITED WAY OF S... | PAYROLL 05-26-16                    | 1000101 · Operating Cash 10         |              |
| 05/25/16 | PAYROLL 0... |                                      | UNITED WAY OF S... | PAYROLL 05-26-16                    | 1000224 · United Way Payable        | (24.00)      |
| TOTAL    |              |                                      |                    |                                     |                                     | (24.00)      |
| 05/25/16 | 88191        | VANTAGEPOINT TRANSFER AGENTS - 457   | VANTAGEPOINT T...  | PAYROLL 05-26-16                    | 1000101 · Operating Cash 10         |              |
| 04/20/16 | PAYROLL 0... |                                      | VANTAGEPOINT T...  | PAYROLL 05-26-16                    | 1000105 · ICMA Cash                 | (1,075.00)   |
| TOTAL    |              |                                      |                    |                                     |                                     | (1,075.00)   |
| 05/25/16 | 88192        | AFLAC                                | AFLAC              | INVOICE #257707                     | 1000101 · Operating Cash 10         |              |
| 05/12/16 | 257707       |                                      | AFLAC              | WELLNESS - JUNE                     | 2361194 · Wellness 61               | (48.80)      |

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|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1016194 · Wellness 16               | (64.30)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1041194 · Wellness 41               | (24.10)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1051194 · Wellness 51               | (43.30)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1012194 · Wellness 12               | (62.60)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1030194 · Wellness 30               | (43.30)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1022194 · Wellness 22               | (23.60)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1042194 · Wellness 42               | (100.76)    |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1041194 · Wellness 41               | (74.19)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1022194 · Wellness 22               | (35.10)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 2531194 · Wellness 31               | (48.80)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1030194 · Wellness 30               | (29.60)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 2531194 · Wellness 31               | (52.10)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 3332194 · Wellness 32               | (106.80)    |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1069194 · Wellness 69               | (56.96)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1014194 · Wellness 14               | (50.31)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1069194 · Wellness 69               | (69.70)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 1051194 · Wellness 51               | (32.20)     |
|          |               |                                      | AFLAC               | WELLNESS - JUNE               | 2531194 · Wellness 31               | (40.60)     |
| TOTAL    |               |                                      |                     |                               |                                     | (1,007.12)  |
| 05/25/16 | 88193         | ALL AROUND LANDSCAPE SUPPLY          | ALL AROUND LAN...   | S1875132.001                  | 1000101 · Operating Cash 10         |             |
| 05/04/16 | S1875132.0... |                                      | ALL AROUND LAN...   | ROW                           | 3332308 · Supplies & Materials 32   | (28.35)     |
| TOTAL    |               |                                      |                     |                               |                                     | (28.35)     |
| 05/25/16 | 88194         | BIG GREEN CLEANING COMPANY           | BIG GREEN CLEA...   |                               | 1000101 · Operating Cash 10         |             |
| 05/01/16 | 475842        |                                      | BIG GREEN CLEAN...  | ASH AVE                       | 2861225 · Marsh Park Maintenance    | (388.00)    |
|          |               |                                      | BIG GREEN CLEAN...  | PARKING                       | 3332221 · Miscellaneous Contract... | (776.00)    |
|          |               |                                      | BIG GREEN CLEAN...  | PARKS                         | 2361221 · Miscellaneous Contracts   | (1,555.00)  |
| 05/01/16 | 475838        |                                      | BIG GREEN CLEAN...  | CITY HALL                     | 1013224 · Interior Maintenance      | (900.00)    |
|          |               |                                      | BIG GREEN CLEAN...  | VETS HALL                     | 4865224 · Custodial Services        | (811.00)    |
| TOTAL    |               |                                      |                     |                               |                                     | (4,430.00)  |
| 05/25/16 | 88195         | BLUM & SONS ELECTRIC INC             | BLUM & SONS ELE...  | PLAN CHECK REFUND             | 1000101 · Operating Cash 10         |             |
| 05/03/16 | PLAN CHE...   |                                      | BLUM & SONS ELE...  | PLAN CHECK OVERPAYMENT REFUND | 1010188 · BLDG PLAN CHECK C...      | (474.50)    |
| TOTAL    |               |                                      |                     |                               |                                     | (474.50)    |
| 05/25/16 | 88197         | COLANTUONO, HIGHSMITH & WHATLEY, ... | COLANTUONO, HI...   | 30773                         | 1000101 · Operating Cash 10         |             |
| 05/03/16 | 30773         |                                      | COLANTUONO, HI...   | LEGAL SERVICES                | 1030221 · Contract Services 30      | (2,135.00)  |
| TOTAL    |               |                                      |                     |                               |                                     | (2,135.00)  |
| 05/25/16 | 88198         | COUNTY OF SB - PW WATER AGENCY       | COUNTY OF SB - P... | IRWMP Q3 15-16                | 1000101 · Operating Cash 10         |             |
| 05/03/16 | IRWMP Q3 ...  |                                      | COUNTY OF SB - P... | IRWM PROGRAM OVERSIGHT        | 1037201 · Supplies & Materials 37   | (345.00)    |

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| Date     | Num          | Name                       | Source Name        | Memo                                    | Account                              | Paid Amount |
|----------|--------------|----------------------------|--------------------|-----------------------------------------|--------------------------------------|-------------|
| TOTAL    |              |                            |                    |                                         |                                      | (345.00)    |
| 05/25/16 | 88199        | LAWSON PRODUCTS INC        | LAWSON PRODUC...   | 9304073161                              | 1000101 · Operating Cash 10          |             |
| 05/04/16 | 9304073161   |                            | LAWSON PRODUC...   | GENERAL SHOP SUPPLIES                   | 3332308 · Supplies & Materials 32    | (136.55)    |
| TOTAL    |              |                            |                    |                                         |                                      | (136.55)    |
| 05/25/16 | 88200        | MAC BROWN EXCAVATING INC   | MAC BROWN EXC...   | INVOICE 6161                            | 1000101 · Operating Cash 10          |             |
| 05/03/16 | 6161         |                            | MAC BROWN EXC...   | BERM REMOVAL                            | 2862221 · Beach Dune Maintenance     | (3,742.50)  |
| TOTAL    |              |                            |                    |                                         |                                      | (3,742.50)  |
| 05/25/16 | 88201        | SATCOM GLOBAL FZE          | SATCOM GLOBAL ...  | INVOICE AS05160807                      | 1000101 · Operating Cash 10          |             |
| 05/01/16 | AS05160807   |                            | SATCOM GLOBAL ...  | IRIDIUM TRADE-UP                        | 1024215 · Disaster Preparedness      | (42.75)     |
| TOTAL    |              |                            |                    |                                         |                                      | (42.75)     |
| 05/25/16 | 88202        | WATER GEAR INC             | WATER GEAR INC     |                                         | 1000101 · Operating Cash 10          |             |
| 05/02/16 | 00249373     |                            | WATER GEAR INC     | POOL RESALE ITEMS                       | 4866350 · Supplies for Resale        | (887.38)    |
| 05/03/16 | 00249441     |                            | WATER GEAR INC     | POOL RESALE ITEMS                       | 4866350 · Supplies for Resale        | (607.59)    |
| TOTAL    |              |                            |                    |                                         |                                      | (1,494.97)  |
| 05/25/16 | 88203        | ZWORLD GIS                 | ZWORLD GIS         | VOID: INVOICE #2016-0137                | 1000101 · Operating Cash 10          |             |
| TOTAL    |              |                            |                    |                                         |                                      | 0.00        |
| 05/25/16 | 88203        | ZWORLD GIS                 | ZWORLD GIS         | INVOICE #2016-0137                      | 1000101 · Operating Cash 10          |             |
| 05/01/16 | 2016-0137    |                            | ZWORLD GIS         | GIS WEB MAPPING                         | 2779623 · Ped Facilities Improve...  | (2,083.32)  |
| TOTAL    |              |                            |                    |                                         |                                      | (2,083.32)  |
| 05/25/16 | 88204        | ERIK OLSON CONSTRUCTION CO | ERIK OLSON CON...  | 4891 DORRANCE WAY                       | 1000101 · Operating Cash 10          |             |
| 05/15/16 | 4891 DORR... |                            | ERIK OLSON CON...  | CURB & GUTTER INSTALL @ 4891 DORRANC... | 2734223 · Civil Engineering Retai... | (5,764.00)  |
| TOTAL    |              |                            |                    |                                         |                                      | (5,764.00)  |
| 06/01/16 | 88205        | ANTHEM SPORTS, LLC         | ANTHEM SPORTS, ... | INVOICE #156580                         | 1000101 · Operating Cash 10          |             |
| 05/06/16 | 156580       |                            | ANTHEM SPORTS, ... | SOFTBALL SUPPLIES                       | 4863302 · Softball League Expens...  | (368.83)    |
| TOTAL    |              |                            |                    |                                         |                                      | (368.83)    |
| 06/01/16 | 88206        | ATT                        | ATT                | ACCOUNT 030-602-5152-001                | 1000101 · Operating Cash 10          |             |

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| 05/12/16 | 0306025152... |                                      | ATT                | CIVIC CENTER                 | 1013301 • Telephone 13              | (29.36)     |
|          |               |                                      | ATT                | PW                           | 2531301 • Telephone 31              | (1.31)      |
|          |               |                                      | ATT                | BEACH                        | 2862301 • Telephone 62              | (4.77)      |
|          |               |                                      | ATT                | POOL                         | 4866301 • Telephone 66              | (5.24)      |
| TOTAL    |               |                                      |                    |                              |                                     | (40.68)     |
| 06/01/16 | 88207         | BENGAL ENGINEERING                   | BENGAL ENGINEE...  | INVOICE #2898                | 1000101 • Operating Cash 10         |             |
| 05/31/16 | 2898          |                                      | BENGAL ENGINEE...  | RINCON TRAIL MEASURE A GRANT | 2000261 • Deferred Revenue 20       | (3,405.00)  |
| TOTAL    |               |                                      |                    |                              |                                     | (3,405.00)  |
| 06/01/16 | 88208         | BIG GREEN CLEANING COMPANY           | BIG GREEN CLEA...  | 475837                       | 1000101 • Operating Cash 10         |             |
| 05/01/16 | 475837        |                                      | BIG GREEN CLEAN... | VETS HALL                    | 4865309 • Misc Operating Expens...  | (185.00)    |
| TOTAL    |               |                                      |                    |                              |                                     | (185.00)    |
| 06/01/16 | 88209         | BOB TRAUTZ LAND DEV CO, INC          | BOB TRAUTZ LAN...  |                              | 1000101 • Operating Cash 10         |             |
| 05/11/16 | 4941          |                                      | BOB TRAUTZ LAN...  | BEACH STORE                  | 4864308 • Supplies & Materials 64   | (1,271.36)  |
| 05/12/16 | 4940          |                                      | BOB TRAUTZ LAN...  | COMMUNITY GARDEN GRANT       | 2000261 • Deferred Revenue 20       | (2,347.80)  |
| TOTAL    |               |                                      |                    |                              |                                     | (3,619.16)  |
| 06/01/16 | 88210         | CalPERS                              | CalPERS            | JUNE 2016 HEALTH             | 1000101 • Operating Cash 10         |             |
| 05/31/16 | JUNE 2016 ... |                                      | CalPERS            | JUNE 2016 HEALTH             | 1051194 • Wellness 51               | (4,661.12)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1011194 • Wellness 11               | (1,877.65)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1012194 • Wellness 12               | (2,782.72)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1013194 • Wellness 13               | (1,472.98)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1014194 • Wellness 14               | (4,491.62)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1016194 • Wellness 16               | (666.91)    |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1030194 • Wellness 30               | (5,471.08)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 2531194 • Wellness 31               | (4,418.94)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1041194 • Wellness 41               | (3,742.17)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1042194 • Wellness 42               | (1,413.96)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1069194 • Wellness 69               | (2,155.50)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1022194 • Wellness 22               | (2,606.04)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 2361194 • Wellness 61               | (1,472.98)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 3332194 • Wellness 32               | (1,472.98)  |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1044194 • Wellness 44               | (1,472.98)  |
|          |               |                                      | CalPERS            | PROJ 4860                    | 1000251 • Development Deposits      | (320.98)    |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 1016196 • Health Insurance Surch... | (150.78)    |
|          |               |                                      | CalPERS            | JUNE 2016 HEALTH             | 4868194 • Wellness 68               | (1,133.06)  |
| TOTAL    |               |                                      |                    |                              |                                     | (41,784.45) |
| 06/01/16 | 88211         | CARPINTERIA-SUMMERLAND FIRE DISTR... | CARPINTERIA-SU...  | APR-MAY 2016 FIRE FEES       | 1000101 • Operating Cash 10         |             |
| 06/01/16 | APR-MAY 2...  |                                      | CARPINTERIA-SU...  | BP11686                      | 1000261 • Fire District Fees        | (205.00)    |



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|----------|---------------|--------------------------|--------------------|-------------------------------|------------------------------------|-------------|
|          |               |                          | CARPINTERIA-SU...  | BP 11534                      | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | BP 11623                      | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | PROJ 1822                     | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | BP 11695                      | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | BP 11698                      | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | PROJ 1826                     | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | BP 11711                      | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | BP 11707                      | 1000261 · Fire District Fees       | (205.00)    |
|          |               |                          | CARPINTERIA-SU...  | BP 11718                      | 1000261 · Fire District Fees       | (205.00)    |
| TOTAL    |               |                          |                    |                               |                                    | (2,050.00)  |
| 06/01/16 | 88212         | CLOUD, TAMARA            | CLOUD, TAMARA      | REIMBURSEMENT                 | 1000101 · Operating Cash 10        |             |
| 05/31/16 | REIMBURS...   |                          | CLOUD, TAMARA      | AQUATICS GRANT                | 2000261 · Deferred Revenue 20      | (27.00)     |
|          |               |                          | CLOUD, TAMARA      | SWIM LESSON EQUIPMENT         | 4866308 · Supplies & Materials 66  | (32.85)     |
| TOTAL    |               |                          |                    |                               |                                    | (59.85)     |
| 06/01/16 | 88213         | DURFLINGER, DAVID        | DURFLINGER, DAV... | CELL PHONE REIMBURSEMENT      | 1000101 · Operating Cash 10        |             |
| 06/01/16 |               |                          | DURFLINGER, DAV... | CELL PHONE REIMBURSEMENT      | 1012308 · Supplies & Materials 12  | (65.00)     |
| TOTAL    |               |                          |                    |                               |                                    | (65.00)     |
| 06/01/16 | 88214         | EASY LIFT TRANSPORTATION | EASY LIFT TRANS... | INVOICE 6279                  | 1000101 · Operating Cash 10        |             |
| 06/01/16 |               |                          | EASY LIFT TRANS... | CLAIM PER CONTRACT FOR AUGUST | 2734221 · Easy Lift/CART 27        | (1,000.00)  |
| TOTAL    |               |                          |                    |                               |                                    | (1,000.00)  |
| 06/01/16 | 88215         | EXPRESS-ROOTER           | EXPRESS-ROOTER     | INVOICE 54828                 | 1000101 · Operating Cash 10        |             |
| 05/03/16 | 54828         |                          | EXPRESS-ROOTER     | PROJ 4865                     | 1000251 · Development Deposits     | (380.25)    |
|          |               |                          | EXPRESS-ROOTER     | VETS HALL                     | 4865309 · Misc Operating Expens... | (187.28)    |
| TOTAL    |               |                          |                    |                               |                                    | (567.53)    |
| 06/01/16 | 88216         | FOREVER REDWOOD          | FOREVER REDWO...   | 113053                        | 1000101 · Operating Cash 10        |             |
| 03/23/16 | 113053        |                          | FOREVER REDWO...   | ADA TABLE FOR CITY HALL       | 3179614 · City Hall Improvements   | (2,226.70)  |
| TOTAL    |               |                          |                    |                               |                                    | (2,226.70)  |
| 06/01/16 | 88217         | FRONTIER COMMUNICATIONS  | FRONTIER COMM...   | 805-684-7613-042205-5         | 1000101 · Operating Cash 10        |             |
| 05/07/16 | 805-684-76... |                          | FRONTIER COMMU...  | OUTSIDE PD                    | 1013301 · Telephone 13             | (68.82)     |
| TOTAL    |               |                          |                    |                               |                                    | (68.82)     |
| 06/01/16 | 88218         | HASLER                   | HASLER             | 7900-0110-3770-5400           | 1000101 · Operating Cash 10        |             |

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| 05/12/16 | 7900-0110-...  |                            | HASLER              | POSTAGE                  | 1013302 · Postage 13                 | (2,000.00)  |
| TOTAL    |                |                            |                     |                          |                                      | (2,000.00)  |
| 06/01/16 | 88219          | LAKESHIRTS                 | LAKESHIRTS          |                          | 1000101 · Operating Cash 10          |             |
| 04/29/16 | 147481         |                            | LAKESHIRTS          | RESALE ITEMS             | 4864302 · Purchases for Inventory... | (439.82)    |
| 05/04/16 | 148439         |                            | LAKESHIRTS          | RESALE ITEMS             | 4864302 · Purchases for Inventory... | (682.45)    |
| 05/04/16 | 148358         |                            | LAKESHIRTS          | RESALE ITEMS             | 4864302 · Purchases for Inventory... | (1,122.32)  |
| 05/04/16 | 150865         |                            | LAKESHIRTS          | RESALE ITEMS             | 4864302 · Purchases for Inventory... | (337.03)    |
| 05/04/16 | 149205         |                            | LAKESHIRTS          | RESALE ITEMS             | 4864302 · Purchases for Inventory... | (361.03)    |
| TOTAL    |                |                            |                     |                          |                                      | (2,942.65)  |
| 06/01/16 | 88220          | MEDEL, PAUL                | MEDEL, PAUL         | CELL PHONE REIMBURSEMENT | 1000101 · Operating Cash 10          |             |
| 06/01/16 |                |                            | MEDEL, PAUL         | CELL PHONE REIMBURSEMENT | 2531308 · Supplies & Materials 31    | (65.00)     |
| TOTAL    |                |                            |                     |                          |                                      | (65.00)     |
| 06/01/16 | 88221          | SANTA BARBARA PEST CONTROL | SANTA BARBARA ...   | 71220                    | 1000101 · Operating Cash 10          |             |
| 04/28/16 | 71220          |                            | SANTA BARBARA ...   | PROJ 4865                | 1000251 · Development Deposits       | (83.75)     |
|          |                |                            | SANTA BARBARA ...   | VETS HALL                | 4865309 · Misc Operating Expens...   | (41.25)     |
| TOTAL    |                |                            |                     |                          |                                      | (125.00)    |
| 06/01/16 | 88222          | SERDOZ, JOSEPH             | SERDOZ, JOSEPH      | OVERPAYMENT REFUND       | 1000101 · Operating Cash 10          |             |
| 05/26/16 | OVERPAY...     |                            | SERDOZ, JOSEPH      | OVERPAYMENT REFUND       | 1010122 · BUSINESS LICENSE T...      | (33.00)     |
| TOTAL    |                |                            |                     |                          |                                      | (33.00)     |
| 06/01/16 | 88223          | SO CA EDISON               | SO CA EDISON        |                          | 1000101 · Operating Cash 10          |             |
| 05/19/16 | 2-25-126-20... |                            | SO CA EDISON        | VIOLA                    | 2361313 · Utility - Electric 23      | (30.67)     |
| 05/19/16 | 2-27-939-99... |                            | SO CA EDISON        | HOCKEY RINK              | 1013314 · Utility - Natural Gas      | (24.92)     |
| TOTAL    |                |                            |                     |                          |                                      | (55.59)     |
| 06/01/16 | 88224          | TORRES, ALBERT             | TORRES, ALBERT      | CELL PHONE REIMBURSEMENT | 1000101 · Operating Cash 10          |             |
| 06/01/16 |                |                            | TORRES, ALBERT      | CELL PHONE REIMBURSEMENT | 1022308 · Supplies & Materials 22    | (65.00)     |
| TOTAL    |                |                            |                     |                          |                                      | (65.00)     |
| 06/01/16 | 88225          | VJS BIOLOGICAL CONSULTING  | VJS BIOLOGICAL ...  | APRIL 2016 SERVICES      | 1000101 · Operating Cash 10          |             |
| 05/06/16 | APR 2016 S...  |                            | VJS BIOLOGICAL C... | NEST SURVEY              | 3332220 · Public Tree Maintenance    | (90.00)     |
|          |                |                            | VJS BIOLOGICAL C... | PROJ 1719                | 1000251 · Development Deposits       | (502.50)    |

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|          |                |                          | VJS BIOLOGICAL C... | BEACHES                                   | 2862221 · Beach Dune Maintenance     | (165.00)    |
| TOTAL    |                |                          |                     |                                           |                                      | (757.50)    |
| 06/01/16 | 88226          | ARYA ICE CREAM           | ARYA ICE CREAM      | 1391613208                                | 1000101 · Operating Cash 10          |             |
| 05/11/16 | 1391613208     |                          | ARYA ICE CREAM      | POOL RESALE ITEMS                         | 4866350 · Supplies for Resale        | (23.95)     |
| TOTAL    |                |                          |                     |                                           |                                      | (23.95)     |
| 06/01/16 | 88227          | SO CA EDISON             | SO CA EDISON        |                                           | 1000101 · Operating Cash 10          |             |
| 05/26/16 | 2-00-378-20... |                          | SO CA EDISON        | CIVIC CENTER                              | 1013313 · Utility - Electric 13      | (1,605.50)  |
|          |                |                          | SO CA EDISON        | ROW                                       | 3332313 · Utility - Electric 32      | (118.61)    |
|          |                |                          | SO CA EDISON        | PARKING                                   | 3332313 · Utility - Electric 32      | (174.18)    |
|          |                |                          | SO CA EDISON        | PARKS                                     | 2361313 · Utility - Electric 23      | (396.11)    |
|          |                |                          | SO CA EDISON        | POOL                                      | 4866313 · Utility - Electric 66      | (1,281.34)  |
|          |                |                          | SO CA EDISON        | STREET LIGHTING                           | 2923220 · Street Lighting            | (448.89)    |
| 05/27/16 | 2-19-146-82... |                          | SO CA EDISON        | BIKEWAYS                                  | 2923225 · Public Right of Way Lig... | (49.52)     |
| 05/27/16 | 2-14-791-58... |                          | SO CA EDISON        | 9TH STREET                                | 2923220 · Street Lighting            | (36.16)     |
| 05/27/16 | 2-174-070-7... |                          | SO CA EDISON        | 101 ASH AVE                               | 2923220 · Street Lighting            | (89.15)     |
|          |                |                          | SO CA EDISON        | 1 CARP AVE                                | 2923220 · Street Lighting            | (54.30)     |
| TOTAL    |                |                          |                     |                                           |                                      | (4,253.76)  |
| 06/01/16 | 88228          | STAPLES ADVANTAGE        | STAPLES ADVANT...   |                                           | 1000101 · Operating Cash 10          |             |
| 05/12/16 | 3302229885     |                          | STAPLES ADVANT...   | OFFICE SUPPLIES                           | 1013308 · Supplies & Materials 13    | (173.59)    |
| 05/12/16 | 3302229886     |                          | STAPLES ADVANT...   | PW SUPPLIES                               | 2531308 · Supplies & Materials 31    | (232.32)    |
| TOTAL    |                |                          |                     |                                           |                                      | (405.91)    |
| 06/01/16 | 88229          | SUN COAST RENTALS        | SUN COAST RENT...   |                                           | 1000101 · Operating Cash 10          |             |
| 05/09/16 | 32380          |                          | SUN COAST RENT...   | RENTAL EXPENSE                            | 4864302 · Purchases for Inventory... | (82.50)     |
| 05/10/16 | 32389          |                          | SUN COAST RENT...   | RENTAL EXPENSE                            | 4864302 · Purchases for Inventory... | (82.50)     |
| TOTAL    |                |                          |                     |                                           |                                      | (165.00)    |
| 06/01/16 | 88230          | TIPSY INC                | TIPSY INC           | INVOICE 223130                            | 1000101 · Operating Cash 10          |             |
| 05/11/16 | 223130         |                          | TIPSY INC           | BEACH CONCESSION - ADULTS & KIDS T-SHI... | 4864302 · Purchases for Inventory... | (1,404.69)  |
| TOTAL    |                |                          |                     |                                           |                                      | (1,404.69)  |
| 06/01/16 | 88231          | VENCO POWER SWEEPING INC | VENCO POWER S...    | INVOICE 0045191-IN                        | 1000101 · Operating Cash 10          |             |
| 05/15/16 |                |                          | VENCO POWER S...    | STREET SWEEPING SERVICE                   | 2531227 · Street Sweeping            | (3,318.60)  |
| TOTAL    |                |                          |                     |                                           |                                      | (3,318.60)  |

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| 06/01/16 | 88232         | STEVE PUAILOA   | STEVE PUAILOA   | JUNE 2016 FIRST FRI    | 1000101 · Operating Cash 10     |                |
| 06/01/16 | JUNE 2016 ... |                 | STEVE PUAILOA   | FIRST FRIDAY           | 1044302 · Marketing Materials   | (270.00)       |
| TOTAL    |               |                 |                 |                        |                                 | (270.00)       |
| 06/01/16 | 88233         | THE BOTTOM LINE | THE BOTTOM LINE |                        | 1000101 · Operating Cash 10     |                |
| 04/27/16 | 9231          |                 | THE BOTTOM LINE | POS MULTISTORE UPGRADE | 1018220 · System Administration | (1,799.90)     |
| 05/31/16 | 9214          |                 | THE BOTTOM LINE | QUICKBOOKS CONSULTING  | 1018220 · System Administration | (537.50)       |
| TOTAL    |               |                 |                 |                        |                                 | (2,337.40)     |
|          |               |                 |                 |                        | TOTAL                           | \$1,062,992.30 |

# *Special City Council Commendation*

## *Charles B. Hamilton*

*The City of Carpinteria City Council presents this Commendation to Charles B. Hamilton on the occasion of his retirement as General Manager of the Carpinteria Valley Water District and in recognition of his many accomplishments over his twenty-one plus years of dedicated public service to the Carpinteria community. During his tenure, the Water District infrastructure was significantly upgraded to comply with federal clean water standards. Further, Mr. Hamilton has been a leader in water management, including the Water District's response to the current severe drought. Mr. Hamilton has also served the Carpinteria community as a member of the local Lions Club.*

*The City Council thanks Charles Hamilton for his service and many contributions to the community and the Water District's collaboration with the City during his tenure. The City wishes him all the best on his well-deserved retirement.*

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*Gregg A. Carty, Mayor*

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*Fred Shaw, Vice-Mayor*

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*Al Clark, Councilmember*

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*Wade Nomura, Councilmember*

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*J. Bradley Stein, Councilmember*



# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT June 13, 2016

### **ITEM FOR COUNCIL CONSIDERATION**

Consideration of adoption of the 2016-17 Budget and setting of Appropriation Limits as required by State Law.

### **STAFF RECOMMENDATION**

Action Item  X ; Non-Action Item    

Receive the staff report, open the public hearing and receive public comment, close the public hearing, provide staff with direction concerning any amendments to the proposed budget and take the following actions:

1. Establish the appropriation limit for Street Lighting District No. 1 for the 2016-17 Fiscal Year through adoption of Resolution No. 5671; and,
2. Establish the appropriation limit for the City of Carpinteria for the 2016-17 Fiscal Year through adoption of Resolution No. 5672; and,
3. Approve the Municipal Budget for Fiscal Year 2016-17 through adoption of Resolution No. 5673.

Motion: I move to adopt Resolution Nos. 5671, 5672, and 5673, approving the Municipal Budget for 2016-17, and setting related appropriations limits.

### **BACKGROUND**

The Fiscal Year 2016-17 proposed budget document (previously distributed and accessible at the City's website: [www.carpinteria.ca.us](http://www.carpinteria.ca.us)) includes introductory information about the City organization and external factors affecting City budgeting, and summary reviews of the primary revenue and expenditure projections in the context of the General Fund and All Funds. This information is aimed at providing the reader quick access to key budget information.

The budget also includes discussions of each of the City's programs, line item appropriation requests and expected program outcomes, i.e., performance measures, as well as a report on last year's budgeted program outcomes.

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 February), 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 Finance/Budget Committee (Councilmembers Clark and Stein).

The result is a budget draft prepared and made available to the public on Friday, June 3, 2015. 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 Operational Budgeting for each of the past 17 years.

In cooperation with the City Council Finance Committee staff is recommending approval of the 2016-17 Budget. Specific actions required by the City Council to approve the budget are:

- a. Adoption of Resolution No. 5673, approving the municipal budget for fiscal year 2016-17
- b. Adoption of Resolution No. 5672, establishing the appropriations limit for the City for fiscal year 2016-17
- c. Adoption of Resolution No. 5671, establishing the appropriations limit for Street Lighting District No. 1, for fiscal year 2016-17.

After receiving public comment and deliberating, the City Council may either take action to approve the budget or direct changes to the document. If changes are made, the Council may incorporate changes into its action to approve the budget or direct staff to make the changes and continue consideration of the budget to its next regular meeting of June 27, 2016.

## **DISCUSSION**

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 ongoing work on the Carpinteria Avenue bridge replacement at Carpinteria Creek, a \$500,000 street pavement project, and work on the Rincon Trail and other trail connections along the Coastal Vista Trail. The proposed budget also provides funding for the completion of important policy and regulatory work including initiating work related to the General Plan/Coastal Plan update, completion of a Zone Code update, and comprehensive updates of the City's Capital Improvement Program, Development Impact Fee program and Accessibility Transition Plan.

The Proposed Budget includes a Final revenue/expenditure estimate for the 2015-16 fiscal year that is projecting a General Fund surplus of \$1,626, an improvement over the approved budget that estimated a year-end deficit of (\$382,899). This is due to a combination of estimated final revenues and expenditures improving over budgeted projections.

The City's three major General Fund revenue sources, property tax, transient occupancy tax, and sales tax, are projected to experience the sixth consecutive year of modest growth coming out of recession related declines.

The 2016-17 fiscal year budget projects General Fund revenues exceeding expenses by \$351,534. With transfers in and out, subsidies to other Funds and use of Available Fund Balance, the budget projects an operating deficit of (\$318,493). The operating deficit is due to the proposed use of \$500,000 of the Available Fund Balance reserve of the General Fund for a paving project. Excluding the use of this reserve fund amount, the budget has an operating surplus of \$146,054.

Adoption of the budget as proposed reflects many relatively minor year-to-year changes with a couple of significant changes worth noting: an increase over the 2015-16 year-end estimates in employee compensation costs, \$100,018, (2.6%). The difference in compensation costs is due to implementation of a 1.3% salary increase for full time positions, the anticipation of the establishment of a new part time position in the Finance Division, and increased pension, health insurance and workers compensation costs. The difference also reflects reduced compensation costs in the current year due to the vacancy of the Community Development Director position (the position is proposed to be fully funded for the 2016-17 fiscal year).

As indicated above, the City's current and projected financial condition is affected by three primary factors: the ongoing modest improvement in the economy, the lack of growth in certain dedicated Fund revenues that are now insufficient to cover Fund program expenses, and increased general City operating costs. These factors are discussed in more detail in the subsequent sections of this Report.

### **POLICY CONSISTENCY**

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 the 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 section of the Budget. 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, the Summary of Significant Accounting Policies.

The City's Mission Statement states in part that the City "shall make judicious use of the City's limited resources to promote the highest possible quality of life for all of Carpinteria's residents", and that "the City's 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.” Also, 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 comply with the City’s reserve policies.

## **FINANCIAL CONSIDERATIONS**

A discussion of significant revenue and expenditure projections, summaries of the General Fund and all other Funds, and assumptions related to a five year budget projection, can be found in the introductory sections of the budget. In summary, although revenues continue to show improvement over prior year results, these improvements are modest and that is expected to continue over the next five year period. This modest growth, coupled with expectations for growth in law enforcement and employee compensation expenses, e.g., health insurance and pension, is expected to continue to challenge the City’s ability to deliver balanced annual budgets while maintaining other service levels and addressing growing costs associated with maintenance needs for public streets, parks and open spaces.

### **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 and Right-of-Way Assessment. Revenues for all funds (not including grant and DIF revenues used to fund major capital projects) are expected to increase over the current year end projection by \$190,423 or 1.6%. Several of the Special Revenue type funds receive revenue in established annual amounts that change very little, if at all.

The result, over time, has been that the City relies less on these Special Revenues to cover program expenses and relies increasingly on fund balances (if available) or subsidies from other funds. The All Funds Overview (Section C) of the budget includes a review of Funds that have revenue sufficient to cover expenses, Funds with operating excesses, and those with deficits that either rely upon fund balances to meet expenses or are receiving revenue from the General Fund as a subsidy.

### **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 2015-16 levels by 1.7% or \$151,486 to approximately \$9.25M. Income is projected to exceed operational expenditures by approximately \$351K. With inter-fund transfers, subsidies provided to

balance certain funds, and proposed spending of Available Fund Balance (AFB)<sup>1</sup>, the General Fund is projected to have a year-end deficit of approx. \$268K. The June 2017 Available Fund Balance (AFB), adjusted to comply with City reserve policies, is expected to decrease approximately (\$281K) to \$1,312,526.

The funds requiring General Fund subsidies are:

| Fund                    | Subsidy   |
|-------------------------|-----------|
| Park Development        | 34,149    |
| Park Maintenance        | 154,299   |
| Right of Way Assessment | 97,597    |
| Recreation Services     | 212,776   |
| Total Subsidies         | \$498,821 |
|                         |           |

## 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 \$8,428,468. Audited financial results for the most recent five years available show that the City experienced an operational surplus of \$2,047,929, and new policy resulted in committed reserves increasing by 4,099,790, or 274%.

|                                   | ACTUAL 11   | ACTUAL 12   | ACTUAL 13   | ACTUAL 14   | ACTUAL 15   |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| TOTAL REVENUE                     | 6,849,569   | 7,659,414   | 7,419,796   | 7,925,661   | 8,917,575   |
| TOTAL EXPENDITURES                | \$7,103,340 | \$6,875,585 | \$7,480,019 | \$7,698,676 | \$8,215,263 |
| NET INCOME / (LOSS)               | (\$253,771) | \$783,829   | (\$60,223)  | \$226,985   | \$702,312   |
| Transfers In                      | 948,505     | 533,507     | 406,424     | 735,278     | 582,141     |
| Transfers (Out)                   | (126,184)   | (129,635)   | (129,227)   | (147,868)   | (259,822)   |
| NET TRANSFERS                     | 822,321     | 403,872     | 277,197     | 587,410     | 322,319     |
| Subsidies Received / (Provided)   |             | (340,293)   | (497,955)   | (477,257)   | (448,817)   |
| Operational Excess / (Deficit)    | 568,550     | 847,408     | (280,981)   | 337,138     | 575,814     |
| Decrease / (Increase) in Reserves | (1,103,242) | (4,126,070) | 116,110     | (160,989)   | (142,054)   |
| CHANGE IN AVAILABLE FUND BALANCE  | (534,692)   | (3,278,662) | (164,871)   | 176,149     | 433,760     |
| Beginning Fund Balance            | 5,340,682   | 4,805,990   | 1,527,328   | 1,362,456   | 1,538,605   |
| ENDING AVAILABLE FUND BALANCE     | \$4,805,990 | \$1,527,328 | \$1,362,456 | \$1,538,605 | \$1,972,365 |
| Total Reserves                    | \$2,354,686 | \$6,322,706 | \$6,267,745 | \$6,420,085 | \$6,454,476 |
| Total Fund Balances               | \$7,160,676 | \$7,850,034 | \$7,630,201 | \$7,958,690 | \$8,426,841 |

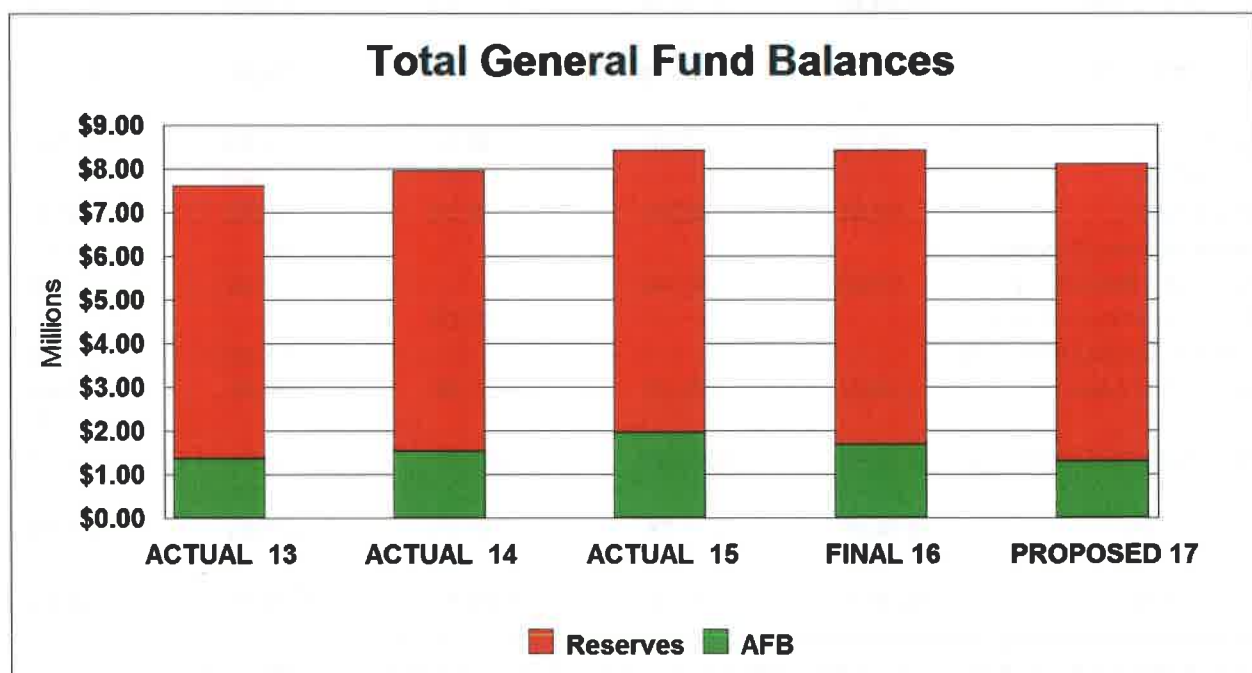
<sup>1</sup> The Available Fund Balance is undesignated General Fund revenues remaining after annual expenditures and independent of designated reserves.

For FY 2016-17, the total fund balance is projected to decrease by \$318,493, to \$8,109,975. That portion of the total General Fund balance held in Committed Reserves established by policy or in response to state law is estimated at \$6,603,338, an increase of \$75,112. 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 Committed 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. The most recent audited reserve balances (for the year ended June 30, 2015) are as follows:

|                                               |                  |
|-----------------------------------------------|------------------|
| 1. Non-spendable Statutory Reserve            | \$ 4,167         |
| 2. Cable Television Access Reserve            | 217,091          |
| 3. Financial and Economic Uncertainty Reserve | 4,126,315        |
| 4. General Reserve                            | 1,076,681        |
| 5. Major Asset Replacement & Repair Reserve   | <u>1,030,222</u> |
| Total:                                        | \$6,454,476      |

The combined effect of the use of reserves as a rainy day fund during the Great Recession and to pay for the purchase of two properties (the Seaside Building and the Farmer Parcel) reduced them from the 2008 high of approximately \$9 million. Subsequently, the City Council established a reserve policy that now determines minimum balances for the various categories described above. In addition to other reserves, a rainy day fund is maintained at 55% of total City spending in the prior fiscal year. The table below illustrates General Fund reserves and the Available Fund Balance over the most recent four years and including the subject budget year.



### **Capital Improvement Projects**

Capital Improvement Projects proposed for funding in the 2016-17 fiscal year are discussed in the Administration Programs of the Public Works and Parks and Recreation Departments. Funding for Capital Projects includes special funds such as Measure A and Development Impact Fees, as well as grant funding. The total capital projects budget of \$4,730,716 is a 424% increase from 2016 levels and remains significantly higher than the three prior years. This represents a continuation of the City's 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 Downtown Parking and Business Improvement District.

The Community Services Support Program (page 86 of the Budget) provides funding for grant programs and contract services that are provided through various organizations that serve the Carpinteria community. The table below shows the current and proposed funding for each of the grant recipient and contract agencies. An increase, based on applying an inflationary index for the past five years, has been budgeted for the Youth and Social Services grant recipients.

The City Council has also received a request from HELP of Carpinteria for \$10,000 in annual funding support, and from the Friends of the Library, for additional funding support to offset a portion of a projected \$30,000 budget deficit at the Carpinteria Library.

| <b>Community Services Support Program / Grants — Youth Services</b> |                   |                                |
|---------------------------------------------------------------------|-------------------|--------------------------------|
| <b>Service Provider</b>                                             | <b>FY 2015-16</b> | <b>FY 2016-17<br/>Proposed</b> |
| Boys & Girls Club                                                   | \$17,000          | \$18,007                       |
| Girls Inc.                                                          | \$17,000          | \$18,007                       |
| <b>SUBTOTAL</b>                                                     | <b>\$34,000</b>   | <b>\$36,014</b>                |

| <b>Community Services Support Program / Grants — Social Services</b> |                   |                                |
|----------------------------------------------------------------------|-------------------|--------------------------------|
| <b>Service Provider</b>                                              | <b>FY 2015-16</b> | <b>FY 2016-17<br/>Proposed</b> |
| HELP of Carpinteria<br>(Measure A funding)                           | \$5,000           | \$5,296                        |
| Rape Crisis Center                                                   | \$4,000           | \$4,237                        |
| HopeNet of Carpinteria                                               | \$1,400           | \$1,483                        |
| <b>SUBTOTAL</b>                                                      | <b>\$10,400</b>   | <b>\$11,016</b>                |

| <b>Community Services Support Program / Contracts and MOU's</b> |                   |                                |
|-----------------------------------------------------------------|-------------------|--------------------------------|
| <b>Service Provider</b>                                         | <b>FY 2015-16</b> | <b>FY 2016-17<br/>Proposed</b> |
| SB County Branch Library                                        | \$35,500          | \$35,500                       |
| Community Action Commission (SCTFYG)                            | \$10,703          | \$10,703                       |
| Community Action Commission (Sr.Nutrition)                      | \$10,000          | \$10,000                       |
| Catholic Charities                                              | \$7,500           | \$7,500                        |
| C3H / United Way                                                | \$2,500           | \$2,500                        |
| 211 Help Line                                                   | \$1,266           | \$1,266                        |
| <b>SUBTOTAL</b>                                                 | <b>\$67,469</b>   | <b>\$67,469</b>                |
| <b>PROGRAM TOTAL</b>                                            | <b>\$111,869</b>  | <b>\$114,499</b>               |

Attachment C to this report is the FY 2016-2017 Community Services Support Program applications.

### **Five Year Projection and Long Term Financial Planning**

Over the next five years ending June 2021 it is estimated that revenues will grow approximately 2.3% and expenditures will increase 3.5% while subsidies to other funds are expected to level off. The June 2021 ending AFB is estimated at \$1,272,969 or approximately \$40K less than in June 2017. For a detailed discussion of the various

assumptions used in this projection please see the Long Range Financial Projection of the budget document, found on pages 27 thru 36.

### **Service Accomplishments and Challenges**

The City provides a wide variety of services to the community that include land use planning, building, code compliance, animal control, parks & recreation programs, public works related activities and programs, and administrative services. The various positions established to deliver these services 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 2015-16 fiscal year are highlighted in the City Manager's Message section of the budget document. Also, the City's report on the Performance Measures from the 2015-16 Budget are included as Section H, Accomplishments, of the budget document.

Despite these significant accomplishments, the City continues to be challenged to adequately address its road right-of-way and parks and open space maintenance needs. The City's streets and right-of-way maintenance programs are operated from 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 partially address street and right-of-way improvement and maintenance needs (among other transportation needs of the community); however, the City is projecting that annual street and right-of-way maintenance needs will continue to exceed available annual revenues resulting in a growing deferred maintenance expense.

Similarly, public parks maintenance is funded in part by a voter approved special tax; however, the tax rate was set in 1997 and has no mechanism for keeping up with inflation. As a result, each year a larger part of City park maintenance costs must be met through other funding sources, including, primarily, the General Fund.

### **LEGAL**

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

### **PRINCIPAL PARTIES EXPECTED AT MEETING**

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

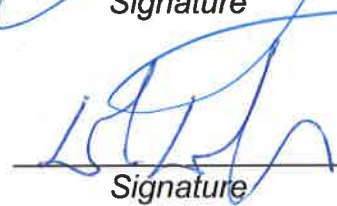
## **ATTACHMENTS**

- A. Proposed Budget (distributed separately)
- B. Resolutions Nos. 5671, 5672, and 5673
- C. Annual Community Service Support Applications

Staff contact: John Thornberry, Administrative Services Director,  
(805) 684-5405, x448, [johnt@ci.carpinteria.ca.us](mailto:johnt@ci.carpinteria.ca.us))

  
\_\_\_\_\_  
Signature

Reviewed by: Dave Durflinger, City Manager

  
\_\_\_\_\_  
Signature

## ATTACHMENT A

Proposed Budget (distributed separately)





## ATTACHMENT B



**RESOLUTION NO. 5671**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
STREET LIGHTING DISTRICT NO. 1  
FOR FISCAL YEAR 2016-17**

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

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

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

**WHEREAS**, the City Manager has calculated the 2016-17 Appropriation Limit for the City of Carpinteria Street Lighting District No.1 in accordance with said law and guidelines, and

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

**NOW, THEREFORE, 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 2016-17 is hereby set at \$635,062 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 13th day of June, 2016, 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 13th day of June, 2016.

---

CITY CLERK

APPROVED AS TO FORM:

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

| EXHIBIT A                                                                |                                                                                              |            |           |           |          |           |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------|-----------|-----------|----------|-----------|
| CARPINTERIA STREET LIGHTING DISTRICT #1 APPROPRIATION LIMIT CALCULATIONS |                                                                                              |            |           |           |          |           |
| PER CALIFORNIA CONSTITUTION ARTICLE XIIIB (PROP 4, GANN LIMIT)           |                                                                                              |            |           |           |          |           |
|                                                                          |                                                                                              | YEAR:      | FY 16-17  | FY 15-16  | FY 14-15 | FY 13-14  |
| DESCRIPTION OF ANNUAL CALCULATION                                        |                                                                                              | REFERENCE: | RESO 5671 | RESO 5622 | RESO     | RESO 5395 |
| A.                                                                       | PRIOR YEAR APPROPRIATION LIMIT:                                                              |            | 596,907   | 576,269   | 563,455  | 532,232   |
| B.                                                                       | CHANGE IN CALIF PER CAPITA INCOME                                                            | PERCENT:   | 5.37%     | -0.23%    | -0.23%   | 5.12%     |
|                                                                          |                                                                                              | RATIO:     | 1.0537    | 0.9977    | 0.9977   | 1.0512    |
| C.                                                                       | CHANGE IN CITY POPULATION PER                                                                | PERCENT:   | 0.97%     | 3.82%     | 2.51%    | 0.37%     |
|                                                                          | STATE DEPT FINANCE ISSUED MAY 1:                                                             | RATIO:     | 1.0097    | 1.0382    | 1.0251   | 1.0037    |
| C1                                                                       | CHANGE IN COUNTY POPULATION PER                                                              | PERCENT:   | 0.95%     | 0.44%     | 0.92%    | 0.71%     |
|                                                                          | STATE DEPT FINANCE ISSUED MAY 1:                                                             | RATIO:     | 1.0095    | 1.0044    | 1.0092   | 1.0071    |
| D.                                                                       | CALCULATION OF ANNUAL RATIO OF CHANGE:<br>B TIMES LARGER OF "C" OR "C1"                      | RATIO:     | 1.0639    | 1.0358    | 1.0227   | 1.0587    |
| E.                                                                       | NEW APPROPRIATION LIMIT:<br>[ANNUAL RATIO OF CHANGE TIMES PRIOR<br>YEAR APPROPRIATION LIMIT] |            | 635,062   | 596,907   | 576,269  | 563,455   |
| F.                                                                       | AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:                                                   |            | 38,155    | 20,637    | 12,814   | 31,223    |
| G.                                                                       | AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:                                                  |            | 6.39%     | 3.58%     | 2.27%    | 5.87%     |
| H.                                                                       | APPROPRIATIONS SUBJECT TO LIMITATION                                                         |            | 288,267   | 288,267   | 277,334  | 263,802   |
| I.                                                                       | AMOUNT UNDER (OVER) APPROPRIATION LIMIT                                                      |            | 346,795   | 308,640   | 298,935  | 299,653   |

Exhibit A



**RESOLUTION NO. 5672**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
FOR FISCAL YEAR 2016-17**

**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 2016-17 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 2016-17 is hereby set at \$17,921,573 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 13th day of June, 2016, 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 13th day of June, 2016.

---

CITY CLERK

APPROVED AS TO FORM:

---

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

| EXHIBIT A |                                                                 |            |             |            |            |            |            |            |
|-----------|-----------------------------------------------------------------|------------|-------------|------------|------------|------------|------------|------------|
| APPLMT    | CITY OF CARPINTERIA APPROPRIATION LIMIT CALCULATIONS            |            | EXHIBIT "A" |            |            |            |            |            |
|           | PER CALIFORNIA CONSTITUTION ARTICLE XIII B (PROP 4, GANN LIMIT) |            |             |            |            |            |            |            |
|           | DESCRIPTION OF ANNUAL CALCULATION                               | YEAR:      | FY 16-17    | FY 15-16   | FY 14-15   | FY 13-14   | FY 12-13   | FY 11-12   |
|           |                                                                 | REFERENCE: | RESO        | RESO 5621  | RESO 5539  | RESO       | RESO 5394  | RESO 5322  |
| A.        | PRIOR YEAR APPROPRIATION LIMIT:                                 |            | 16,844,836  | 16,046,919 | 15,690,091 | 14,820,659 | 14,218,237 | 13,764,114 |
| B.        | CHANGE IN CALIF PER CAPITA INCOME                               | PERCENT:   | 5.37%       | 3.82%      | -0.23%     | 5.12%      | 3.77%      | 2.51%      |
|           | PER GOVT CODE 7901:                                             | RATIO:     | 1.0537      | 1.0382     | 0.9977     | 1.0512     | 1.0377     | 1.0251     |
| C.        | CHANGE IN CITY POPULATION PER                                   | PERCENT:   | 0.97%       | 0.44%      | 2.51%      | 0.37%      | 0.27%      | 0.77%      |
|           | STATE DEPT FINANCE ISSUED MAY 1:                                | RATIO:     | 1.0097      | 1.0044     | 1.0251     | 1.0037     | 1.0027     | 1.0077     |
| C1        | CHANGE IN COUNTY POPULATION PER                                 | PERCENT:   | 0.95%       | 1.11%      | 0.92%      | 0.71%      | 0.45%      | 0.75%      |
|           | STATE DEPT FINANCE ISSUED MAY 1:                                | RATIO:     | 1.0095      | 1.0111     | 1.0092     | 1.0071     | 1.0045     | 1.0075     |
| D.        | CALCULATION OF ANNUAL RATIO OF CHANGE:                          |            |             |            |            |            |            |            |
|           | B TIMES LARGER OF "C" OR "C1"                                   | RATIO:     | 1.0639      | 1.0497     | 1.0227     | 1.0587     | 1.0424     | 1.033      |
| E.        | NEW APPROPRIATION LIMIT:                                        |            |             |            |            |            |            |            |
|           | [ANNUAL RATIO OF CHANGE TIMES PRIOR                             |            |             |            |            |            |            |            |
|           | YEAR APPROPRIATION LIMIT]                                       |            | 17,921,573  | 16,844,836 | 16,046,919 | 15,690,091 | 14,820,659 | 14,218,237 |
| F.        | AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:                      |            | 1,076,737   | 797,917    | 356,828    | 869,432    | 602,422    | 454,123    |
| G.        | AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:                     |            | 6.39%       | 4.97%      | 2.27%      | 5.87%      | 4.24%      | 3.30%      |
| H.        | APPROPRIATIONS SUBJECT TO LIMITATION                            |            | 8,618,964   | 8,618,964  | 8,133,289  | 7,539,980  | 6,971,760  | 6,668,805  |
| I.        | AMOUNT UNDER(OVER) APPROPRIATION LIMIT                          |            | 9,302,609   | 8,225,872  | 7,913,630  | 8,150,111  | 7,848,899  | 7,549,432  |

Exhibit A



## **RESOLUTION NO. 5673**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2016-17**

**WHEREAS**, on June 13, 2016 the City Manager presented his proposed Budget for Fiscal Year 2016-17 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 13, 2016 and received public comments on the 2016-17 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 2016-17, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted effective July 1, 2016.
2. The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2015-16 are also hereby approved as amended for the 2015-16 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 13th day of June, 2016, by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

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MAYOR, CITY OF CARPINTERIA

ATTEST:

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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 13th day of June, 2016

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CITY CLERK

APPROVED AS TO FORM:

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

## ATTACHMENT C



**CITY OF CARPINTERIA**  
**Community Services Support**  
**Youth Services Grant Application 2016/17**

The City of Carpinteria is offering grant funding for qualified non-profit organizations that provide after school health, wellness and education services and programs to youth (ages 5–18) in Carpinteria and which complement City youth recreation services and programs. Please complete the application related the proposed youth services your organization is proposing. Applications are due no later than Friday, May 20, 2016 at 5:00 PM (email and fax copies are acceptable).

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

United Boys & Girls Clubs of Santa Barbara County- Carpinteria

**Amount of Request:** \$25,000

**2. Program Title:**

Youth Programming, Engagement and Outreach

**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, Vice President of Operations

**6. Phone Numbers: TELE: 805-684-1568 FAX: 805-681-1345**

**Email:** jcollins@unitedbg.org

**7. Target Population:** Boys and girls ages 6-18

**8. Days and hours open:** M-F 9:30am-6:30pm; Breaks M-F 7:30am-6:30pm; Saturdays

10am-2:00pm

**9. List the zip codes from which clients are drawn:** 92054, 93003, 93013, 93022, 93023,

93030, 93033, 93067, 93101, 93103, 93105, 93108, 93110, 93117, and 93001



**10. Description of services to be provided with funds:**

Over the years, Carpinteria Boys & Girls Club programs have proven to be a great fit for youth in our community. We intentionally focus on providing every child with educational support and life skills necessary to close the achievement gap, especially for our low income families. The funds provided by the City of Carpinteria will be used to boost our youth programs tied to our 3 priority outcomes, including: academic success, healthy lifestyles, and good character and citizenship. One of our goals this year is to reach more kids, more often with deeper impact. The funds provided by the city will go a long way in supporting that goal. Specifically, the funds will supplement our transportation and outreach program efforts, continuing to fund our growing tween and teen programs, and provide scholarships for families who need our services.

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

Our programs are monitored monthly by Club staff and discussed with the Program and Club Directors to evaluate the effectiveness in accordance to their goals. Indicators of effectiveness are based on attendance, active participation, and consistency of the program. Weekly staff meetings are held to address needs and concerns in program areas. Records are kept through our membership tracking system (MTS) including: daily attendance, daily transportation, participation in programs, outreach, and scholarships requested and funded. These indicators are all overseen by the Vice President of Operations. Annually, through Boys & Girls Clubs of America, the Club members partakes in a member survey (NYOI) and annual reporting to the national organization.

**12. Description of your overall agency:**

The United Boys & Girls Clubs of Santa Barbara County (UBGC) - Carpinteria Unit's mission is "to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens." UBGC serves youth ages 6-18 where they can participate in a safe, caring environment after school, Saturdays and on school breaks. In 2015 the Carpinteria Unit served 647 members. The Club offers quality, nationally proven programs to explore kid's interests and meet their needs. The Carpinteria Unit is a multi-building centered facility that houses a separate K-2nd Child Care, Teen Center, and Drop-In program.

## ***Projections for year JULY 1, 2016 TO JUNE 30, 2017***

### **Objective # 1: Teen Outreach**

Boys and Girls Clubs across America are pushing to serve more teens. UBGC has a goal of reaching 400 teens this year with 80% of them attending the club two or more times per week. The Carpinteria Unit is hoping to reach 100 teens between 2016 and 2017. In order to do so the Club is making a few adjustments that the city funding will support. First, we are creating a space for middle school youth only. Separating our middle and high school members is crucial in order to support programs for the various age ranges. Next, we are dedicating the funding to support a second key staff member in the teen center. Having one male and one female staff give the youth opportunities to connect and gives the staff the opportunity to run quality and engaging programs. Finally, we are making sure our programs are meeting the needs and interest of our tween and teen members. Enhancing our new “Stay Late” program Friday nights, opening the Club up later till 7pm during the week to accommodate “teen only” hours. During the summer our focus will be on College tours, team building, and healthy lifestyles.

### **Objective #2: Outreach**

Our Outreach program has grown over the last year thanks to the City of Carpinteria’s support. Our staff are sent to Canalino Elementary 3 days a week to perform Hardy Brain Training, a program set to bring kids up to grade level reading. We are slated to start recess programming at Aliso and Carpinteria Middle School in the fall. In 2015-2016, were able to offer free transportation to middle school youth from school to the Club. This was in part to a collaborative effort with the school district and your support. We hope to continue our efforts in 2016-2017 and provide pick up and drop off locations in areas of high need including Dahlia Court, and the area around Bailard Ave. and Via Real Monday through Saturday. As we expand our services to reach more youth, we expect to increase our scholarship funds and continue to accept all families in need regardless of their financial state.

### **Objective #3: Programming**

The Carpinteria Club has been able to grow its program offerings the last couple years in great part to the City’s support. We have started growing our STEAM programming, and are looking to grow it even further with the City’s support by purchasing two Lego robotics for the kids. Our athletic program has grown to include a summer basketball league, and a portion of the funding will go to supplement scholarships for those families in need.



**CITY OF CARPINTERIA**  
**Community Services Support**  
**Youth Services Grant Application 2016/17**

The City of Carpinteria is offering grant funding for qualified non-profit organizations that provide after school health, wellness and education services and programs to youth (ages 5–18) in Carpinteria and which complement City youth recreation services and programs. Please complete the application related the proposed youth services your organization is proposing. Applications are due no later than Friday, May 20, 2016 at 5:00 PM (email and fax copies are acceptable).

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

Girls Inc. of Carpinteria

**Amount of Request:** \$17,000

**2. Program Title:**

After School Enrichment and Teens

**3. Program Street Address, City, Zip Code:**

5315 Foothill Road Carpinteria, CA 93013

**4. Program Mailing Address, City, Zip Code:**

5315 Foothill Road Carpinteria, CA 93013

**5. Contact Person, Position:**

Victoria Juarez, Executive Director

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

**Email:** [vjuarez@girlsinc-carp.org](mailto:vjuarez@girlsinc-carp.org)

**7. Target Population:** K-12, ages 5-18

**8. Days and hours open:** 9am-6pm office hours, 1-6pm program hours

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

**10. Description of services to be provided with funds:**

A quality, licensed after-school program for girls in kindergarten through 5th grade is offered at Girls Inc. of Carpinteria as well as camps during the summer and school holidays. Girls ages 12-18 are served through teen programs that operate daily through Eureka! and sports. Programs operate Monday- Friday from 1-6pm. Girls Inc. programs feature research-based curricula . We put our mission into practice by strengthening the whole girl, by providing year-round, holistic, compensatory, and intentional programming; focusing on STEM (Science, Technology, Engineering, & Math), healthy relationships, sound body image and teaching girls to use their voice to advocate for themselves and others. Girls take part in structure activities that include: Academic Support, Sports, STEM, Literacy and Art, College and Career.

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

An annual environmental/program audit takes place every February by program staff. Findings are used to improve and close gaps in programs. Parents and girls assess programs annually through a survey (usually in spring). Records of attendance, hours and grades are tracked through traxsolutions.

**Description of your overall agency:**

The mission of Girls Inc. of Carpinteria is to inspire and empower girls and women to achieve personal, social, political and economic success in order to become strong, smart and bold. We provide girls with opportunities that encourage them to take healthy risks and master physical, intellectual and emotional challenges. We currently provide quality programs to over 700 girls and young women ages 5 to 18 and their families. Our programs target underserved youth in the Carpinteria Valley. Demographically, 70 percent of our participants are Latina and approximately 66 percent of the families served are low-income. Girls Inc. assists all of the girls enrolled in our programs with age-appropriate, research-based academic support and athletics that teach life skills fundamental to creating successful and happy lives. Our core programming focuses on leadership and advocacy, pregnancy and drug abuse prevention, economic literacy, violence prevention, media literacy and sportsmanship.

***Projections for year JULY 1, 2016 TO JUNE 30, 2017***

**Objective # 1:**

*Strong- Educating girls with age-appropriate programs that promote:* Health & Nutrition, Physical Fitness, and Healthy Body Image. 75% of girls will take part in a component to Sporting Chance.

**Objective #2:**

*Smart- Challenging girls to explore and be inspired by programming focused on:* Science, Math & Technology, Academic Tutoring, Economic Literacy, and college and career. 100% of girls will take part in STEM based activities, academic tutoring and literacy, 75% will take part in Girls Inc. Economic Literacy Program. College and Career workshops for parents and teens will be offered through the teen program Eureka. Workshops will be offered eight times a month for a total of 80 workshops a year.

**Objective #3:**

*Bold- Empowering girls through programs that teach:* Personal Safety, Leadership Advocacy. 90% of first and third graders will take part in personal safety workshops/ Kidability. 85% of teens will take place in leadership or advocacy workshops.

**CITY OF CARPINTERIA**  
**Community Services Support**  
**Social Services Grant Application 2016/17**

The City of Carpinteria is offering grant funding for qualified organizations that provide social services and related programs to Carpinteria (i.e., education materials, counseling services, resource information and materials, transportation assistance, etc.). Please complete the application related to the services your organization is proposing. Applications are due no later than Friday, May 20, 2016 at 5:00 PM (email and fax copies are acceptable).

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

HELP of Carpinteria **Amount of Request:** \$10,000

**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

**Email:** goodbodyjr@cox.net

**7. Target Population:** non-driving Carpinteria residents

**8. Days and hours open:** Monday through Friday form 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 doctor appointments and social services and a \$10.00 donation is requested for a roundtrip ride. Rides are provided within Carpinteria for any purpose including grocery shopping, hair and doctors appointments, senior lunch program, visits with friends, etc.

A \$2.00 donation is requested for a roundtrip in Carpinteria. Donations are encouraged but no one is refused transportation for lack of ability to pay.

**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 nearly 600 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:**

79 people volunteer as drivers and dispatchers to provided 7,153 rides last year to Carpinteria residents, with a ten 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, 2016 TO JUNE 30, 2017***

**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 this reliable, high quality door-to-door transportation service in our community for generation s to come.

**Objective #3:**

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

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**CITY OF CARPINTERIA**  
**Community Services Support**  
**Social Services Grant Application 2016/17**

The City of Carpinteria is offering grant funding for qualified organizations that provide social services and related programs to Carpinteria (i.e., education materials, counseling services, resource information and materials, transportation assistance, etc.). Please complete the application related to the services your organization is proposing. Applications are due no later than Friday, May 20, 2016 at 5:00 PM (email and fax copies are acceptable).

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

Santa Barbara Rape Crisis Center (SBRCC) Amount of Request: \$ 6,000.00

**2. Program Title:**

Santa Barbara Rape Crisis Center

**3. Program Street Address, City, Zip Code:**

433 E. Canon Perdido Street, Santa Barbara, CA 93101

**4. Program Mailing Address, City, Zip Code:**

433 E. Canon Perdido Street, Santa Barbara, CA 93101

**5. Contact Person, Position:**

Idalia Gomez, Program Director

**6. Phone Numbers: TELE: 805.963.6832 FAX: 805.965.3271**

**Email:** idalia@sbrcc.net

**7. Target Population:** Carpinteria adolescent and adult survivors of sexual assault, their significant others, and members of the community.

**8. Days and hours open:** Office hours are Monday to Friday 9-5 p.m.; however, services are available seven days per week, 24 hours a day through SBRCC's hotline.

**9. List the zip codes from which clients are drawn:** SBRCC's service area includes south Santa Barbara County from the City of Carpinteria to the Santa Ynez Valley. This grant, however, will focus on providing services to clients who are residents of the City of Carpinteria Zip Code 93013.

**10. Description of services to be provided with funds:**

With assistance of the funds provided by this grant, Santa Barbara Rape Crisis Center will provide crisis intervention services, long-term counseling services, and will engage the



community in education and rape prevention programs. Services provided will be culturally competent and offered in English and Spanish.

The Crisis Intervention Program offers clients information, intervention, and support to reduce isolation and mitigate the onset of Rape Trauma Syndrome. SBRCC provides a 24-hour hotline to offer crisis counseling via the telephone or in-person, follow-up services, medical and legal advocacy and accompaniment, and information and community referrals. SBRCC is a first responder for the Sexual Assault Response Team (SART), to support a survivor through the collection of forensic evidence.

Through the Long-term counseling program, SBRCC offers individual & couples counseling, and ongoing support groups for sexual assault survivors and their significant others. This program is designed to assist clients in regaining a sense of power and control over their lives through the healing process. Through this program, individuals are able to examine the long-term effects the sexual assault has had on their life.

Through the Community Education Program, SBRCC provides rape prevention education to increase awareness and understanding of sexual violence and assist participants with developing behaviors that increase attitudes which support the prevention of sexual assault. Additionally, SBRCC offers in-services for law enforcement, medical and mental health professionals.

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

There are internal and external monitoring procedures for Santa Barbara Rape Crisis Center's programs and for the services provided. Internally, SBRCC holds 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 Governor's Office of Emergency Services (Cal OES) conducts on-site assessments to ensure SBRCC is in compliance with program, administrative, and fiscal standards. In addition, per Cal OES mandates, SBRCC contracts with an independent CPA firm to conduct an annual fiscal audit. This report is submitted to Cal OES six months following the end of the grant period. SBRCC records and tracks all contacts with clients and all services provided. Data entry and reports are generated on a

monthly basis to ensure proper documentation of services. SBRCC provides quarterly, mid-year, and/or year-end reports to all funding sources.

## **12. Description of your overall agency:**

Santa Barbara Rape Crisis Center is a feminist, community-based organization working toward a world free from oppression and violence. SBRCC has served south Santa Barbara County since 1974. SBRCC is dedicated to supporting and empowering sexual assault survivors, their family members, and friends, and to eliminating all forms of sexual violence from our society. SBRCC supports sexual assault survivors through the initial crisis and subsequent stages of healing. Through community education, training and activism, SBRCC is committed to changing attitudes and beliefs causing sexual assault. SBRCC is an inclusive organization that welcomes individuals of all gender identities, sexual orientations, races, classes, abilities, and ages.

### ***Projections for year JULY 1, 2016 TO JUNE 30, 2017***

#### **Objective # 1:**

100% of all City of Carpinteria survivors of sexual assault and significant others who seek crisis intervention services by calling the 24-hour hotline or walking in to SBRCC will receive information about all services, intervention, and support. Of those survivors of sexual assault and/or their significant others who receive crisis intervention services, 45% will receive follow-up services, which include crisis counseling via the telephone or in-person, medical and legal advocacy and accompaniment, and information and community referrals.

#### **Objective #2:**

100% of City of Carpinteria survivors of sexual assault and significant others who seek long term counseling will receive appropriate services. Of those individuals who receive long-term counseling services, 45% will receive multiple counseling sessions (individual, couples, family, or 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.



# City of Carpinteria

## Community Services Support

# Social Services Grant Application 2016/17

The City of Carpinteria is offering grant funding for qualified organizations that provide social services and related programs to Carpinteria (i.e., education materials, counseling services, resource information and materials, transportation assistance, etc.). Please complete the application related to the services your organization is proposing. Applications are due no later than Friday, May 20, 2016 at 5:00 PM (email and fax copies are acceptable).

**JULY 1, 2016 - JUNE 30, 2017**

1. Agency Name: HopeNet of Carpinteria Amount of Request: \$1,515
2. Program Title: Suicide Prevention
3. Program Street Address, City, Zip Code: None (volunteer organization)
4. Program Mailing Address, City, Zip Code: 1574 Seacoast Way, Carpinteria, CA 93013
5. Contact Person, Position: Becki Norton, Vice President or Dr. Amrita M. Salm, President
6. Phone Numbers: TELE: (805) 705-7933 or (805) 689-9640 FAX: None  
Email: hopenetofcarp@gmail.com
7. Target Population: Carpinteria residents who are suffering from depression or suicidal issues and others who have been affected by suicide or are interested in suicide prevention and mental wellness.
8. Days and hours open: Varies – depends on activities/ events
9. List the zip codes from which clients are drawn: 93013

**10. Description of services to be provided with funds:**

| Projected Expense                                                                                         | Amount            |
|-----------------------------------------------------------------------------------------------------------|-------------------|
| Printing Additional Suicide Prevention Wallet Cards in English & Spanish                                  | \$660.00          |
| Website Hosting Fee Site5 (bi-annual)<br><a href="http://www.hopenetofcarp.org">www.hopenetofcarp.org</a> | \$120.00          |
| Domain Name Registration Renewal Fee (annual) Site5                                                       | \$24.00           |
| Website Updating @ \$30.00/ hour                                                                          | \$120.00          |
| Candlelight Vigil 9/10/16 Publicity (Ads & Flyers)                                                        | \$150.00          |
| Candlelight Vigil 1-Day Event Liability Insurance                                                         | \$216.00          |
| Continue to Build DVD Lending Library                                                                     | \$125.00          |
| Additional Mental Health First Aid Class in Spanish Publicity (Ads & Flyers)                              | \$100.00          |
|                                                                                                           |                   |
| <b>TOTAL</b>                                                                                              | <b>\$1,515.00</b> |

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

- Services will be monitored by the HopeNet Board at regularly scheduled meetings. Minutes are kept and finances monitored/ reported by the Secretary/Treasurer Roberta Lehtinen. Reviews are done by the Board on an ongoing basis following each event/ activity.
- Input from our website by users/viewers..
- Informal communication and coordination with community residents, church leaders, local organizations, CUSD, County Mental Health (Dept. of Behavioral Wellness) as well as networking and working with experts and organizations. This year they report more Carp residents utilize the ACCESS line (hotline) to get mental health services and resources.

**12. Description of your overall agency:**

A group of concerned Carpinteria citizens formed a grassroots organization after the suicide of a local friend in 2012. Tragically there were six (6) suicides in Carpinteria in 2015, one being a

resident of Simi Valley: five men and one woman; all but one were over 60 years of age (Santa Barbara County Sheriff - Coroner's Office, 2015).

We want to reduce or eliminate family tragedies by sensitizing our families, friends, colleagues and neighbors to the signs of emotional problems, which often lead to suicide and provide resources for them to get help.

In short, the vision of HopeNet of Carpinteria is to *improve the mental wellness of Carpinteria's residents and lessen the number of attempted and completed suicides through information, support, training and advocacy. We hope to create a stronger safety net!*

From June 2014 to the present, HopeNet of Carpinteria has:

- Been instrumental in bringing direct no-cost, drop-in bilingual mental health services to Carpinteria residents twice monthly through County of Santa Barbara Alcohol, Drug, and Mental Health Services (Dept. of Behavioral Wellness) beginning Spring 2014 and having Dept. of Behavioral Wellness move to a more accessible location, i.e. Veterans Memorial Building.
- Coordinated with Dept. of Behavioral Wellness to provide *Coastal View News* with a monthly column on mental health issues.
- Participated in both the Rods & Rods event and the Avocado Festival with an information table, speaking to many people about suicide prevention and providing suicide prevention information wallet sized cards.
- Participated twice (and won first prize once) in the Chalk A Walk event sponsored by First Friday.
- Participated in the 2014 City of Carpinteria Independence Day Parade.
- Held World Suicide Prevention Candlelight Vigils on September 10, 2014 and September 10, 2015 (World Suicide Prevention Day) with local elected officials in memory of loved ones and received a positive community response.
- Participated in the "Out of the Darkness" suicide prevention walk in Santa Barbara in 2014 and 2015 with an information table, networking with other agencies, meeting young Carpinteria teens who had suffered from suicidal ideation and depression.
- Organized a Community Forum to introduce Dept. of Behavioral Wellness to Carpinteria residents.

- Kept our website updated with information about upcoming events, as well as local resources and services.
- Continued to reprint and distribute wallet-sized cards in Spanish and English listing the warning signs of depression and suicide, how to help, and phone numbers of local and national helplines and support organizations to local businesses, government agencies, and schools.
- Helped distribute Carpinteria Resource Guides in English and Spanish (published by Dept. of Behavioral Wellness) to local government agencies, schools and businesses, which was placed on the City and other websites.
- Invited and spoke at a Carp Middle School class on the topic of suicide prevention, the importance of reaching out for help or steering friends towards help, and local resources.
- Continued to post our banner at critical times when suicide rates are typically highest (spring, winter holidays) with the Access Team number on the city pool fence.
- Worked closely with Carpinteria Head Start, Carpinteria Children's Project and County Public Health in Carpinteria.
- Continued to work cooperatively with Mental Wellness Center to bring mental health trainings to Carpinteria.
- One of the board members has actively participating with the Central Coast Collaborative on Homelessness and the Carp Regional Coordinating Committee and was trained and participated in the Homeless Survey.
- In 2015, coordinated separate Mental Health First Aid trainings in both Spanish and English with the Mental Wellness Center and County Dept. of Behavioral Wellness and received enthusiastic responses from participants.
- During the 2015-16 school year we worked closely with CUSD to provide speakers, information, and suicide prevention cards for administration, staff and students in the interest of school safety.
- Continuing outreach to local organizations, businesses, and restaurants via board members making presentations at Carpinteria Woman's Club, Girls Inc., Senior Citizens, Inc. and the National Day of Prayer Breakfast with local ministers and by aggressively distributing suicide prevention cards. Attended and distributed cards at Women of Inspiration event.

As stated by the City of Carpinteria Proclamation of March 11, 2013, every day in Carpinteria is Suicide Prevention Day. We appreciate the ongoing support of the City of Carpinteria. 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 continuing to be made to involve teens and young adults in our activities.

*Projections for year July 1, 2016 to June 30, 2017*

**Objective # 1:**

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

Continue to outreach to the Latino community by coordinating with Dept. of Behavioral Wellness and providing services at Dahlia Court, Chapel Court, and Casa de las Flores (People's Self Help Housing), distributing suicide prevention cards in Spanish at key locations, and providing an additional Mental Health First Aid Class in Spanish due to the demand for such education.

**Objective #2:**

Host our Annual World Suicide Prevention Candlelight Vigil at the Seal Statue at Linden Beach on September 10, 2016 to develop continued awareness and sensitivity to mental health needs and lessen stigma associated with mental illness.

**Objective #3:**

Continue to develop a DVD Lending Library on suicide prevention and mental wellness with materials in English and Spanish available to the public.





*(Friends of the Library Request on behalf of the Carpinteria Library, received via email, May 13, 2016)*

Once again next year, as has been the case for at least the past seven years, we will face increasingly troubling challenges to find ways to maintain operating hours at our library in the face of forecasted budget deficits.

Each of you now have copies of the proposed budget, and I will "walk" us through various points of interest and questions raised by it. Then, perhaps at the end of the month or the beginning of June, we can meet with you again, as we did last year, and seek together to find practical ways to overcome the problems posed in the draft budget.

First though, as a reminder: Under a contract that the City of Santa Barbara has with our county, the Director of the Santa Barbara Main Library (Jessica Cadiente) and her staff manage the overall operations and administration of all the branch libraries in the county. Jessica, with, as I understand it, input (direction) from folks in the county put together our proposed budget, as well as the ones for the other branches. My understanding is that Jessica will be communicating about this with Dave, on behalf of the city, sometime in the next few weeks.

So, let's look at our proposed budget:

1. The first thing to notice is that the "Service Pop" has dropped to 16,449, which means the number of people that are considered to be served by our library has dropped from year to year. This results in the county per capita dollars that will be assigned as revenue to our library dropping from \$131,646 this fiscal year to \$128,338 next fiscal year. So, at the "get go" we are already "down" by \$3,308.

2. The City and the Friends are forecast to provide the same support next year as we have this year (\$35,500 and \$53,101 respectively). [The Friends contribution for this year is shown to be \$58,101 because a \$5,000 donation that the Ann Jackson Foundation gave the Friends to be used for purchasing children's books was, for accounting purposes, added into our contribution for the year.]

3. As we always do, in addition to the funds we remit directly to the Main Library to cover a portion of the budgeted operating expenses of our library, this year we will have paid approximately \$9,000 separately for items like paying for the Summer Performances at our library for children in the community, certain periodicals, certain supplies for the Homework Center, etc. And for reasons that are too confusing to attempt to describe here, this year we (the Friends) also paid on a one time basis \$3,354 for a list of items that Tara O'Reilly requested and needed for the library.

4. The projected increase in Salaries & Benefits (\$17,626) is, as I understand it, largely due to salary and COLA increases in pay (and benefits) for the hourly workers at our library. Jessica can provide more details about this if you are interested.

5. The most surprising and troubling change is in the Administrative Fee and it requires some explanation.

a. For as long as anyone can remember, the Administrative Fee has been calculated by taking 9% of the County Per Capita revenue. So, last year it was \$11,845, 9% of \$131,646.

b. The county manager whose responsibilities include libraries (I think his title is Director of Community Services), together with Jessica, have decided that this approach no longer is adequate to cover the administrative functions that the 9% is intended to cover, so the decision has been made to hereafter apply the 9% against all Expenditures (excepting of course, the Administrative Fee itself).

c. I have asked Jessica to provide us with a listing of what all is included in this.

d. Consequently, this results in a 91.5% increase in last years Administrative Fee of \$10,868 to \$22,713.

6. The projected deficit then is a substantial \$39,438. This is projected to be reduced by the application of \$9,519.38 of the rapidly dwindling county reserves held for our library to \$29, 918.62.

7. Consequently, without putting to fine a point on it, unless we can come up with an additional \$30,000 of revenue, something will have to give (e.g., hours that our library is open, employee headcount, a combination of the two, etc.).

As you will recall, last year we faced a substantial deficit of a similar amount and the City and the Friends each agreed to contribute \$8,500 more than the amount forecasted for each of us, thus leaving a \$12,000 deficit. At the time, our Board voted unanimously to contribute the additional \$12,000 needed to avoid closing one day a week and to be able to return Tara from her part time coverage at the Montecito Branch to full time at our Branch. Then the county startled us all by increasing their Per Capital contribution by \$1.00 (in the prior 5-6 years they had made no net increase in this number), which eliminated the need for the Friends to come up with the additional \$12,000.

It is anticipated that the county will leave its per capita contribution the same for next year.

I have asked Jessica to provide us with examples of what the consequences would be for our library if, collectively, we are unable to come up with the "missing" \$30,000. Hopefully, this will be forthcoming before we sit down in a couple of weeks to discuss this together, so we will know more clearly what we are dealing with.

Dave also asked whether this situation is unique to Carpinteria. The answer is no, it is not. In fact, as I understand it, at least some, if not most, of the other Branch libraries and other city libraries have significantly larger deficits than ours. Jessica can provide the specifics if you are interested in seeing them.

And Dave asked what options are being considered to respond to this situation. I'm tempted to be trite and say something largely unhelpful (and immature) like "Same-O Same-O". For the seven years I have been involved with this the financial problems have escalated year to year and, guess what, the Friends, our membership, our donors, and other community members, as well as our City for the past several years, have been required to pick up the slack in order to keep the doors of our library open for the

use of our citizens. And, because we shun the idea of reducing services, we have always done so thus far.

The City has been magnificent. In recent years, it has steadily increased its contribution from \$8,000 a year back in 2009-2010 to the \$35,500 it has contributed the past two years. And, then there is the Bookstore. We are just about to finish our seventh successful year in the Seaside Building, and we are only there and only doing so well because the City has generously leased the building to us at below market rates. This in turn has permitted the Friends to increase it's contributions to covering the operating expenses of our library from \$20,000 in 2009-2010 (and several preceding years) to as high a \$60,000.

I realize I have digressed a wee bit.

As most of you know, the county, under the leadership of Doreen Farr and the County Library Advisory Committee (Gaby Edwards is Carp's representative and Patty Manuras represents Salud's District) recently looked hard at the possibility of mounting a county wide parcel tax effort for the November election. Without going into all the detail, it was concluded that it would quite likely not pass, in pertinent part because the north county would not have been expected to vote in favor of it.

Many of us think a parcel tax initiative could be successful in Carpinteria and plans are underway (will kinda "underway") to see what needs to be done to get such a measure on the 2018 ballot.

The only other way that I'm aware of to head off a reduction of services at our library staring on July 1 is to do what we've always done thus far: bite the proverbial bullet and come up with the additional money to cover the expected deficit. Once we know more about exactly what the consequences would be if we are not able to do this, our choices will be more clear.

Frankly, as we (the Friends) have expressed to you all in the past, we would very much love to be in a position to be able to spend money on improving our library, rather than always needing to bail out the ever increasing shortfalls in revenue that lead to potentially dire circumstances.

Sorry this is so long. Please let me (and Jessica) know what questions you have.

We look forward to sitting down with you in a couple of weeks to discuss this further.

Regards,  
Foster

Foster Markolf  
4818 Third Street  
Carpinteria, CA 93013



# CARPINTERIA LIBRARY at \$7.80 per capita

SERVICE POP: 16,449

Sq. Ft.

3,060

CARD HOLDERS:

7,571

|                          | FY2012-13 | FY2013-14 | FY2014-15 |
|--------------------------|-----------|-----------|-----------|
| CIRCULATION              | 94,936    | 92,557    | 94,391    |
| COMPUTER SESSIONS        | 22,390    | 28,554    | 29,939    |
| WIFI SESSIONS            | 4,769     | 5,054     | 9,666     |
| PROGRAMS & SCHOOL VISITS | 239       | 369       | 418       |
| PROGRAM ATTENDANCE       | 9,029     | 9,228     | 9,744     |
| HOURS OPEN PER WEEK      | 47.5      | 47.5      | 47.5      |
| DAYS OPEN PER WEEK       | 6         | 6         | 6         |

|                          | FY14-15        | FY15-16        | FY16-17        |
|--------------------------|----------------|----------------|----------------|
| <b>REVENUES</b>          |                |                |                |
| COUNTY PER CAPITA        | 110,462        | 131,646        | 128,338        |
| FINES & FEES             | 14,900         | 8,750          | 8,500          |
| COPY FEES                |                | 2,000          | 2,000          |
| ROOM RENTAL              | 8,000          | 7,000          | 7,000          |
| CITY OF CARPINTERIA      | 35,500         | 35,500         | 35,500         |
| DONATIONS-GIFT-FIRE FUND | 20,000         | 0              | 0              |
| DONATIONS                | 600            | 1,000          | 1,000          |
| FRIENDS                  | 56,455         | 58,101         | 53,101         |
| INTEREST                 | 600            | 200            | 200            |
| <b>TOTAL REVENUES</b>    | <b>246,517</b> | <b>244,197</b> | <b>235,639</b> |

|                           | FY14-15        | FY15-16        | FY16-17        |
|---------------------------|----------------|----------------|----------------|
| <b>EXPENDITURES</b>       |                |                |                |
| SALARIES & BENEFITS       | 161,346        | 157,853        | 175,479        |
| SUPPLIES AND SERVICES     | 20,354         | 12,569         | 13,119         |
| BLACK GOLD FEE            | 23,000         | 23,000         | 25,000         |
| ALLOCATED COSTS           | 13,582         | 12,716         | 13,766         |
| ADMINISTRATIVE FEE        | 9,940          | 11,845         | 22,713         |
| BOOK ACQUISITIONS         | 18,295         | 30,000         | 25,000         |
| <b>TOTAL EXPENDITURES</b> | <b>246,517</b> | <b>247,983</b> | <b>275,077</b> |

OVER/UNDER

0

(3,786)

(39,438)

TOTAL RESERVES

13,305.31

9,519.31

(29,918.62)





April 7, 2016

Dave Durflinger, City Manager  
City of Carpinteria  
5775 Carpinteria Ave  
Carpinteria, CA 93013

RECEIVED

APR 11 2016

CITY OF CARPINTERIA

Dear Mr. Durflinger,

For the fiscal year 2016-2017, the City of Carpinteria's commitment to the South Coast Task Force on Youth Safety is \$10,063.00

Thanks you for your partnership and support for the South Coast Task Force on Youth Safety.

Please let me now if you have any questions, (805) 964-8857 X 154

Fran Forman  
Executive Director

Cc: Saul Serrano, South Coast Task Force on Youth Safety





# CITY OF CARPINTERIA

## Community Services Support Program Application

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

Community Action Commission of Santa Barbara County    **Amount of Request:** \$ 10,000

**2. Program Title:**

Healthy Senior Lunch Program

**3. Program Street Address, City, Zip Code:**

Veterans Memorial Building – 941 Walnut Ave., Carpinteria, CA 93013

Home Delivery

**4. Program Mailing Address, City, Zip Code:**

5638 Hollister Ave., Suite 230, Goleta, CA 93117

**5. Contact Person, Position:**

Chris Barrett, Director of Nutritional Services

**6. Phone Numbers: TELE:** 805-683-4458    **FAX:** 805-683-8959

**Email:** cbarrett@cacsb.com

**7. Target Population:** Low income senior citizens, age 60 and older, in Carpinteria

**8. Days and hours open:** Monday – Friday. Lunch served at 12:00PM

**9. List the zip codes from which clients are drawn:** 93013, 93014

**10. Description of services to be provided with funds:**

CAC's Healthy Senior Lunch Program aims to feed low-income seniors throughout Santa Barbara County, including Carpinteria, enabling them to maintain their health and continue living independently.

Healthy Senior Lunch provides hot, nutritious, USDA-approved meals each weekday at CAC Healthy Table centers, and through the CAC Healthy at Home delivery program. Our meals are planned by a registered dietician, and prepared at our Santa Barbara kitchen using fresh, locally

grown produce, whenever possible. Meals are transported to the sites and to seniors' homes via temperature-controlled vehicles. While a \$3.00 donation is suggested, no senior who comes for a meal is turned away.

CAC Healthy Table partners with 12 community centers and senior residences, which includes the Veterans Memorial Building in Carpinteria. Healthy Table is designed to provide good nutrition, and to also help seniors maintain a socially engaged life by communing with others and participating in activities and special events. The sites also offer health screenings and educational presentations. CAC is a member of the Foodbank of Santa Barbara County and works with other meal-serving organizations, such as Meals on Wheels, to ensure our clients are receiving the services most appropriate to their individual needs. Our partnership with Easy Lift and SMOOTH also provides transportation services to Healthy Senior Lunch sites. A CAC Site Host oversees and supervises daily operations at each location.

CAC's Healthy at Home program serves homebound seniors with a meal five days a week, and two frozen meals for the weekend. Participants in this program are disabled, and many are isolated and depressed. As such, our delivery drivers, often the only human contact our participants will interact with all day, take the time to visit and connect with the seniors. Further, our drivers are trained to assess participants' welfare and will report any concerns to their supervisors. Individuals can also be referred to healthcare and other support services, if necessary. Healthy at Home provides a valuable social safety net for our elderly community as a whole, and our daily visits and care for homebound seniors have saved individual lives.

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

Evaluation is a key component in all the programs provided by the Community Action Commission. As the most basic evidence of the program's effectiveness, we track the number of meals served and the number of unduplicated seniors who receive services from our Healthy Senior Lunch Program. We measure impact through the use of a Client Survey. The survey determines whether participation in the program has made a difference in enabling clients to afford medication and healthcare, pay for rent and utilities, and live independently. We also track the number of wasted meals.

Quality control inspections at CAC Nutrition Services sites are conducted routinely by a certified food safety manager, or a combination of managers. The Veterans Memorial Building Healthy Table site, and our South County Kitchen were reviewed by the Area Agency on Aging in April of 2016. Our Carpinteria site, as well as drivers on the Healthy at Home Carpinteria route, are monitored no less than once a year.

At our Healthy Table program sites, we monitor and record food preparation (flavor, appearance, nutritional value, quantity, production/cooking temperature), food service (efficiency, portions, serving temperature, shortages/leftovers), kitchen and serving areas (facility cleanliness, equipment cleanliness and function, cleaning schedule posted, hand-washing facilities, emergency food supply), food storage (properly stored, refrigerator and freezer temperatures reviewed, food inspected upon receipt, clearly labeled), personnel (appropriate attire, hygiene, up to date Food Service Training, serving procedures followed, adequate staff available), general areas (cleanliness, up to date fire extinguisher, sanitation), documentation on file (reviewed menus, temperature logs, MSDS sheets for sanitation products, sanitation checks by provider, up to date client books), posted notices (current Health Permit, no smoking, hand washing, client grievance, menu, fire-drill/emergency procedures), and bulk food transport (clean, adequate, appropriate equipment, thermometer available/utilized, temperature logs maintained).

Healthy at Home drivers and vehicles are monitored to ensure that project vehicles are used, transport vehicles are clean, meal delivery is on time, approved bulk carriers are used, and packaged food is presentable. We also evaluate the driver's general appearance, sanitation practices, driving and interaction with the senior client, the participant's acceptance of the service, food temperatures upon packing, the route driven, and the number of meals delivered.

**12. Description of your overall agency:**

Founded in 1967, the Community Action Commission of Santa Barbara County (CAC) is a private, nonprofit agency whose mission is to create opportunities for Santa Barbara County families to achieve stability. CAC operates 22 diverse programs that serve over 10,000 people annually, and works to improve the quality of life for low-income children, youth, families and

seniors. Services are provided throughout Santa Barbara County, including the cities of Carpinteria, Santa Barbara and Goleta.

CAC serves low-income residents and underrepresented populations of Santa Barbara County. We focus on providing high quality, early childhood education; job training, education and mentoring for teens and young adults; nutritious daily meals for children and seniors; and energy services, which make homes safe, warm and more energy efficient.

CAC Children's Services programming includes Head Start and Early Head Start centers, Children's Waiting Room at Superior Court, medical, dental, and mental health screenings, parenting education workshops, programs for fathers and grandparents, prenatal screenings for pregnant women, and services for children with special needs and disabilities. Most of CAC's Head Start children are from families living below the federal poverty level, which translates to approximately \$24,250 per year for a family of 4.

Our Family and Youth Services positively impacts vulnerable and at-risk teens and young adults through educational success and vocational training. Programs address substance abuse, health, teen pregnancy, gang involvement, violence and incarceration, and mental illness. CAC also works to reduce the occurrence or reoccurrence of child abuse and neglect by linking families to treatment services and community resources, enable children and youth residing in foster care to visit with their families, and identify family members and connections for youth in Santa Barbara County's foster care system. Additionally, CAC is the new local host for the 2-1-1 Helpline, which provides such crucial health and human services information as health care providers, health insurance programs, crisis intervention services, and drug and alcohol intervention. CAC Nutrition Services provides healthy meals for low-income seniors at senior centers throughout the County, or delivered right to their home. We also prepare nutritious meals for Children's Services.

CAC Energy Services keeps households safe, warm and energy efficient through our weatherization program, gas appliance safety testing, our new refrigerator replacement program, and utility payment assistance.

*Projections for year JULY 1, 2016 TO JUNE 30, 2017*

**Objective # 1:**

To serve nutritious meals to 60 unduplicated low-income seniors for the year at the Veterans Memorial Building on an optional donation basis. An estimated 5,000 total of meals will be served for the year 2016-2017.

**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 5,500 meals will be delivered to seniors' homes for the year 2016-2017.

**Objective #3:**

Of the 60 seniors targeted by our program in the proposed grant year, 100% will be provided 1/3 of their daily calorie requirements with each meal served, as verified by a review of menus by a registered dietician.



**CITY OF CARPINTERIA**  
**Community Services Support**  
**Program Application**

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

Santa Barbara Region of Catholic Charities of Los Angeles, Inc.    **Amount of Request:** \$ 7,500

**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 E. 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

**Email:** bclark@ccharities.org

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

**8. Days and hours open:** Monday-Friday 9:00 a.m-12:00 p.m.

**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 income-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 maintains contact with the on-site bilingual Client Resource Coordinator, Ms. Cristina Lopez, to review reports and any client-related issues. Records include intake/assessment sheets, client information of source of income and amounts and note son each visit to the office for services. All records are kept on a a 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. Our mission is to prevent homelessness and hunger. The Agency is supported by local individuals and corporate donors, private foundations and government agencies.

***Projections for year JULY 1, 2016 TO JUNE 30, 2017***

**Objective # 1:**

Provide at least 1,000 low-income, unduplicated residents of Carpinteria with basic human services, including nutritious food, emergency funds for rental, utility, and medical expenses for seniors with companion animals.

**Objective #2:**

Provide at least 12,000 units of service (including nutritious food, rental/utility financial assistance and other special needs to Carpinteria clients.

**CITY OF CARPINTERIA**  
**Community Services Support**  
**Social Services Grant Application 2016/17**

The City of Carpinteria is offering grant funding for qualified organizations that provide social services and related programs to Carpinteria (i.e., education materials, counseling services, resource information and materials, transportation assistance, etc.). Please complete the application related to the services your organization is proposing. Applications are due no later than Friday, May 20, 2016 at 5:00 PM (email and fax copies are acceptable).

**JULY 1, 2016 - JUNE 30, 2017**

**1. Agency Name:**

Central Coast Collaborative on Homelessness      **Amount of Request:** \$2,500

**2. Program Title:**

Homeless Coordinated Outreach

**3. Program Street Address, City, Zip Code:**

630 Garden Street, Second Floor, Santa Barbara, CA 93102

**4. Program Mailing Address, City, Zip Code:**

c/o United Way of Northern Santa Barbara County, 1660 S Broadway # 101, Santa  
Maria, CA 93454 (Fiscal Agent)

**5. Contact Person, Position:**

Chuck Flacks, Executive Director

**6. Phone Numbers: TELE:** 805-293-7965      **FAX:** \_\_\_\_\_

**Email:** chuck.flacks@c3homes.org

**7. Target Population:** Chronically homeless residents of Carpinteria

**8. Days and hours open:** M-F, 8-5

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

**10. Description of services to be provided with funds:**

Staffing for weekly meetings of Coordinated Outreach Team and monthly Regional  
Coordination meetings. Staff will oversee the case management of a minimum of 5 homeless  
people with the goal of housing and providing supportive services to all 5 clients.

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

All monthly meetings will have posted agendas and follow up notes provided to the City Manager. Weekly meetings, conducted by volunteers, will have case notes in the Vertical Change client management system. C3H staff are available to present to City Staff and City Council at any time, and will plan on a mid-year presentation to the City Council on the progress of the program.

---

**12. Description of your overall agency:**

C3H exists to reduce homelessness and its impacts. Its work involves three primary strategies -- Housing First, Housing Ready and Family Reunification to get people who are homeless off the streets and into permanent supportive housing. Recently, C3H has embarked on a focused strategy targeting chronically homeless people to rapidly get them into housing, with the services they need to keep them housed. C3H expanded its coordination staff so that it now has two full-time regional coordinators, one in the North, serving Santa Ynez/Buellton/Solvang, Lompoc, and Santa Maria, and one in the South, serving Carpinteria, Santa Barbara, Isla Vista and Goleta.

***Goals and Outcomes***

C3H has divided its work into specific goal areas. To date, these goals and outcomes include:

- **Regional Coordination and Coordinated Outreach** -- C3H serves as regional coordinator for homeless services in the seven regions described above. On a monthly basis, in each region, C3H hosts a meeting of key stakeholders -- nonprofit service providers like Good Samaritan, PATH, and the Salvation Army; business leaders like the Downtown Organization, the Milpas Community Association, and Rotary clubs in Carpinteria and Santa Maria; Cottage Hospital and Dignity Health; law enforcement; mental health, public health and social service staff; nonprofit housing providers like People's Self-Help Housing, and the two Housing Authorities. These meetings streamline and coordinate efforts to end homelessness in each region.
  - **Coordinated Outreach Teams** -- C3H has taken the next step in all seven regions to actively end homelessness by developing the best-practice approach of a by-name list. In collaboration with the stakeholders, C3H has identified a list of people to engage with, determine their needs, provide housing solutions, and continue to provide supportive services for up to 18 months of stability.
- **Continuum of Care** -- In its role as lead agency, C3H works closely with County Housing and Community Development staff to support the ongoing requests for funding through the federal and state funding cycles. C3H will also, in early 2017, administer the federally required Point in Time Count -- the biennial census of people who are homeless. Every two months, C3H coordinates and facilitates the meetings of the Continuum of Care to ensure compliance with federal guidelines.
- **Data and Evaluation of Results** -- C3H now houses the data collected by partners and providers using the assessment tool: Vulnerability Index Service Priority Decision Assessment Tool (VISPDAT) that creates a priority list of the most vulnerable people who are homeless throughout the County. We are now able to track people's progress into housing in real time. C3H is also working with the County, hospitals and service providers to develop a cost/benefit study of our work that shows clearly how much money is saved when people are housed.

## ***Projections for year JULY 1, 2016 TO JUNE 30, 2017***

### **Objective # 1:**

Identify a minimum of five homeless people that the weekly Coordinated Outreach Team will case manage. Case management involves getting to know people where they are, identifying their needs, helping them obtain services to meet their needs, getting them into permanent housing, and providing ongoing support to keep them housed.

### **Objective #2:**

Through the Creative Housing Solutions Team, identify a minimum of one unit a month that is either rent subsidized or will accept Section 8 to potentially house one of C3H's clients. Ideally, by the end of the year, the five case managed clients will be housed.

### **Objective #3:**

Maintain ongoing community engagement in Carpinteria to end homelessness. Each month, the regional coordination team, including the City Manager and Councilmember Al Clark will meet to track C3H's progress, and discuss pressing issues pertaining to ending homelessness. This team will oversee the weekly work of the Coordinated Outreach Team.



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

Dave Durflinger, City Manager  
John Thornberry, Administrative  
Services Director

# CITY OF CARPINTERIA PROPOSED BUDGET 2016-17



# **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 2016-17**

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**City of Carpinteria  
Proposed Budget 2016-17**

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City of Carpinteria  
Proposed Budget 2006-17



# ***City Manager's 2016-17 Budget Message***

June, 2016

Re: Transmittal Letter, 2016-17 Budget

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

**T**he 2016-17 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 2016-17 budget provides funding for all existing programs, projects and services provided and planned for by the City, including funding for the implementation of a program required to meet federal clean water standards, which the state of California, through an unfunded mandate, has made an obligation of cities, continued funding of the City's Emergency Preparedness program, the Economic Vitality program (including promotional activities of the Carpinteria First Committee, HOST program, and seasonal Downtown and Beach maintenance), law enforcement and legal services, and significant investment in Capital Projects and the maintenance of streets, parkways, parks, trails and open spaces.

The 2016-17 fiscal year budget of approximately \$16.4 million, includes over \$4.7 million in grant, dedicated reserve and fund balance spending for capital and major maintenance projects; a reflection of a growing demand for maintenance and replacement of City infrastructure and the City's interest in addressing those needs in a timely and strategic manner in order to minimize costs. Overall, revenue is projected to increase by 17% to \$14.4 million and expenses by nearly 37%, again, a reflection largely of grant and reserve spending associated with capital and major maintenance projects. The General Fund portion of the budget is projected at approximately \$9.2 million, reflecting growth of approximately 1.7% from the 2015-16 year end estimate.

The 2016-17 budget reflects modest improvement in the overall economy; however, the local economy has been uneven with poor performance in certain key sectors, such as fuel sales, and strong growth in others, such as hospitality. While all three of the City's major revenue sources, i.e., property

## ***City Manager's 2016-17 Budget Message***

tax, sales tax and transient occupancy tax, are projected to increase, sales tax growth is the weakest, nearly flat at approximately 18K on just over 2.1 million in revenue. Weak fuel sales has also negatively affected various state transportation program revenues that are allocated to the City, either directly or through the Santa Barbara County Association of Governments. The result is less revenue for City road maintenance work.

Several years ago the City began implementing various cost savings measures as a part of a Financial Recovery Plan adopted in response to the recession. Those measures include employee pension cost sharing, limits on vacation time buy outs, the reallocation of employee time to appropriate non-General Fund accounts, reductions in contract law enforcement and various energy and water savings measures. Those measures continue to provide cost savings benefit to the City. Employees pay the full employee share of the City's retirement contribution under CalPERS and also pay a portion of the health insurance expense.

All fund expenses are projected to exceed revenues by approximately \$2.0 million due to spending from special and one-time dedicated grant funds for capital and major maintenance projects. General Fund revenues will exceed expenses by \$351,534; however, due to subsidies required to balance other Funds and a one-time \$500,000 reserve expense associated with a pavement maintenance project, the General Fund is projected to have an operating deficit of \$318,493.

### **Budget Highlights**

**a. Revenue and Expenditures:** The overall budget is affected significantly by annual capital improvement and street maintenance project spending and the various grant revenues that support such projects. In particular, the 2016-17 budget includes approximately \$4.7 million in capital and major maintenance projects. These projects 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.

Also, for the second consecutive year, the budget includes a \$500,000 street pavement maintenance project funded from the Available Fund Balance of the General Fund. Although the General Fund and certain other funds have reserves adequate to permit annual spending to exceed revenue into the near future, the City has determined that the amount of reserves and annual revenues dedicated to street and right-of-way maintenance are not be adequate to meet maintenance needs in the long-term.

The City's General Fund property tax revenue (projected at just over \$3 million and representing 34.8% of total revenues) remains the City's largest revenue source. In the 2010-11 fiscal year, after 15 years of significant growth, property tax revenue declined. Since 2010-11, property tax revenue has grown

## ***City Manager's 2016-17 Budget Message***

slowly but steadily each year. Modest growth is expected to continue in the 2016-17 fiscal year and into the near future.

The City's sales tax revenue, \$2.1 million, reflects very modest growth in local sales, due in part to weak fuel sales tax revenues. Over the past four years the average annual rate of growth in the sales tax is 5.2%. Gasoline and food and beverage sales have led this growth. Transient occupancy tax revenue, projected at \$2.4 million, reflects an improvement in local tourism and business travel and expansion of short-term vacation rental use in residential areas.

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 \$3.5 million. Excluding capital project expenses, personnel costs (including law enforcement) make up approximately 68% of all City spending.

Aside from the law enforcement contract, health insurance and pension costs, as components of total personnel costs, have experienced the greatest growth in recent years and are projected to increase again this year. Total budgeted compensation costs, at \$4.41 million, reflect an increase of approximately \$290K.

**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 list of significant projects, programs and services funded through this budget. Detailed descriptions are included in the Capital Project appendix and various Department programs.

- **Linden-Casitas Freeway Interchanges Project**
- **Carpinteria Avenue/Carpinteria Creek Bridge Replacement**
- **City Hall Campus Landscape and Building Improvements**
- **Rincon Trail Project**
- **Capital Improvement Plan update**
- **Assessment District and Development Impact Fee program updates**
- **Fee Schedule Update**
- **Zoning Code Update**
- **Long-Range Financial Plan preparation**
- **Storm Water Management Water Testing Program**
- **Pavement and Sidewalk Maintenance**



# ***City Manager's 2016-17 Budget Message***

## **2015-16 Accomplishments**

Listed below are examples of significant accomplishments achieved in the 2015-16 fiscal year. A comprehensive list of recurring performance measures and related accomplishments is included as Section H of this budget document.

- **Sidewalk Improvements** – Completed sidewalk improvements on Via Real at Cravens Lane. This recently completed project included the installation of sidewalk along westbound Via Real with new American with Disabilities Act (ADA) compliant curb ramps at the Via Real / Cravens Lane intersection and at the entrance to Sandpiper Mobile Home Park.
- **Short-term Rentals** - The Planning Commission and City Council reviewed and approved amendments to the Zoning Code regarding short-term rentals, sending the proposal to the Coastal Commission in May 2016.
- **Plan Check Review** - The Community Development Department approved 244 Building Permits with no complaints regarding permit review time.
- **Housing Element** - The Housing Element Annual Report was submitted to the State in March 2016 and the General Plan Annual Progress Report was submitted in April 2016. Both documents were posted on the City's website.
- **Community Garden** – The City's community garden at 5th Street and Holly Avenue received a coastal development permit. Construction is anticipated to begin in the summer of 2016.
- **Native Tree Planting** - 50 oak trees were planted in Franklin Creek Park and 6 Sycamore trees were planted along the Palm to Linden Trail.
- **Railroad Undercrossing** – A consulting engineer has begun to prepare an analysis of an undercrossing at Holly or Ash Avenue.
- **Memorial Park Playground** – The City received a state grant to replace the playground equipment at Memorial Park. It is anticipated that project will be completed by the summer of 2017.
- **Carpinteria Rincon Trail** - Engineering and permit related work continued regarding the Carpinteria Rincon Trail project

## ***City Manager's 2016-17 Budget Message***

- **Finance Awards** -- City received the California Society of Municipal Finance Officers Operating Budget Excellence Award for the fiscal year 2015-2016 budget and received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

This budget sets forth the plan for delivering high quality local government services to the Carpinteria community over the next year as well as how the efficiency and effectiveness of that service delivery will be judged. It also reflects the long term financial planning of the City Council as established through its policies and regulations.

Each year the preparation of the City budget is a team effort that includes the entire staff at City Hall. I want to acknowledge and thank everyone (department heads, supervisors, and support staff) for their dedication and assistance in preparing all of the goal descriptions, performance measures, and, most importantly, their careful and prudent financial planning. I also want to recognize the professionalism and dedication of all our City employees in providing helpful and efficient public service to the Carpinteria community. Finally, I would like to give special thanks to John Thornberry and Kevin Silk. Without their work, this budget document would not be possible.

Dave Durflinger  
City Manager



# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Operating Budget Excellence Award Fiscal Year 2015-2016***

*Presented to the*

***City of Carpinteria***

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

***February 23, 2016***



**Jesse Takahashi  
CSMFO President**

**Michael Gomez, Chair  
Professional Standards and  
Recognition Committee**

***Dedicated Excellence in Municipal Financial Reporting***

# **Introduction 2016-17 Budget**

## ***Community and Organizational Profile***

The City of Carpinteria is a California general law city providing local government services to a population of 13,928<sup>1</sup>. The City's menu of services includes municipal administration, law enforcement, solid waste disposal and recycling, planning and building, business licensing, code compliance and animal control, public works engineering and street maintenance, and parks & recreation ocean beach and community pool services.

Services are provided through a variety of methods including: direct service by City employees, contracts with other public agencies and with private providers (e.g., the City contracts with Santa Barbara County Sheriff's Department for law enforcement services), agreements with franchise operators and with non-profits, and by volunteers. Sanitary sewer, water and fire protection services are provided in the City and the greater unincorporated Carpinteria Valley by independent special districts.

The City's organizational structure is typical for a small, general law city in California with service delivery programs organized under various divisions that are managed by Department Heads reporting to the City Manager. The City currently employs 33 full time employees and 14 (full time equivalent) part time and seasonal part time positions are filled by 63 employees. Tables and organizational charts further describing the staffing of the City follow this Introduction.

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 specific services. The City seeks to ensure a level of service that enhances public health and safety, community equity and quality of life. In general, the type and quality of services provided by the City have incrementally increased since its incorporation in 1965.

Examples of service categories where levels of service have increased since incorporation include law enforcement, parks and recreation services, street and landscaping maintenance services, and land use planning services. More specifically, police services in Carpinteria are much more robust, reflecting both national trends toward more specialized and responsive policing and significant growth in the

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<sup>1</sup> City/County Population Estimates, State Department of Finance, Demographic Research Unit, January 1, 2016

## **Introduction 2016-17 Budget**

City's permanent and seasonal populations. Also, 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 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 affect the quality and quantity of land use and development review services provided by the City. Finally, as land values in the City have increased over the decades since incorporation, so have expectations that City zoning, development review and code enforcement services function adequately to protect the physical improvements and environmental resources that contribute to making Carpinteria a desirable and valuable place.

### ***The Program/Performance Based Budget***

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

### ***The Basics of a Program/Performance Based Budget***

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

# Introduction 2016-17 Budget

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

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

| CITY OF CARPINTERIA<br>Proposed 2016-17 Budget<br>Expenditures by Program |                     |               |                     |               |                     |               |                     |               |                            |
|---------------------------------------------------------------------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|----------------------------|
| ALL FUNDS                                                                 | ACTUAL 13           |               | ACTUAL 14           |               | ACTUAL 15           |               | FINAL 16            |               | PROPOSED 17                |
| No.                                                                       |                     |               |                     |               |                     |               |                     |               |                            |
| 111 Records Management                                                    | \$75,718            | 0.7%          | \$81,328            | 0.7%          | \$86,249            | 0.7%          | \$104,160           | 0.9%          | \$111,952 0.7%             |
| 112 Elections                                                             | 26,465              | 0.2%          | 5,973               | 0.1%          | 8,019               | 0.0%          | 6,925               | 0.1%          | 18,463 0.1%                |
| 121 City Administration                                                   | 299,427             | 2.6%          | 287,033             | 2.5%          | 283,796             | 2.3%          | 307,774             | 2.5%          | 352,151 2.1%               |
| 122 Legal Services                                                        | 427,753             | 3.7%          | 333,582             | 3.0%          | 447,062             | 3.7%          | 536,604             | 4.4%          | 555,500 3.4%               |
| 123 Legislative & Policy                                                  | 101,171             | 0.9%          | 102,243             | 0.9%          | 105,396             | 0.9%          | 125,947             | 1.0%          | 116,214 0.7%               |
| 124 Commissions Board                                                     | 13,127              | 0.1%          | 5,395               | 0.0%          | 5,533               | 0.0%          | 5,606               | 0.0%          | 8,000 0.0%                 |
| 125 Law Enforcement                                                       | 2,915,913           | 25.2%         | 3,420,829           | 30.3%         | 3,445,399           | 28.2%         | 3,558,151           | 29.5%         | 3,685,739 22.4%            |
| 126 Emergency Preparedness                                                | 40,772              | 0.4%          | 64,034              | 0.6%          | 67,310              | 0.6%          | 76,223              | 0.6%          | 80,434 0.5%                |
| 141 Financial Management                                                  | 448,907             | 3.9%          | 513,329             | 4.5%          | 583,525             | 4.8%          | 535,927             | 4.4%          | 566,863 3.4%               |
| 142 Management Information                                                | 103,865             | 0.9%          | 175,748             | 1.6%          | 169,258             | 1.4%          | 196,790             | 1.6%          | 200,404 1.2%               |
| 143 Central Services                                                      | 248,718             | 2.1%          | 288,051             | 2.6%          | 352,463             | 2.9%          | 433,252             | 3.6%          | 441,908 2.7%               |
| 161 Staff Recruitment, F                                                  | 151,535             | 1.3%          | 158,465             | 1.4%          | 185,200             | 1.5%          | 130,563             | 1.1%          | 163,270 1.0%               |
| 162 Risk Management                                                       | 150,551             | 1.3%          | 280,614             | 2.5%          | 349,184             | 2.9%          | 441,713             | 3.7%          | 319,572 1.9%               |
| 183 Communication and                                                     | 107,185             | 0.9%          | 130,658             | 1.2%          | 132,218             | 1.1%          | 180,825             | 1.3%          | 187,313 1.1%               |
| 301 Public Works Administration                                           | 278,748             | 2.4%          | 200,119             | 1.8%          | 154,487             | 1.3%          | 289,014             | 2.4%          | 399,560 2.4%               |
| 302 Street Maintenance                                                    | 779,658             | 6.7%          | 1,471,784           | 13.0%         | 1,853,266           | 15.2%         | 1,288,981           | 10.7%         | 3,901,326 23.7%            |
| 303 Right of Way Maintenance                                              | 331,749             | 2.9%          | 311,270             | 2.8%          | 299,213             | 2.5%          | 405,484             | 3.4%          | 452,386 2.7%               |
| 304 Transportation, Planning                                              | 354,302             | 3.1%          | 441,572             | 3.8%          | 336,987             | 2.8%          | 304,705             | 2.5%          | 697,042 4.2%               |
| 305 Capital Improvement                                                   | 62,813              | 0.5%          | 112,108             | 1.0%          | 114,979             | 0.9%          | 186,539             | 1.5%          | 189,650 1.2%               |
| 306 Solid Waste                                                           | 70,790              | 0.6%          | 214,515             | 1.9%          | 210,900             | 1.7%          | 222,579             | 1.8%          | 251,923 1.5%               |
| 307 Watershed Management                                                  | 180,480             | 1.6%          | 118,990             | 1.1%          | 110,062             | 0.9%          | 136,633             | 1.1%          | 267,809 1.6%               |
| 308 Engineering Permit                                                    |                     |               | 35,308              | 0.3%          | 36,213              | 0.3%          | 54,446              | 0.5%          | 58,273 0.4%                |
| 410 Community Development                                                 | 59,314              | 0.5%          | 133,923             | 1.2%          | 133,414             | 1.1%          | 126,717             | 1.0%          | 135,300 0.8%               |
| 411 Advance Planning                                                      | 174,673             | 1.5%          | 134,371             | 1.2%          | 130,431             | 1.1%          | 124,086             | 1.0%          | 136,363 0.8%               |
| 412 Housing                                                               | 46,947              | 0.4%          | 26,329              | 0.2%          | 30,769              | 0.3%          | 61,073              | 0.5%          | 62,714 0.4%                |
| 413 Development Review                                                    | 398,773             | 3.4%          | 341,639             | 3.0%          | 349,769             | 2.9%          | 330,975             | 2.7%          | 354,044 2.1%               |
| 414 Code Compliance                                                       | 265,211             | 2.3%          | 276,194             | 2.4%          | 276,341             | 2.3%          | 278,123             | 2.3%          | 299,803 1.8%               |
| 415 Animal Care and Control                                               | 96,101              | 0.8%          | 92,254              | 0.8%          | 92,227              | 0.8%          | 93,727              | 0.8%          | 103,445 0.6%               |
| 442 Economic Vitality                                                     | 53,041              | 0.5%          | 71,160              | 0.6%          | 78,297              | 0.6%          | 91,472              | 0.8%          | 102,598 0.6%               |
| 691 Parks and Recreation                                                  | 91,317              | 0.8%          | 35,232              | 0.3%          | 37,164              | 0.3%          | 38,139              | 0.3%          | 40,244 0.2%                |
| 692 Community Pool Services                                               | 552,196             | 4.8%          | 509,694             | 4.5%          | 447,379             | 3.7%          | 468,345             | 3.9%          | 489,889 3.0%               |
| 693 Ocean Beach Services                                                  | 251,678             | 2.2%          | 336,333             | 3.0%          | 447,455             | 3.7%          | 341,454             | 2.8%          | 348,119 2.1%               |
| 694 Special Events                                                        | 89,418              | 0.8%          | 78,220              | 0.7%          | 85,727              | 0.7%          | 77,717              | 0.6%          | 79,314 0.5%                |
| 695 Parks & Facility Maintenance                                          | 2,262,721           | 19.5%         | 399,081             | 3.5%          | 681,619             | 5.4%          | 434,205             | 3.6%          | 1,185,062 7.2%             |
| 696 Community Service                                                     | 82,764              | 0.7%          | 100,588             | 0.9%          | 103,406             | 0.8%          | 98,153              | 0.8%          | 111,330 0.7%               |
| <b>Total Expenditures</b>                                                 | <b>\$11,593,801</b> | <b>100.0%</b> | <b>\$11,288,978</b> | <b>100.0%</b> | <b>\$12,210,919</b> | <b>100.0%</b> | <b>\$12,073,028</b> | <b>100.0%</b> | <b>\$16,480,979 100.0%</b> |



# **Introduction 2016-17 Budget**

## ***The Budget Process***

The City's budget process begins each year with a strategic planning workshop where the City Council and City staff members create the Annual Work Program. The Annual Work Program establishes the service level needs and expectations that the budget addresses. The process is more formally set in motion in April when year-end projections for the current budget year are reviewed with the City Council and department heads use this information, in part, to educate their respective budget requests.

Once the Department budget requests are prepared, the City Manager and Administrative Services Director meet with Department Heads and key staff to review each budget along with budget goals and objectives established by the City Council Budget Committee. As a result of these discussions, a preliminary budget is prepared for the upcoming fiscal year for review by the Budget Committee.

The City Manager then presents the preliminary budget to the City Council at a regular Council meeting, typically the second week in June. This meeting provides an opportunity both for the City Council to direct staff and for the public to provide comment. After deliberation, the City Council may direct staff concerning any modifications to the draft budget and the budget can either be approved or review continued to the second June Council meeting.

The City's annual budget is approved by resolution. If the budget is not approved prior to the end of the fiscal year, the preliminary budget, except for capital outlays, becomes the City's interim budget until the new budget is approved.

During the year, the budget may be amended by the City Council as is necessary. Budget reviews are conducted during the fiscal year by the City Council Finance Committee and a midyear review is presented to the City Council at which time adjustments to revenue estimates and appropriations may be made. In December of each year the Comprehensive Annual Financial Report (CAFR), an independent audit conducted according to generally accepted accounting principles and law, is presented to the City Council at a public meeting. The results of the CAFR allow for adjustments to the prior fiscal year-end results to be considered as a part of the midyear Budget review.

The Budget is approved for all governmental and proprietary funds on a basis consistent with generally accepted accounting principles.

# **Introduction 2016-17 Budget**

The City's budget process involves the hard work of City staff, City Council members, and community residents that participate in the public process. Over the years, with the care, dedication, and insight of these individuals the City has been able to produce fiscally responsible budgets, build and maintain adequate reserves, and provide quality programs and services that meet the needs and expectations of the Carpinteria community.

## ***Budget Policies***

The budgeting process is successful only if fiscal planning occurs within a comprehensive framework of fiscal policies. The following summarizes key budget policies. Additional budget policy information is a part of Appendix G.

## **User Fee and Cost Recovery**

Carpinteria Municipal Code Chapter 3.34 establishes the City's provisions for recovering cost through fees and service charges. The City completed a Service Cost Update report in 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. The update resulted in the City's adoption of a comprehensively revised fee schedule in March 2011 (Resolution No. 5290). Earlier this year, as a part of its 2016 Work Program, the City initiated a process to update the fee schedule, which is expected be ready for adoption in the fall.

## **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.

## Introduction 2016-17 Budget

The City's investments are categorized to give an indication of the level of risk assumed by the City:

**Category 1** investments include those that are insured or registered or for which the securities are held by the City or its agent in the City's name.

**Category 2** investments include uninsured and unregistered investments for which the securities are held by the counter party with securities held by the counter party's trust department or agent but not in the City's name.

### General Fund Subsidies

It has been City policy to provide General Fund subsidies to several services and programs that could not otherwise be provided. The following table illustrates the projected subsidy required for specified Funds. 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    | 34,149    |
| Park Maintenance Fund    | 154,299   |
| Right of Way Fund        | 97,597    |
| Recreation Services Fund | 212,776   |
| Total                    | \$498,821 |

### Intergovernmental Grants and Collaborative Financing

The City of Carpinteria seeks out state, federal and other grant opportunities to help defray costs for all municipal services. For example, the City has received a federal grant to fund the replacement of the Carpinteria Avenue bridge over Carpinteria Creek. The City also collaborates with other public and not-for-profit agencies in order to fund and deliver certain services. Examples include the City's participation in the Central Coast Collaborative on Homelessness, which works to house and provide services to homeless persons in Carpinteria and other parts of the region, and the City's work with the County of Santa Barbara and People's Self Help Housing Corporation to develop and operate affordable housing and related resident health and education services.

# Introduction 2016-17 Budget

## Cash and Reserves

There are reserves and cash balances that are accounted for through the City's Comprehensive Annual Financial Report (CAFR), which are not addressed through the annual budget process. Specifically, in addition to the Available Fund Balance (also referred to as the unassigned fund balance) year-end estimate of \$1,694,131, the following reserve balances are estimated for 2015-16. This reflects an increase of \$279,861 (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.

|                                             |                    |
|---------------------------------------------|--------------------|
| Cable Television Access Reserve:            | \$ 206,111         |
| Financial and Economic Uncertainty Reserve: | \$4,402,285        |
| General Reserve:                            | \$1,086,410        |
| Major Asset Replacement & Repair Reserve:   | <u>\$1,039,531</u> |
| Total:                                      | \$6,528,226        |

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

## Constitutional Gann Spending Limits

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

The Gann spending limitation is calculated by taking the prior year's limitation (\$16,844,836), 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 \$8,890,648 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 5672 in the Reference Material section of the budget for more details and a five year history of the limit.



# **Introduction 2016-17 Budget**

## ***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 affirmative 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 2016-17 Budget

## AUTHORIZED FULL TIME POSITIONS

| <b>CITY ADMINISTRATION</b>              | <b>2012-13</b> | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> | <b>2016-17</b> |
|-----------------------------------------|----------------|----------------|----------------|----------------|----------------|
| City Manager                            | 1              | 1              | 1              | 1              | 1              |
| Assistant to the City Manager           | 1              | 1              | 1              | 1              | 1              |
| Human Resources/Risk Manager            | 1              | 1              | 1              | 1              | 1              |
| City Clerk                              | 1              | 1              | 1              | 1              | 1              |
| Program Manager                         | 1              | 1              | 1              | 1              | 1              |
| Receptionist/Office Assistant           | 1              | 1              | 1              | 1              | 1              |
| Department Subtotal                     | <b>6</b>       | <b>6</b>       | <b>6</b>       | <b>6</b>       | <b>6</b>       |
| <b>ADMINISTRATIVE SERVICES</b>          |                |                |                |                |                |
| Administrative Services Director        | 1              | 1              | 1              | 1              | 1              |
| Finance Supervisor                      | 1              | 1              | 1              | 1              | 1              |
| Department Subtotal                     | <b>2</b>       | <b>2</b>       | <b>2</b>       | <b>2</b>       | <b>2</b>       |
| <b>COMMUNITY DEVELOPMENT</b>            |                |                |                |                |                |
| Community Development Director          | 1              | 1              | 1              | 1              | 1              |
| Senior Planner                          | 1              | 1              | 1              | 1              | 1              |
| Associate Planner                       | 1              | 1              | 1              | 1              | 1              |
| Assistant Planner                       | 1              | 1              | 1              | 1              | 1              |
| Administrative Assistant                | 1              | 1              | 1              | 1              | 1              |
| Building Inspector                      | 1              | 1              | 1              | 1              | 1              |
| Code Compliance Supervisor              | 1              | 1              | 1              | 1              | 1              |
| Code Compliance Officer I               | 1              | 1              | 1              | 1              | 1              |
| Code Compliance Officer II              | 1              | 1              | 1              | 1              | 1              |
| Department Subtotal                     | <b>9</b>       | <b>9</b>       | <b>9</b>       | <b>9</b>       | <b>9</b>       |
| <b>PUBLIC WORKS DEPARTMENT</b>          |                |                |                |                |                |
| Public Works Director                   | 1              | 1              | 1              | 1              | 1              |
| Public Works Supervisor                 | 1              | 1              | 1              | 1              | 1              |
| Management Analyst                      | 1              | 1              | 1              | 1              | 1              |
| Lead Maintenance Worker                 | 0              | 0              | 0              | 1              | 1              |
| Maintenance Technician                  | 1              | 1              | 1              | 1              | 1              |
| Maintenance Worker II                   | 2              | 2              | 2              | 1              | 1              |
| Maintenance Worker I                    | 2              | 2              | 2              | 2              | 2              |
| Engineering Technician                  | 0              | 1              | 1              | 1              | 1              |
| Environmental Coordinator               | 1              | 1              | 1              | 1              | 1              |
| Civil Engineer                          | 0              | 1              | 1              | 1              | 1              |
| Department Subtotal                     | <b>9</b>       | <b>11</b>      | <b>11</b>      | <b>11</b>      | <b>11</b>      |
| <b>PARKS AND RECREATION</b>             |                |                |                |                |                |
| Parks and Recreation Director           | 1              | 1              | 1              | 1              | 1              |
| Management Assistant                    | 1              | 1              | 1              | 1              | 1              |
| Pool Superintendent                     | 1              | 1              | 1              | 1              | 1              |
| Aquatics Program Coordinator            | 1              | 1              | 1              | 1              | 1              |
| Parks/Facilities Maintenance Technician | 1              | 1              | 1              | 1              | 1              |
| Department Subtotal                     | <b>5</b>       | <b>5</b>       | <b>5</b>       | <b>5</b>       | <b>5</b>       |
| <b>TOTAL Full Time Positions</b>        | <b>31</b>      | <b>33</b>      | <b>33</b>      | <b>33</b>      | <b>33</b>      |

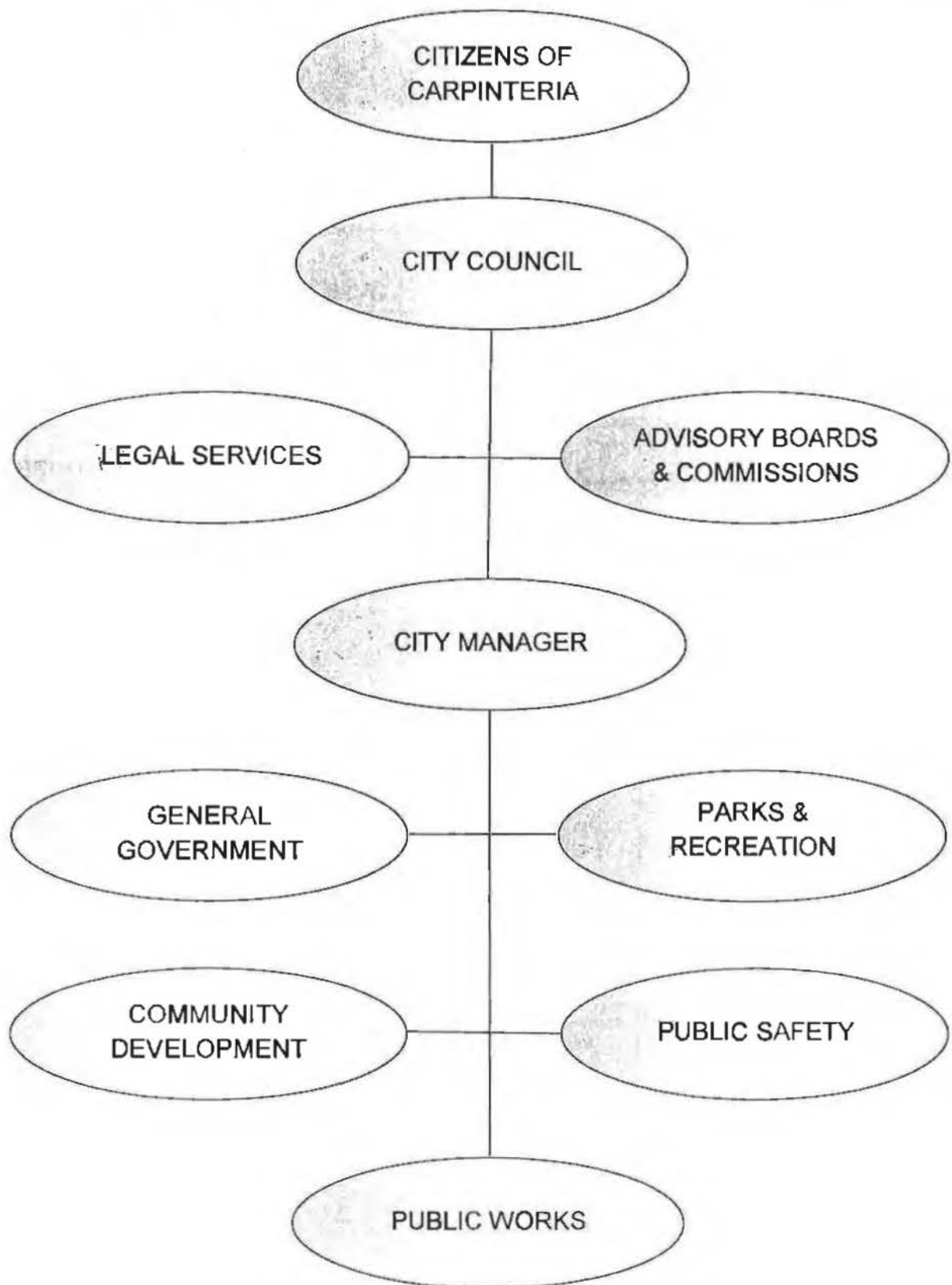
# Introduction 2016-17 Budget

## HOURLY RATED PART-TIME/SEASONAL AUTHORIZED POSITIONS

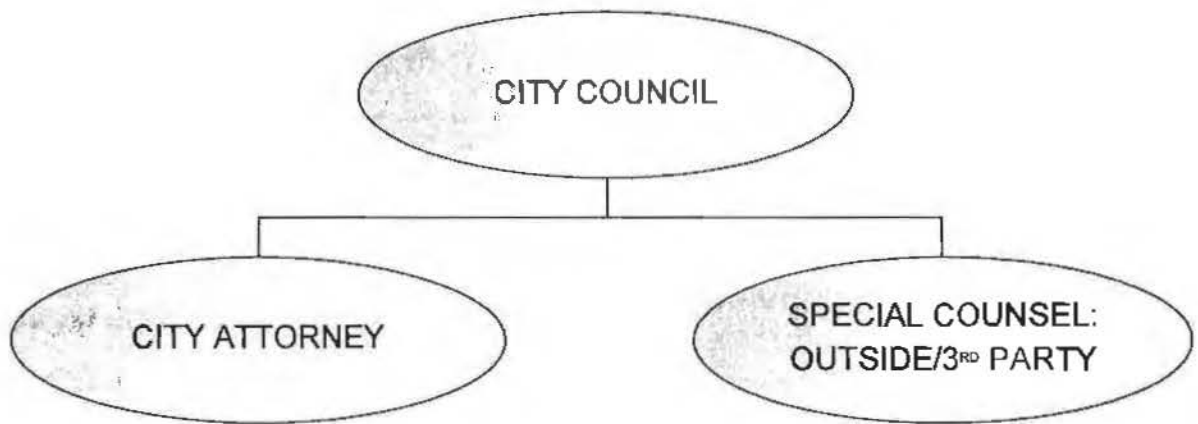
Authorized positions including hourly-rated part-time and seasonal employees, and City Council, City Commissions and City Boards receiving stipends. The list does not include appointed members of boards, commissions, and committees that do not receive a stipend for their services.

| Part-Time Positions               | 2011-12   | 2012-13   | 2013-14   | 2014-15   | 2015-16   | 2016-17   |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| City Council                      | 5         | 5         | 5         | 5         | 5         | 5         |
| Planning Commission               | 5         | 5         | 5         | 5         | 5         | 5         |
| Architectural Review Board        | 5         | 5         | 5         | 5         | 5         | 5         |
| Engineering Technician I, II      | 1         | 1         | 0         | 0         | 0         | 0         |
| Management/Project Intern         | 0         | 0         | 0         | 0         | 0         | 0         |
| Project Assistant - HR            | 1         | 1         | 1         | 1         | 1         | 1         |
| Community Promotions - GATV       | 2         | 2         | 3         | 3         | 3         | 3         |
| Accounting Clerk                  | 0         | 0         | 0         | 0         | 0         | 1         |
| Crossing Guards                   | 2         | 2         | 2         | 2         | 2         | 2         |
| Parks Maintenance                 | 1         | 1         | 1         | 1         | 1         | 1         |
| Beach Lifeguards                  | 10        | 10        | 10        | 10        | 10        | 10        |
| Ocean Recreation Programs         | 6         | 6         | 6         | 6         | 6         | 6         |
| Junior Lifeguard Program          | 18        | 18        | 18        | 18        | 18        | 22        |
| Pool Lifeguards                   | 18        | 18        | 18        | 18        | 18        | 12        |
| Age Group Swim Team Program       | 7         | 7         | 7         | 7         | 7         | 7         |
| Beach/Pool Concessions Cashiers   | 9         | 9         | 9         | 9         | 9         | 8         |
| Admin. Aide - Public Works        | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Worker - Public Works | 0         | 0         | 1         | 1         | 1         | 1         |
| <b>Total</b>                      | <b>91</b> | <b>91</b> | <b>92</b> | <b>92</b> | <b>92</b> | <b>90</b> |

City of Carpinteria  
Organizational Chart

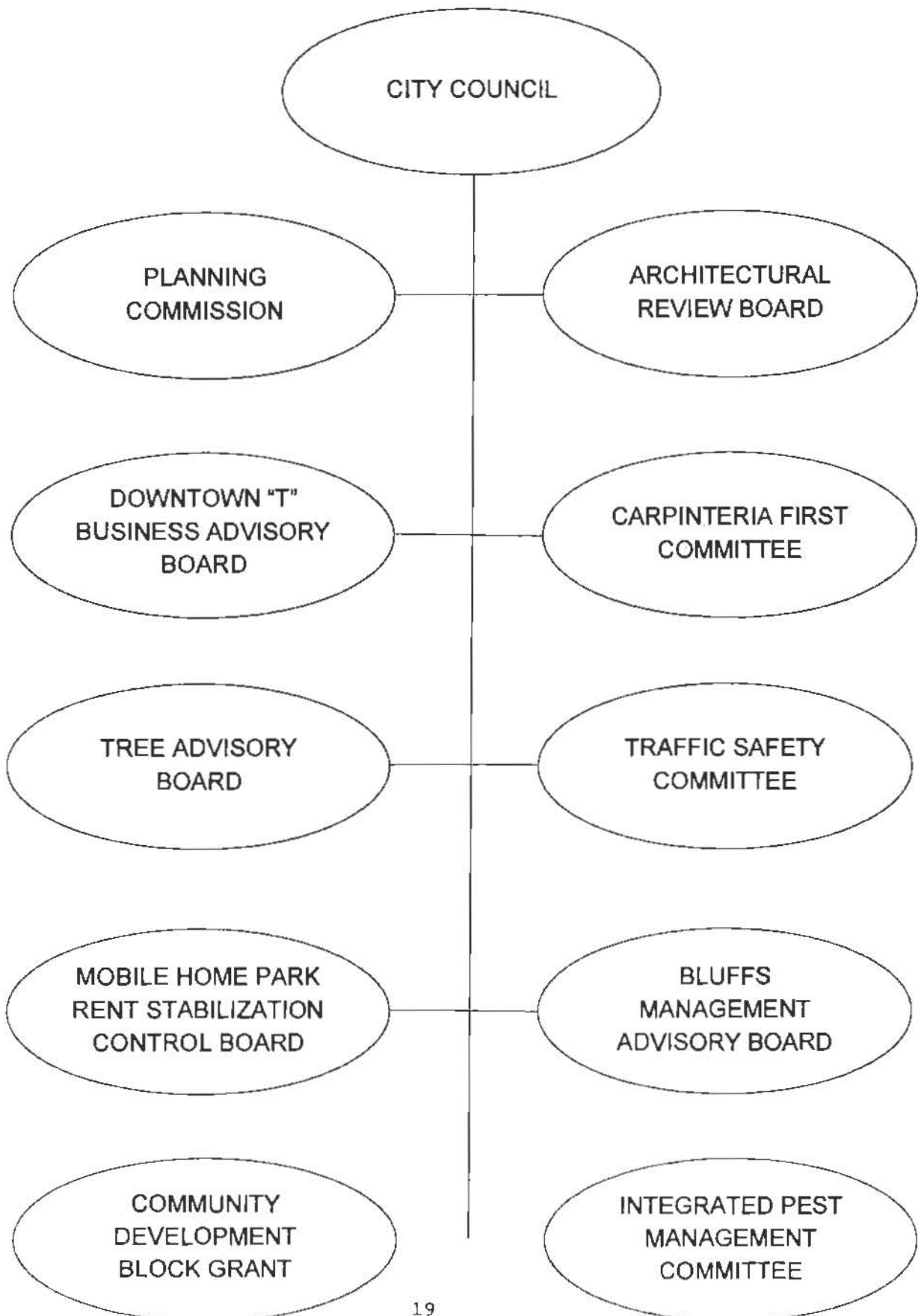


**City of Carpinteria**  
**Legal Services**



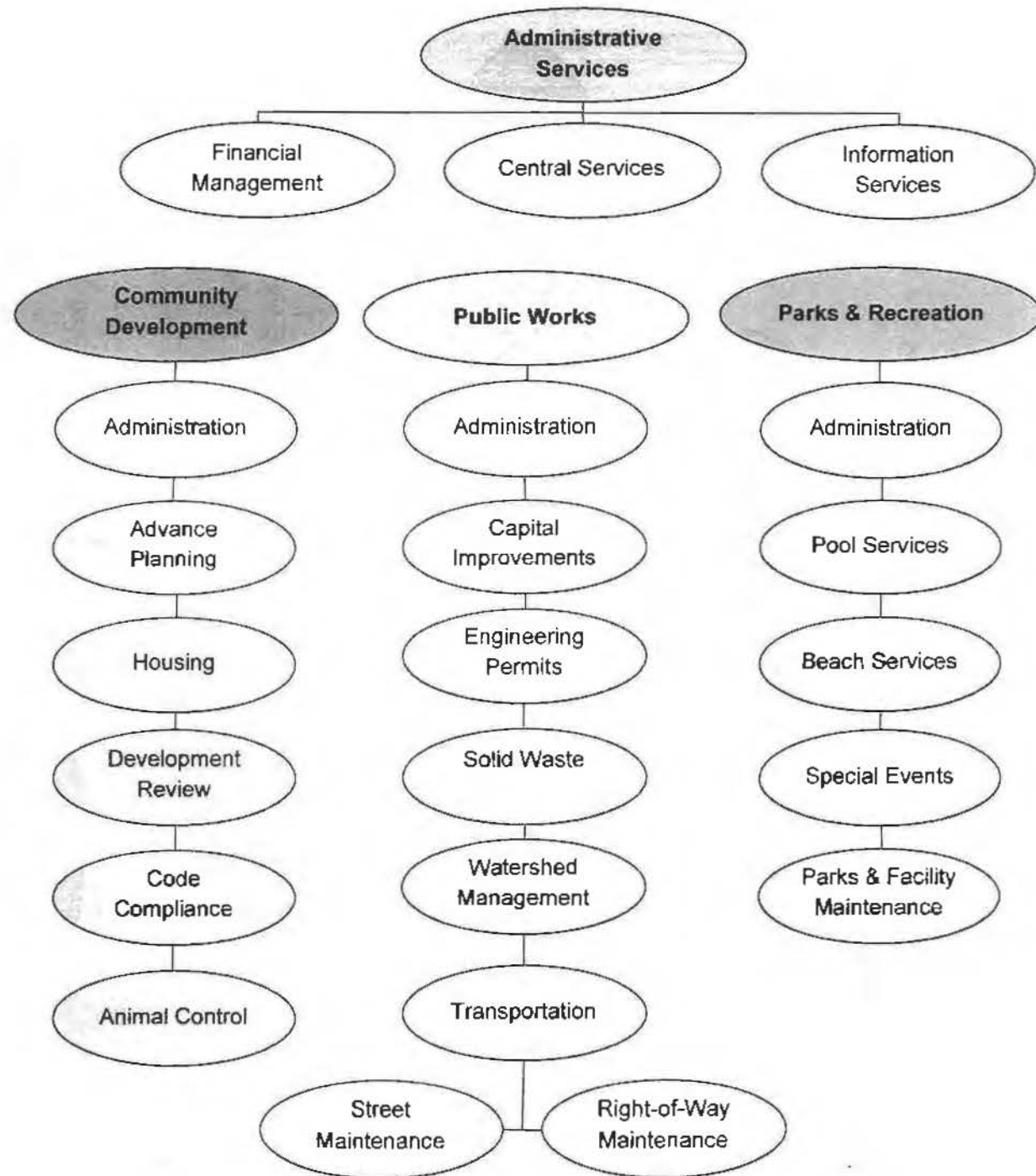
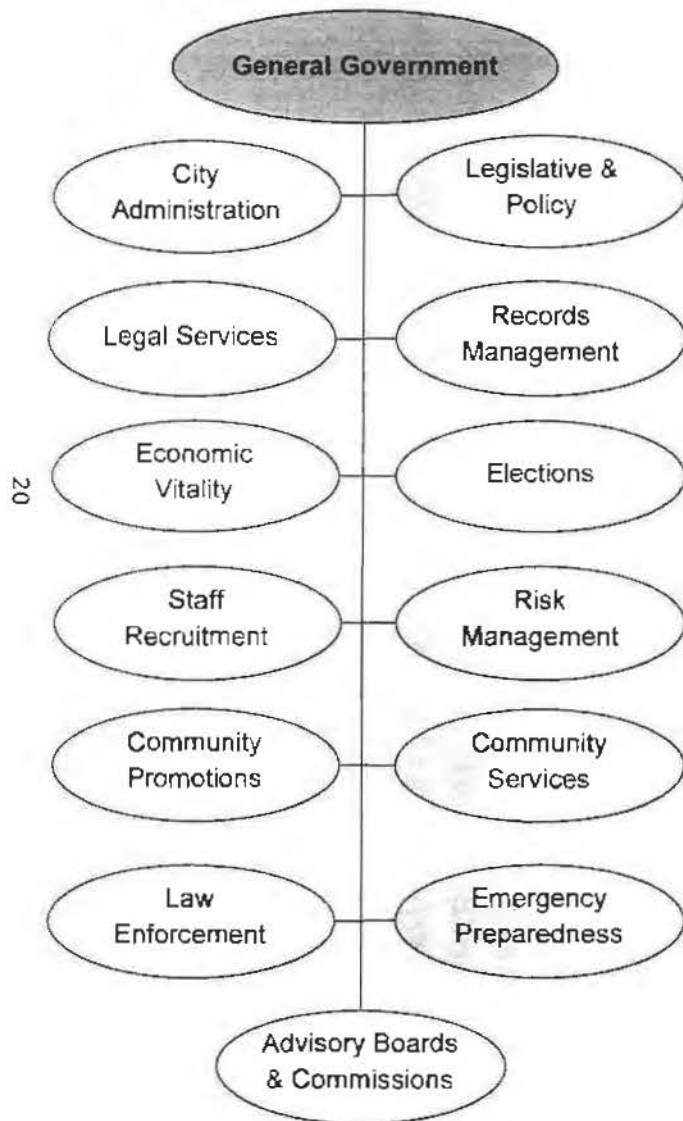
## City of Carpinteria

### Advisory Boards & Commissions

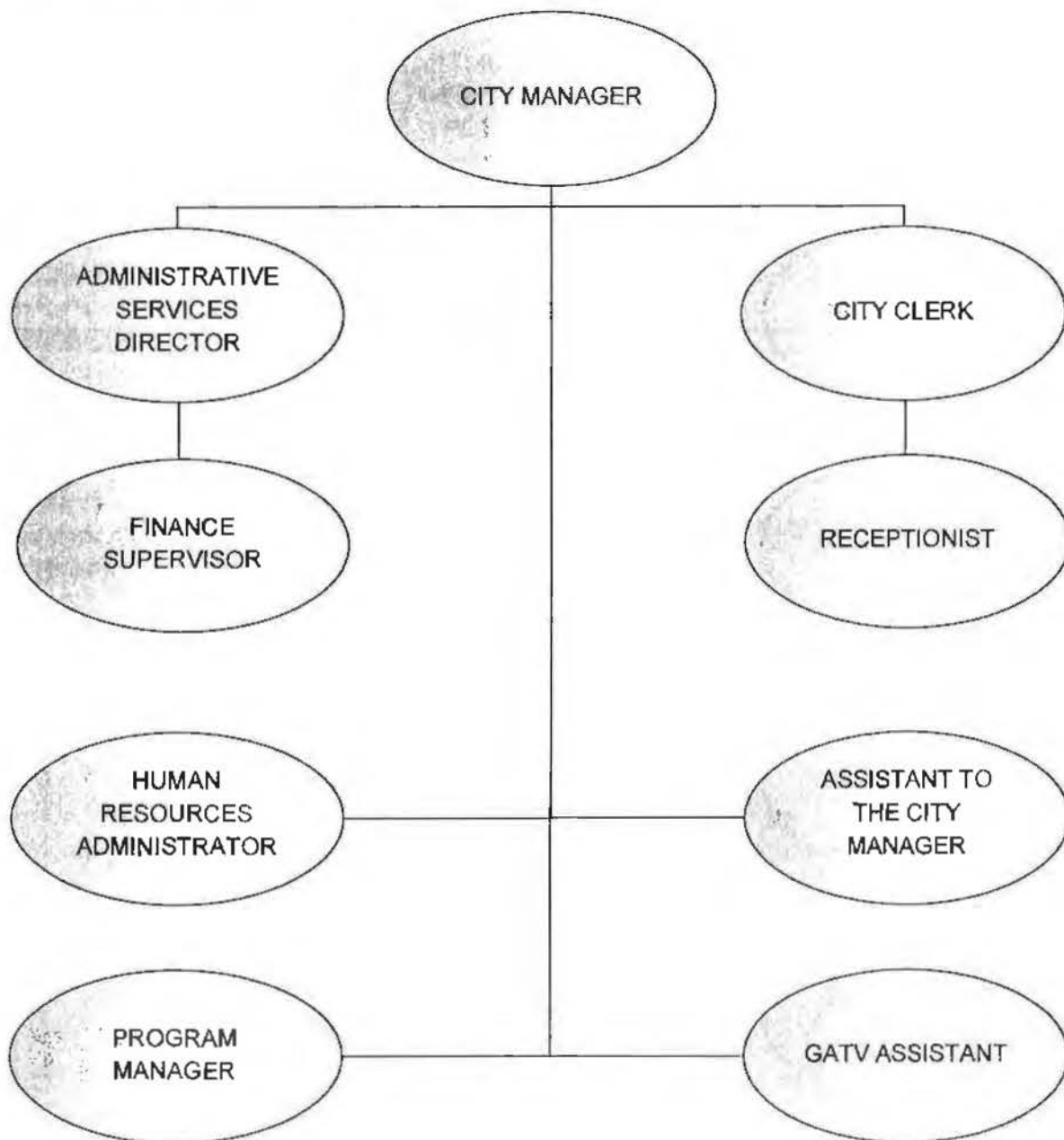


# City of Carpinteria

## Functional Organizational Chart



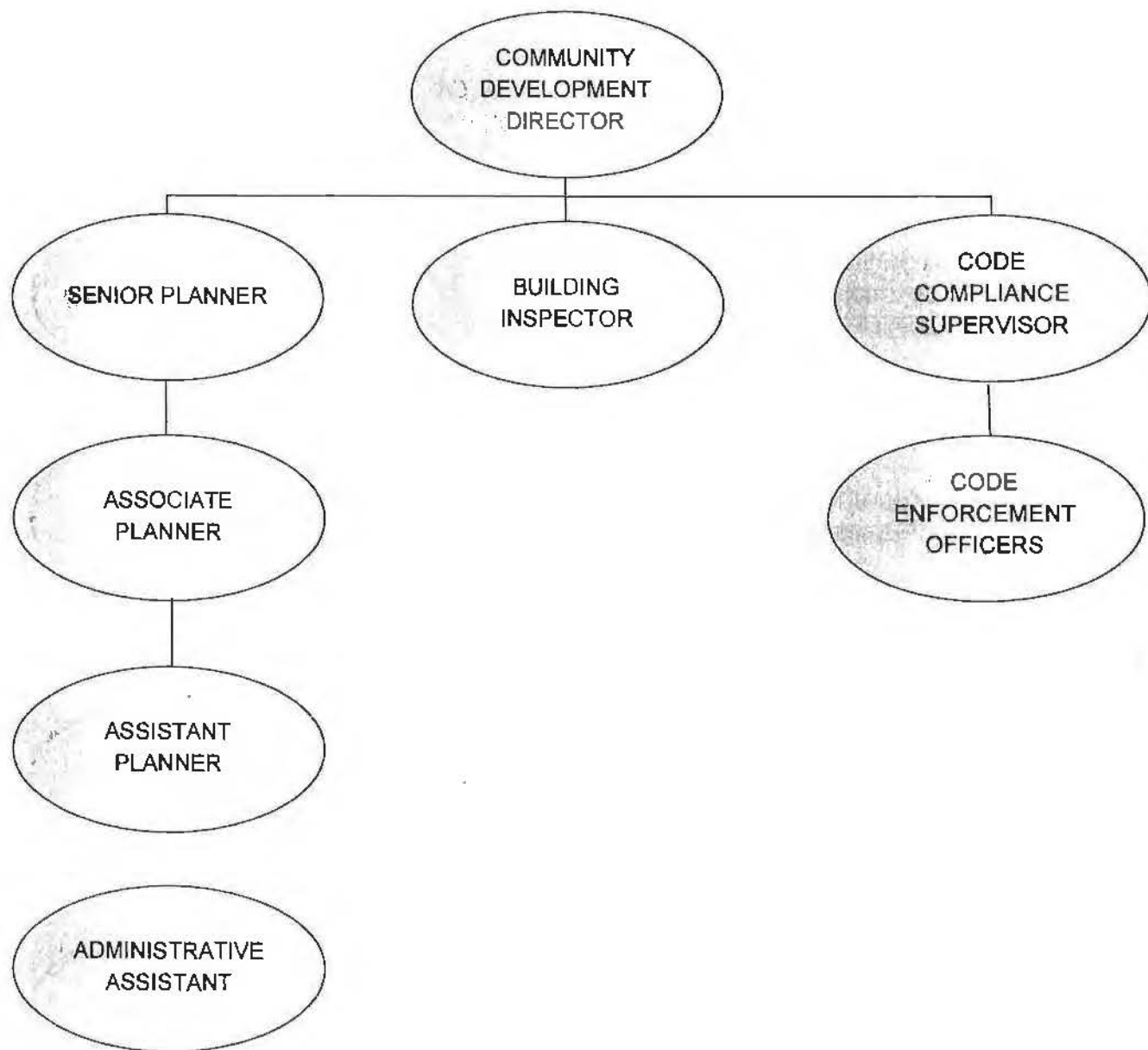
City of Carpinteria  
General Government





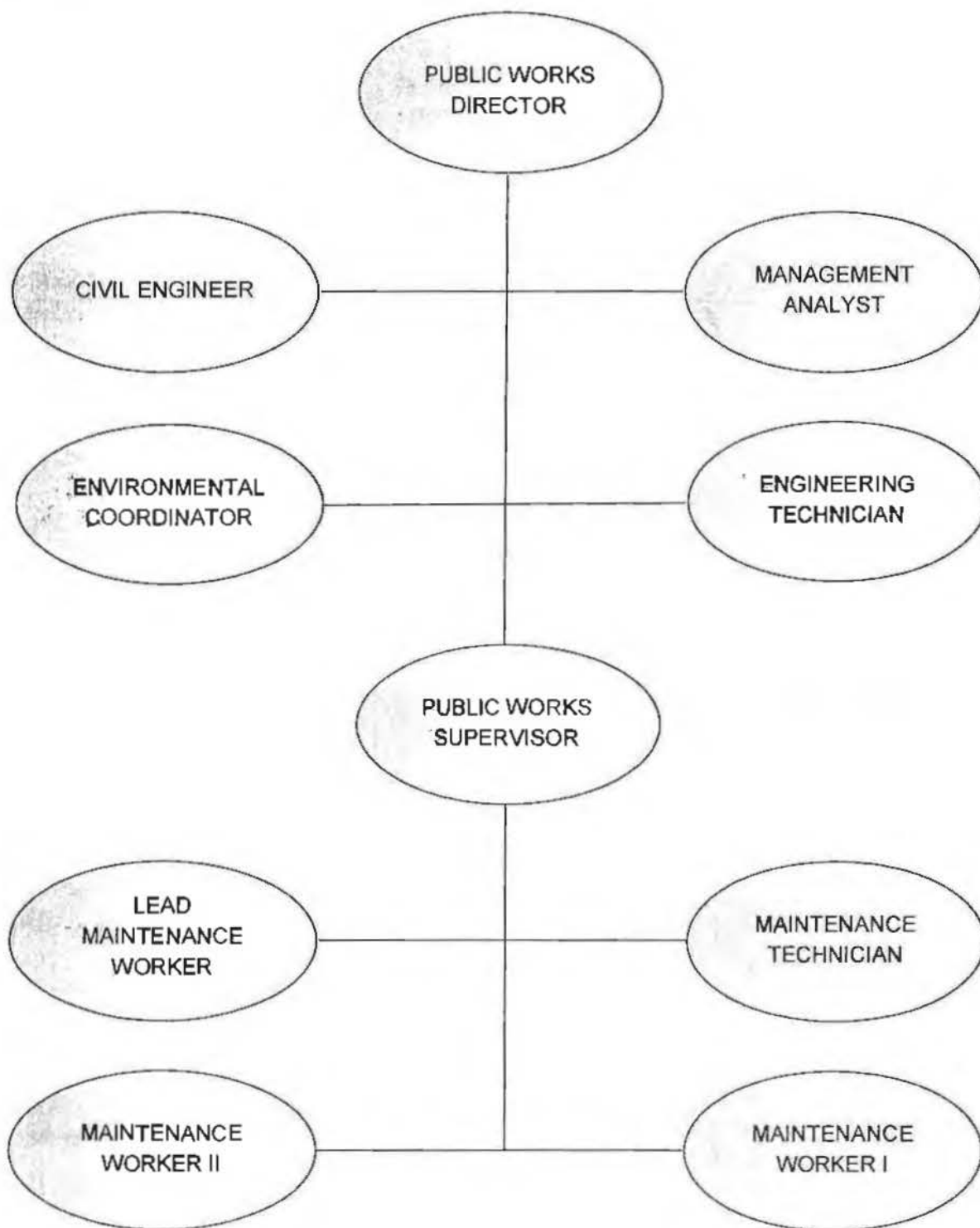
## City of Carpinteria

### Community Development

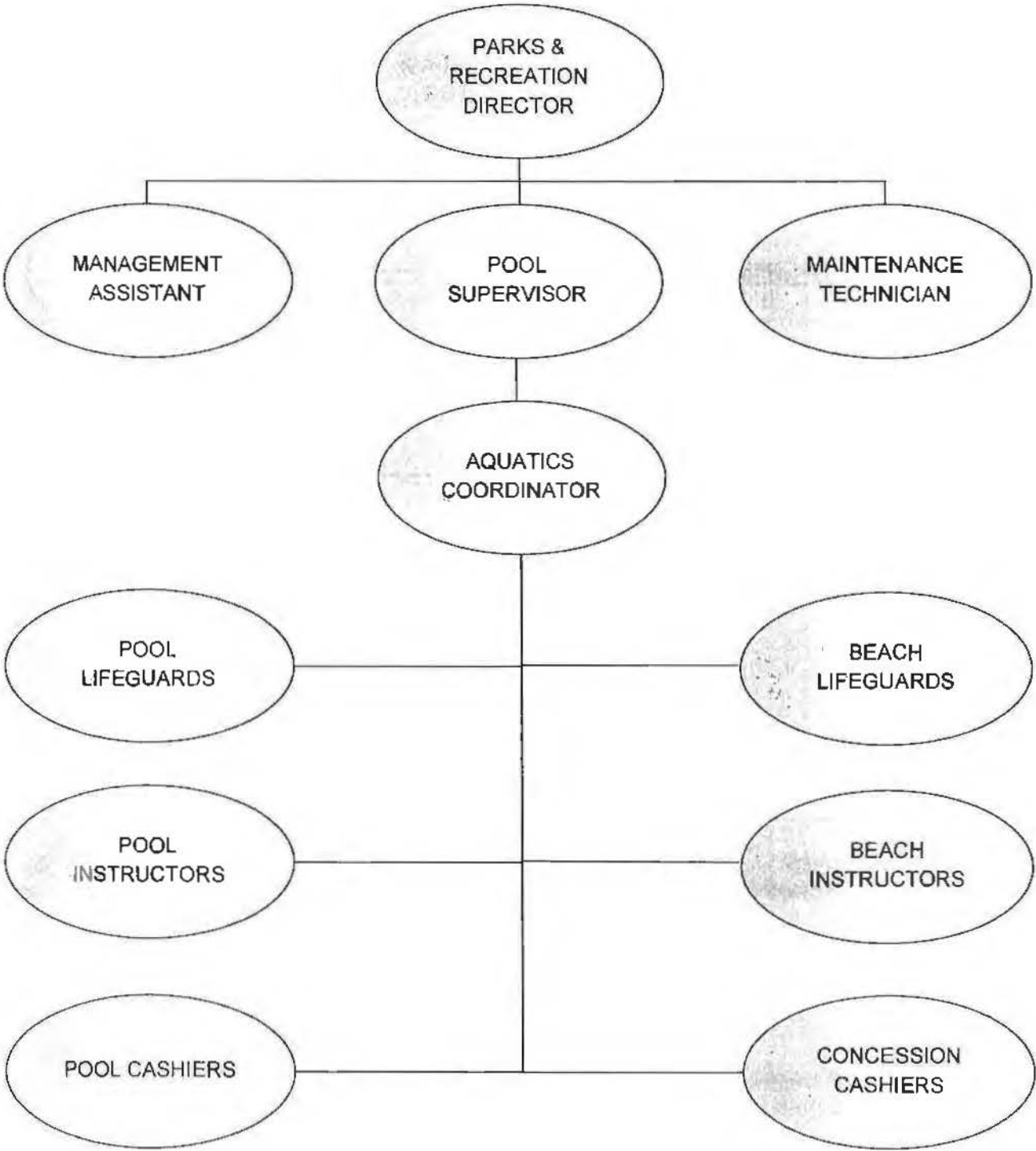


# City of Carpinteria

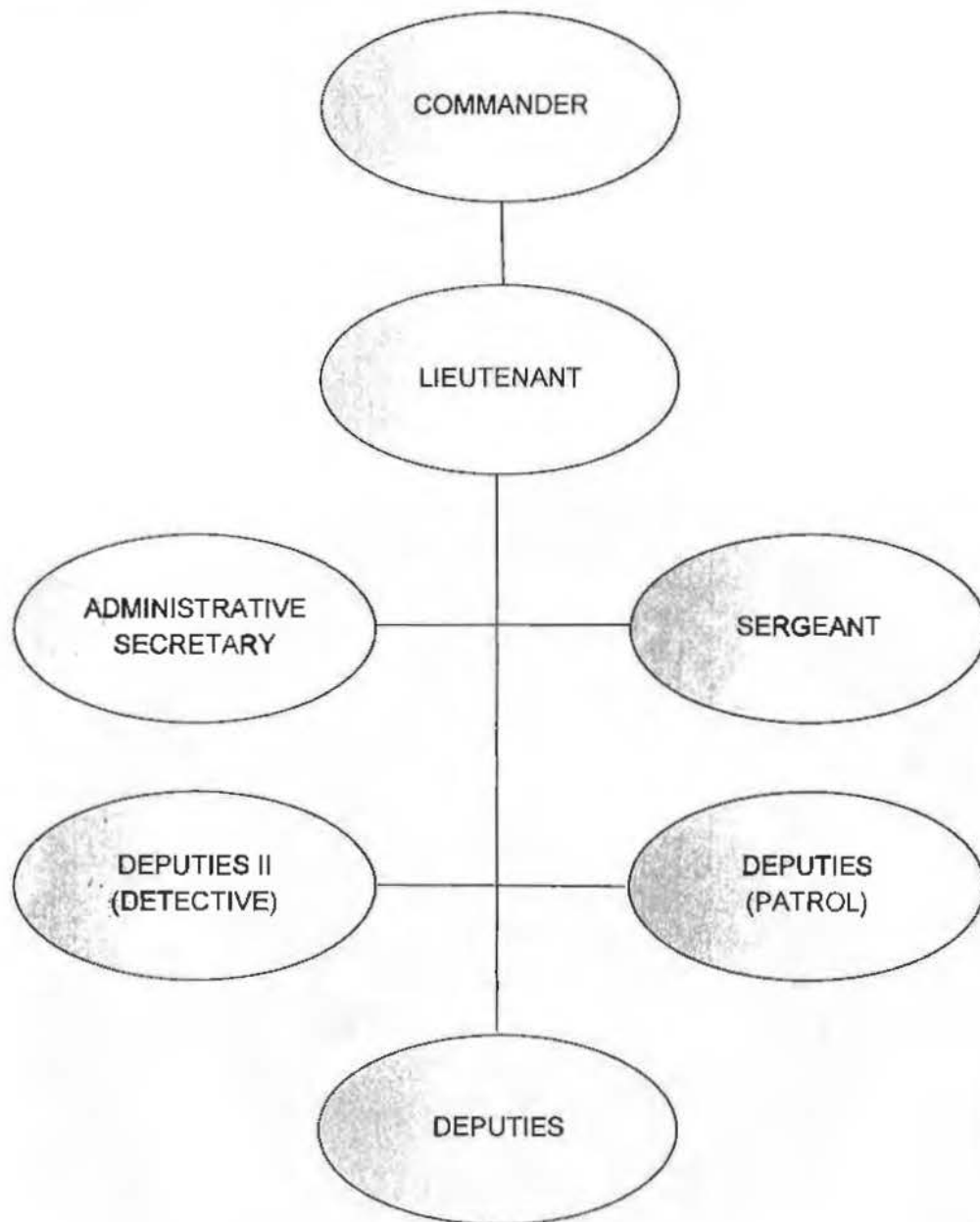
## Public Works



City of Carpinteria  
Parks & Recreation



City of Carpinteria  
Law Enforcement



City of Carpinteria  
Proposed Budget 2006-17



# **Long Range Financial Projection**

Based on an understanding of current revenue and expenditures and conditions that influence revenue and expenditures in the future, the City annually prepares a five year operating budget projection. 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.

## **General Business Climate and Real Estate Market<sup>1</sup>**

The national, state, and local Santa Barbara economies all continue to improve by most measures. In Santa Barbara County employment grew between January 2015-16, the unemployment rate fell to 5.1%, and wages grew by 2%.

The Carpinteria Valley economy is diverse. The area's top three largest employment sectors (2014 Employment Distribution for SB Co. Areas) are:

- Agriculture, Forestry, Fishing & Hunting
- Professional & Business Services
- Leisure & Hospitality

Top Employers in the City of Carpinteria include Nusil Technology, DAKO Corporation (Agilent), Carpinteria Unified School District, Lynda.com/LinkedIn, and Procore. In Carpinteria the unemployment rate has declined since December 2010 and was at 4.4% as of December 2015.

## **Residential and Commercial Real Estate Markets**

### **Residential Real Estate**

As of the Fourth Quarter of 2015 Santa Barbara County ranked as the 9<sup>th</sup> most expensive county in the state (among those with available data) regarding housing affordability. The median home price on the South Coast, however, did fall by about 4% in 2015. As it relates to the apartment market, according to a South Coast Survey, as of October 2015 Carpinteria had the tightest rental market with no vacancies reported by any of the properties in the survey. Also, unlike the South Coast trend, the average rent was virtually flat in Carpinteria.

### **Commercial Real Estate Market**

The most notable, and dramatic, change in the commercial real estate market was the drop in the office vacancy rate from 20.7% in the 3<sup>rd</sup> Quarter of

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<sup>1</sup> Sources: UCSB 2016 South SB County Economic Summit report, , Radius Insight Reports (2016 & 2015), City of Carpinteria available inventory (2016), 2015 Carpinteria Valley Economic Profile report, Hayes Commercial Group South Coast Commercial Real Estate reports (2015)

## **Long Range Financial Projection**

2015 to 1.3% in the 4<sup>th</sup> Quarter of 2015. This big drop was primarily due to the change in use of the former office building at 5464 (to an assisted living facility) and various leasing activity, including approximately 46,000 sf being leased at 6307 Carpinteria Avenue.

As it relates to recent retail activity, there has been a wide-variety of new/proposed tenants that include Pizza Man Dan, PHO Evermore, Italian take-out and deli, the Nugget, Gonzo Cycles, Empower Fitness, Conscious Kombucha, Smart and Final *Extra*, Juice Ranch , Hara Healing Center, Spark 45 Fitness and Physical Therapy, Jared Dawson Gallery, and Omni Catering.

The industrial vacancy rate was reported at 1% for the First Quarter of 2016 (Radius Insight report).

### **Vacancy rates for office and Industrial space (as of Q1 2016):**

|        |    |            |      |
|--------|----|------------|------|
| Office | 1% | Industrial | 2.5% |
|--------|----|------------|------|

### **Top 5 Commercial Real Estate Properties for lease:**

| <u>Address</u>     | <u>Size +/- (sf)</u> |
|--------------------|----------------------|
| 6385 Cindy Ln.     | 28,800               |
| 1025 Cindy Lane    | 17,500               |
| 700 Linden Ave     | 14,725               |
| 6385-A Rose Lane   | 7,200                |
| 1110 Eugenia Place | 2,545                |

### **Top 5 Commercial Real Estate Transactions (through Q1 2016):**

| <u>Address</u>          | <u>Size +/- (sf)</u> | <u>Tenant/Owner</u>  |
|-------------------------|----------------------|----------------------|
| 1000 Mark Avenue        | 31,755               | LinkedIn             |
| 6402 Cindy Lane         | 34,400               | LinkedIn             |
| 6307 Carpinteria Avenue | 28,310               | Procore              |
| 6385 Cindy Lane         | 28,000               |                      |
| 6185 Carpinteria Ave.   | 12,350               | Plan Member Services |

### **Notable Commercial Real Estate Sales:**

|                                        |            |               |
|----------------------------------------|------------|---------------|
| 6303-6309 Carpinteria Ave, Carpinteria | 119,695 sf | \$25,000,000  |
| 5464 Carpinteria Avenue                | 54,000 sf  | \$10,700,000+ |

### **Private Development Activity**

As of June 2016 there were several proposed/potential projects in various stages of review by the City. They include:

- Gran Vida A 72 unit assisted living facility at the former office building

# **Long Range Financial Projection**

at 5464 Carpinteria Avenue

- Bluffs I At the current site of the Tee Time Golf Range and Johannes Flowers, a proposed mixed-use development that includes a hotel, single family homes, apartments and limited commercial space was reviewed at a joint meeting of the City Council and Planning Commission.
- A formal application for a proposed 110-room hotel project on Via Real (former Church of the Nazarene site) has been submitted to the City.
- The previously approved Lagunitas Business Park building (84,550 sf) at 6380 Via Real has received a second review regarding a change in the building architecture/site layout.

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

The primary service demand challenge facing the City concerns the need to maintain and replace aging infrastructure and facilities in street rights-of-ways and public parks and buildings. The Public Works, Parks & Recreation and Administrative Services Departments are responsible for carrying out projects, programs and services necessary to meet these growing needs.

The City of Carpinteria Department of Public Works will budget nearly \$30 million for a wide range of services and capital projects over the next 5 years. Approximately half this amount is devoted to the Carpinteria Avenue Bridge Replacement Project. The Department's services include transportation, parking lot and street lighting, solid waste, watershed management, vehicle and facility maintenance and capital project management. Funding for these areas of responsibility come from a variety of sources such as Gas Tax, Measure A, Mitigation Fee Act funds, Integrated Waste Management Act funds, grants and assessment districts.

Public Works often leverages on-going funding sources, such as Measure A dollars, to obtain grants. In the last five years the Department has been awarded approximately \$2.5 million grants in addition to the nearly \$15 million for the Carpinteria Avenue Bridge Project. To obtain these grants and to fully fund projects, the Department has devoted approximately \$3 million of its on-going funding to the projects. Even with the investment describe above, the City faces significant unfunded deferred maintenance needs.

The Department of Public Works has calculated a \$12.8 million unfunded 5-year pavement maintenance need. This number rises to \$18.9 million in 10 years at the current average rate of pavement maintenance funding of \$300,000 per year. The Department has also calculated a \$1.5 million unfunded sidewalk repair need due exclusively to street trees. At this time, Public Works roughly estimates another \$5 million to \$8 million in curb, gutter, sidewalk, drainage facility and parking lot heavy maintenance needs.



## Long Range Financial Projection

The total estimated 5-year deferred maintenance need for public infrastructure in the City of Carpinteria is approximately \$22.3 million. In ten years this number rises to \$28.4 million at the current rate of funding.

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

The Department's forecast for replacement and maintenance of the various facilities in the next five years includes playground equipment and fall area replacement, the Linden Avenue lifeguard tower replacement and coastal access area improvements, Veterans Building roof repairs, Community Pool replastering and coping repairs, sports field renovations, park parking lot slurry sealing and restriping, park turf reduction and water efficiency projects, City Hall building and grounds improvements and other non-routine maintenance to various facilities.

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

### **Revenue Projection Assumptions<sup>2</sup>**

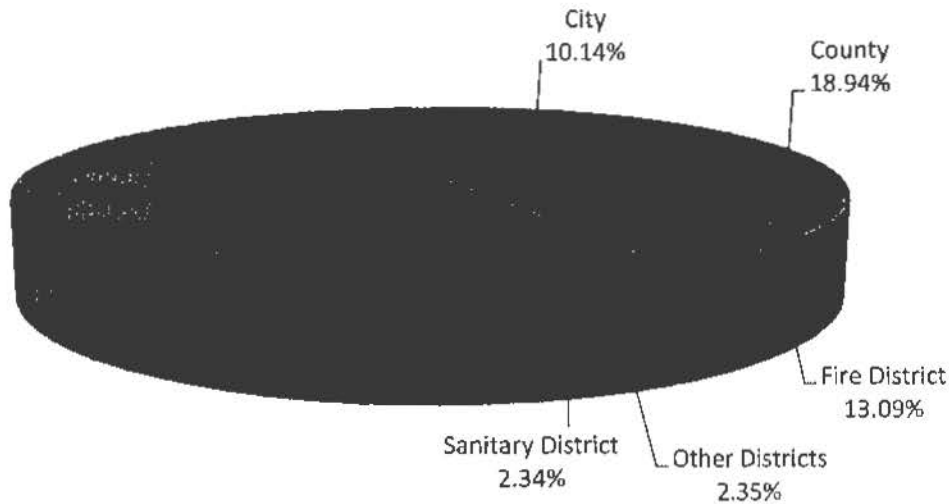
**Property Tax:** In California, property tax is imposed primarily on real property (land and permanently attached improvements such as buildings). The tax is ad valorem, based on the value of property. California law, Proposition 13, limits the real property tax rate to 1% of a property's assessed value. The property tax is paid to the county tax collector and allocated to cities as well as other local taxing entities such as school districts. The chart below illustrates, generally, how the base 1% property tax is allocated to taxing entities operating in the City of Carpinteria.

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<sup>2</sup> Revenue source descriptions in this section include excerpts and information from The California Municipal Revenue Sources Handbook, 2014 Edition, Michael Coleman, League of California Cities

# Long Range Financial Projection

## Where Your Property Taxes Go



The annual projection of approximately \$3.0 million reflects an estimated 3% increase in property tax revenue over 2014-15. The average annual increase in property value over the prior five years has been 3.9% (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 five year projection period is 2.5%.

### Assessed and Estimated Property Values

| Year    | Secured       | Unsecured   | Total         | Change |
|---------|---------------|-------------|---------------|--------|
| 2010-11 | 1,611,435,112 | 98,273,571  | 1,709,708,683 | -0.7%  |
| 2011-12 | 1,648,224,902 | 102,081,036 | 1,750,305,938 | 2.4%   |
| 2012-13 | 1,649,207,464 | 106,715,505 | 1,755,922,969 | 0.3%   |
| 2013-14 | 1,726,261,900 | 112,576,204 | 1,838,838,104 | 4.7%   |
| 2014-15 | 1,828,344,041 | 124,035,875 | 1,952,379,916 | 6.2%   |
| 2015-16 | 1,919,853,476 | 123,065,112 | 2,042,918,588 | 4.6%   |

**Sales Tax:** This is the familiar tax that retailers are required to add on to the price of most goods sold in California. California Sales Tax is charged at a rate of 8.0% of which 1% (1/8<sup>th</sup>) goes to cities. The local 1% rate is allocated based on the "point of sale" of the sales transaction, i.e., the City of Carpinteria is allocated sales tax based on transactions that occur within the incorporated limits of the City.

## Long Range Financial Projection

Revenues are allocated by the State Board of Equalization to cities three months after the end of each quarter and therefore sales tax allocations made over the course of the fiscal year are for taxable sales that occurred from April 1<sup>st</sup> of the prior year to March 31<sup>st</sup> of the current year.

Sales tax in Santa Barbara County includes an additional voter approved ½ percent for transportation projects (Measure A), which the Santa Barbara County Association of Governments receives and allocates by formula and through grant programs to cities in the county. Unlike the general 1% allocation sales tax revenue, which can be used at the discretion of a city for any local government purpose, the Measure A sales tax is restricted for use on transportation projects, programs and services.

The sales tax projection of approximately \$2.1 million for the 2016-17 fiscal year is an increase of \$18K over the current year end estimate and is based on information from the City's sales tax consultant. Staff also monitors local development trends that might result in new or improved sales tax generation over the next five years. For purposes of this five year outlook, no significant new sales tax producers are projected to come on line.

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 use 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):** California law allows cities to impose this tax on persons staying 30 consecutive days or less in any type of visitor accommodation, except state campgrounds. Rates are set at the discretion of cities and in Carpinteria the rate is 12% of the room charge.

The budget estimate of \$2.45 million in bed tax revenue reflects an approximate 1.7% increase over the 2015-16 fiscal year-end estimate and is the sixth year of recovery after a recession low in 2010.

It is expected that tourism and business travel will continue to improve with the overall economy and that Carpinteria's strength as a visitor destination will contribute to ongoing growth opportunities in the sector.

Over the projection period, a 3% annual growth rate has been used, which reflects already high occupancy rates, modest increases in the average daily room rate, and little or no growth in inventory. It is expected that just beyond the projection period additional units could come on line as several hotel projects are currently being discussed.

**Franchise Fees:** These fees are paid to cities that require franchises from entities that deliver services through use of public street rights-of-way. In

## **Long Range Financial Projection**

Carpinteria, this includes cable/video service, trash service, and gas and electric service. The proposed budget estimates approximately \$615K from franchise fees in the fiscal year, a very small increase over the prior year and related to expected increases in trash hauling and cable television customer charges. Growth of 2.3% has been included in the 5 year projection. This reflects the most recent five year average.

**Interest Income:** Approximately \$105K in interest income is estimated in the 2016-17 budget, reflecting an expectation that interest rates will remain low and that cash reserves will change very little. The amount also reflects no change over the current year end projection.

For the five year projection it is estimated that interest income has reached its low and will begin modest growth. These future projections reflect estimated average yields from the City's two major investment categories, the Local Agency Investment Fund (LAIF) and Treasury Notes. For projection purposes a growth rate of 0.5% has been used.

**Charges for Services:** This includes License and Permit fees and Charge for Services. Current year fees and charges are estimated at \$394,780, a decrease of 4.1% from the prior year. The budget estimate of \$370,004 reflects ongoing work on the Freeway Interchanges Project and Carpinteria Avenue bridge, which permit billing of significant amounts of staff time associated with City work on these projects to outside entities. Overall, development activity is expected to remain strong through the projection period. An annual growth rate of 2% for the projection has been included.

### **Expenditure Projection Assumptions**

**Total Compensation:** Salaries and benefits for full time, part-time and seasonal workers are paid primarily from the General Fund; however, most Public Works employees are paid from special funds dedicated to street and right-of-way maintenance activities. Parks & Recreation employees are paid from funds dedicated to parks and open space operation/maintenance.

With the exception of the recession years, the City's primary General Fund revenue sources, i.e., property tax, sales tax and transient occupancy tax, have been healthy and growing for well over a decade. This growth has permitted the General Fund to take on greater responsibility for funding programs historically supported by special fund revenues.

Special funds that no longer have sufficient revenue to support the work historically paid for through them include Measure A, Gas Tax, Right-of-Way Maintenance, Recreation Services, Parks Maintenance. As special funds that support services no longer have revenue sources sufficient to pay for those services, the City can either reduce the service level, find novel ways to reduce

## Long Range Financial Projection

costs but maintain service levels, or subsidize the fund through General Fund revenue.

In the past, the City has used all of these approaches at one time or another; however, the trend is that an increasing amount of labor, formerly paid for through special funds, is being paid for by the General Fund. This trend is thought to not be sustainable and, if no new revenue is established, will require a reduction in expenses.

**Staffing Level:** The budget anticipates full staffing with no unfilled positions. The total number of full time employees (FTE's) is 33. Over the next five years it is not expected that new full time positions will be added.

**Salaries:** An 8.3% increase in total wages over current year is projected in the budget; most of the disparity due to anticipated new positions in the current year having not been filled until late in the fiscal year. 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 10% for the second half of the fiscal year. 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.

Total retirement costs of \$482,070 are 21.8% of regular full time wages for the budget year. 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:** Law Enforcement contract service with the Santa Barbara County Sheriff's Department is the largest single General Fund expense at approximately \$3.54 million. 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; though modestly of late.

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 expense for the 2016-17 fiscal year is approximately \$88.8K, a 2.6% increase. The average annual increase over the prior five year period was 2.4% on approximate expenses of just over \$3 million. For the 5 year projection a 2.5% annual increase in contract costs was used.

**Debt Service:** The \$2M in Certificates of Participation issued in 1988 will be retired in March 2018. The projection therefore removes this expense in years after 2018.



# **Long Range Financial Projection**

## **General Fund Subsidies to other Funds**

In the Introduction section, a table includes projections of General Fund subsidies to other Funds. Subsidies occur when uses of funds exceed sources of funds. If there is an adequate fund balance this shortfall is absorbed into the fund balance, thereby reducing it. For several funds this has occurred for many years so that the fund balance has been completely depleted. Once this happens the General Fund must fill in or subsidize each subsequent annual shortfall.

Total annual subsidies are projected to decline slightly to approximately \$498K. Subsidies are 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, by reducing expenses and/or by developing other revenue sources.

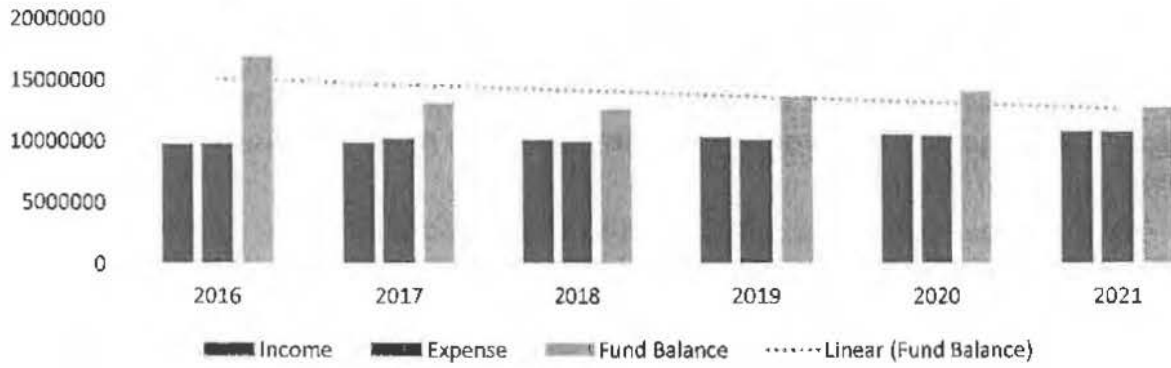
## **Five Year Outlook**

The 2016-17 budget includes General Fund expenses, net transfers and subsidies resulting in an operating deficit of (\$318,493) which includes second one-time \$500,000 transfer to the Measure A Fund to finance an extra pavement project; however, in future years expenses are projected to grow faster than revenues unless changes occur. Actions by the City are predicted to be necessary to balance the operating budget that could affect level of service and/or increase taxes, assessments and fees. The projections assume that the current reserve policies will be met.

The following chart shows pro-forma results of using the above assumptions on sources and uses of funds and the resulting available fund balance.

# Long Range Financial Projection

## General Fund Projections



## **All Funds Overview**

**T**he City's budget is organized by program and by fund. This section of the budget summarizes all 18 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, state or local laws, or the conditions of a grant source restrict the use of money in these Funds. For example, Measure A Fund revenues, which are generated by a county-wide half cent sales tax, i.e. local law, are restricted for use in improving and maintaining roads and road rights-of-way, and for public transit projects, programs and services.

### **All Funds Revenues**

Total projected fiscal year 2016-17 revenues of \$14,419,526 are about 17%, greater than projected current year revenues. Excluding the General Fund, All Funds revenues are greater than projected current year revenue by approximately 58% or \$1,898,228. The most significant change in revenues, outside the General Fund, is the amount of grant revenues projected and which are associated with capital projects.

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 2016-17 year.

### **Balanced Funds**

**These Funds have expenses equal to revenues for the year.**

- Revolving Fund
- Trust & Agency Fund
- Capital Improvement Fund

### **Funds with annual operating excesses.**

**These funds have Revenues in excess of expenses for the year.**

|                                 |           |
|---------------------------------|-----------|
| General Fund (before subsidies) | \$180,328 |
| Replacement Fund                | 1,078     |
| Local Transportation Fund       | 527       |
| Tidelands Trust Fund            | 10,159    |



## **All Funds Overview**

**Funds with annual operating deficits not requiring subsidies.**

**These Funds have expenses in excess of revenues for the year but have beginning fund balances sufficient to fund the excess.**

|                      |           |
|----------------------|-----------|
| Traffic Safety Fund  | (\$364)   |
| Gas Tax Fund         | (104,014) |
| Measure A Fund       | (767,801) |
| Street Lighting Fund | (244,220) |
| PBIA Fund            | (8,426)   |
| AB 939 Fund          | (63,137)  |
| Measure D Fund       | (566,760) |

**Funds with annual operating deficits requiring subsidies.**

**These Funds have expenses in excess of revenues for the year but have beginning fund balances that are not sufficient to fund the excess and therefore require a subsidy from the General Fund.**

|                          |            |
|--------------------------|------------|
| Park Development Fund    | (\$34,149) |
| Park Maintenance Fund    | (154,299)  |
| ROW Assessment Fund      | (97,597)   |
| Recreation Services Fund | (212,776)  |

### **All Fund Appropriations**

Total 2016-17 budgeted appropriations for all municipal funds are \$16,468,416, an increase of approximately (\$4.3 million) or (36%) from estimated 2015-16 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.<br>\$3,901,326     | Watershed Management.<br>\$267,809                 |
| ❖ Right of Way Maintenance.<br>\$452,386 | Transportation, Parking and<br>Lighting. \$696,746 |

# All Funds Overview

## City of Carpinteria Proposed 2016-17 Budget All Funds Summary

Fiscal Year Ending June 30, 2015

|    | Available Fund Balance<br>Jun-14 |             |              | Transfers In |              |              | Transfers Out |             |           | Optional<br>Excess / (Deficit) | Reserve<br>Changes | Fund Balance<br>Jun-15 |
|----|----------------------------------|-------------|--------------|--------------|--------------|--------------|---------------|-------------|-----------|--------------------------------|--------------------|------------------------|
|    |                                  | Revenue     |              |              | Expenditures |              |               |             | Subsidies |                                |                    |                        |
|    | TOTAL                            | \$5,382,163 | \$12,274,831 | 100.0%       | \$1,155,606  | \$12,210,919 | 100%          | \$1,155,606 |           | \$63,912                       | (\$142,054)        | \$5,304,021            |
| 10 | GENERAL FUND                     | 1,538,806   | 8,917,076    | 72.6%        | 582,141      | 8,215,263    | 67.3%         | 269,822     | (448,817) | 876,814                        | (142,054)          | 1,972,368              |
| 11 | TRAFFIC SAFETY FUND              |             | 13,617       | 0.1%         |              | 26,040       | 0.2%          |             | 13,658    | 1,236                          |                    | 1,236                  |
| 20 | REVOLVING FUND                   | 42,915      | 348,412      | 2.8%         |              | 348,412      | 2.8%          |             |           |                                |                    | 42,915                 |
| 21 | REPLACEMENT FUND                 | 8,015       | (434)        | -0.0%        |              |              |               |             |           | (434)                          |                    | 7,581                  |
| 22 | PARK DEVELOPMENT FUND            |             | 4,843        | 0.0%         |              | 35,149       | 0.3%          |             | 30,806    |                                |                    |                        |
| 23 | PARK MAINTENANCE FUND            |             | 245,044      | 2.0%         | 59,615       | 403,916      | 3.3%          | 72,956      | 172,213   |                                |                    |                        |
| 26 | GAS TAX FUND                     | 69,122      | 404,382      | 3.3%         | 215,625      | 378,101      | 3.1%          | 127,014     |           | 118,872                        |                    | 185,984                |
| 26 | LOCAL TRANSPORTATION FUND        | 40,496      | 6,722        | 0.1%         |              |              |               | 563         |           | 8,159                          |                    | 48,655                 |
| 27 | MEASURE A FUND                   | 1,166,042   | 738,224      | 6.0%         | 103,368      | 1,047,190    | 8.6%          | 144,338     |           | (351,936)                      |                    | 814,106                |
| 28 | TIDE LANDS TRUST FUND            | 269,386     | 273,737      | 2.2%         |              | 258,969      | 2.1%          | 165,954     |           | (151,186)                      |                    | 118,200                |
| 29 | STREET LIGHTING FUND             | 951,835     | 304,213      | 2.5%         |              | 66,702       | 0.5%          | 111,618     |           | 128,896                        |                    | 1,077,831              |
| 31 | TRUST & AGENCY FUND              |             | 117,320      | 1.0%         |              | 103,819      | 0.9%          | 13,501      |           |                                |                    |                        |
| 33 | R-O-W ASSESSMENT DISTRI          |             | 195,460      | 1.6%         | 134,857      | 357,048      | 2.9%          | 68,060      | 91,793    |                                |                    |                        |
| 38 | PBIA FUND                        | 38,401      | 30,029       | 0.2%         |              | 22,980       | 0.2%          |             |           | 7,049                          |                    | 45,450                 |
| 39 | AB 939 FUND                      | 306,221     | 183,923      | 1.5%         |              | 31,274       | 0.3%          | 142,977     |           | 9,672                          |                    | 316,883                |
| 41 | MEASURE D FUND                   | 951,024     | (13,911)     | -0.1%        |              | 258,828      | 2.1%          |             |           | (272,739)                      |                    | 678,285                |
| 42 | CAPITAL IMPROVEMENT FUI          |             | 3,788        | 0.0%         |              | 3,788        | 0.0%          |             |           |                                |                    |                        |
| 48 | RECREATION SERVICES FUND         |             | 505,220      | 4.1%         | 80,000       | 656,451      | 5.4%          | 51,806      | 140,546   | (4,491)                        |                    | (4,491)                |

Fiscal Year Ending June 30, 2016

|                              | Available Fund Balance<br>Jun-15 |              |        | Transfers In |              |       | Transfers Out |           |           | Operational<br>Excess / (Deficit) | Reserve<br>Changes | Fund Balance<br>Jun-16 |
|------------------------------|----------------------------------|--------------|--------|--------------|--------------|-------|---------------|-----------|-----------|-----------------------------------|--------------------|------------------------|
|                              | Revenue                          |              |        | Expenditures |              |       | Subsidies     |           |           |                                   |                    |                        |
| TOTAL                        | \$5,304,021                      | \$12,368,812 | 100.0% | \$1,693,900  | \$12,073,028 | 100%  | \$1,693,900   |           | \$296,784 |                                   | \$5,600,805        |                        |
| 10 GENERAL FUND              | 1,972,368                        | 9,099,116    | 73.6%  | 663,226      | 8,453,563    | 70.0% | 745,700       | (551,453) | 1,626     |                                   | 1,973,992          |                        |
| 11 TRAFFIC SAFETY FUND       | 1,236                            | 21,157       | 0.2%   |              | 21,443       | 0.2%  |               |           | (286)     |                                   | 950                |                        |
| 20 REVOLVING FUND            | 42,916                           | 206,000      | 1.7%   |              | 206,000      | 1.7%  | 8,761         |           | (8,761)   |                                   | 34,154             |                        |
| 21 REPLACEMENT FUND          | 7,581                            | 1,078        | 0.0%   |              |              |       |               |           | 1,078     |                                   | 8,659              |                        |
| 22 PARK DEVELOPMENT FUND     |                                  | 1,000        | 0.0%   |              | 35,149       | 0.3%  |               |           | 34,149    |                                   |                    |                        |
| 23 PARK MAINTENANCE FUND     |                                  | 233,348      | 1.9%   | 61,022       | 349,920      | 2.9%  | 84,004        | 139,554   |           |                                   |                    |                        |
| 26 GAS TAX FUND              | 186,984                          | 308,002      | 2.5%   | 225,433      | 432,928      | 3.6%  | 129,734       |           | (29,227)  |                                   | 166,767            |                        |
| 26 LOCAL TRANSPORTATION FUND | 48,655                           | 10,949       | 0.1%   |              |              |       | 402           |           | 10,547    |                                   | 59,202             |                        |
| 27 MEASURE A FUND            | 814,106                          | 762,499      | 6.2%   | 608,991      | 828,290      | 7.7%  | 118,968       |           | 329,272   |                                   | 1,143,378          |                        |
| 28 TIDE LANDS TRUST FUND     | 118,200                          | 298,248      | 2.4%   |              | 210,165      | 1.7%  | 104,994       |           | (16,911)  |                                   | 101,289            |                        |
| 29 STREET LIGHTING FUND      | 1,077,831                        | 354,133      | 2.9%   |              | 113,000      | 0.9%  | 192,611       |           | 48,522    |                                   | 1,126,353          |                        |
| 31 TRUST & AGENCY FUND       |                                  | 125,756      | 1.4%   |              | 163,210      | 1.4%  | 12,546        |           |           |                                   |                    |                        |
| 33 R-O-W ASSESSMENT DISTRI   |                                  | 193,900      | 1.6%   | 140,228      | 480,467      | 3.3%  | 54,347        | 115,688   |           |                                   |                    |                        |
| 38 PBIA FUND                 | 45,450                           | 30,680       | 0.2%   |              | 23,931       | 0.2%  |               |           | 6,749     |                                   | 52,199             |                        |
| 39 AB 939 FUND               | 316,883                          | 183,786      | 1.5%   |              | 48,065       | 0.4%  | 191,664       |           | (56,843)  |                                   | 289,060            |                        |
| 41 MEASURE D FUND            | 678,285                          | 8,240        | 0.1%   |              | 1,714        | 0.0%  |               |           | 6,526     |                                   | 684,811            |                        |
| 42 CAPITAL IMPROVEMENT FUI   |                                  | 37,720       | 0.3%   |              | 37,720       | 0.3%  |               |           |           |                                   |                    |                        |
| 48 RECREATION SERVICES FUND  | (4,491)                          | 446,200      | 3.6%   |              | 649,493      | 5.4%  | 53,279        | 262,063   | 4,491     |                                   |                    |                        |

Fiscal Year Ending June 30, 2017

|                                   | Available Fund Balance<br>Jun-16 |                     |               | Transfers In       |                     |              | Transfers Out      |                  |               | Operational<br>Excess / (Deficit) | Reserve<br>Changes | Fund Balance<br>Jun-17 |
|-----------------------------------|----------------------------------|---------------------|---------------|--------------------|---------------------|--------------|--------------------|------------------|---------------|-----------------------------------|--------------------|------------------------|
|                                   |                                  | Revenue             |               |                    | Expenditures        |              |                    |                  | Subsidies     |                                   |                    |                        |
| <b>TOTAL</b>                      | <b>\$5,600,805</b>               | <b>\$14,419,526</b> | <b>100.0%</b> | <b>\$1,700,961</b> | <b>\$16,488,978</b> | <b>100%</b>  | <b>\$1,700,961</b> |                  |               | <b>(\$2,051,452)</b>              |                    | <b>\$3,539,353</b>     |
| <b>10 GENERAL FUND</b>            | <b>1,973,992</b>                 | <b>9,260,802</b>    | <b>64.2%</b>  | <b>808,711</b>     | <b>8,599,068</b>    | <b>54.0%</b> | <b>779,917</b>     | <b>(498,821)</b> |               | <b>(318,493)</b>                  |                    | <b>1,655,499</b>       |
| 11 TRAFFIC SAFETY FUND            | 950                              | 21,157              | 0.1%          |                    | 21,521              | 0.1%         |                    |                  |               | (364)                             |                    | 586                    |
| <b>20 REVOLVING FUND</b>          | <b>34,154</b>                    | <b>1,918,965</b>    | <b>13.3%</b>  |                    | <b>1,918,965</b>    | <b>11.6%</b> |                    |                  |               |                                   |                    | <b>34,154</b>          |
| 21 REPLACEMENT FUND               | 8,659                            | 1,078               | 0.0%          |                    |                     |              |                    |                  |               | 1,078                             |                    | 9,737                  |
| <b>22 PARK DEVELOPMENT FUND</b>   |                                  | <b>1,000</b>        | <b>0.0%</b>   |                    | <b>35,149</b>       | <b>0.2%</b>  |                    |                  | <b>34,149</b> |                                   |                    |                        |
| 23 PARK MAINTENANCE FUND          |                                  | 236,348             | 1.6%          | 64,221             | 357,836             | 2.2%         |                    | 97,032           | 154,299       |                                   |                    |                        |
| <b>26 GAS TAX FUND</b>            | <b>186,767</b>                   | <b>308,002</b>      | <b>2.1%</b>   | <b>273,192</b>     | <b>687,043</b>      | <b>3.4%</b>  | <b>128,165</b>     |                  |               | <b>(104,014)</b>                  |                    | <b>52,753</b>          |
| 26 LOCAL TRANSPORTATION FUND      | 59,202                           | 10,949              | 0.1%          |                    | 10,000              | 0.1%         |                    | 422              |               | 527                               |                    | 59,729                 |
| <b>27 MEASURE A FUND</b>          | <b>1,143,378</b>                 | <b>762,499</b>      | <b>5.3%</b>   | <b>613,647</b>     | <b>2,016,547</b>    | <b>12.2%</b> | <b>127,300</b>     |                  |               | <b>(767,801)</b>                  |                    | <b>378,577</b>         |
| 28 TIDE LANDS TRUST FUND          | 101,289                          | 298,248             | 2.1%          |                    | 181,550             | 1.1%         |                    | 106,539          |               | 101,159                           |                    | 111,448                |
| <b>29 STREET LIGHTING FUND</b>    | <b>1,126,353</b>                 | <b>367,820</b>      | <b>2.6%</b>   |                    | <b>478,000</b>      | <b>2.9%</b>  | <b>133,640</b>     |                  |               | <b>(244,220)</b>                  |                    | <b>882,133</b>         |
| 31 TRUST & AGENCY FUND            |                                  | 323,053             | 2.2%          |                    | 310,000             | 1.9%         |                    | 13,053           |               |                                   |                    |                        |
| <b>33 R-O-W ASSESSMENT DISTRI</b> |                                  | <b>193,900</b>      | <b>1.3%</b>   | <b>141,280</b>     | <b>383,000</b>      | <b>2.1%</b>  | <b>79,787</b>      | <b>97,597</b>    |               |                                   |                    |                        |
| 38 PBIA FUND                      | 52,199                           | 30,680              | 0.2%          |                    | 39,106              | 0.2%         |                    |                  |               | (8,426)                           |                    | 43,773                 |
| <b>39 AB 939 FUND</b>             | <b>289,060</b>                   | <b>183,786</b>      | <b>1.3%</b>   |                    | <b>58,565</b>       | <b>0.4%</b>  | <b>180,368</b>     |                  |               | <b>(63,137)</b>                   |                    | <b>195,913</b>         |
| 41 MEASURE D FUND                 | 684,811                          | 8,240               | 0.1%          |                    | 575,000             | 3.5%         |                    |                  |               | (566,760)                         |                    | 118,051                |
| <b>42 CAPITAL IMPROVEMENT FUI</b> |                                  | <b>37,720</b>       | <b>0.3%</b>   |                    | <b>37,720</b>       | <b>0.2%</b>  |                    |                  |               |                                   |                    |                        |
| 48 RECREATION SERVICES FUND       |                                  | 467,450             | 3.2%          |                    | 625,408             | 3.8%         | 54,818             | 212,776          |               |                                   |                    |                        |

# All Funds Overview

CITY OF CARPINTERIA  
Proposed 2016-17 Budget  
ALL FUNDS

|                                   | ACTUAL 13          |                | ACTUAL 14          |                | ACTUAL 15          |                | FINAL 16           |                | PROPOSED 17          |                |
|-----------------------------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|----------------------|----------------|
| Property Taxes                    | \$3,152,690        | 31.10%         | \$3,151,809        | 26.80%         | \$3,265,715        | 26.60%         | \$3,436,879        | 27.80%         | \$3,574,354          | 24.80%         |
| Sales Taxes                       | \$1,739,414        | 17.10%         | \$1,900,971        | 16.20%         | \$2,054,033        | 16.70%         | \$2,086,268        | 16.90%         | \$2,103,980          | 14.60%         |
| Franchise Taxes                   | 552,787            | 5.40%          | 602,583            | 5.10%          | 634,781            | 5.20%          | 614,785            | 5.00%          | 614,785              | 4.30%          |
| Bed Taxes                         | 1,631,428          | 16.10%         | 1,923,538          | 16.40%         | 2,369,762          | 19.30%         | 2,409,497          | 19.50%         | 2,449,898            | 17.00%         |
| Other Taxes                       | 270,700            | 2.70%          | 302,348            | 2.60%          | 288,032            | 2.30%          | 287,908            | 2.30%          | 287,908              | 2.00%          |
| Total Taxes                       | 7,347,019          | 72.40%         | 7,881,249          | 67.10%         | 8,612,323          | 70.20%         | 8,835,337          | 71.40%         | 9,030,925            | 62.60%         |
| Interest                          | \$40,316           | 0.40%          | \$86,797           | 0.70%          | (\$101,399)        | -0.80%         | \$152,714          | 1.20%          | \$152,724            | 1.10%          |
| Licenses & Permits                | 189,220            | 1.90%          | 109,909            | 0.90%          | 106,271            | 0.90%          | 124,909            | 1.00%          | 124,909              | 0.90%          |
| Charges for Services              | 1,026,262          | 10.10%         | 1,195,380          | 10.20%         | 1,431,861          | 11.70%         | 1,336,937          | 10.80%         | 1,337,411            | 9.30%          |
| Assessments                       | 246,393            | 2.40%          | 242,806            | 2.10%          | 247,065            | 2.00%          | 242,992            | 2.00%          | 242,992              | 1.70%          |
| Fines & Forfeitures               | 105,833            | 1.00%          | 117,579            | 1.00%          | 89,741             | 0.70%          | 101,777            | 0.80%          | 101,777              | 0.70%          |
| Intergov Grants                   | 1,163,823          | 11.50%         | 2,104,520          | 17.90%         | 1,872,359          | 15.30%         | 1,544,669          | 12.50%         | 3,403,961            | 23.60%         |
| Miscellaneous                     | 33,115             | 0.30%          | 2,420              | 0.00%          | 16,610             | 0.10%          | 30,477             | 0.20%          | 24,827               | 0.20%          |
| <b>TOTAL REVENUE</b>              | <b>10,151,982</b>  | <b>100.00%</b> | <b>11,740,660</b>  | <b>100.00%</b> | <b>12,274,831</b>  | <b>100.00%</b> | <b>12,369,812</b>  | <b>100.00%</b> | <b>14,419,526</b>    | <b>100.00%</b> |
| Regular Wages                     | 2,245,503          | 21.20%         | 2,431,132          | 21.50%         | 2,519,537          | 20.60%         | 2,512,742          | 20.80%         | 2,663,340            | 16.20%         |
| Part-time Wages                   | 303,829            | 2.90%          | 311,137            | 2.80%          | 288,989            | 2.40%          | 326,720            | 2.70%          | 321,390              | 2.00%          |
| Overtime Wages                    | 24,096             | 0.20%          | 19,591             | 0.20%          | 22,097             | 0.20%          | 35,589             | 0.30%          | 18,150               | 0.10%          |
| Other Wages                       | 39,627             | 0.40%          | 44,519             | 0.40%          | 42,038             | 0.30%          | 44,881             | 0.40%          | 45,900               | 0.30%          |
| Total Wages                       | 2,613,055          | 24.70%         | 2,806,379          | 24.90%         | 2,872,661          | 23.50%         | 2,919,931          | 24.20%         | 3,048,780            | 18.50%         |
| Health/Life/Dental Insurance      | 555,681            | 5.30%          | 585,186            | 5.20%          | 589,663            | 4.80%          | 625,087            | 5.20%          | 743,470              | 4.50%          |
| Retirement                        | 411,819            | 3.90%          | 461,404            | 4.10%          | 481,916            | 3.90%          | 515,205            | 4.30%          | 557,690              | 3.40%          |
| Unemployment Insurance            | 6,467              | 0.10%          | 6,075              | 0.10%          | 6,141              | 0.10%          | 5,794              | 0.00%          | 5,890                | 0.00%          |
| MediTax                           | 37,845             | 0.40%          | 40,668             | 0.40%          | 41,569             | 0.30%          | 42,331             | 0.40%          | 42,750               | 0.30%          |
| Other Benefits                    | 13,705             | 0.10%          | 5,991              | 0.10%          | 13,771             | 0.10%          | 16,608             | 0.10%          | 16,300               | 0.10%          |
| Total Benefits                    | 1,025,517          | 9.70%          | 1,099,324          | 9.70%          | 1,133,060          | 9.30%          | 1,205,025          | 10.00%         | 1,366,100            | 8.30%          |
| <b>TOTAL WAGES &amp; BENEFITS</b> | <b>\$3,638,572</b> | <b>34.40%</b>  | <b>\$3,905,703</b> | <b>34.60%</b>  | <b>\$4,005,721</b> | <b>32.80%</b>  | <b>\$4,124,956</b> | <b>34.20%</b>  | <b>\$4,414,880</b>   | <b>26.80%</b>  |
| Contract Services                 | 1,603,243          | 15.20%         | 1,521,077          | 13.50%         | 1,477,954          | 12.10%         | 1,832,954          | 15.20%         | 2,230,687            | 13.50%         |
| Sheriff Contract                  | 3,309,270          | 31.30%         | 3,340,423          | 29.60%         | 3,363,315          | 27.50%         | 3,433,998          | 28.40%         | 3,552,860            | 21.60%         |
| Utilities                         | 299,074            | 2.80%          | 305,620            | 2.70%          | 319,145            | 2.60%          | 291,881            | 2.40%          | 299,486              | 1.80%          |
| Other Operating Exp.              | 500,787            | 4.70%          | 517,654            | 4.60%          | 519,146            | 4.30%          | 566,514            | 4.70%          | 576,972              | 3.50%          |
| Non-Operating Exp.                | 211,311            | 2.00%          | 273,595            | 2.40%          | 370,807            | 3.00%          | 412,006            | 3.40%          | 303,627              | 1.80%          |
| Major Capital                     | 483,368            | 4.60%          | 1,199,163          | 10.60%         | 1,841,900          | 15.10%         | 1,112,675          | 9.20%          | 4,725,716            | 28.70%         |
| Minor Capital                     | 370,706            | 3.50%          | 44,091             | 0.40%          | 68,929             | 0.60%          | 121,224            | 1.00%          | 197,500              | 1.20%          |
| Debt Service                      | 150,827            | 1.40%          | 181,652            | 1.60%          | 244,002            | 2.00%          | 176,820            | 1.50%          | 179,250              | 1.10%          |
| <b>TOTAL EXPENDITURES</b>         | <b>10,567,158</b>  | <b>100.00%</b> | <b>11,288,978</b>  | <b>100.00%</b> | <b>12,210,919</b>  | <b>100.00%</b> | <b>12,073,028</b>  | <b>100.00%</b> | <b>16,480,978</b>    | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>        | <b>(\$415,175)</b> |                | <b>\$451,682</b>   |                | <b>\$63,912</b>    |                | <b>\$296,784</b>   |                | <b>(\$2,061,452)</b> |                |

# All Funds Overview

## CITY OF CARPINTERIA Proposed 2016-17 Budget Expenditures by Function

| ALL FUNDS                          | ACTUAL 13           |               | ACTUAL 14           |               | ACTUAL 15           |               | FINAL 16            |               | PROPOSED 17         |               |
|------------------------------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|
| Public Safety                      | \$3,501,919         | 33.1%         | \$3,601,655         | 31.9%         | \$3,533,306         | 28.9%         | \$3,688,963         | 30.6%         | \$4,183,015         | 25.4%         |
| Leisure, Cultural & Social Service | 1,426,843           | 13.5%         | 1,531,134           | 13.6%         | 1,677,122           | 13.7%         | 1,554,148           | 12.9%         | 2,227,187           | 13.5%         |
| Community Development              | 1,008,862           | 9.5%          | 1,183,313           | 10.5%         | 1,111,993           | 9.1%          | 1,037,893           | 8.6%          | 1,109,891           | 6.7%          |
| Economic Development               | 11,622              | 0.1%          | 9,774               | 0.1%          | 5,731               | 0.0%          | 6,682               | 0.1%          | 21,857              | 0.1%          |
| Public Works                       | 2,107,814           | 19.9%         | 2,564,173           | 22.7%         | 2,927,209           | 24.0%         | 2,809,685           | 23.3%         | 5,641,643           | 34.2%         |
| General Government                 | 2,488,704           | 23.6%         | 2,377,646           | 21.0%         | 2,838,038           | 23.2%         | 2,911,944           | 24.1%         | 3,105,089           | 18.8%         |
| Transportation                     | 21,594              | 0.2%          | 28,629              | 0.3%          | 117,430             | 1.0%          | 63,714              | 0.5%          | 182,298             | 1.2%          |
| <b>Total Expenditures</b>          | <b>\$10,567,158</b> | <b>100.0%</b> | <b>\$11,296,324</b> | <b>100.0%</b> | <b>\$12,210,919</b> | <b>100.0%</b> | <b>\$12,073,028</b> | <b>100.0%</b> | <b>\$16,480,978</b> | <b>100.0%</b> |

\$7,346

(\$0)

### Expenditures by Type

|                           | ACTUAL 13           |               | ACTUAL 14           |               | ACTUAL 15           |               | FINAL 16            |               | PROPOSED 17         |               |
|---------------------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|
| Personnel                 | \$3,638,572         | 34.4%         | \$3,905,703         | 34.6%         | \$4,005,721         | 32.8%         | \$4,124,956         | 34.2%         | \$4,414,880         | 26.8%         |
| Contract Services         | 4,912,512           | 46.5%         | 4,881,500           | 43.1%         | 4,841,269           | 39.6%         | 5,266,952           | 43.6%         | 5,763,547           | 35.1%         |
| Utilities                 | 299,074             | 2.8%          | 305,620             | 2.7%          | 319,145             | 2.6%          | 291,881             | 2.4%          | 299,486             | 1.8%          |
| Non-Operating Exp.        | 500,787             | 4.7%          | 517,654             | 4.6%          | 519,146             | 4.3%          | 566,514             | 4.7%          | 576,972             | 3.5%          |
| Non-Operating Exp.        | 211,311             | 2.0%          | 273,595             | 2.4%          | 370,807             | 3.0%          | 412,006             | 3.4%          | 303,627             | 1.8%          |
| Major Capital             | 483,368             | 4.6%          | 1,199,163           | 10.6%         | 1,841,900           | 15.1%         | 1,112,675           | 9.2%          | 4,725,718           | 28.7%         |
| Minor Capital             | 370,706             | 3.5%          | 44,091              | 0.4%          | 68,929              | 0.6%          | 121,224             | 1.0%          | 197,500             | 1.2%          |
| Debt Service              | 150,827             | 1.4%          | 181,652             | 1.6%          | 244,002             | 2.0%          | 176,820             | 1.5%          | 179,250             | 1.1%          |
| <b>Total Expenditures</b> | <b>\$10,567,158</b> | <b>100.0%</b> | <b>\$11,288,978</b> | <b>100.0%</b> | <b>\$12,210,919</b> | <b>100.0%</b> | <b>\$12,073,028</b> | <b>100.0%</b> | <b>\$16,480,978</b> | <b>100.0%</b> |

# All Funds Overview

| CITY OF CARPINTERIA<br>Proposed 2016-17 Budget<br>Expenditures by Program |                     |               |                     |               |                     |               |                     |               |                     |               |
|---------------------------------------------------------------------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|
| ALL FUNDS                                                                 |                     |               |                     |               |                     |               |                     |               |                     |               |
| No.                                                                       | ACTUAL 13           |               | ACTUAL 14           |               | ACTUAL 15           |               | FINAL 16            |               | PROPOSED 17         |               |
| 111 Records Management                                                    | \$75,718            | 0.7%          | \$81,328            | 0.7%          | \$86,249            | 0.7%          | \$104,160           | 0.9%          | \$111,952           | 0.7%          |
| 112 Elections                                                             | 26,465              | 0.2%          | 5,973               | 0.1%          | 8,019               | 0.0%          | 6,925               | 0.1%          | 19,463              | 0.1%          |
| 121 City Administration                                                   | 299,427             | 2.6%          | 287,033             | 2.5%          | 283,796             | 2.3%          | 307,774             | 2.5%          | 352,151             | 2.1%          |
| 122 Legal Services                                                        | 427,753             | 3.7%          | 333,592             | 3.0%          | 447,062             | 3.7%          | 536,604             | 4.4%          | 555,500             | 3.4%          |
| 123 Legislative & Policy                                                  | 101,171             | 0.9%          | 102,243             | 0.9%          | 105,396             | 0.9%          | 125,947             | 1.0%          | 116,214             | 0.7%          |
| 124 Commissions Board                                                     | 13,127              | 0.1%          | 5,395               | 0.0%          | 5,533               | 0.0%          | 5,606               | 0.0%          | 6,000               | 0.0%          |
| 125 Law Enforcement                                                       | 2,915,913           | 25.2%         | 3,420,829           | 30.3%         | 3,445,399           | 28.2%         | 3,558,151           | 29.5%         | 3,685,739           | 22.4%         |
| 126 Emergency Preparedness                                                | 40,772              | 0.4%          | 64,034              | 0.6%          | 67,310              | 0.6%          | 76,223              | 0.6%          | 80,434              | 0.5%          |
| 141 Financial Management                                                  | 448,907             | 3.9%          | 513,329             | 4.5%          | 583,525             | 4.8%          | 535,927             | 4.4%          | 566,863             | 3.4%          |
| 142 Management Information                                                | 103,865             | 0.9%          | 175,748             | 1.6%          | 169,258             | 1.4%          | 198,790             | 1.6%          | 200,404             | 1.2%          |
| 143 Central Services                                                      | 248,718             | 2.1%          | 208,051             | 2.6%          | 352,463             | 2.9%          | 433,252             | 3.6%          | 441,909             | 2.7%          |
| 161 Staff Recruitment, F                                                  | 151,535             | 1.3%          | 159,465             | 1.4%          | 185,200             | 1.5%          | 130,563             | 1.1%          | 163,270             | 1.0%          |
| 162 Risk Management                                                       | 150,551             | 1.3%          | 280,614             | 2.5%          | 349,184             | 2.9%          | 441,713             | 3.7%          | 319,572             | 1.9%          |
| 163 Communication and                                                     | 107,185             | 0.9%          | 130,658             | 1.2%          | 132,218             | 1.1%          | 160,825             | 1.3%          | 187,313             | 1.1%          |
| 301 Public Works Admini                                                   | 278,748             | 2.4%          | 200,119             | 1.8%          | 154,487             | 1.3%          | 289,014             | 2.4%          | 399,560             | 2.4%          |
| 302 Street Maintenance                                                    | 779,658             | 6.7%          | 1,471,784           | 13.0%         | 1,853,266           | 15.2%         | 1,288,981           | 10.7%         | 3,901,326           | 23.7%         |
| 303 Right of Way Mainte                                                   | 331,749             | 2.9%          | 311,270             | 2.8%          | 299,213             | 2.5%          | 405,484             | 3.4%          | 452,386             | 2.7%          |
| 304 Transportation, Parl                                                  | 354,302             | 3.1%          | 441,572             | 3.9%          | 336,967             | 2.8%          | 304,705             | 2.5%          | 697,042             | 4.2%          |
| 305 Capital Improvement                                                   | 62,813              | 0.5%          | 112,106             | 1.0%          | 114,979             | 0.9%          | 186,539             | 1.5%          | 199,650             | 1.2%          |
| 306 Solid Waste                                                           | 70,790              | 0.6%          | 214,515             | 1.9%          | 210,900             | 1.7%          | 222,579             | 1.8%          | 251,923             | 1.5%          |
| 307 Watershed Manage                                                      | 180,480             | 1.6%          | 118,990             | 1.1%          | 110,062             | 0.9%          | 136,633             | 1.1%          | 267,809             | 1.6%          |
| 308 Engineering Permit                                                    |                     |               | 35,309              | 0.3%          | 36,213              | 0.3%          | 54,446              | 0.5%          | 58,273              | 0.4%          |
| 410 Community Develop                                                     | 59,314              | 0.5%          | 133,923             | 1.2%          | 133,414             | 1.1%          | 126,717             | 1.0%          | 135,300             | 0.8%          |
| 411 Advance Planning                                                      | 174,673             | 1.5%          | 134,371             | 1.2%          | 130,431             | 1.1%          | 124,086             | 1.0%          | 136,363             | 0.8%          |
| 412 Housing                                                               | 46,947              | 0.4%          | 26,329              | 0.2%          | 30,789              | 0.3%          | 61,073              | 0.5%          | 62,714              | 0.4%          |
| 413 Development Review                                                    | 398,773             | 3.4%          | 341,639             | 3.0%          | 348,769             | 2.9%          | 330,975             | 2.7%          | 354,044             | 2.1%          |
| 414 Code Compliance                                                       | 265,211             | 2.3%          | 276,194             | 2.4%          | 278,341             | 2.3%          | 278,123             | 2.3%          | 299,803             | 1.8%          |
| 415 Animal Care and Cr                                                    | 96,101              | 0.8%          | 92,254              | 0.8%          | 92,227              | 0.8%          | 93,727              | 0.8%          | 103,445             | 0.8%          |
| 442 Economic Vitality                                                     | 53,041              | 0.5%          | 71,160              | 0.6%          | 78,297              | 0.6%          | 91,472              | 0.8%          | 102,599             | 0.6%          |
| 691 Parks and Recreation                                                  | 91,317              | 0.8%          | 35,232              | 0.3%          | 37,164              | 0.3%          | 38,139              | 0.3%          | 40,244              | 0.2%          |
| 692 Community Pool Se                                                     | 552,196             | 4.8%          | 509,694             | 4.5%          | 447,379             | 3.7%          | 468,345             | 3.9%          | 489,889             | 3.0%          |
| 693 Ocean Beach Servi                                                     | 251,678             | 2.2%          | 336,333             | 3.0%          | 447,455             | 3.7%          | 341,454             | 2.8%          | 346,119             | 2.1%          |
| 694 Special Events                                                        | 89,418              | 0.8%          | 78,220              | 0.7%          | 85,727              | 0.7%          | 77,717              | 0.6%          | 79,314              | 0.5%          |
| 695 Parks & Facility Mai                                                  | 2,262,721           | 19.5%         | 399,081             | 3.5%          | 681,818             | 5.4%          | 434,205             | 3.6%          | 1,185,062           | 7.2%          |
| 696 Community Service                                                     | 82,764              | 0.7%          | 100,588             | 0.9%          | 103,406             | 0.8%          | 98,153              | 0.8%          | 111,330             | 0.7%          |
| <b>Total Expenditures</b>                                                 | <b>\$11,593,801</b> | <b>100.0%</b> | <b>\$11,288,978</b> | <b>100.0%</b> | <b>\$12,210,919</b> | <b>100.0%</b> | <b>\$12,073,028</b> | <b>100.0%</b> | <b>\$16,480,979</b> | <b>100.0%</b> |

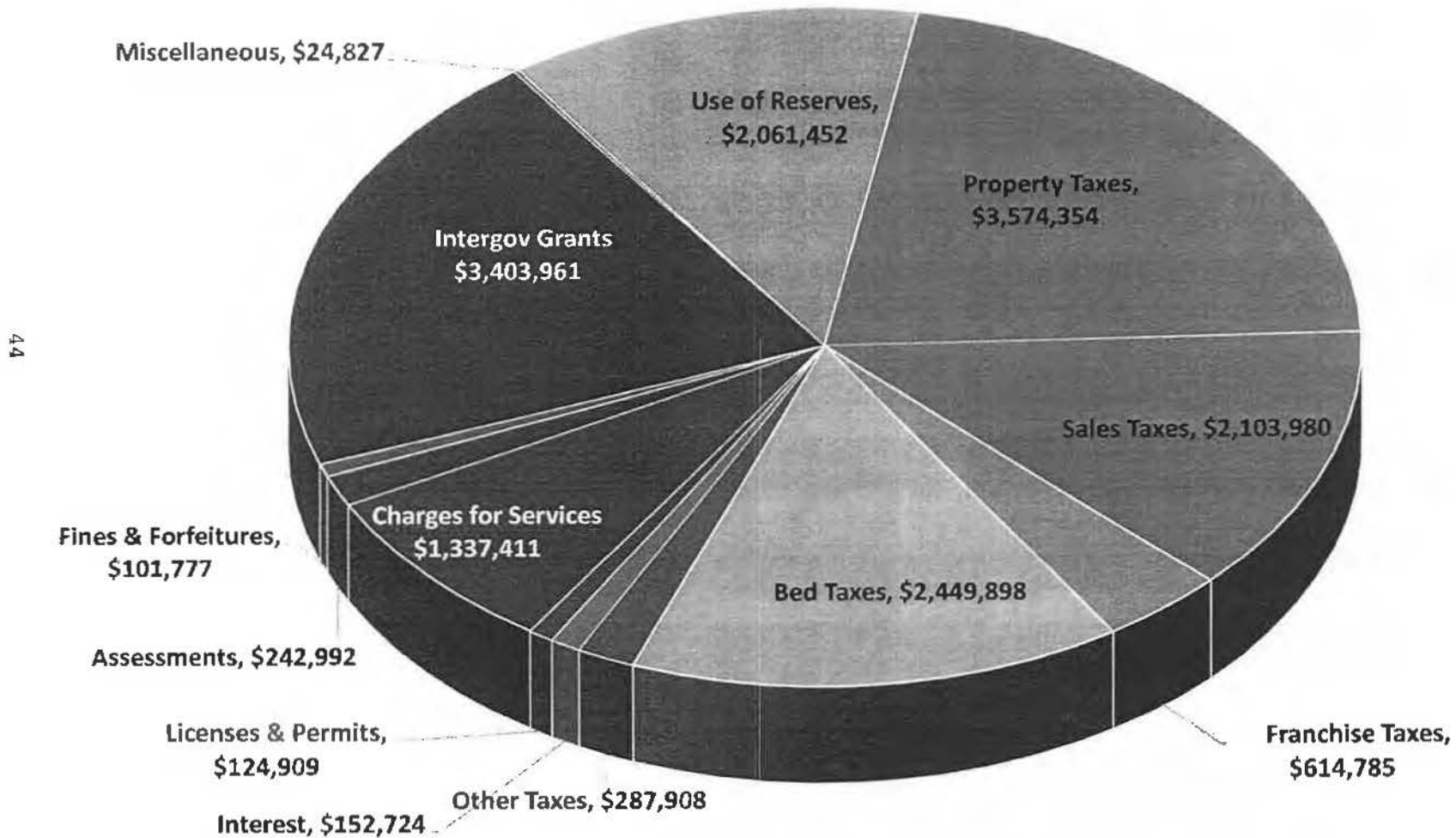
# All Funds Overview

| CITY OF CARPINTERIA<br>Proposed 2016-17 Budget |                   |               |                   |               |                   |               |                   |               |                   |               |
|------------------------------------------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|
| Expenditures by Accounting Department          |                   |               |                   |               |                   |               |                   |               |                   |               |
| DEPT                                           | ACTUAL 13         |               | ACTUAL 14         |               | ACTUAL 15         |               | FINAL 16          |               | PROPOSED 17       |               |
| 11 City Clerk                                  | 191,148           | 1.8%          | 191,540           | 1.7%          | 194,230           | 1.6%          | 204,741           | 1.7%          | 247,415           | 1.5%          |
| 12 City Manager                                | 333,077           | 3.2%          | 335,429           | 3.0%          | 307,502           | 2.5%          | 294,825           | 2.4%          | 363,205           | 2.2%          |
| 13 Central Services                            | 225,587           | 2.1%          | 240,597           | 2.1%          | 243,399           | 2.0%          | 243,913           | 2.0%          | 233,326           | 1.4%          |
| 14 Finance                                     | 378,536           | 3.6%          | 387,267           | 3.4%          | 389,182           | 3.2%          | 361,252           | 3.0%          | 452,861           | 2.7%          |
| 15 Risk Management                             | 197,458           | 1.9%          | 244,261           | 2.2%          | 311,900           | 2.6%          | 407,027           | 3.4%          | 282,448           | 1.7%          |
| 16 Human Resources                             | 141,815           | 1.3%          | 150,587           | 1.3%          | 138,983           | 1.1%          | 150,004           | 1.2%          | 174,935           | 1.1%          |
| 17 City Attorney                               | 494,701           | 4.7%          | 333,592           | 3.0%          | 447,062           | 3.7%          | 536,604           | 4.4%          | 555,500           | 3.4%          |
| 18 Management Inforrr                          | 73,659            | 0.7%          | 83,410            | 0.7%          | 84,996            | 0.7%          | 103,550           | 0.9%          | 103,000           | 0.6%          |
| 21 Law Enforcement                             | 3,366,979         | 31.9%         | 3,407,255         | 30.2%         | 3,452,332         | 28.3%         | 3,553,266         | 29.4%         | 3,685,740         | 22.4%         |
| 22 Code Compliance                             | 255,357           | 2.4%          | 268,673           | 2.4%          | 265,016           | 2.2%          | 280,128           | 2.3%          | 293,011           | 1.8%          |
| 24 Emergency Prepare                           | 12,395            | 0.1%          | 3,428             | 0.0%          | 5,152             | 0.0%          | 16,315            | 0.1%          | 16,315            | 0.1%          |
| 30 Public Works Admin                          | 465,532           | 4.4%          | 617,886           | 5.5%          | 587,698           | 4.8%          | 770,101           | 6.4%          | 819,070           | 5.0%          |
| 31 Street Maintenance                          | 346,771           | 3.3%          | 376,082           | 3.3%          | 366,508           | 3.0%          | 401,809           | 3.3%          | 478,760           | 2.9%          |
| 32 Right of Way Maint                          | 520,893           | 4.9%          | 459,875           | 4.1%          | 421,340           | 3.5%          | 513,072           | 4.2%          | 478,750           | 2.9%          |
| 34 Transportation, Parl                        | 17,000            | 0.2%          | 24,629            | 0.2%          | 62,430            | 0.5%          | 57,000            | 0.5%          | 167,296           | 1.0%          |
| 37 Solid Waste                                 | 45,441            | 0.4%          | 41,971            | 0.4%          | 33,285            | 0.3%          | 55,265            | 0.5%          | 74,065            | 0.4%          |
| 41 Planning                                    | 501,631           | 4.7%          | 515,302           | 4.6%          | 518,213           | 4.2%          | 471,702           | 3.9%          | 515,330           | 3.1%          |
| 42 Building                                    | 195,001           | 1.8%          | 202,070           | 1.8%          | 197,328           | 1.6%          | 209,125           | 1.7%          | 206,990           | 1.3%          |
| 43 Housing                                     | 3,540             | 0.0%          |                   |               | 3,785             | 0.0%          | 37,720            | 0.3%          | 37,720            | 0.2%          |
| 44 Economic Developr                           | 162,095           | 1.5%          | 151,035           | 1.3%          | 160,004           | 1.3%          | 164,640           | 1.4%          | 181,589           | 1.1%          |
| 45 Community Promoti                           | 30,590            | 0.3%          | 33,990            | 0.3%          | 30,875            | 0.3%          | 46,430            | 0.4%          | 56,667            | 0.3%          |
| 46 Community Service                           | 97,598            | 0.9%          | 98,703            | 0.9%          | 101,472           | 0.8%          | 96,166            | 0.8%          | 109,203           | 0.7%          |
| 47 Animal Control                              | 30,186            | 0.3%          | 29,218            | 0.3%          | 27,577            | 0.2%          | 26,600            | 0.2%          | 31,600            | 0.2%          |
| 51 City Council                                | 113,076           | 1.1%          | 106,872           | 0.9%          | 101,683           | 0.8%          | 139,123           | 1.2%          | 122,218           | 0.7%          |
| 69 Parks & Recreation                          | 1,321,709         | 12.5%         | 1,476,156         | 13.1%         | 1,529,780         | 12.5%         | 1,475,430         | 12.2%         | 1,610,798         | 9.8%          |
| 70 New Equipment                               | 374,706           | 3.5%          | 48,091            | 0.4%          | 23,929            | 0.2%          | 124,510           | 1.0%          | 197,500           | 1.2%          |
| 72 Special Projects                            | 37,026            | 0.4%          | 82,644            | 0.7%          | 69,356            | 0.6%          | 41,500            | 0.3%          | 75,700            | 0.5%          |
| 79 Capital improvemer                          | 482,823           | 4.6%          | 1,199,163         | 10.6%         | 1,891,900         | 15.5%         | 1,114,389         | 9.2%          | 4,730,716         | 28.7%         |
| 78 Debt Service                                | 150,827           | 1.4%          | 181,652           | 1.6%          | 244,002           | 2.0%          | 176,820           | 1.5%          | 179,250           | 1.1%          |
| <b>Total Expenditure:</b>                      | <b>10,567,158</b> | <b>100.0%</b> | <b>11,288,978</b> | <b>100.0%</b> | <b>12,210,919</b> | <b>100.0%</b> | <b>12,073,028</b> | <b>100.0%</b> | <b>16,480,978</b> | <b>100.0%</b> |



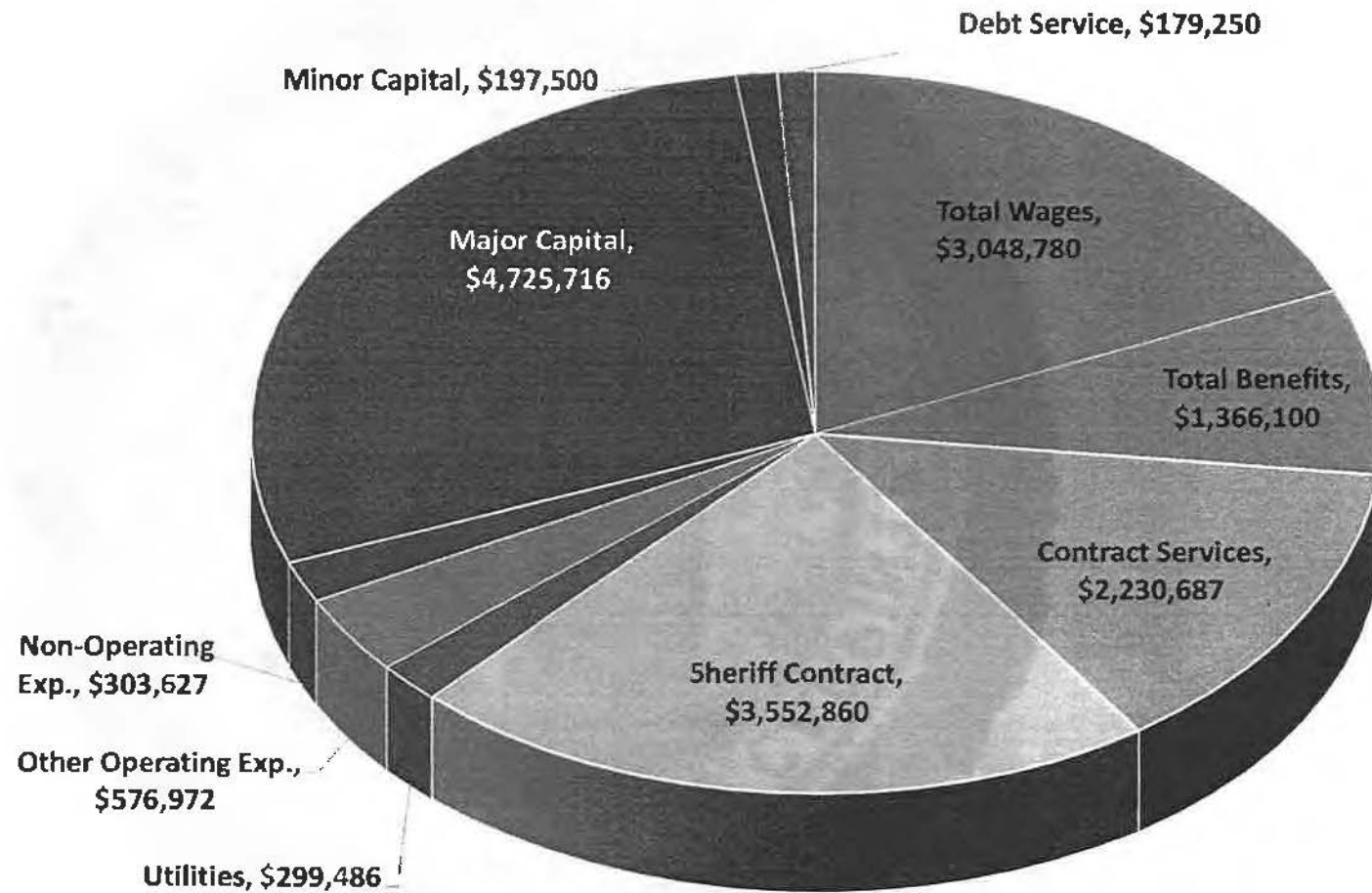
## All Funds Overview

ALL FUNDS  
SOURCES OF FUNDS --\$16,480,978



## All Funds Overview

ALL FUNDS  
USES OF FUNDS -- \$16,480,978





City of Carpinteria  
Proposed Budget 2006-17



# **General Fund Overview**

**T**he 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 2016-17 Budget projects that the General Fund will have an operational deficit in the amount of (\$318,493).***

## **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 2016-17 fiscal year with an Available Fund Balance of \$1,628,202. The chart below indicates the beginning Available Fund Balance appropriations, expenditures, revenues and Transfers In & Out.

| <b>2015-16 Budget Year:</b> |                                | <b>2016-17 Budget Year:</b> |                                |
|-----------------------------|--------------------------------|-----------------------------|--------------------------------|
| \$ 1,972,366                | AFB as of July 1, 2015         | \$1,694,131                 | AFB as of July 1, 2016         |
| (8,453,563)                 | Expenditures                   | (8,899,068)                 | Expenditures                   |
| (745,700)                   | Transfers <i>Out</i> of GF     | (779,917)                   | Transfers <i>Out</i> of GF     |
| 653,226                     | Transfers <i>In</i> to GF      | 608,711                     | Transfers <i>In</i> to GF      |
| (551,453)                   | Other Fund Subsidies           | (498,821)                   | Other Fund Subsidies           |
| (279,861)                   | Reserve Increase               | (63,113)                    | Reserve Decrease               |
| <u>9,099,116</u>            | <u>Projected GF Revenues</u>   | <u>9,250,602</u>            | <u>Projected GF Revenues</u>   |
| <b>\$1,694,131</b>          | <b>AFB as of June 30, 2016</b> | <b>\$ 1,312,526</b>         | <b>AFB as of June 30, 2017</b> |

***Both the 2015-16 and 2016-17 budgets include the use of \$500,000 from AFB for pavement maintenance under the Street Maintenance Program. In the chart above, these amounts are a part of "Transfers Out of GF" line and contribute to the projected year-end AFB results.***

### **General Fund Revenues:**

Projected revenues (excluding Transfers In) for 2016-17 are \$9,250,602, an increase of \$151,486 from the estimated final 2015-16 revenue.

### **General Fund Expenditures:**

Projected Expenditures (excluding Transfers Out) for 2016-17 are \$8,899,068, an increase of \$445,505 over the estimated final 2015-16 expenditures.

### **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 are projected to total \$608,711.

### **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 (\$779,917).

### **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 2016-17 General Fund subsidy to other Funds is budgeted in the amount of (\$498,821).***

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 2016-17 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 13   |         | ACTUAL 14   |         | ACTUAL 15   |         | FINAL 16    |         | PROPOSED 17 |         |
|-----------------------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|
| Property Taxes                    | \$2,875,356 | 38.80%  | \$2,861,510 | 36.10%  | \$2,962,919 | 33.20%  | \$3,094,713 | 34.00%  | \$3,218,502 | 34.80%  |
| Sales Taxes                       | \$1,739,414 | 23.40%  | \$1,900,971 | 24.00%  | \$2,054,033 | 23.00%  | \$2,086,268 | 22.90%  | \$2,103,980 | 22.70%  |
| Franchise Taxes                   | 552,787     | 7.50%   | 602,583     | 7.60%   | 634,781     | 7.10%   | 614,785     | 6.80%   | 614,785     | 6.60%   |
| Bed Taxes                         | 1,631,428   | 22.00%  | 1,923,538   | 24.30%  | 2,369,762   | 26.60%  | 2,409,497   | 26.50%  | 2,449,898   | 26.50%  |
| Other Taxes                       | 113,790     | 1.50%   | 127,167     | 1.60%   | 140,827     | 1.60%   | 132,908     | 1.50%   | 132,908     | 1.40%   |
| Total Taxes                       | 6,912,774   | 93.20%  | 7,415,769   | 93.60%  | 8,162,322   | 91.50%  | 8,338,171   | 91.60%  | 8,520,073   | 92.10%  |
| Interest                          | \$23,348    | 0.30%   | \$61,375    | 0.80%   | (\$86,270)  | -1.00%  | \$105,578   | 1.20%   | \$105,588   | 1.10%   |
| Licenses & Permits                | 189,220     | 2.60%   | 109,909     | 1.40%   | 106,271     | 1.20%   | 124,909     | 1.40%   | 124,909     | 1.40%   |
| Charges for Services              | 164,167     | 2.20%   | 205,934     | 2.60%   | 411,559     | 4.60%   | 394,780     | 4.30%   | 370,604     | 4.00%   |
| Fines & Forfeitures               | 81,422      | 1.10%   | 100,454     | 1.30%   | 74,911      | 0.80%   | 80,147      | 0.90%   | 80,147      | 0.90%   |
| Intergov Grants                   | 33,299      | 0.40%   | 32,220      | 0.40%   | 234,960     | 2.60%   | 27,255      | 0.30%   | 27,255      | 0.30%   |
| Miscellaneous                     | 15,566      | 0.20%   |             |         | 13,822      | 0.20%   | 28,276      | 0.30%   | 22,626      | 0.20%   |
| TOTAL REVENUE                     | 7,419,796   | 100.00% | 7,925,661   | 100.00% | 8,917,575   | 100.00% | 9,099,116   | 100.00% | 9,250,602   | 100.00% |
| Regular Wages                     | 1,865,960   | 24.90%  | 2,035,668   | 26.40%  | 2,060,157   | 25.10%  | 2,037,167   | 24.10%  | 2,208,640   | 24.80%  |
| Part-time Wages                   | 42,089      | 0.60%   | 30,930      | 0.40%   | 28,784      | 0.40%   | 46,205      | 0.50%   | 60,020      | 0.70%   |
| Overtime Wages                    | 10,902      | 0.10%   | 7,486       | 0.10%   | 8,908       | 0.10%   | 14,608      | 0.20%   | 5,400       | 0.10%   |
| Other Wages                       | 37,806      | 0.50%   | 42,573      | 0.50%   | 40,186      | 0.50%   | 42,921      | 0.50%   | 43,970      | 0.50%   |
| Total Wages                       | 1,956,757   | 26.20%  | 2,116,657   | 27.50%  | 2,138,035   | 26.00%  | 2,140,901   | 25.30%  | 2,319,030   | 26.10%  |
| Health/Life/Dental Insurance      | 435,503     | 5.80%   | 467,167     | 6.10%   | 462,695     | 5.60%   | 487,204     | 5.80%   | 581,790     | 6.50%   |
| Retirement                        | 352,702     | 4.70%   | 395,475     | 5.10%   | 414,769     | 5.00%   | 443,564     | 5.20%   | 482,070     | 5.40%   |
| Unemployment Insurance            | 5,137       | 0.10%   | 4,160       | 0.10%   | 4,284       | 0.10%   | 4,325       | 0.10%   | 4,470       | 0.10%   |
| MediTax                           | 28,410      | 0.40%   | 30,699      | 0.40%   | 30,988      | 0.40%   | 31,327      | 0.40%   | 32,400      | 0.40%   |
| Other Benefits                    | 9,836       | 0.10%   | 2,060       | 0.00%   | 9,605       | 0.10%   | 11,213      | 0.10%   | 10,900      | 0.10%   |
| Total Benefits                    | 831,588     | 11.10%  | 899,561     | 11.70%  | 922,341     | 11.20%  | 977,633     | 11.60%  | 1,111,630   | 12.50%  |
| TOTAL WAGES & BENEFITS            | \$2,788,345 | 37.30%  | \$3,016,218 | 39.20%  | \$3,060,376 | 37.30%  | \$3,118,535 | 36.90%  | \$3,430,660 | 38.60%  |
| Contract Services                 | 824,515     | 11.00%  | 738,945     | 9.60%   | 849,900     | 10.30%  | 1,101,338   | 13.00%  | 1,143,466   | 12.80%  |
| Sheriff Contract                  | 3,283,473   | 43.90%  | 3,320,423   | 43.10%  | 3,347,676   | 40.70%  | 3,417,937   | 40.40%  | 3,536,799   | 39.70%  |
| Utilities                         | 43,913      | 0.60%   | 40,232      | 0.50%   | 37,231      | 0.50%   | 38,640      | 0.50%   | 41,140      | 0.50%   |
| Other Operating Exp.              | 179,760     | 2.40%   | 173,881     | 2.30%   | 162,932     | 2.00%   | 222,151     | 2.60%   | 212,990     | 2.40%   |
| Non-Operating Exp.                | 211,311     | 2.80%   | 273,595     | 3.60%   | 370,807     | 4.50%   | 412,006     | 4.90%   | 303,627     | 3.40%   |
| Major Capital                     |             |         |             |         | 198,497     | 2.40%   |             |         | 75,000      | 0.80%   |
| Minor Capital                     | 65,739      | 0.90%   | 21,594      | 0.30%   | 11,706      | 0.10%   | 34,000      | 0.40%   | 44,000      | 0.50%   |
| Debt Service                      | 82,963      | 1.10%   | 113,788     | 1.50%   | 176,138     | 2.10%   | 108,956     | 1.30%   | 111,326     | 1.30%   |
| TOTAL EXPENDITURES                | 7,480,019   | 100.00% | 7,698,676   | 100.00% | 8,215,263   | 100.00% | 8,453,563   | 100.00% | 8,899,068   | 100.00% |
| NET INCOME / (LOSS)               | (\$60,223)  |         | \$226,985   |         | \$702,312   |         | \$645,553   |         | \$351,534   |         |
| Transfers In                      | 406,424     |         | 735,278     |         | 582,141     |         | 653,226     |         | 608,711     |         |
| Transfers (Out)                   | (129,227)   |         | (147,868)   |         | (259,822)   |         | (745,700)   |         | (779,917)   |         |
| NET TRANSFERS                     | 277,197     |         | 587,410     |         | 322,319     |         | (92,474)    |         | (171,206)   |         |
| Subsidies Received / (Provided)   | (497,955)   |         | (477,257)   |         | (448,817)   |         | (551,453)   |         | (498,821)   |         |
| Operational Excess / (Deficit)    | (280,981)   |         | 337,138     |         | 575,814     |         | 1,626       |         | (318,493)   |         |
| Decrease / (Increase) in Reserves | 116,110     |         | (160,989)   |         | (142,054)   |         | (279,861)   |         | (63,113)    |         |
| CHANGE IN AVAILABLE FUND BALANCE  | (164,871)   |         | 176,149     |         | 433,760     |         | (278,234)   |         | (381,606)   |         |
| Beginning Fund Balance            | 1,527,328   |         | 1,362,457   |         | 1,538,606   |         | 1,972,366   |         | 1,694,131   |         |
| ENDING AVAILABLE FUND BALANCE     | \$1,362,457 |         | \$1,538,606 |         | \$1,972,366 |         | \$1,694,131 |         | \$1,312,526 |         |
| Non Spendable Reserve             | 205,646     |         | 4,167       |         | 4,167       |         |             |         |             |         |
| Restricted for PEG                | 324,734     |         | 324,734     |         | 217,091     |         | 206,111     |         | 194,111     |         |
| Total Restricted Reserves         | 530,380     |         | 328,901     |         | 221,258     |         | 206,111     |         | 194,111     |         |
| Uncertainty Reserve               | 3,673,615   |         | 4,006,054   |         | 4,126,315   |         | 4,402,285   |         | 4,533,349   |         |
| General Reserve                   | 1,054,182   |         | 1,065,548   |         | 1,076,681   |         | 1,086,410   |         | 1,021,139   |         |
| Replacement / Repair Reserve      | 1,009,568   |         | 1,019,582   |         | 1,030,222   |         | 1,039,531   |         | 1,048,850   |         |
| Total Committed Reserves          | 5,737,365   |         | 6,091,184   |         | 6,233,218   |         | 6,528,226   |         | 6,603,338   |         |
| Unassigned Fund Balance (AFB)     | \$1,362,457 |         | \$1,538,606 |         | \$1,972,366 |         | \$1,694,131 |         | \$1,312,526 |         |
| Total Fund Balances               | \$7,630,202 |         | \$7,958,691 |         | \$8,426,842 |         | \$8,428,468 |         | \$8,109,975 |         |

**CITY OF CARPINTERIA**  
**Proposed 2016-17 Budget**  
**Expenditures by Function**

| GENERAL FUND                       |                    |               |                    |               |                    |               |                    |               |                    |               |
|------------------------------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|
|                                    | ACTUAL 13          |               | ACTUAL 14          |               | ACTUAL 15          |               | FINAL 16           |               | PROPOSED 17        |               |
| Public Safety                      | \$3,353,577        | 44.8%         | \$3,390,683        | 44.9%         | \$3,441,845        | 41.9%         | \$3,553,520        | 42.0%         | \$3,685,994        | 41.4%         |
| Leisure, Cultural & Social Service | 331,936            | 4.4%          | 341,621            | 4.5%          | 343,411            | 4.2%          | 334,824            | 4.0%          | 371,744            | 4.2%          |
| Community Development              | 990,419            | 13.2%         | 1,051,278          | 13.9%         | 1,063,844          | 12.9%         | 1,000,173          | 11.8%         | 1,072,171          | 12.0%         |
| Public Works                       | 331,869            | 4.4%          | 382,152            | 5.1%          | 581,848            | 7.1%          | 783,301            | 8.3%          | 794,070            | 8.9%          |
| General Government                 | 2,472,219          | 33.1%         | 2,377,646          | 31.5%         | 2,784,317          | 33.9%         | 2,781,944          | 32.9%         | 2,975,089          | 33.4%         |
| <b>Total Expenditures</b>          | <b>\$7,480,019</b> | <b>100.0%</b> | <b>\$7,543,378</b> | <b>100.0%</b> | <b>\$8,215,263</b> | <b>100.0%</b> | <b>\$8,453,563</b> | <b>100.0%</b> | <b>\$8,899,088</b> | <b>100.0%</b> |

(\$155,298)

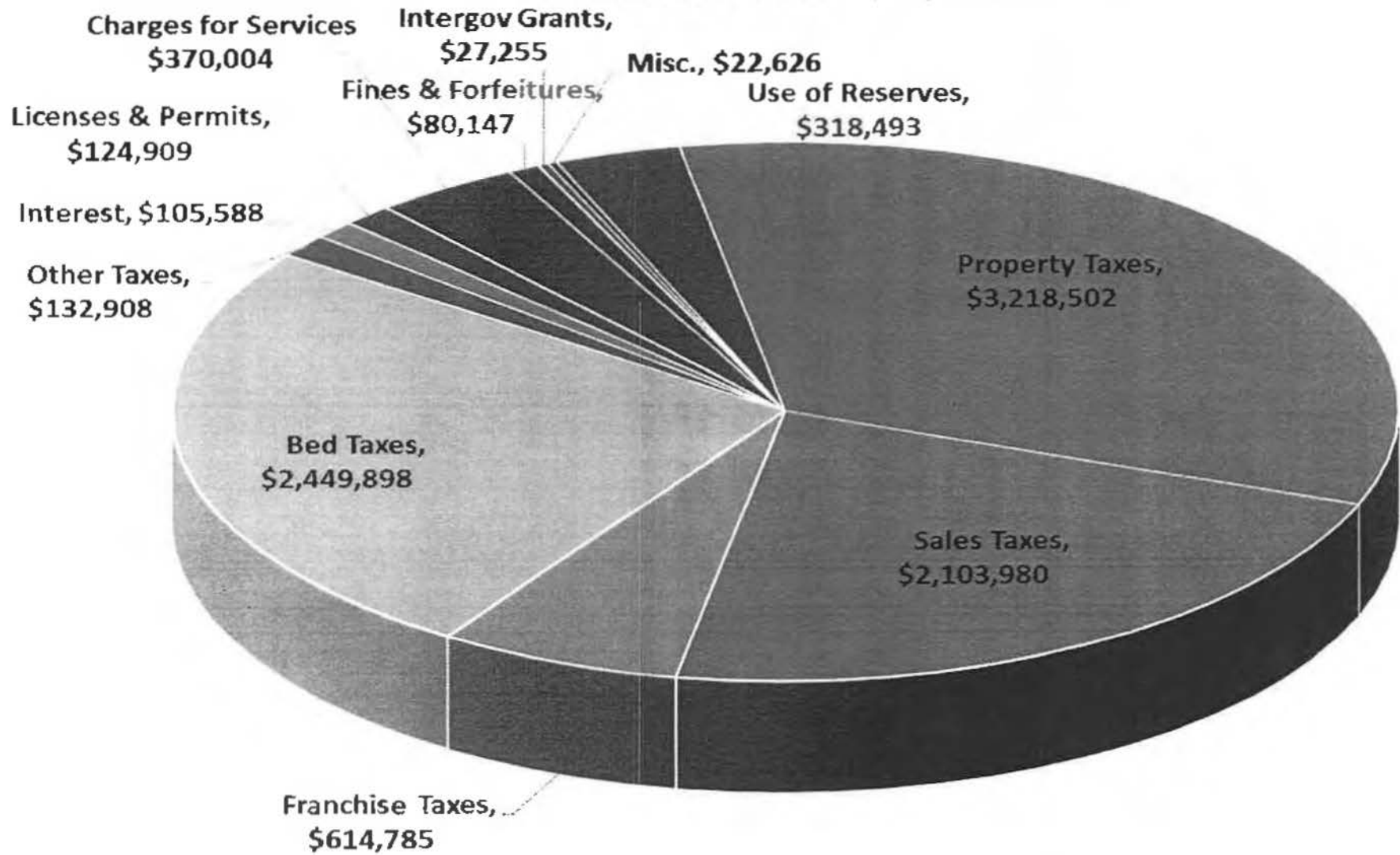
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**Expenditures by Type**

|                           | ACTUAL 13          |               | ACTUAL 14          |               | ACTUAL 15          |               | FINAL 16           |               | PROPOSED 17        |               |
|---------------------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|
| Personnel                 | \$2,788,345        | 37.3%         | \$3,016,218        | 39.2%         | \$3,060,376        | 37.3%         | \$3,118,535        | 36.9%         | \$3,430,660        | 38.6%         |
| Contract Services         | 4,107,988          | 54.9%         | 4,059,368          | 52.7%         | 4,197,576          | 51.1%         | 4,519,275          | 53.5%         | 4,690,265          | 52.6%         |
| Utilities                 | 43,913             | 0.6%          | 40,232             | 0.5%          | 37,231             | 0.5%          | 38,640             | 0.5%          | 41,140             | 0.5%          |
| Non-Operating Exp.        | 179,760            | 2.4%          | 173,881            | 2.3%          | 162,932            | 2.0%          | 222,151            | 2.6%          | 212,990            | 2.4%          |
| Non-Operating Exp.        | 211,311            | 2.8%          | 273,595            | 3.6%          | 370,807            | 4.5%          | 412,006            | 4.9%          | 303,627            | 3.4%          |
| Major Capital             |                    |               |                    |               | 198,497            | 2.4%          |                    |               | 75,000             | 0.8%          |
| Minor Capital             | 65,739             | 0.9%          | 21,594             | 0.3%          | 11,706             | 0.1%          | 34,000             | 0.4%          | 44,000             | 0.5%          |
| Debt Service              | 82,983             | 1.1%          | 113,788            | 1.5%          | 176,138            | 2.1%          | 108,956            | 1.3%          | 111,386            | 1.3%          |
| <b>Total Expenditures</b> | <b>\$7,480,019</b> | <b>100.0%</b> | <b>\$7,543,378</b> | <b>100.0%</b> | <b>\$8,215,263</b> | <b>100.0%</b> | <b>\$8,453,563</b> | <b>100.0%</b> | <b>\$8,899,088</b> | <b>100.0%</b> |

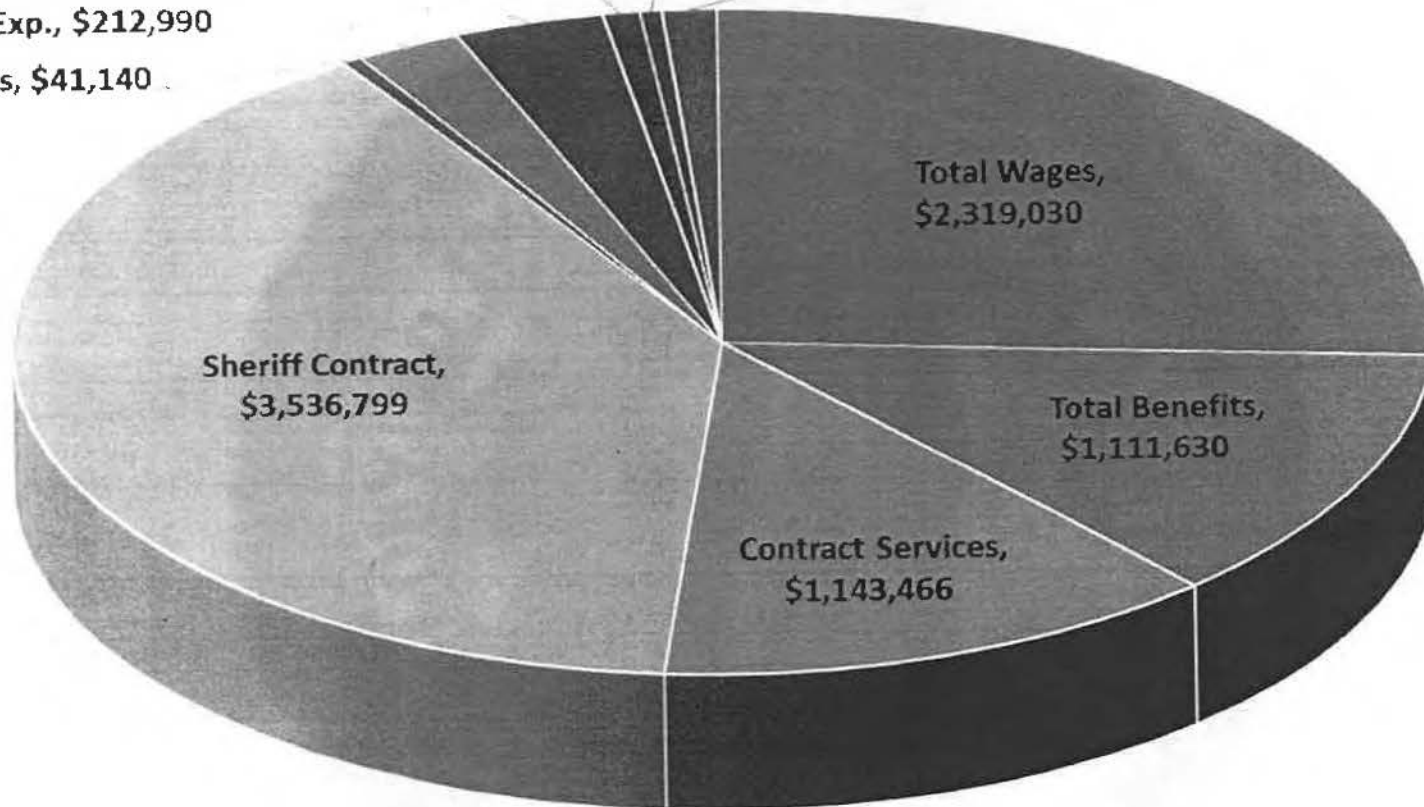


**GENERAL FUND  
SOURCES OF FUNDS --\$10,177,806**



**GENERAL FUND  
USES OF FUNDS -- \$10,177,806**

Non-Operating  
Exp., \$303,627  
Other Operating  
Exp., \$212,990  
Utilities, \$41,140  
Major Capital,  
\$75,000  
Minor Capital,  
\$44,000  
Debt Service, \$111,386







## **City of Carpinteria**

### **2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



## **Program:**

### ***Legislative & Policy***

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

**T**he 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 member City Council makes decisions concerning necessary and desired projects, programs and services by providing direction to the City Manager and prioritizing work through the annual work program and budget processes. Activities of this program include:

#### **Legislation**

The City Council adopts ordinances, resolutions and appoints all advisory boards, commissions, and committees. Many legislative actions of the Council become municipal law and are codified in the Municipal Code. The City Council is the legislative fiduciary for City financial matters, which includes approval of the annual budget.

#### **Policy**

The City Council establishes, by formal or informal methods, policies and guidelines for the overall operation of the City and which ensure compliance with myriad State and Federal government mandates.

#### **Public and Intergovernmental Relations**

The Mayor and Council are involved in many community and intergovernmental activities that require their on-going participation. City Council members represent the City on the 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 (JPIA), Channel Cities Division of the California League of Cities, Santa Barbara Joint Housing Task Group, Central Coast Collaborative on Homelessness (C3H) and the South Coast Task Force on Youth Gangs. Locally, Council Committees meet with committees of the School Board, Chamber of Commerce, and Fire, Sanitary and Water Districts. Members of the Council frequently are asked to

**Program:** Legislative & Policy

speak at community and regional events as well as conduct ceremonial activities in their official capacity.

## II. Budget Summary

| Program:                          | Legislative & Policy |             |             |             |             |                              |
|-----------------------------------|----------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                   | ACTUAL 13            | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                     | \$0                  | \$0         | \$0         | \$0         | \$0         |                              |
| Personnel                         | \$83,000             | \$86,703    | \$88,923    | \$89,159    | \$95,426    |                              |
| Other Operating Exp.              | 23,357               | 15,540      | 16,473      | 36,788      | 20,788      |                              |
| TOTAL EXPENDITURES                | \$106,357            | \$102,243   | \$105,396   | \$125,947   | \$116,214   |                              |
| NET INCOME/(SUBSIDY)              | (\$106,357)          | (\$102,243) | (\$105,396) | (\$125,947) | (\$116,214) |                              |
| 1051306 Meetings & Travel 51      | 4,985                | 3,512       | 7,036       | 3,000       | 5,000       | Other Operating Expenditures |
| 1051308 Supplies & Materials 51   | 376                  | 173         | 357         | 500         | 500         | Other Operating Expenditures |
| 1051310 Public Relations 51       | 2,957                | 1,680       | 4,957       | 22,000      | 3,000       | Other Operating Expenditures |
| 1051305 Dues & Subscriptions 51   | 14,751               | 10,175      | 4,123       | 11,000      | 12,000      | Other Operating Expenditures |
| 1051303 Printing & Advertising 51 | 288                  |             |             | 288         | 288         | Other Operating Expenditures |
| 99000 Personnel                   | 83,000               | 86,703      | 88,923      | 89,159      | 95,426      |                              |

## III. Personnel Allocations

**Position:**

Councilmembers

**Allocation:**

5.00 (Stipend)

## IV. Expenditure Summary

### Personnel

The compensation of the Mayor and City Council are the only personnel costs within this program. All support staff costs are within other programs.

### Operating Expenses

Meetings, Travel and Public Relations costs reflect anticipated Councilmember training and education, Councilmember attendance/participation in League of California Cities, BEACON, Santa Barbara County Association of Governments, Mayoral obligations and other community activities and programs that require or request Mayor or Council participation. Pursuant City Council policy, the Meetings & Travel line item budget amount is divided evenly among its members.

# City of Carpinteria

## 2016-17 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 and ad hoc commissions, boards and committees to support various programs and services provided. The roles, responsibilities and procedures concerning the conduct of such bodies are established in the Carpinteria Municipal Code. Appointments to commissions, boards and committees are made by the City Council through the adoption of a resolution or minute order approval. The Program budget reflects stipends received by the Planning Commission and Architectural Review Board. Staffing and other costs associated with supporting the work of the City's Commissions, Boards and Committees are a part of the related budget programs.

#### **Planning Commission**

The Planning Commission reviews and recommends changes to the General Plan and Zoning Regulations, conducts hearings and decides on applications for development, pursuant State law and Chapter 2.32 of the Carpinteria Municipal Code.

#### **Architectural Review Board (ARB)**

The ARB evaluates the architectural merit of commercial, residential, and public building projects, as established through Chapter 2.36 of the Carpinteria Municipal Code. The Board advises City staff and the Planning Commission on design standards, architectural and landscape design, and site planning.

## **Program: Advisory Boards and Commissions**

### **Environmental Review Committee**

The Environmental Review Committee reviews draft environmental documents, public and agency comments received on the documents during the public comment period, and makes recommendations to City staff, the Planning Commission and/or City Council, regarding the adequacy of environmental documents and Mitigation Monitoring Programs. The role and procedures followed by the Environmental Review Committee are determined by the City's Environmental Guidelines and the California Environmental Quality Act (CEQA).

### **Rent Stabilization Board**

The Mobile Home Rent Stabilization Board administers the City's rent stabilization regulations for the City's mobile home parks. The Board is empowered to approve, set and adjust the rent schedule and maximum rents for mobile home tenancies within the City pursuant Chapter 5.69 of the Carpinteria Municipal Code.

### **Tree Advisory Board**

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

### **Integrated Pest Management (IPM) Advisory Committee**

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

### **Traffic Safety Committee**

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

**Program:** Advisory Boards and Commissions

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

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

**Bluffs Management Advisory Board**

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

**Community Development Block Grant (CDBG) Committee**

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

**II. Budget Summary**

| Program:             | Commissions Boards and Committees |           |           |           |             |
|----------------------|-----------------------------------|-----------|-----------|-----------|-------------|
|                      | ACTUAL 13                         | ACTUAL 14 | ACTUAL 15 | FINAL 16  | PROPOSED 17 |
| TOTAL REVENUE        | \$0                               | \$0       | \$0       | \$0       | \$0         |
| Personnel            | \$10,053                          | \$5,395   | \$5,533   | \$5,606   | \$6,000     |
| TOTAL EXPENDITURES   | \$10,053                          | \$5,395   | \$5,533   | \$5,606   | \$6,000     |
| NET INCOME/(SUBSIDY) | (\$10,053)                        | (\$5,395) | (\$5,533) | (\$5,606) | (\$6,000)   |
| 99000 Personnel      | 10.053                            | 5.395     | 5.533     | 5.606     | 6.000       |

**Program:** Advisory Boards and Commissions

**III. Personnel Allocations**

**Position:**

**Allocation:**

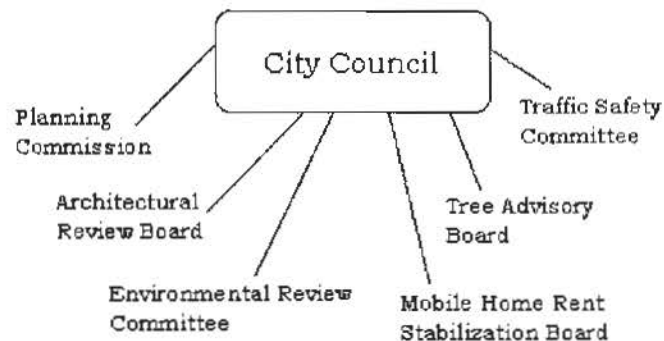
|                                             |                  |
|---------------------------------------------|------------------|
| Planning Commission                         | 5.00 (Stipend)   |
| Architectural Review Board                  | 5.00 (Stipend)   |
| Environmental Review Committee              | 5.00 (Volunteer) |
| Rent Stabilization Board                    | 5.00 (Volunteer) |
| Tree Advisory Board                         | 5.00 (Volunteer) |
| Traffic Safety Committee                    | 8.00 (Volunteer) |
| Bluffs Advisory Board                       | 7.00 (Volunteer) |
| Carpinteria First Committee                 | 7.00 (Volunteer) |
| Integrated Pest Mgmt. Committee             | 7.00 (Volunteer) |
| Downtown T Business Advisory Board          | 5.00 (Volunteer) |
| Community Development Block Grant Committee | 3.00 (Volunteer) |

Total: 62.00

**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 that receive stipends is based on meeting attendance and will remain unchanged. No other changes in this program are anticipated.





# City of Carpinteria

## 2016-17 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 when Brownstein cannot provide service due to certain expertise being desired or where a conflict of interest has been determined to exist.

### II. Budget Summary

| Program:                              | Legal Services |             |             |             |             |                   |
|---------------------------------------|----------------|-------------|-------------|-------------|-------------|-------------------|
|                                       | ACTUAL 13      | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                   |
| TOTAL REVENUE                         | \$0            | \$0         | \$0         | \$0         | \$0         |                   |
| Contract Services                     | 494,701        | 333,592     | 447,062     | 536,604     | 555,500     |                   |
| TOTAL EXPENDITURES                    | \$494,701      | \$333,592   | \$447,062   | \$536,604   | \$555,500   |                   |
| NET INCOME/(SUBSIDY)                  | (\$494,701)    | (\$333,592) | (\$447,062) | (\$536,604) | (\$555,500) |                   |
| 1017229 Legal Services                | 241,989        | 135,041     | 37,835      | 365,000     | 383,896     | Contract Services |
| 1017228 Litigation                    | 100,814        | 42,990      | 87,963      | 75,000      | 75,000      | Contract Services |
| 1017309 Miscellaneous Expense         | 24,184         | 373         |             | 2,500       | 2,500       | Contract Services |
| 1017227 Third Party Attorney Services |                | 6,245       |             | 5,000       | 5,000       | Contract Services |
| 1017220 City Attorney Retainer        | 119,903        | 131,447     | 317,660     | 81,604      | 81,604      | Contract Services |
| 1017223 MHRS Ordinance                | 7,811          | 17,496      | 3,604       | 7,500       | 7,500       | Contract Services |

### III. Personnel Allocations

All legal services are provided by contract.



***Program:*** Legal Services

**IV. Expenditure Summary**

The Legal Services Contract was updated in December 2014. The budget estimate for contract costs reflects an estimate of the amount of time the contracted attorneys will be requested to spend working on City business.

The litigation budget reflects routine annual litigation expenditures. Extraordinary litigation costs are addressed through the Financial and Economic Uncertainty Reserve and are allocated as needed by the City Council.

## **City of Carpinteria**

### **2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



## **Program:**

### ***City Administration***

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

**T**he Administration program is responsible for providing information and recommendations to the City Council, implementing City Council policies and direction, managing the delivery of municipal services, addressing long range municipal strategic planning objectives, and providing clerical and administrative support to the Mayor, City Council and City Boards and Commissions, and prompt, professional, courteous service to the public.

This program has nine major activities:

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

**Program: City Administration**

**II. Budget Summary**

| Program:                        | City Administration |             |             |             |             |                              |
|---------------------------------|---------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                 | ACTUAL 13           | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                   | \$0                 | \$0         | \$0         | \$0         | \$0         |                              |
| Personnel                       | \$286,078           | \$275,476   | \$282,531   | \$296,525   | \$317,366   |                              |
| Contract Services               |                     |             |             | 7,500       | 31,036      |                              |
| Other Operating Exp.            | 2,534               | 11,557      | 1,265       | 3,749       | 3,749       |                              |
| TOTAL EXPENDITURES              | \$288,612           | \$287,033   | \$283,796   | \$307,774   | \$352,151   |                              |
| NET INCOME/(SUBSIDY)            | (\$288,612)         | (\$287,033) | (\$283,796) | (\$307,774) | (\$352,151) |                              |
| 1012220 Contract Services 12    |                     |             |             | 7,500       | 31,036      | Contract Services            |
| 1012305 Dues & Subscriptions 12 |                     | 9,182       | 150         | 1,272       | 1,272       | Other Operating Expenditures |
| 1012308 Supplies & Materials 12 | 1,375               | 868         | 787         | 1,600       | 1,600       | Other Operating Expenditures |
| 1012306 Meetings & Travel 12    | 1,160               | 1,507       | 328         | 877         | 877         | Other Operating Expenditures |
| 99000 Personnel                 | 286,078             | 275,476     | 282,531     | 296,525     | 317,366     |                              |

**III. Personnel Allocations**

**Position:**

**FTE Allocation:**

|                               |      |
|-------------------------------|------|
| City Manager                  | 0.90 |
| Assistant to the City Manager | 0.46 |
| City Clerk                    | 0.25 |

|              |             |
|--------------|-------------|
| <b>Total</b> | <b>1.61</b> |
|--------------|-------------|

**IV. Expenditure Summary**

**Personnel.** The City Manager leads the administrative team, including the Assistant to the City Manager, the City Clerk, the Human Resources Administrator/Risk Manager, and the Emergency Services/Volunteer Coordinator, in providing the services under this Program umbrella.

**Operating Expenses.** Operating expenses include dues for various government and professional associations at the state and national level, and fees for participation in training and attendance at conferences by members of the administrative staff.

**Contract Services.** Contract Services for this program can include spending associated with minor grant consultation, legislative advocacy and unanticipated activities or contractual services that may arise throughout the

**Program: City Administration**

year. The contract services line this year includes an allocation in anticipation of ongoing participation in the Community Choice Aggregation (CCA) effort being led by Santa Barbara County.

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

*The Goal of the City Administration function is to develop and maintain a stable, reliable and professional local government organization that can efficiently and effectively carry out policy and legislation of the City Council, and meet community service needs and expectations.*

| <b>Objectives</b>                                                                                                                                                                                 | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Prepare for City Council review and adoption the City's Annual Work Program with Strategic Initiatives and specific Department Work Programs items.                                             | <ol style="list-style-type: none"><li>1. Meet weekly with Department Heads to coordinate and advance approved work plans</li><li>2. Provide mid-year and annual Work Program report</li><li>3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the City Work Program.</li></ol> |
| ◆ Prepare and submit for City Council review and adoption an annual municipal budget and provide information sufficient for the City Council to be informed as to the City's financial condition. | <ol style="list-style-type: none"><li>1. Hold regular meetings with the City Council Finance Committee</li><li>2. Prepare and submit the draft budget for City Council consideration at its regular meetings in June</li><li>3. Prepare and maintain a long-term financial plan.</li></ol>                                          |
| ◆ Implement annual Budget Performance Measurements                                                                                                                                                | <ol style="list-style-type: none"><li>1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures</li><li>2. Provide an annual report on measurable outputs to the City Council as a part of the budget.</li></ol>                                                      |

**Program: City Administration**

| <b>Objectives</b>                                                                                                                                 | <b>Performance Measures</b>                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Monitor external and internal factors affecting the City government organization and make organizational adjustments as determined appropriate. | Participation in regional organizations and events such as the UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.        |
| ◆ Public Outreach                                                                                                                                 | Speak to at least two community groups annually about City activities, programs and issues or topics related to local government.                                                  |
| ◆ 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**

| <b>Objectives</b>                                                                                                                                                        | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◆ Improve and maintain collaborative relations with other public agencies in the region and with the business community.</li></ul> | <ol style="list-style-type: none"><li>1. Participation in monthly meetings of the Southcoast Executives and the Carpinteria Valley Managers Group.</li><li>2. Participation in quarterly meetings of the Santa Barbara County Managers and Administrators group.</li><li>3. Participation in the South Coast Task Force on Youth Safety and THRIVE.</li><li>4. Membership/Participation on the Chamber of Commerce Board of Directors.</li><li>5. Coordination/Participation in at least four City Council committee meetings annually that involve interagency coordination/communication.</li></ol> |
| <ul style="list-style-type: none"><li>◆ Implement required/necessary local responses to federal and state mandated programs.</li></ul>                                   | <ol style="list-style-type: none"><li>1. Ensure that a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan is maintained</li><li>2. Participate on the Operational Area Council</li><li>3. Ensure that a legally sufficient and economically feasible Storm Water Management program permit is maintained</li><li>4. Support the City's representatives to SBCAG in order to ensure that the City's interests are represented concerning regional land use planning and transportation projects such as the Highway 101 improvements.</li></ol>                     |

**Program: City Administration**

| <b>Objectives</b>                                                                                                                                                    | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Monitor County, State and federal legislation that may affect the City of Carpinteria, its programs and services, and assist City in advocating on certain issues. | <ol style="list-style-type: none"><li>1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc.</li><li>2. Facilitate legislative advocacy, where determined appropriate, for matters such as State and federal funding of transportation projects, solutions to shoreline erosion and projects necessary to improve coastal access.</li></ol> |
| ◆ Maintain property values and quality of life in the City's residential neighborhoods and commercial districts.                                                     | Develop and manage an implementation strategy for the recommendations of the Neighborhood Preservation Committee and work with the business community to ensure public health, safety and general welfare.                                                                                                                                                                                               |
| ◆ Implement the Sustainability Policy through General Plan and other policy and program updates.                                                                     | 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 programs.                                                                                                                                                                               |

**City of Carpinteria**  
**2016-17 Purposed Budget**

**Fund:** General Fund, PBIA  
**Department:** General Government



**Program:**  
***Communication and  
Community Promotions***

***I. Program Summary***

***Communication and Community Promotions.***

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

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



## **Program: Communication and Community Promotions**

### ***Volunteer Services.***

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

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

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

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

All businesses within the boundaries of the Assessment District are subject to an annual General Business Assessment fee, 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.

**Program: Communication and Community Promotions**

**II. Budget Summary**

| Program:                              | Communication and Community Promotions |             |             |             |             |                              |
|---------------------------------------|----------------------------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                       | ACTUAL 13                              | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                         | \$12,299                               | \$17,477    | \$15,085    | \$15,244    | \$15,244    |                              |
| Personnel                             | \$104,549                              | \$107,266   | \$110,013   | \$126,047   | \$134,906   |                              |
| Contract Services                     | 11,622                                 | 9,774       | 12,931      | 14,682      | 29,857      |                              |
| Other Operating Exp.                  | 14,927                                 | 13,618      | 9,274       | 20,096      | 22,550      |                              |
| Minor Capital                         | 58                                     |             |             |             |             |                              |
| TOTAL EXPENDITURES                    | \$131,156                              | \$130,658   | \$132,218   | \$160,825   | \$187,313   |                              |
| NET INCOME/(SUBSIDY)                  | (\$118,857)                            | (\$113,181) | (\$117,133) | (\$145,581) | (\$172,069) |                              |
| 3838101 INTEREST INCOME 38            | 58                                     | 201         | (187)       | 488         | 488         | Interest                     |
| 1010182 VIDEO TAPE SALES              | 160                                    | 72          | 40          |             |             | Charges for Services         |
| 3838385 GEN'L BUSINESS ASSESSMENT     | 12,081                                 | 17,204      | 15,232      | 14,756      | 14,756      | Assessments                  |
| 1045220 Contract Services 45          |                                        |             | 7,200       | 8,000       | 8,000       | Contract Services            |
| 3845222 Marketing/Project Carpinteria | 8,807                                  | 9,376       | 5,549       | 6,500       | 18,700      | Contract Services            |
| 3845228 Downtown T Promotions         | 2,816                                  | 398         | 182         | 182         | 3,157       | Contract Services            |
| 1045308 Supplies & Materials 45       | 4,611                                  | 5,409       | 818         | 10,000      | 10,000      | Other Operating Expenditures |
| 1045305 Dues & Subscriptions 45       | 488                                    | 338         | 410         | 1,050       | 1,050       | Other Operating Expenditures |
| 1045306 Meetings & Travel 45          | 1,531                                  | (700)       |             | 1,000       | 3,000       | Other Operating Expenditures |
| 1045303 Printing & Advertising 45     | 8,296                                  | 8,571       | 8,046       | 8,046       | 8,500       | Other Operating Expenditures |
| 1070410 Kiosk                         | 58                                     |             |             |             |             | Minor Capital                |
| 99000 Personnel                       | 104,549                                | 107,266     | 110,013     | 126,047     | 134,906     |                              |

**III. Personnel Allocations**

| <b>Position:</b>               | <b>FTE Allocation:</b> |
|--------------------------------|------------------------|
| Assistant to the City Manager  | 0.10                   |
| Volunteer Services Coordinator | 0.35                   |
| GATV Production Coordinator    | 0.04                   |
| GATV Production Assistant      | 0.08                   |
| Human Resources Administrator  | 0.02                   |
| Public Works Director          | 0.05                   |
| Public Works Supervisor        | 0.05                   |
| Management Analyst             | 0.10                   |
| Environmental Coordinator      | 0.08                   |
| Engineering Technician         | 0.05                   |
| Maintenance Technician         | 0.02                   |
| Maintenance Worker I           | 0.05                   |
| Maintenance Worker II          | 0.05                   |
| Maintenance Worker I           | 0.05                   |
| <b>Total</b>                   | <b>1.09</b>            |

#### ***IV. Expenditure Summary***

##### ***Personnel***

- Assistant to the City Manager Oversees the production and broadcasting of programs on GATV, including monitoring and overseeing maintenance of equipment; supervises personnel assigned to this Program; serves as Chairman of the Editorial Board for the City Hall Newsletter; administration of City agreement with public access TV service provider SB TV.
- Public Works Management Analyst Provides staff support to the Downtown-T Business Advisory Board and assists in coordination of activities and events in the Downtown "T".
- Volunteer Services Coordinator Recruits, engages, recognizes, supports and partners with volunteers across all programs. More specifically, this position identifies productive and creative volunteer roles; manages and tracks volunteer efforts; brings visibility and recognition to City volunteers in the community; creates and implements volunteer trainings; and develops effective ways to keep all volunteers informed and connected to City programs. The Coordinator manages responsibilities associated with the City's General Volunteer Program and manages two specific Volunteer Services programs: the HOST program and the Neighbor-to-Neighbor program. The Coordinator also serves on the Editorial Board of the Quarterly Newsletter.
- GATV Production Coordinator Oversees production of broadcasting and taping of government meetings, special events and programs to effectively provide the community with timely information. Also, as needed, operates video production equipment for transmitting and taping of programming over the City's Government Access Television (GATV) Channel 21, including gavel-to-gavel coverage of local government meetings. Primarily responsible for in-house video productions, special events, and public service announcements. Also, responsible for training GATV Production Assistant.
- GATV Production Assistant Operates video production equipment for transmitting and taping of programming over the City's Government Access Television (GATV) Channel 21, including gavel-to-gavel coverage of local government meetings, taping of special events, and public service announcements.

**Program: Communication and Community Promotions**

***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.
- Allocation, from a Cox Communications Public, Education, and Government (PEG) related grant for GATV related equipment, maintenance, and operations.
- The Printing and Advertising appropriation covers the costs for the preparation and distribution of three issues of the City Newsletter the contents of which are prepared in-house and is printed and distributed as an insert in the local newspaper, City brochures and promotional fliers, as well as printing and advertising costs for the Volunteer Services program, including the HOST program and Neighbor-to-Neighbor program.
- The appropriation for Dues and Subscriptions includes an allocation for annual dues related to the National Association of Volunteer Programs in Local Government as well as subscription services related to the volunteer management database.
- The Meetings and Travel appropriation includes funds to cover the cost of volunteer recognition events and associated event expenses, such as awards.

**PARKING AND BUSINESS IMPROVEMENT AREA (Assessment District No. 4)**

The annual \$119.25 general business assessment fees paid by businesses in the Downtown "T" area are restricted and must be used to fund business promotional activities, events, and minor maintenance on behalf of the Downtown merchants.

Revenue for FY 2016-17 is estimated to be \$30,617 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".

**Program:** Communication and Community Promotions

***Business Promotion***

***Activities and Events***

***Special Projects and Downtown Revitalization***

Downtown "T" Business Promotions

\$3,157

- Monies are allocated by the Downtown-T Business Advisory Board for coordination of programs throughout the year to support downtown businesses, including advertising for the various Downtown "T" events.

▪ Assessment District #4 Activities and Events

\$18,700

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. This year the DTBAB considered contributing \$10,000 towards a Downtown Landscape Plan.

On-going events and maintenance activities sponsored by the DTBAB on behalf of the Downtown merchants include:

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

**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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Coordinate and monitor release of public information on behalf of the City.</p>                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. Serve as Public Information Officer as needed</li> <li>2. Coordinate release of information with City Manager and Department Heads</li> <li>3. Respond to calls for release of information as directed by City Manager.</li> </ol>                                                                                                                                                                                                                                                 |
| <p>◆ Video/Audio Equipment for Government Access Ch. 21. (On-going)</p>                                                                                                                                                                                                                 | <ol style="list-style-type: none"> <li>1. Coordinate repair and maintenance of video/audio equipment as needed</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>◆ SB TV Administration</p>                                                                                                                                                                                                                                                           | <ol style="list-style-type: none"> <li>1. Administer City agreement with public access TV service provider SB TV.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>◆ Oversee coverage of the following meetings: City Council, Planning Commission, Carpinteria Special Districts, and other special government meetings as needed. Also, coordinate broadcasting of other meetings, as they may arise (both in the Council Chambers and off-site).</p> | <ol style="list-style-type: none"> <li>1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and record meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers</li> <li>2. Oversee rebroadcasting of meetings</li> <li>3. Schedule live broadcast and/or airing of rebroadcast of other government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.</li> </ol> |
| <p>◆ Review DVD's, videotapes, and scroll information / announcements that are submitted to the City for consideration for broadcasting.</p>                                                                                                                                            | <ol style="list-style-type: none"> <li>1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21</li> <li>2. Communicate decision on whether to air submitted programming within 5 business days after review.</li> </ol>                                                                                                                                                                                                                                               |



**Program: Communication and Community Promotions**

| <b>Objective</b>                                                                                                           | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Provide coverage of City sponsored/approved events.</p>                                                               | <p>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</p>                                                                                                                                                                                                                 |
| <p>◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).</p> | <p>1. Oversee and participate in preparation and editing of three City Newsletters.</p>                                                                                                                                                                                                                                                                                                                                 |
| <p>◆ Participate and represent the City in various community events.</p>                                                   | <p>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee</p> <p>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</p>                                                                                                                         |
| <p>Provide staff support for Council appointed Downtown-T Business Advisory Board, or DTBAB.</p>                           | <p>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.</p> <p>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.</p> <p>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.</p> <p>4. Provide copy of approved minutes to City Council and City Manager.</p> |

**Program:** Communication and Community Promotions

| <b>Objective</b>                                                                                                                                                                     | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ensure coordination between the staff DTBAB representative and the HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown. | Staff DTBAB representative, the Coordinator of Volunteer Services, and the City's Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Provide resources and support for the DTBAB.                                                                                                                                         | <ol style="list-style-type: none"> <li>1. Attend scheduled meetings, plan short term and long-term projects and events.</li> <li>2. Maintain annual calendar of events.</li> <li>3. Support and assist DTBAB in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T."</li> <li>4. Assist with DTBAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Halloween Safe Trick or Treating, and Holiday Spirit Parade.</li> </ol> |
| Assist in determining annual revenue and preparing annual Assessment District No. 4 budget.                                                                                          | <ol style="list-style-type: none"> <li>1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget.</li> <li>2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.</li> </ol>                                                                                                                                                                                                                                                                                     |
| Assist in preparing annual Assessment District No. 4 report for City Council.                                                                                                        | <ol style="list-style-type: none"> <li>1. Meet with DTBAB Chairman to review year's calendar of events, revenue and expenditures.</li> <li>2. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees.</li> <li>3. Prepare annual report to City Council for signature of Board members.</li> </ol>                                                                                                                                                                                        |



**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.**

| <b>Objectives</b>                                                                                                                                                                | <b>Performance Measures</b>                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                              |
| 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.<br>2. Create a standardized volunteer intake process 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.                                                                                                                                                                               |

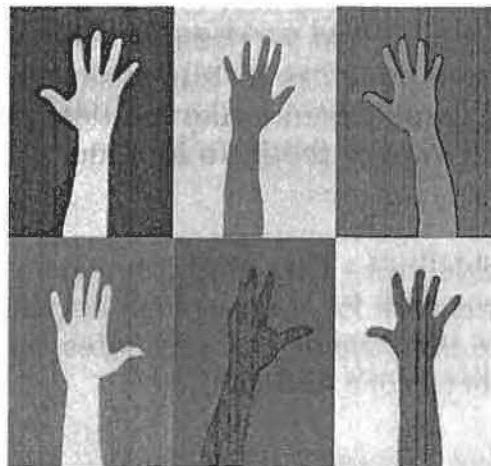
**Goal #2: Celebrate and enrich the lives of Carpinteria residents and visitors by creating a hospitable and welcoming environment through enhanced distribution and communication of information.**

**Program:** Communication and Community Promotions

| Objectives                                                                                        | Performance Measures                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop and implement standard operating procedures for the HOST program.                         | <ol style="list-style-type: none"><li>1. Create and facilitate HOST volunteer and Day Captain trainings.</li><li>2. Manage HOST kiosk materials, distribution and kiosk utilization policy.</li></ol> |
| Develop informative signs, maps and panels for the HOST kiosk, to enhance the visitor experience. | <ol style="list-style-type: none"><li>1. Design and install new window panels at the HOST Kiosk.</li></ol>                                                                                            |

**Goal #3: Strengthen the City's ability to communicate and partner with residents on issues facing their neighborhoods and strengthen the social fabric of City neighborhoods by creating a Neighbor-to-Neighbor (NTN) Program.**

| Objectives                                          | Performance Measures                                                                                                                                          |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop a Neighbor to Neighbor (NTN) pilot program. | <ol style="list-style-type: none"><li>1. Create NTN program materials for outreach, instruction and education.</li><li>2. Create neighborhood maps.</li></ol> |



# City of Carpinteria

## 2016-17 Proposed Budget

**Fund:** General Fund  
**Department:** General Government



## **Program:** ***Economic Vitality***

### **I. Program Summary**

The City's Economic Vitality program consists of activities of all City Departments including General Government, Administrative Services, Community Development, Public Works and Parks & Recreation. The Economic Vitality Program is overseen by the City Manager's office with significant responsibilities assigned to the Assistant to the City Manager. The Management Analyst acts as the staff liaison to the Carpinteria First Committee. The integrated nature of the Economic Vitality Program in the City organization is fundamental to its approach in promoting economic growth in the Carpinteria community.

The overarching purpose of the program is to help to establish and maintain a vital local economy with successful businesses that meet the needs of both residents and visitors. The program includes serving the needs of visitors to the City, business retention, and support for the growth of local businesses. These efforts can also support local services by generating local government revenues through retail and business-to-business sales tax, transient occupancy tax, and area employment opportunities. Specific Department led elements of the Economic Vitality program include:

#### **Development Services**

- City Policies & Guidelines – City staff manages programs and services that provide a framework for the physical development of the City which encourages private investment and promotes the City as an attractive and safe place to live, work and visit.
- Development Review Process / Assistance -- staff meets with interested builders / developers to discuss both the process and the development (or redevelopment) potential for properties in the City. These efforts provide a helpful frame-work that balances development requests with City policy goals and objectives.

**Program:** Economic Vitality

- Staff provides support to appointed citizen and staff committees including the Architectural Review Board, the Planning Commission, the Interdepartmental Advisory Group, and represents the City on a regional housing and planning groups.

**Infrastructure Maintenance & Capital Projects**

- Providing capital improvement projects (i.e., 101 interchanges project, Carpinteria Avenue Bridge Replacement, etc.) as well as on-going programs to maintain and improve the City's public areas such repairing pavement, curb, gutter and sidewalk, cleaning and painting street furnishings, and trimming and replacing street trees impacts the local economy by encouraging private investment and quality of life for both residents and visitors.
- City staff also provides support to the Downtown-T Business Advisory Board, the Traffic Safety Committee and the Tree Advisory Board, and represents the City on regional transportation matters.

**Parks & Recreation**

- The Department is responsible for an array of passive and active recreational facilities (i.e., various parks, the City beach, the Veterans Memorial building, etc.), and recreational services that support property values and quality of life for residents, employees of Carpinteria businesses, and visitors to Carpinteria.

**Environmental Stewardship**

- Various City policies provide for environmental stewardship that include open space provisions, protection of sensitive habitat, watershed management, creek protection, etc. Policies are implemented through a variety of programs/activities including through public education, enforcement of regulations and maintenance activities. These efforts maintain and enhance precious and unique qualities of the community.

**Business Assistance**

- Business Retention & Recruitment – Staff undertakes activities to assist in the retention of existing businesses and recruitment of new businesses including general business related assistance, business visitations, maintenance of on-line Available Commercial Property inventory, and quarterly review of sales tax data.
- Promotion – City staff works with the Carpinteria Valley Chamber of Commerce on efforts that promote the City and support business such as the Carpinteria First committee activities, and the City/Chamber committee which meets to discuss and work on cooperative projects and programs aimed at enhancing the business climate.

**Program: Economic Vitality**

**II. Budget Summary**

| Program:                        | Economic Vitality |            |            |            |             |                              |
|---------------------------------|-------------------|------------|------------|------------|-------------|------------------------------|
|                                 | ACTUAL 13         | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |                              |
| TOTAL REVENUE                   | \$0               | \$0        | \$0        | \$0        | \$0         |                              |
| Personnel                       | \$49,612          | \$47,777   | \$49,000   | \$58,713   | \$62,840    |                              |
| Contract Services               | 7,245             | 4,425      | 9,585      | 3,009      | 10,009      |                              |
| Other Operating Exp.            | 26,868            | 18,958     | 19,712     | 29,750     | 29,750      |                              |
| TOTAL EXPENDITURES              | \$83,725          | \$71,160   | \$78,297   | \$91,472   | \$102,599   |                              |
| NET INCOME/(SUBSIDY)            | (\$83,725)        | (\$71,160) | (\$78,297) | (\$91,472) | (\$102,599) |                              |
| 1044220 Contract Services 44    | 7,245             | 4,425      | 9,585      | 3,009      | 10,009      | Contract Services            |
| 1044305 Dues & Subscriptions 44 | 1,295             | 45         | 50         | 1,300      | 1,300       | Other Operating Expenditures |
| 1044302 Marketing Materials     | 25,016            | 18,274     | 19,237     | 27,000     | 27,000      | Other Operating Expenditures |
| 1044306 Meetings & Travel 44    | 65                | 169        | 5          | 750        | 750         | Other Operating Expenditures |
| 1044308 Supplies & Materials 44 | 493               | 470        | 420        | 700        | 700         | Other Operating Expenditures |
| 99000 Personnel                 | 49,612            | 47,777     | 49,000     | 58,713     | 62,840      |                              |

**III. Personnel Allocations**

**Position:**

Assistant to the City Manager  
Management Analyst

**Total**

**FTE Allocation:**

0.40

0.10

---

0.50

**IV. Expenditure Summary**

**Personnel.** Personnel costs for this program consist of 40% of the Assistant to the City Manager's time and 10% of the Management Analyst's time.

**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 primarily to expenses associated with Carpinteria First activities and budget (\$27,000) and also include an appropriation related to an advertisement in the Carpinteria Valley Chamber of Commerce Destination Guide & Business Directory.

**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, a long term financial plan, tourism data, various Economic Vitality related information/research/updates, Carpinteria Valley Chamber of Commerce projects approved by the City, etc.

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

***The overarching goal of the Economic Vitality program is to establish and maintain a vital local economy with successful businesses that meet the needs of both residents and visitors.***

| <b>Objectives</b>                                                                                                                                | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Fill commercial real estate vacancies in the City.                                                                                             | <ol style="list-style-type: none"><li>1. Initiate contact with owners/representatives of high profile commercial real estate vacancies to discuss ways in which the City can provide assistance.</li><li>2. Reduction in City commercial real estate vacancy rates</li></ol>                                                                                            |
| ◆ Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc. | <ol style="list-style-type: none"><li>1. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their issues within two business days.</li><li>2. Increase in City jobs growth</li></ol>                                                                                                          |
| ◆ Enhancement of City sales tax revenues.                                                                                                        | <ol style="list-style-type: none"><li>1. Monitor various top sales tax producers on an annual basis. Discussion topics to include lease status, plans to expand or relocate, miscellaneous business concerns, etc.</li><li>2. Meet quarterly with City's sales tax auditor to review data and identify opportunities (e.g., new businesses in the City, etc.)</li></ol> |



**Program:** Economic Vitality

| Objectives                                                                                                                                                                                                                                                                                                                            | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◆ Represent City on applicable economic development related committees and attend applicable business functions.</li></ul>                                                                                                                                                                      | <ol style="list-style-type: none"><li>1. Participation in Chamber/City sub-committee meetings.</li><li>2. Participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.</li></ol>                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>◆ Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues.</li><li>◆ Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.</li></ul> | <ol style="list-style-type: none"><li>1. Arrange one meeting every quarter with local businesses (e.g., top employers, sales tax producers, new businesses, etc.). As timing and schedules permit. Invitees will include two Council members, City Manager, Assist. to the City Manager, and Chamber representatives.</li><li>2. Update database every other month (or as needed) and e-mail periodic inventory updates to real estate contacts.</li></ol> |

**Program:** Economic Vitality

| Objectives                                                                                    | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Provide staff support for Council-appointed “Carpinteria First” Community Committee.</p> | <ol style="list-style-type: none"><li>1. Provide staff support for Carpinteria First Committee, setting goals and objectives and establishing annual budget.</li><li>2. Confer with Committee/Committee Chair to schedule and coordinate meetings and assist in preparation and posting of agendas.</li><li>3. Ensure meetings are noticed and in compliance with the Brown Act.</li><li>4. E-mail agenda and draft minutes of previous meeting to Committee members.</li><li>5. Support Carpinteria First Committee in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown “T”, Casitas Plaza and Shepard Place.</li><li>6. Maintain annual calendar of events.</li></ol> |



## **City of Carpinteria**

### **2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



## **Program: *Community Services Support***

### **I. Program Summary**

**T**he City of Carpinteria provides financial assistance, through contracts, memorandums of understanding (MOU's), and grant agreements, to various organizations that offer social services and/or youth (5-18 years old) after school recreation, health, wellness and related services and programs. Assistance has been allocated to agencies that have demonstrated, in the view of the City Council, the ability to fulfill a community need and complement City services. A variety of local and regional organizations receive annual appropriations through the budget.

**Program:** Community Services Support

**II. Budget Summary**

| Program:                                      | Community Services Support |             |             |            |             |                   |
|-----------------------------------------------|----------------------------|-------------|-------------|------------|-------------|-------------------|
|                                               | ACTUAL 13                  | ACTUAL 14   | ACTUAL 15   | FINAL 16   | PROPOSED 17 |                   |
| TOTAL REVENUE                                 | \$0                        | \$0         | \$0         | \$0        | \$0         |                   |
| Personnel                                     | \$1,959                    | \$1,885     | \$1,934     | \$1,987    | \$2,127     |                   |
| Contract Services                             | 97,598                     | 98,703      | 101,472     | 96,168     | 109,203     |                   |
|                                               |                            |             |             |            |             |                   |
| TOTAL EXPENDITURES                            | \$99,557                   | \$100,588   | \$103,406   | \$98,153   | \$111,330   |                   |
| NET INCOME/(SUBSIDY)                          | (\$99,557)                 | (\$100,588) | (\$103,406) | (\$98,153) | (\$111,330) |                   |
|                                               |                            |             |             |            |             |                   |
| 1046211 Carp Cares                            | 4,395                      | 4,500       |             |            |             | Contract Services |
| 1046228 Rape Crisis Center                    | 4,000                      | 4,000       | 4,000       | 4,000      | 4,237       | Contract Services |
| 1046223 Catholic Charities                    | 7,500                      | 7,500       | 7,500       | 7,500      | 7,500       | Contract Services |
| 1046224 South Coast Task Force on Youth Gangs | 10,703                     | 10,703      | 8,803       |            | 10,703      | Contract Services |
| 1046217 SB County Branch Library              | 27,000                     | 27,000      | 35,500      | 35,500     | 35,500      | Contract Services |
| 1046222 CAC Senior Nutrition                  | 10,000                     | 10,000      | 10,000      | 10,000     | 10,000      | Contract Services |
| 1046216 HopeNet of Carpinteria                |                            | 1,000       | 1,240       | 1,400      | 1,483       | Contract Services |
| 1046213 Girls Inc Funding                     | 17,000                     | 17,000      | 17,000      | 17,000     | 18,007      | Contract Services |
| 1046215 211 Help Line                         |                            |             | 1,200       | 1,266      | 1,266       | Contract Services |
| 1046225 C3H                                   |                            |             | 1,229       | 2,500      | 2,500       | Contract Services |
| 1046212 Boys & Girls Club Funding             | 17,000                     | 17,000      | 17,000      | 17,000     | 18,007      | Contract Services |
| 99000 Personnel                               | 1 959                      | 1 885       | 1 934       | 1 987      | 2 127       |                   |

**III. Personnel Allocations**

**Position:**

**FTE Allocation:**

|                               |             |
|-------------------------------|-------------|
| Assistant to the City Manager | .015        |
| <b>Total</b>                  | <b>.015</b> |

**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 |
|------------|----------------------|
|------------|----------------------|

**Program:** Community Services Support

| <b>Objectives</b>                                                                                                               | <b>Performance Measures</b>                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Timely submittal of Community Service grant applications and Program Descriptions to providers for the 2017-2018 fiscal year. | Submit Community Service grant applications and Program Descriptions to the various providers 90 days prior to the first 2017-2018 City budget hearing.                                       |
| ◆ Timely submittal of 2017-18 contracts, MOU's, and grant agreements to Community Service providers.                            | Forward agreements to the City's various community service providers, as well as any other designated community service recipients, within 60 days of the passage of the 2017-18 City budget. |
| ◆ Complete Community Service contracts, MOU's, and grant agreements with service providers.                                     | Obtain appropriate signatures and transmit completed agreements to service providers.                                                                                                         |

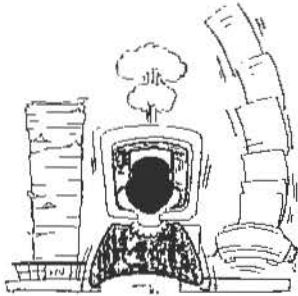


## **City of Carpinteria**

### **2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



## **Program: Records Management**

### **I. Program Summary**

**T**he Records Management program ensures the recordation and preservation of organization-wide records as provided by state and municipal law.

Records administration provides a variety of support and information services to the Council, public, and staff. Program goals include: 1) open and informed public decision making; 2) complete and accurate records of Council actions and policies, and 3) prompt responses to requests for information. The records management program has seven major activities.

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

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

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

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

**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 13          | ACTUAL 14  | ACTUAL 15  | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                     | \$651              | \$622      | \$96       | \$114       | \$114       |                              |
| Personnel                         | \$59,556           | \$69,793   | \$71,580   | \$80,700    | \$86,372    |                              |
| Contract Services                 | 3,331              | 3,341      | 3,208      | 10,500      | 12,300      |                              |
| Other Operating Exp.              | 8,925              | 8,194      | 11,461     | 12,960      | 13,280      |                              |
| TOTAL EXPENDITURES                | \$71,813           | \$81,328   | \$86,249   | \$104,160   | \$111,952   |                              |
| NET INCOME/(SUBSIDY)              | (\$71,162)         | (\$80,706) | (\$86,153) | (\$104,046) | (\$111,838) |                              |
| 1010181 CITY CLERK CHARGES        | 651                | 622        | 96         | 114         | 114         | Charges for Services         |
| 1011221 Contract Services 11      | 3,331              | 3,341      | 3,208      | 10,500      | 12,300      | Contract Services            |
| 1011303 Printing & Advertising 11 | 8,297              | 5,764      | 9,657      | 10,000      | 10,000      | Other Operating Expenditures |
| 1011305 Dues & Subscriptions 11   | 335                | 383        | 285        | 510         | 500         | Other Operating Expenditures |
| 1011306 Meetings & Travel 11      | 69                 | 904        | 175        | 1,150       | 1,300       | Other Operating Expenditures |
| 1011308 Supplies & Materials 11   | 224                | 1,163      | 1,344      | 1,300       | 1,480       | Other Operating Expenditures |
| 99000 Personnel                   | 59,556             | 69,793     | 71,580     | 80,700      | 86,372      |                              |

## III. Personnel Allocations

**Position:**

City Clerk

**Total**

**FTE Allocation:**

0.55

0.55

## IV. Significant Annual Changes

**Reductions**

♦ None

**Increases**

♦ None

**Program:** Records Management

**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 Clerks, and travel to City Clerk meetings and seminars, and supplies and materials.

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

**V. Goals Objectives and Performance Measures**

The Goal of the Records Management Program is to provide internal and external customers maximum access to accurate and timely information.

| Objective                                                                                                                      | Performance Measures                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Insure that the City conducts their business in an open manner in compliance with State and local laws, e.g., the Brown Act. | <ol style="list-style-type: none"><li>1. Prepare 80 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies.</li><li>2. Provide written notice to all property owners within 300' radius of projects as required.</li><li>3. Prepare notices of vacancies for all boards/commissions.</li></ol> |
| ◆ Provide for the complete and timely distribution, publishing and posting of City Council meeting agenda packets.             | <ol style="list-style-type: none"><li>1. Publish, distribute, and post minimum of 24 City Council agenda packets (139 reports).</li><li>2. Publish and post 4-6 agenda packets for special meetings.</li></ol>                                                                                                                                             |

**Program:** Records Management

| Objective                                                                                                                                                                                   | Performance Measures                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◆ Maintain the City records in an organized and accessible manner.</li><li>◆ Insure timely compliance with all Public Records Act Requests.</li></ul> | <ol style="list-style-type: none"><li>1. Process packets for destruction</li><li>2. Attend and transcribe 24 sets of minutes of regular City Council meetings and 4-6 special meetings.</li><li>3. Respond to 10 Public Records Act Requests.</li></ol> |
| <ul style="list-style-type: none"><li>◆ Implement the City's Records Retention Program by preparing old records in off-site storage for destruction.</li></ul>                              | Process minimum of 75 records (files) for destruction annually.                                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>◆ Insure compliance with requirements of the Fair Political Practices Commission.</li></ul>                                                           | Process required 67 Annual Statements of Economic Interest Form 700 for Council, Boards, Commissions, Committees, and staff.                                                                                                                            |
| <ul style="list-style-type: none"><li>◆ Provide for the City's processing of Agreements.</li></ul>                                                                                          | Retain 125 various types of agreements and process 8 new agreements annually.                                                                                                                                                                           |



**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



**Program:**  
***Elections***

**I. Program Summary**

**T**he elections program conducts City Elections for elective offices, initiatives, referenda and recalls. Program goals are 1) elections which conform to the State Elections Code; and 2) a high level of voter participation and turnout.

This program has two major activities:

**Election administration.** Conducting regular and special elections in conjunction with consolidation of election with Santa Barbara County Election Division, including preparation of required resolutions, preparing and advertising legal notification in compliance with state and municipal law, reviewing and updating the City's election manual to accommodate revisions to State Elections Code and new Fair Political Practices Commission rulings.

**Disclosure reporting.** Processing and approving campaign financial disclosure statements, publishing legal notices regarding disclosure, and overseeing candidate conflict of interest filings.



**Program: Elections**

**II. Budget Summary**

| Program:                   | Elections  |           |           |           |                   |
|----------------------------|------------|-----------|-----------|-----------|-------------------|
|                            | ACTUAL 13  | ACTUAL 14 | ACTUAL 15 | FINAL 16  | PROPOSED 17       |
| TOTAL REVENUE              | \$0        | \$0       | \$0       | \$0       | \$0               |
| Personnel                  | \$21,658   | \$5,817   | \$5,965   | \$6,725   | \$7,198           |
| Contract Services          | 8,472      | 156       | 54        | 200       | 12,265            |
| TOTAL EXPENDITURES         | \$30,130   | \$5,973   | \$6,019   | \$6,925   | \$19,463          |
| NET INCOME/(SUBSIDY)       | (\$30,130) | (\$5,973) | (\$6,019) | (\$6,925) | (\$19,463)        |
| 1011211 Elections Contract | 8,472      | 156       | 54        | 200       | 12,265            |
| 99000 Personnel            | 21,658     | 5,817     | 5,965     | 6,725     | 7,198             |
|                            |            |           |           |           | 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 and material translations required.

**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.

| <b>Objectives</b>                                                          | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ❖ Conduct a general municipal election on November 8, 2016                 | <ol style="list-style-type: none"><li>1. Prepare for adoption by the City Council, all required resolutions calling, requesting consolidation and setting guidelines for candidate statements. Following Council Adoption process documents for approval by the Santa Barbara County Board of Supervisors.</li><li>2. Prepare candidate Election Guide and assemble candidate packets of all the required forms and/or information.</li><li>3. Coordinate entire election process with Santa Barbara County Elections Division.</li><li>4. Work with candidates to assure that all required filings are completed in a timely manner.</li><li>5. Provide assistance to all candidates during the election process.</li></ol> |
| ❖ Provide for the timely assuming of office by all elected councilmembers. | <ol style="list-style-type: none"><li>1. Work with the County Elections to complete canvass of election.</li><li>2. Prepare resolutions certifying election for Council Adoption.</li><li>3. Administer oaths of office and file final required documents for newly elected officials.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                             |



**City of Carpinteria  
2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



**Program:  
Staff Recruitment,  
Retention, and  
Development**

***I. Program Summary***

**T**he 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 13                                    | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                        | \$0                                          | \$0         | \$0         | \$0         | \$0         |                              |
| Personnel                            | \$95,741                                     | \$104,949   | \$107,637   | \$99,118    | \$106,085   |                              |
| Contract Services                    | 7,902                                        | 12,372      | 7,523       | 8,000       | 15,140      |                              |
| Other Operating Exp.                 | 12,119                                       | 12,783      | 11,047      | 17,445      | 18,345      |                              |
| Non-Operating Exp.                   | 13,904                                       | 29,361      | 58,993      | 6,000       | 23,700      |                              |
| TOTAL EXPENDITURES                   | \$129,665                                    | \$159,465   | \$185,200   | \$130,563   | \$163,270   |                              |
| NET INCOME/(SUBSIDY)                 | (\$129,665)                                  | (\$159,465) | (\$185,200) | (\$130,563) | (\$163,270) |                              |
| 1016228 Employee Training            | 2,877                                        | 6,414       | 4,474       | 3,000       | 9,140       | Contract Services            |
| 1016221 Fitness Program              | 5,026                                        | 5,958       | 3,049       | 5,000       | 6,000       | Contract Services            |
| 1016306 Meetings & Travel 16         | 550                                          | 862         | 333         | 100         | 400         | Other Operating Expenditures |
| 1016312 Flexible Benefits Admin      |                                              | 146         | 35          |             |             | Other Operating Expenditures |
| 1016309 Health & Safety              |                                              |             |             |             | 600         | Other Operating Expenditures |
| 1016310 Employee/Public Relations 16 | 2,382                                        | 6,291       | 2,945       | 4,000       | 5,000       | Other Operating Expenditures |
| 1016308 Supplies & Materials 16      | 867                                          | 1,002       | 1,098       | 1,000       | 1,000       | Other Operating Expenditures |
| 1016305 Dues & Subscriptions 16      | 155                                          |             | 50          | 145         | 145         | Other Operating Expenditures |
| 1016303 Recruitment Advertising      | 4,926                                        | 2,093       | 2,758       | 9,000       | 9,000       | Other Operating Expenditures |
| 1016320 Pre-placement Health Screen  | 3,239                                        | 2,389       | 3,828       | 3,200       | 2,200       | Other Operating Expenditures |
| 1072211 Personnel Services           | 13,904                                       | 29,361      | 58,993      | 6,000       | 23,700      | Non-Operating Expenditures   |
| 99000 Personnel                      | 95,741                                       | 104,949     | 107,637     | 99,118      | 106,085     |                              |

**III. Personnel Allocations**

|                               |                 |
|-------------------------------|-----------------|
| Position:                     | FTE Allocation: |
| Human Resources Administrator | 0.75            |
| Total                         | 0.75            |

**IV. Expenditure Summary**

**Personnel**

Human Resources Administrator - This is a full-time position responsible for Staff Recruitment, Retention, Employee and Labor Relations and Development/Training 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 Parks and Recreation personnel.

**Program:** Staff Recruitment, Retention & Development

- The training allocation includes California Powers Insurance Authority (CJPIA), Lynda.com software training and 3<sup>rd</sup> party training workshop.

***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, and 3<sup>rd</sup> party training seminars.
- Pre-placement expenses - This allocation includes costs for pre-placement health screens and testing, Fitness for Duty examinations, and criminal background checks of Parks and Recreation personnel in compliance with the California Public Resources Code and California Education Code. Expenses incurred for recreation personnel assigned to the beach are charged to the Tidelands Trust Fund.
- Personnel and City Administration Policies - Personnel and Administrative policies, including the Prohibition of Harassment, Discrimination and Retaliation policy and the City's Code of Ethics policy, are reviewed on an on-going basis and revised as appropriate to ensure compliance with current Federal and State requirements.
- Updating the Employee Handbook to reference current administrative and personnel rules and regulations is an on-going project.
- Contract/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 this program is to recruit employees by matching and selecting the right individuals for open positions, retain and develop employees, through improving employee benefits, employee training, employee relations and implementing employee activities that create positive employee morale.***

| Objectives                                                                                                          | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions. | <ol style="list-style-type: none"><li>1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy.</li><li>2. Place recruitment ads for 100% of open positions to be filled through open recruitment.</li><li>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.</li><li>4. Prepare testing and interview materials for 100% of open positions.</li><li>5. Select minimum of three qualified individuals to serve on Oral Board for each interview process.</li><li>6. Schedule the most qualified applicants to participate in selection process within sixty days of first notice.</li><li>7. Confer with Oral Board and Department Head to establish eligibility list.</li><li>8. Check minimum of three references on successful candidate.</li><li>9. Send letter of offer to successful candidate within ten days of Oral Board and appropriate letters advising each candidate of status.</li><li>10. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.</li></ol> |

**Program:** Staff Recruitment, Retention & Development

| <b>Objectives</b>                                                                                           | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Coordinate and administer Employee Benefits Programs.                                                     | <ol style="list-style-type: none"><li>1. Coordinate, administer and enroll 100% of eligible employees in employee benefit programs for full-time employees and five Council members, including health, dental, vision, life insurance, wellness program, disability plans, retirement and fitness program.</li><li>2. Coordinate and monitor annual sign up of 100% of full-time employees and Council members in the City's Flexible Benefit Program.</li></ol>                                                                                                                                                   |
| ◆ Review and update position descriptions for conformance with responsibilities and duties being performed. | <ol style="list-style-type: none"><li>1. Within ten days of first notice of a position vacancy, analyze staffing needs for affected department and review job description.</li><li>2. Conduct on-going review of job descriptions for conformance with duties being performed.</li></ol>                                                                                                                                                                                                                                                                                                                           |
| ◆ Assist Supervisors in preparing annual employee performance evaluations.                                  | <ol style="list-style-type: none"><li>1. Assist Supervisors in preparing formal annual employee performance reviews through Performance Pro software on all 33 full-time employees between May 1st and June 30, 2017, matching performance to department goals and objectives.</li><li>2. Foster better communication between supervisors and employees.</li><li>3. Assure that appointment and promotion of employee is based on merit and performance evaluation.</li><li>4. Confer with Parks and Recreation Director to ensure annual evaluations are completed on part-time and seasonal employees.</li></ol> |



**Program:** Staff Recruitment, Retention & Development

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Maintain appropriate information and secure files documenting the employment records of each City employee.</p>                                                                                 | <ol style="list-style-type: none"><li>1. Maintain appropriate documentation in a confidential personnel file for all full-time, part-time and seasonal City employees.</li><li>2. Control confidentiality of all applications and personnel files.</li><li>3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.</li></ol>                                                  |
| <p>◆ Continue to review Administrative and Personnel Rules and Regulations and Employer-Employee Relations Policy for any new updates necessary to ensure compliance with Federal and State law.</p> | <ol style="list-style-type: none"><li>1. Periodically review policies to ensure compliance with Federal and State laws.</li></ol>                                                                                                                                                                                                                                                                                            |
| <p>◆ Update of Employee Handbook for distribution to employees.</p>                                                                                                                                  | <ol style="list-style-type: none"><li>1. Finalize revisions to the Employee Handbook, referencing current administrative and personnel rules and regulations.</li><li>2. Prepare handbook for distribution to regular, full-time employees and Council members in order to provide updated information regarding the City, its functions, benefits, regulations and basic information in areas of common interest.</li></ol> |

**Program:** Staff Recruitment, Retention & Development

|                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Encourage employee participation in training opportunities, including safety, technical and computer training classes, and workshops sponsored by the California Joint Powers Insurance Authority, Lynda.com software training and other 3<sup>rd</sup> party training workshops/seminars.</p> | <ol style="list-style-type: none"><li>1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 33 full-time employees consistent with the training goals established for each classification.</li><li>2. Schedule employees to attend computer training classes, and safety training programs.</li><li>3. Monitor on-the-job training for 100% of new hires at three months, six months and one year.</li><li>4. Monitor safety training and certification program for recreation personnel.</li></ol>                                                                                                                                         |
| <p>◆ Provide guidance and assistance to City Manager and Department Heads on personnel-related issues and establish and maintain procedures for dealing with personnel issues.</p>                                                                                                                  | <ol style="list-style-type: none"><li>1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules</li><li>2. Interpret personnel policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments.</li><li>3. Attend training programs and workshops on personnel and health-related issues, benefit programs and legislative update seminars, including training workshops sponsored by CJPIA, Lynda.com software training and other 3<sup>rd</sup> party training workshops/seminars.</li></ol> |

**Program:** Staff Recruitment, Retention & Development

|                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.</p>                                                                                                                                                                 | <ol style="list-style-type: none"><li>1. Respond to 100% of inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes.</li><li>2. Meet with City Manager and representatives from the Public Works and General Service employee units as needed for discussion and/or clarification of issues covered under the Memorandum of Understanding 2014-17.</li></ol>                         |
| <p>◆ Review Memorandum of Understanding between the City of Carpinteria and the Service Employees International Union (SEIU) Local 620 representing Public Works and General Service Units and prepare for negotiations for renewal of current contract which expires June 30, 2017.</p> | <ol style="list-style-type: none"><li>1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss renewal of current contract.</li><li>2. Confer with City Manager, and labor attorney, when appropriate, regarding negotiation process and related personnel issues. Upon agreement, prepare documents and Resolution for Council approval following negotiations.</li></ol> |
| <p>◆ Review non-negotiable Agreement for Conditions of Employment for Management and Miscellaneous Personnel and the non-negotiable document outlining conditions of employment for hourly rated part-time and seasonal employees.</p>                                                   | <ol style="list-style-type: none"><li>1. Review the non-negotiable documents for Management and Miscellaneous employees and for the part-time, hourly-rated and seasonal employees. Make changes as appropriate. Prepare Resolution for approval by the City Council.</li></ol>                                                                                                                                                                   |

**Program:** Staff Recruitment, Retention & Development

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Develop reciprocity with other agencies concerning classification and compensation surveys</p> | <ol style="list-style-type: none"> <li>1. Respond to approximately six surveys from other agencies relating to personnel-related issues, job classifications, compensation and benefits.</li> <li>2. Respond to personnel-related surveys from CJPIA.</li> </ol>                                                                                                                                                                                                                                                                                                             |
| <p>◆ Coordinate Employee Service and Recognition Programs.</p>                                      | <ol style="list-style-type: none"> <li>1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five, 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.</li> <li>2. Send floral arrangements from City staff and Council as appropriate throughout the year and arrange presentation of wreath at the Memorial Day Services held at the Carpinteria Cemetery.</li> </ol> |
| <p>◆ Monitor Contract Services under Human Resources Division.</p>                                  | <p>Inform employees on Lincoln Life Insurance (Employee Connect and Life Keys Services) Employee Assistance Program which offers a comprehensive EAP program for professional assistance to City employees and their immediate families.</p>                                                                                                                                                                                                                                                                                                                                 |
| <p>◆ Evaluate and improve procedures for maintaining computerized personnel programs.</p>           | <p>Strive to enhance computer programs to input, update and reconcile data for personnel record-keeping.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

# City of Carpinteria

## 2016-17 Proposed Budget

**Fund:** General

**Department:** General Government



## **Program:** ***Risk Management***

### **I. Program Summary**

**T**he essentials of a Risk Management Program include identifying and analyzing loss exposures and examining alternative techniques to minimize the City's liability exposure and financial risk.

The City has participated in the California Joint Powers Insurance Authority (CJPIA) since 1992. The self-insuring and loss pooling programs for Property Insurance, Workers' Compensation, Public Official and Employee Bonds, and General and Automobile Liability offer significant advantages to the City in terms of cost, protection, risk management and loss control advice and assistance.

This program has four major activities:

- ◆ Employee Safety and Incentive Program
- ◆ Employee Training
- ◆ Employee Work Injuries
- ◆ Risk Management, Safety Policy and Procedures

The availability of coverage through the CJPIA Risk Management Program provides the City with maximum coverage in all areas and the program offers significant advantages in terms of cost. We do not anticipate any major changes in the coverage offered by the CJPIA.

To help control our liability exposure we continue to adopt programs to more effectively maintain and track maintenance operations. The City is in the process of updating policies related to risk management. Current policies in process of updates are Hiring, Fuel Cards and Guidelines Policy and Independent Contractor, Vehicle Use, Travel and Vendor Reporting Procedures. Additionally, the City has scheduled training guidelines for Public Works and Parks & Recreation Department employees on use of equipment. In addition to mandatory and other optional training programs, employees

**Program: Risk Management**

have the opportunity to attend special training programs related to job performance and safety. Finally, the City created a Management Safety Committee. Members of the Committee are the City Manager, Parks and Recreation Director, Public Works Director and the Human Resources/Risk Manager. The Committee meets quarterly. The purpose of the committee is to ensure that the Public Works and Parks and Recreation Department have better communication between the two departments with regards to tasks or special projects and ensure the safety of each employee.

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. In October 2015, the City received its first CJPIA "Best Overall Performance in Workers' Compensation Program and the Human Resources/Risk Manager became a CJPIA Capstone Award Finalist. The award was given to individuals who best exemplified the practice of risk management.

## II. Budget Summary

| Program:                        | Risk Management |             |             |             |             |                              |
|---------------------------------|-----------------|-------------|-------------|-------------|-------------|------------------------------|
|                                 | ACTUAL 13       | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                   | \$0             | \$0         | \$0         | \$0         | \$0         |                              |
| Personnel                       | \$33,812        | \$36,353    | \$37,284    | \$34,686    | \$37,124    |                              |
| Other Operating Exp.            | 51              | 27          | 86          | 1,021       | 2,521       |                              |
| Non-Operating Exp.              | 197,407         | 244,234     | 311,814     | 406,006     | 279,927     |                              |
| TOTAL EXPENDITURES              | \$231,269       | \$280,614   | \$349,184   | \$441,713   | \$319,572   |                              |
| NET INCOME/(SUBSIDY)            | (\$231,269)     | (\$280,614) | (\$349,184) | (\$441,713) | (\$319,572) |                              |
| 1015306 Meetings & Travel 15    |                 |             |             |             | 1,500       | Other Operating Expenditures |
| 1015308 Supplies & Materials 15 | 51              | 27          | 86          | 1,021       | 1,021       | Other Operating Expenditures |
| 1015323 Insurance/Bond Premiums | 42,095          | 40,612      | 67,898      | 66,173      | 66,173      | Non-Operating Expenditures   |
| 1015183 Worker's Comp Claims 15 |                 | 1,120       |             |             |             | Non-Operating Exp.           |
| 1015321 SCJPIA Deposit Billing  | 155,312         | 202,502     | 243,916     | 339,833     | 213,754     | Non-Operating Expenditures   |
| 99000 Personnel                 | 33,812          | 36,353      | 37,284      | 34,686      | 37,124      |                              |

## III. Personnel Allocations

**Position:**

**FTE Allocation:**

**Risk Manager**

**Program: Risk Management**

**(Human Resources Administrator)**

|                                      |      |
|--------------------------------------|------|
| <b>Program Manager</b>               | .200 |
| <b>Assistant to the City Manager</b> | .015 |
| <b>Total</b>                         | .315 |

**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 (CJPIA), monitoring liability and workers' compensation claims, administering the Heat Illness Prevention Program and Injury and Illness Prevention Program, coordinating and overseeing facility inspections, employee training and safety programs, the enforcement of risk management policies, and chairing the Employer/Employee Occupational Health and Safety Committee.

Program Manager: 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 address issues related to the Americans with Disabilities Act.

**Operational/Service Expenses**

Insurance expenses are budgeted to cover Workers Compensation, General Liability, Personnel Liability, All Risk Property and Environmental Insurance for the City.

The CJPIA All Risk Property Insurance Program is administered by Alliant Insurance Services and includes the following coverage:

Property, Earthquake and Flood, Boiler and Machinery, Automobile Physical Damage, All Risk Property Insurance and Commercial Crime Prevention Program. The allocation also includes an administrative fee.

**Meetings and Travel**

This allocation includes funds for the Risk Manager and other staff members to attend training such as the annual California JPIA Training Conference, as



**Program:** Risk Management

well as attendance by various staff members at training workshops and meetings scheduled for City Manager and Council representatives.

**Workers Compensation**

To arrive at a more equitable breakdown of workers' compensation costs for budget purposes, the allocation of charges is distributed by fund based on payroll dollars and the classification and description of the employee's principal work.

**V. Goals and Performance Measures** ☒

***The goal of risk management function is to minimize the City's liability exposure and ensure the safety of all city employees and the community.***

| Objectives                                                                                       | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Follow proven practices of risk management in order to minimize the City's liability exposure. | <ol style="list-style-type: none"><li>1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren &amp; Company within required time frame and review monthly summary reports.</li><li>2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program.</li><li>3. Coordinate annual Risk Management Evaluations and audit inspections.</li><li>4. Maintain confidential DMV pull-notice driving reports.</li></ol> |



**Program: Risk Management**

| Objectives                                                                                                                                                                          | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy</p>                                    | <ol style="list-style-type: none"> <li>1. Follow required reporting procedures to ensure that 100% of workers' compensation claim forms are submitted in a timely manner.</li> <li>2. Review monthly summary reports.</li> <li>3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties.</li> <li>4. Confer with Supervisor to ensure follow-up safety measures are taken.</li> <li>5. Reduce lost time from injuries by 50%.</li> </ol> |
| <p>◆ Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.</p> | <ol style="list-style-type: none"> <li>1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program.</li> <li>2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat Monthly Departmental Safety Meetings, and other OSHA required training.</li> <li>3. Schedule at least 6-10 CJPIA safety training classes annually.</li> </ol>                                                               |
| <p>◆ Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.</p>                                             | <ol style="list-style-type: none"> <li>1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards.</li> <li>2. Encourage staff attendance at training workshops.</li> <li>3. Apprise staff of new Federal and Cal OSHA regulations and standards.</li> </ol>                                                                                                                                                       |

**Program:** Risk Management

| <b>Objectives</b>                                                                                                                                                                                                                                       | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Conduct annual review of Department Emergency Procedures                                                                                                                                                                                              | Coordinate with the Program Manager the annual Department Emergency Procedure meetings to instruct employees on actions to be taken at the time of an emergency.                                                                                                                                                                                                                |
| ◆ Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommended by CJPIA.                                                                                                                               | <ol style="list-style-type: none"><li>1. Coordinate annual Fire Prevention Plan with the Program Manager.</li><li>2. Coordinate annual fire extinguisher training for employees with the Program Manager.</li><li>3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.</li></ol> |
| ◆ Work with City Clerk and Department Heads to incorporate appropriate risk transfer elements in developing contract documentation and tracking procedures to monitor contractor compliance as recommended by CJPIA.                                    | Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.                                                                                                                                                                                                                                                |
| ◆ Work with Parks and Recreation and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by CJPIA. | <ol style="list-style-type: none"><li>1. Meet with Parks and Recreation Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment</li><li>2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.</li></ol>                                                              |

**Program:** Risk Management

| <b>Objectives</b>                                                                                                                                                                                                                                                                                                              | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◆ Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.</li></ul>                                                                                                                                            | <ol style="list-style-type: none"><li>1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies</li><li>2. Ensure that tree-trimming maintenance programs are established as claim prevention measures.</li><li>3. Monitor liability claims with a goal to reduce claims by 50%.</li></ol>                                                                                         |
| <ul style="list-style-type: none"><li>◆ Schedule meetings with Employer/Employee Occupational Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy.</li><li>◆ Coordinate review of planned and on-going ADA related projects.</li></ul> | <ol style="list-style-type: none"><li>1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis.</li><li>2. Have minutes of meeting recorded, identify safety risks, respond to safety concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction</li><li>3. Monitor ADA compliance.</li><li>4. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.</li></ol> |

**Program:** Risk Management

| <b>Objectives</b>                                                                                                                                                                                       | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Complete insurance renewal application forms as required; submit information for insurance coverage on new equipment, vehicles and property. Prepare and monitor budget for Risk Management Division. | <ol style="list-style-type: none"><li>1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses.</li><li>2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory.</li><li>3. Prepare and monitor Division's annual budget.</li></ol> |

**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government



**Program:**  
***Law Enforcement***

**I. Program Summary**

**P**olice functions in the City are provided through a law enforcement services contract by the Santa Barbara County Sheriff's Department. Law enforcement related mental health services are provided through a contract with the County Department of Behavioral Wellness.

The Primary mission of the Police function is to protect life and property and to respond promptly to citizen requests for assistance. This agency is requested, on a daily basis, to provide assistance for life threatening incidents, investigations with regard to crimes committed and the apprehension of those responsible, and for non-emergency incidents. The Department strives to serve its citizens by the prevention of crimes or mitigating these incidents through the knowledge and skill of its personnel. The law enforcement contract also includes specific responsibilities related to community relations.

**Program: Law Enforcement**

**II. Budget Summary**

| Program:                         | Law Enforcement |               |               |               |               |                      |
|----------------------------------|-----------------|---------------|---------------|---------------|---------------|----------------------|
|                                  | ACTUAL 13       | ACTUAL 14     | ACTUAL 15     | FINAL 16      | PROPOSED 17   |                      |
| TOTAL REVENUE                    | \$83,839        | \$72,468      | \$82,623      | \$83,429      | \$83,429      |                      |
| Personnel                        |                 | \$80,034      | \$82,084      | \$124,153     | \$132,879     |                      |
|                                  | 3,309,270       | 3,340,423     | 3,363,315     | 3,433,998     | 3,552,860     |                      |
| Minor Capital                    |                 | 372           |               |               |               |                      |
| TOTAL EXPENDITURES               | \$3,309,270     | \$3,420,829   | \$3,445,399   | \$3,558,151   | \$3,685,739   |                      |
| NET INCOME/(SUBSIDY)             | (\$3,225,431)   | (\$3,348,361) | (\$3,362,776) | (\$3,474,722) | (\$3,602,310) |                      |
| 1010120 SALES TAX SAFETY         | 63,158          | 56,005        | 69,006        | 62,272        | 62,272        | Sales Taxes          |
| 1111101 INTEREST INCOME 11       | (34)            | 57            | (369)         | 57            | 57            | Interest             |
| 1111136 POLICE FEES & CHARGES 11 | 157             | 155           | 465           | 1,100         | 1,100         | Charges for Services |
| 1111135 CA VEHICLE CODE FINES    | 20,558          | 16,251        | 13,521        | 20,000        | 20,000        | Fines & Forfeitures  |
| 1021216 Augmentation             | 22,836          | 19,611        |               | 9,361         | 35,000        | Contract Services    |
| 1021214 SB County Sheriff        | 3,249,893       | 3,291,612     | 3,314,393     | 3,383,976     | 3,477,199     | Contract Services    |
| 1021213 SB County Mental Health  | 1,952           | 2,029         | 2,109         | 3,100         | 3,100         | Contract Services    |
| 1021215 Sheriff's Overtime       | 8,791           | 7,171         | 31,175        | 21,500        | 21,500        | Contract Services    |
| 1121214 SB County Sheriff 11     | 25,797          | 20,000        | 15,639        | 16,061        | 16,061        | Contract Services    |
| 2070416 CLEEP Grant Expense      |                 | 372           |               |               |               | Minor Capital        |
| 99000 Personnel                  |                 | 80,034        | 82,084        | 124,153       | 132,879       |                      |

**III. Personnel Allocations**

| Position:                       | FTE Allocation: |
|---------------------------------|-----------------|
| Administrative Secretary        | 0.250           |
| Sheriff's Commander             | 0.125           |
| Sheriff's Deputy                | 8.000           |
| Sheriff's Deputy II (Patrol)    | 2.000           |
| Sheriff's Deputy II (Detective) | 1.000           |
| Sheriff's Deputy II (CRO/Det.)  | 1.000           |
| Sheriff's Sergeant              | 2.000           |
| Sheriff's Lieutenant            | 0.560           |
| <b>Total</b>                    | <b>14.935</b>   |

**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 augmentation services, which provides a higher level of police presence for targeted enforcement and during the summer tourism season. Targeted enforcement can include specific needs for traffic, narcotics distribution, homeless assistance or other needs that require additional personnel for effective service.

### **Operating Expenses**

This includes miscellaneous equipment costs that are funded through law enforcement grants. Examples include communications equipment, video taping equipment, computer display equipment, and specialty vehicles.

### **Contract Services**

The City has contracted with the Santa Barbara Sheriff's Department for law enforcement services since July 1, 1992. The current contract is effective from July 1, 2012 through June 30, 2017. The contract cost is approximately \$3.5 million. For the second fiscal year, labor negotiations between the County and represented law enforcement groups has extended beyond the budget deadlines and therefore contract expenses are being estimated.

**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.

| <b>Objectives</b>                                                                                                                                                                                                                                                                                        | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◆ 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.</li></ul>                                    | <p>Tracking Mechanisms</p> <ol style="list-style-type: none"><li>1. Number of UCR Part 1 crimes per patrol FTE</li><li>2. Number of UCR Part 1 crimes cleared</li><li>3. Number of Reports per patrol FTE</li><li>4. Number of Citations per patrol FTE</li><li>5. Number of Calls total</li><li>6. Number of Calls per patrol FTE</li></ol>                                                                                                                                                                                      |
| <ul style="list-style-type: none"><li>◆ The Sheriff's Department in concert with the City will conduct an on-going survey to determine customer satisfaction. This survey will be the result of contacts at community outreach events and public meetings attended by Sheriff's or City staff.</li></ul> | <p>Survey Measures</p> <ol style="list-style-type: none"><li>1. Residents reporting contact with the Sheriff's Department within the past 12 months; How they rated the quality of their contact(s)</li><li>2. Citizen ratings of their safety in their neighborhoods during the day</li><li>3. Citizen ratings of their safety in their neighborhoods during the night</li><li>4. Citizen ratings of safety in the business areas during the day</li><li>5. Citizen ratings of safety in the business areas after dark</li></ol> |



**Program:** Law Enforcement

| <b>Objectives</b>                                                                                                                                                                          | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ 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</p> | <ol style="list-style-type: none"><li>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.</li><li>2. The Sheriff's Department will conduct 1 Community out-reach forum per quarter.</li></ol> |

## **City of Carpinteria**

### **2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** General Government

## **Program: Emergency Preparedness**

### **I. Program Summary**

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



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

## Program: Emergency Preparedness

### II. Budget Summary

| Program:                          | Emergency Preparedness |            |            |            |             |
|-----------------------------------|------------------------|------------|------------|------------|-------------|
|                                   | ACTUAL 13              | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |
| TOTAL REVENUE                     | \$0                    | \$0        | \$0        | \$0        | \$0         |
| Personnel                         | \$59,723               | \$60,606   | \$62,158   | \$59,908   | \$64,119    |
| Contract Services                 | 9,744                  | 1,431      | 1,630      | 7,815      | 7,815       |
| Other Operating Exp.              | 2,651                  | 1,997      | 3,522      | 8,500      | 8,500       |
| TOTAL EXPENDITURES                | \$72,118               | \$64,034   | \$67,310   | \$76,223   | \$80,434    |
| NET INCOME(SUBSIDY)               | (\$72,118)             | (\$64,034) | (\$67,310) | (\$76,223) | (\$80,434)  |
| 1024215 Disaster Preparedness     | 9,744                  | 1,431      | 1,630      | 7,815      | 7,815       |
| 1024306 Supplies & Materials 24   | 1,509                  | 624        | 2,478      | 2,525      | 2,525       |
| 1024303 Printing & Advertising 24 | 839                    | 628        |            | 3,650      | 3,650       |
| 1024305 Dues & Subscriptions 24   | 230                    | 100        | 360        | 325        | 325         |
| 1024306 Meetings & Travel 24      |                        | 474        | 684        | 2,000      | 2,000       |
| 1024301 Telephone                 | 73                     | 171        |            |            |             |
| 99000 Personnel                   | 59,723                 | 60,606     | 62,158     | 59,908     | 64,119      |

### 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. Key personnel from the Carpinteria-Summerland Fire Protection District and the Santa Barbara County Sheriff's Department provide support for programming as well.

## Program: Emergency Preparedness

**Contract Services.** The 2016-17 contract services budget includes funding for community disaster preparedness education materials; annual emergency preparedness trainings, exercises and drills; CERT trainings, field exercises and drills; education and promotion related to TsunamiReady and StormReady; and materials to enhance disaster response capabilities at City Hall and the City's Emergency Operations Center. Trainings, exercises and drills are conducted jointly with special districts (Carpinteria-Summerland Fire Protection District, Carpinteria Valley Water District and Carpinteria Sanitation District), the Sheriff's Department and the Santa Barbara County Office of Emergency Management.

**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.**

| <b>Objectives</b>                                                                                                                                                                      | <b>Performance Measures</b>                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.                      | <ol style="list-style-type: none"><li>1. Reach 1,000 Carpinteria residents with <i>Don't Panic! Prepare!</i> preparedness information, starter emergency supplies kits and survival guides.</li><li>2. Coordinate multi-agency community preparedness event in Spring 2017.</li></ol> |
| 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. | <ol style="list-style-type: none"><li>1. Reach 80% of businesses and residents in the tsunami inundation zone with vital tsunami preparedness information.</li></ol>                                                                                                                  |

Program: Emergency Preparedness

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation. | <ol style="list-style-type: none"> <li>1. Participate in the planning and implementation of a countywide CERT drill in Santa Ynez.</li> <li>2. Facilitate the development, growth and implementation of the Santa Barbara County CERT Corps and the Santa Barbara County CERT Academy.</li> <li>3. Host Carpinteria CERT trainings in English and Spanish.</li> </ol> |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

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

**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.                                                                                                | <ol style="list-style-type: none"> <li>1. Update the City's Emergency Response Plan.</li> <li>2. Create a Continuity of Government Plan.</li> <li>3. Update an EOC Activation Handbook.</li> <li>4. Update the Employee Notification &amp; Reporting Plan.</li> <li>5. Create a Shelter Response Plan.</li> <li>6. Create a Tsunami Response Plan.</li> </ol> |
| Design public education campaign to reach residents with emergency alert information and describe the benefits of being StormReady and TsunamiReady. | <ol style="list-style-type: none"> <li>1. Achieve StormReady and Tsunami Ready status.</li> </ol>                                                                                                                                                                                                                                                             |
| Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.            | <ol style="list-style-type: none"> <li>1. Meet with State Parks administrators annually to discuss tsunami preparedness and response information for visitors.</li> </ol>                                                                                                                                                                                     |
| Increase emergency response capabilities at City Hall.                                                                                               | <ol style="list-style-type: none"> <li>1. Develop and update EOC tools and resources.</li> <li>2. Assess City emergency communications needs (radios) and create a plan for meeting identified needs.</li> </ol>                                                                                                                                              |
| Develop relationship with local, regional, state and federal agencies to address critical                                                            | <ol style="list-style-type: none"> <li>1. Meet regularly with County Hazardous Materials Unit representatives to review local</li> </ol>                                                                                                                                                                                                                      |

Program: Emergency Preparedness

|                                                                                                   |                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| hazardous materials, transportation and oil and gas related issues that may impact the community. | hazards.<br>2. Initiate/Coordinate a meeting with railroad and Caltrans authorities to review emergency procedures involving State Highway and railway facilities.<br>3. Host Oil & Gas Systems Safety Review Group meeting annually. |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** Administrative Services



## **Program: Financial Management Services**

### **I. Program Summary**

**T**his program is part of the General Government function of the City. It encompasses six major activities as described below. These activities fall generally into one or both of two categories. **1.** providing information for effective management and **2.** ensuring compliance with mandates imposed by other governmental entities, grantors, leases and other contractual agreements.

- ♦ **Accounting.** Includes the areas of accounts payable, accounts receivable, and treasury. It is concerned with the complete, accurate and timely recording of accounting transactions, safeguarding of the City's assets including a system of internal controls, providing for the City's cash flow needs and providing financial information for internal, external and auditing purposes. Information gathered and maintained by this area is used in all the other Financial Management Services areas.
- ♦ **Auditing.** Various government codes, debt instruments of the City and grantor agencies require the preparation of annual financial reports audited by an independent certified public accountant. In addition the county requires an annual audit of the Measure A and 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:                             | Financial Management Services |             |             |             |             |                              |
|--------------------------------------|-------------------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                      | ACTUAL 13                     | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                        | \$31,279                      | \$64,024    | \$14,668    | \$115,597   | \$115,597   |                              |
| Personnel                            | \$254,185                     | \$274,741   | \$281,776   | \$304,808   | \$326,232   |                              |
| Contract Services                    | 44,721                        | 52,081      | 56,132      | 52,814      | 59,881      |                              |
| Other Operating Exp.                 | 5,510                         | 4,875       | 1,615       | 1,485       | 1,700       |                              |
| Debt Service                         | 150,827                       | 181,652     | 244,002     | 176,820     | 179,250     |                              |
| TOTAL EXPENDITURES                   | \$455,243                     | \$513,329   | \$583,525   | \$535,927   | \$566,863   |                              |
| NET INCOME/(SUBSIDY)                 | (\$423,963)                   | (\$449,305) | (\$568,857) | (\$420,330) | (\$451,266) |                              |
| 1010101 INTEREST INCOME 10           | (2,146)                       | 39,333      |             | 53,408      | 53,408      | Interest                     |
| 1010107 DISCOUNTS TAKEN              |                               |             |             | 9,734       | 9,734       | Interest                     |
| 1010106 CASH HANDLING CHARGES        | 376                           | 254         | 218         | 323         | 323         | Interest                     |
| 2121101 INTEREST INCOME 21           | (8)                           | 8           | (534)       | 78          | 78          | Interest                     |
| 1010185 BUSINESS LICENSE APPLICATION | 7,904                         | 7,435       |             | 8,726       | 8,726       | Licenses & Permits           |
| 3838387 PARKING LOT #3 ASSESSMENT    | 13,109                        | 14,596      | 14,984      | 15,436      | 15,436      | Assessments                  |
| 1010108 PAID FINANCE CHARGES         | 9,792                         | 2,398       |             | 11,187      | 11,187      | Fines & Forfeitures          |
| 1010165 SB90 CLAIMS                  | 2,254                         |             |             | 16,705      | 16,705      | Miscellaneous                |
| 1014225 Fee Schedule Update          |                               |             |             |             |             | Contract Services            |
| 1014220 CPIC Trustee Fees            | 3,853                         | 4,083       | 4,083       | 3,853       | 3,853       | Contract Services            |
| 1014227 Payroll Processing Fees      | 13,400                        | 14,272      | 14,411      | 17,045      | 17,045      | Contract Services            |
| 1014228 Accounting Services          | 100                           |             | 9,315       | 2,797       | 2,500       | Contract Services            |
| 1014229 Annual Audit                 | 26,085                        | 32,885      | 27,535      | 28,000      | 35,000      | Contract Services            |
| 2514228 Gas Tax Audit/Street Report  | 1,283                         | 1,021       | 788         | 1,119       | 1,283       | Contract Services            |
| 1014305 Dues & Subscriptions 14      | 450                           | 450         | 450         | 500         | 500         | Other Operating Expenditures |
| 1014303 Printing & Advertising 14    | 4,040                         | 2,343       | 318         | 5           |             | Other Operating Expenditures |
| 1014309 Misc Operating Expenses 14   |                               | 130         | 64          | 100         | 100         | Other Operating Expenditures |
| 1014308 Supplies & Materials 14      | 970                           | 1,857       | 780         | 780         | 1,000       | Other Operating Expenditures |
| 1014306 Meetings & Travel 14         | 50                            | 95          | 3           | 100         | 100         | Other Operating Expenditures |
| 1078544 El Carro Park Debt 10        | 3,695                         | 3,695       | 3,695       | 3,695       | 3,695       | 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                 |
| 1078511 City Hall Debt               | 54,332                        | 85,157      | 147,507     | 80,325      | 82,755      | 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                 |
| 00000 Personnel                      | 254,185                       | 274,741     | 281,776     | 304,808     | 326,232     |                              |

**III. Personnel Allocations**

**Position:**

Administrative Services Director

Finance Supervisor

**Total**

**FTE Allocation:**

0.70

0.95

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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; | <ol style="list-style-type: none"><li>1. Process, review, sign and file 2,000 A/P checks</li><li>2. Process IRS Forms 1099 on time for eligible vendors</li><li>3. Process 800 petty cash transactions</li><li>4. Process monthly fund interest allocation calculations</li><li>5. Process semi-annual cash bond interest allocation</li></ol> |

**Program:** Financial Management Services

| Objectives                                        | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Safeguard City assets                           | <ol style="list-style-type: none"> <li>1. Maintain fixed assets accounting system</li> <li>2. Complete 12 bank reconciliations</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                  |
| ◆ Provide for the City's cash flow needs          | <ol style="list-style-type: none"> <li>1. Process 36 bank wire transfers</li> <li>2. Process 2,700 cash receipts transactions</li> <li>3. Prepare 248 bank deposits</li> <li>4. Process monthly Community Development private projects accounting statements</li> <li>5. Perform collections on 160 PBIA assessments</li> <li>6. Process SB90 mandate reimbursement claims</li> <li>7. Collect City Business License Taxes</li> <li>8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council</li> </ol> |
| ◆ AUDITING                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ◆ Obtain unqualified audit opinions on all audits | <ol style="list-style-type: none"> <li>1. Complete annual financial audit</li> <li>2. Complete Measure A audit</li> <li>3. Complete LTF audit</li> <li>4. Receive the Government Finance Officers Association's award for Excellence In Financial Reporting</li> </ol>                                                                                                                                                                                                                                                                     |
| ◆ PAYROLL                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ◆ Provide for the timely payment of employees     | <ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 22 full time and approximately 50 part-time employees</li> <li>2. Provide personnel cost information to assist in development of the budget</li> </ol>                                                                                                                                                                                                                                                                                                          |

**Program:** Financial Management Services

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Provide for the timely payment of taxing authorities                                                 | <ol style="list-style-type: none"> <li>1. Process 26 biweekly payments of federal, state and state disability deposits</li> <li>2. Process quarterly tax withholding reports</li> <li>3. Process annual W-2 forms for each employee</li> </ol>                                                                                                                                                                                                      |
| ◆ Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding | <ol style="list-style-type: none"> <li>1. Review time cards</li> <li>2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations</li> </ol>                                                                                                                                                                                                                                                        |
| ◆ Provide financial administration for retirement programs                                             | <ol style="list-style-type: none"> <li>1. Process 26 bi-weekly payments for the Public Employees Retirement System (PERS), International City Manager's Association and Voya Annuity Services 457 Plan</li> <li>2. Reconcile quarterly retirement program statements</li> </ol>                                                                                                                                                                     |
| ◆ BUDGETING                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ◆ Provide a plan to ensure the short and long term financing of City programs                          | <ol style="list-style-type: none"> <li>1. Produce a five year long term financial plan document</li> <li>2. Produce a one year program/performance budget</li> <li>3. Produce a detailed line item appropriation budget</li> <li>4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award</li> <li>5. Produce monthly reports to monitor actual versus budgeted results and take corrective action</li> </ol> |

**Program:** Financial Management Services

- ◆ Comply with all County, State, and Federal financial reporting mandates

**Annual Reports:**

1. Complete the Franchise Tax Board's annual sales tax remittance report
2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report
3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings
4. Complete the State Controller's Annual Street Report
5. Complete all Certificates of Participation Continuing Disclosure notifications
6. Complete the State Controller's Annual Report of Financial Transactions
7. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting 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

**Quarterly Reports:**

1. Investment reports to Council and the California Debt Advisory Commission

**Program:** Financial Management Services

| Objectives                                                            | Performance Measures                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ FINANCIAL REPORTING continued...                                    |                                                                                                                                                                                                                                              |
| ◆ Provide informational reports per local ordinances                  | <ol style="list-style-type: none"><li>1. Provide expenditures report for review by Council at regular meetings</li><li>2. Assist with the annual Development Impact Fee review</li></ol>                                                     |
| ◆ GENERAL ADMINISTRATION                                              |                                                                                                                                                                                                                                              |
| ◆ Administer the Department in an efficient and cost effective manner | <ol style="list-style-type: none"><li>1. Attend City Council meetings as required</li><li>2. Attend required safety meetings</li><li>3. Attend 48 staff meetings</li><li>4. Complete performance review for the Finance Supervisor</li></ol> |
| ◆ Keep informed on finance issues                                     | <ol style="list-style-type: none"><li>1. Attend monthly CSMFO chapter meetings</li><li>2. Attend annual CSMFO conference</li></ol>                                                                                                           |
| ◆ Perform all other duties as assigned                                |                                                                                                                                                                                                                                              |

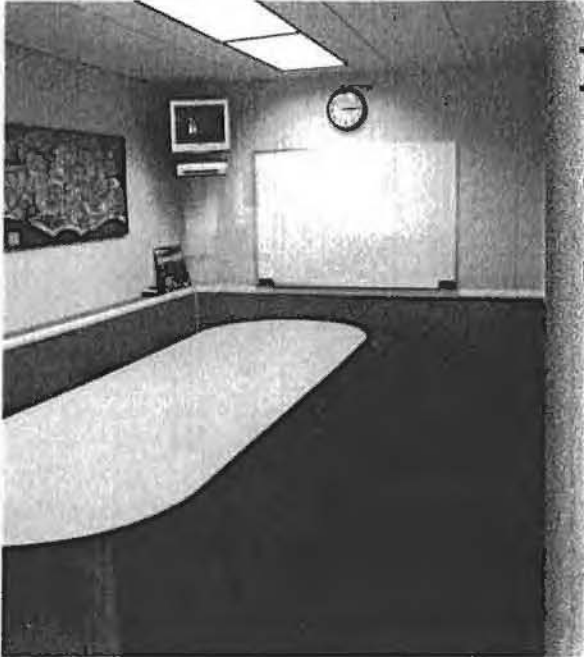




**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund / General Facilities Improvement Fund

**Department:** Administrative Services



**Program:**  
**Central**  
**Services**

**I. Program Summary**

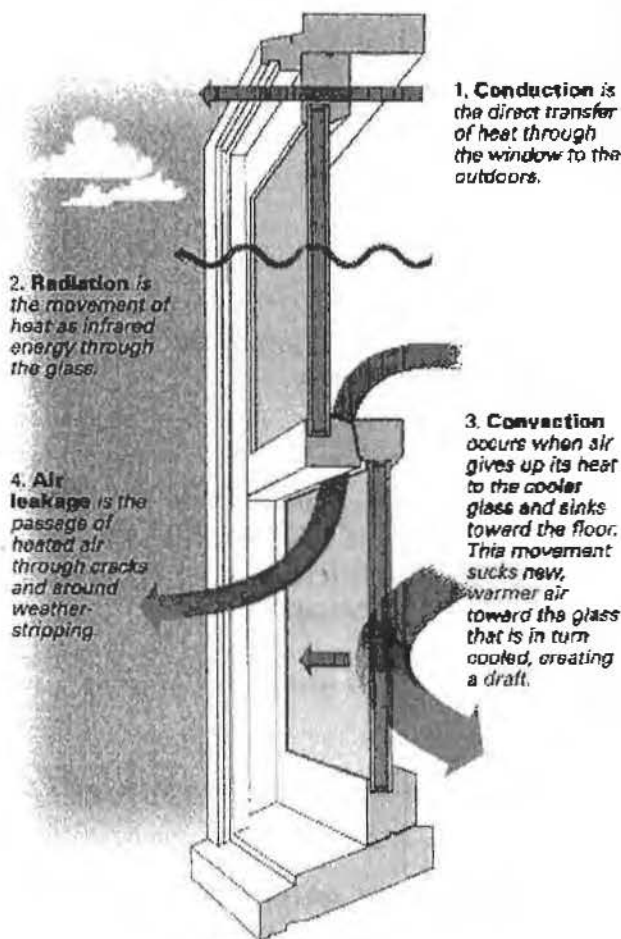
**T**his program is part of the General Government function of the City. It encompasses the five major activities described below.

- ♦ **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



**Program:** Central Services

and modifications to keep the building safe and in good condition are necessary. Non-routine building repairs may include projects such as the prevention of basement and grounds flooding, 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:                                | Central Services |             |             |             |             |                              |
|-----------------------------------------|------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                         | ACTUAL 13        | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                           | \$0              | \$0         | \$53,721    | \$130,000   | \$130,000   |                              |
| Personnel                               | \$105,157        | \$135,296   | \$138,761   | \$150,897   | \$161,503   |                              |
| Contract Services                       | 40,679           | 51,252      | 55,795      | 49,549      | 43,500      |                              |
| Utilities                               | 43,913           | 40,232      | 37,231      | 38,640      | 41,140      |                              |
| Other Operating Exp.                    | 55,916           | 61,271      | 66,955      | 64,166      | 55,766      |                              |
| Major Capital                           |                  |             | 53,721      | 130,000     | 130,000     |                              |
| Minor Capital                           | 574              |             |             |             | 10,000      |                              |
| TOTAL EXPENDITURES                      | \$246,237        | \$288,051   | \$352,463   | \$433,252   | \$441,909   |                              |
| NET INCOME/(SUBSIDY)                    | (\$246,237)      | (\$288,051) | (\$298,742) | (\$303,252) | (\$311,909) |                              |
| 3131314 CITY HALL IMPROVEMENTS          |                  |             | 53,721      | 130,000     | 130,000     | Intergov Grants              |
| 1013225 Grounds Maintenance             | 9,352            | 9,304       | 10,333      | 10,500      | 10,500      | Contract Services            |
| 1013221 Miscellaneous Contracts 13      | 8,857            | 11,257      | 7,810       | 9,049       | 13,000      | Contract Services            |
| 1013224 Interior Maintenance            | 22,470           | 30,691      | 37,652      | 30,000      | 20,000      | Contract Services            |
| 1013314 Utility - Natural Gas           | 4,296            | 3,524       | 2,414       | 4,200       | 4,200       | Utilities                    |
| 1013317 Utility - Sewer 13              | 9,013            | 3,696       | 3,822       | 3,440       | 3,440       | Utilities                    |
| 1013313 Utility - Electric 13           | 24,258           | 25,886      | 26,633      | 26,000      | 28,000      | Utilities                    |
| 1013312 Utility - Water 13              | 6,345            | 7,126       | 4,362       | 5,000       | 5,500       | Utilities                    |
| 1013309 Misc Operating Expenses 13      |                  |             | 430         |             |             | Other Operating Expenditures |
| 1013302 Postage 13                      | 11,397           | 9,265       | 12,848      | 11,166      | 11,166      | Other Operating Expenditures |
| 1013301 Telephone 13                    | 18,426           | 16,988      | 26,582      | 26,000      | 14,600      | Other Operating Expenditures |
| 1013307 Vehicle Oper & Maintenance 13   | 8,091            | 9,512       | 5,009       | 5,000       | 8,000       | Other Operating Expenditures |
| 1013308 Supplies & Materials 13         | 18,002           | 25,506      | 22,086      | 22,000      | 22,000      | Other Operating Expenditures |
| 3179614 City Hall Improvements          |                  |             | 53,721      | 130,000     | 130,000     | Major Capital                |
| 1070414 Office Furniture                | 287              |             |             |             | 10,000      | Minor Capital                |
| 1070412 Office Furniture Workstation 70 | 287              |             |             |             |             | Minor Capital                |
| 99000 Personnel                         | 105,157          | 135,296     | 138,761     | 150,897     | 161,503     |                              |

**III. Personnel Allocations**

**Position:**

**FTE Allocation:**

|                           |             |
|---------------------------|-------------|
| Receptionist              | 1.00        |
| Maintenance Technician    | 0.40        |
| Finance Supervisor        | 0.05        |
| Public Works Supervisor   | 0.05        |
| Environmental Coordinator | 0.05        |
| Management Analyst        | 0.05        |
| Engineering Technician    | 0.05        |
| Maintenance Worker I      | 0.05        |
| Maintenance Worker II     | 0.05        |
| Maintenance Worker I      | 0.05        |
| Maintenance Worker I      | 0.05        |
| Parks and Facilities      | 0.15        |
| Maintenance Worker        |             |
| <b>Total</b>              | <u>2.00</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.

##### **Reductions**



##### **Increases**

- ◆ Anticipated improvements to City Hall are funded through an increased appropriation to the Interior Maintenance line item.

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

| <b>Objectives</b>                                                                                             | <b>Performance Measures</b>                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings | <ol style="list-style-type: none"><li>1. Manage utility and contract costs under budgeted amounts</li><li>2. Maintain investment in City Hall facilities to avoid deferred maintenance costs</li></ol> |
| ◆ Provide a responsive and open environment at City Hall                                                      | <ol style="list-style-type: none"><li>1. Respond to 100% of approximately 2600 phone calls and walk-in visitors to City Hall annually.</li></ol>                                                       |
| ◆ Develop and begin implementation of non-routine repairs and improvements to Carpinteria City Hall           | <ol style="list-style-type: none"><li>1. Execute top priority non-routine repairs and improvements to Carpinteria City hall as determined by City Staff</li></ol>                                      |

**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** Administrative Services



**Program:**  
**Management**  
**Information Services**

**I. Program Summary**

**T**his 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 13                       | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                   | \$0                             | \$0         | \$0         | \$0         | \$0         |                              |
| Personnel                       | \$56,429                        | \$70,744    | \$72,556    | \$59,240    | \$63,404    |                              |
| Contract Services               | 71,204                          | 80,889      | 82,475      | 101,000     | 100,000     |                              |
| Other Operating Exp.            | 2,455                           | 2,521       | 2,521       | 2,550       | 3,000       |                              |
| Minor Capital                   | 81,593                          | 21,594      | 11,706      | 34,000      | 34,000      |                              |
| TOTAL EXPENDITURES              | \$211,681                       | \$175,748   | \$169,258   | \$196,790   | \$200,404   |                              |
| NET INCOME/(SUBSIDY)            | (\$211,681)                     | (\$175,748) | (\$169,258) | (\$196,790) | (\$200,404) |                              |
| 1018224 Software Maintenance    | 25,209                          | 23,138      | 20,470      | 35,000      | 35,000      | Contract Services            |
| 1018222 Equipment Maintenance   | 18,228                          | 16,465      | 21,411      | 23,000      | 17,000      | Contract Services            |
| 1018220 System Administration   | 27,767                          | 41,286      | 40,594      | 43,000      | 48,000      | Contract Services            |
| 1018308 Supplies & Materials 18 | 2,455                           | 2,521       | 2,521       | 2,550       | 3,000       | Other Operating Expenditures |
| 1070416 General Capital Assets  | 51,358                          |             |             |             |             | Minor Capital                |
| 1070417 Computer Hardware       | 13,750                          | 21,594      | 11,706      | 34,000      | 34,000      | Minor Capital                |
| 2170417 Computer Hardware 21    | 16,485                          |             |             |             |             | Minor Capital                |
| 99000 Personnel                 | 56,429                          | 70,744      | 72,556      | 59,240      | 63,404      |                              |

## 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.

**Program:** Management Information Services

**V. Goals and Performance Measures**

| <b>Objective</b>                                                                              | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Provide technological hardware and software productivity resources                          | <ol style="list-style-type: none"><li>1. Upgrade workstations</li><li>2. Increase memory and speed</li></ol>                                                                                                                                                                                                                                                                                |
| ◆ Ensure system reliability and data security                                                 | <ol style="list-style-type: none"><li>1. Perform daily tape backups</li><li>2. Providing security for shared data</li><li>3. Protect data by developing a backup strategy for individual users</li></ol>                                                                                                                                                                                    |
| ◆ Maximize the ease of use of system programs                                                 | <ol style="list-style-type: none"><li>1. Facilitate cross training</li><li>2. Monitor individual requirements</li></ol>                                                                                                                                                                                                                                                                     |
| ◆ Manage network applications                                                                 | <ol style="list-style-type: none"><li>1. Modify changes as needed</li></ol>                                                                                                                                                                                                                                                                                                                 |
| ◆ Maintain a user-friendly and accessible website as a means of communication with the public | <ol style="list-style-type: none"><li>1. Post 100% of City Council, Planning Commission and Architectural Review Board agendas and staff reports before the meeting dates</li><li>2. Perform various staff and City related updates / modifications to the City's website</li><li>3. Work with MIS consultant, as necessary, on any security, web host or other technical issues.</li></ol> |

City of Carpinteria  
Proposed Budget 2006-17





**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** Community Development



**Program:**  
**Administration**

**I. Program Summary**

**C**ommunity 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, Downtown-T Business Advisory Board, Technical Planning Advisory Committee and Joint Cities/County Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the surrounding County jurisdiction as well as those adopted by Special Districts and the State within and adjacent to the City boundaries. Staff has also directed considerable effort toward updating the records and record-keeping systems of the City to implement digital map and site plan requirements, an electronic filing system, use of Geographic Information Systems (GIS) mapping and other technological advances to improve the efficiency of the Department's work.



**Program:** Community Development Department Administration

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 13                            | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |
| TOTAL REVENUE                      | \$0                                  | \$0         | \$0         | \$0         | \$0         |
| Personnel                          | \$126,431                            | \$125,620   | \$128,836   | \$122,117   | \$130,700   |
| Contract Services                  |                                      | 7,394       | 3,057       | 3,000       | 3,000       |
| Other Operating Exp.               | 1,040                                | 909         | 1,521       | 1,600       | 1,600       |
| TOTAL EXPENDITURES                 | \$127,471                            | \$133,923   | \$133,414   | \$126,717   | \$135,300   |
| NET INCOME/(SUBSIDY)               | (\$127,471)                          | (\$133,923) | (\$133,414) | (\$126,717) | (\$135,300) |
| 1041222 Records Conversion Project |                                      | 7,394       | 3,057       | 3,000       | 3,000       |
| 1041306 Meetings & Travel 41       | 440                                  | 309         | 921         | 1,000       | 1,000       |
| 1041305 Dues & Subscriptions 41    | 600                                  | 600         | 600         | 600         | 600         |
| 99000 Personnel                    | 126,431                              | 125,620     | 128,836     | 122,117     | 130,700     |

Contract Services  
Other Operating Expenditures  
Other Operating Expenditures

**Program:** Community Development Department Administration

**III. Personnel Allocations**

| <b>Position:</b>                  | <b>FTE Allocation:</b> |
|-----------------------------------|------------------------|
| Director of Community Development | 0.20                   |
| Senior Planner                    | 0.10                   |
| Associate Planner                 | 0.10                   |
| Assistant Planner                 | 0.10                   |
| Administrative Assistant          | 0.15                   |
| Code Compliance Supervisor        | 0.10                   |
| Code Compliance Officer           | 0.05                   |
| Code Compliance Officer           | 0.05                   |
| Building Inspector                | 0.05                   |
| <b>Total</b>                      | <hr/> 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 and Current Planning Programs. The whole CDD team works cooperatively and emphasizes ongoing communication to ensure that the Department's work is carried out in an efficient and courteous manner.

**Operational Expenses**

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

**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.

**Program:** Community Development Department Administration

| <b>Objectives</b>                                                                                | <b>Performance Measures</b>                                                                                 |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| ◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element. | Submit annual progress report for the Housing Element by April 2017 and for the General Plan by May 2017.   |
| ◆ Use our new GIS technology to depict land use information in graphic reports.                  | Prepare semi-annual cumulative projects list and map to post on City website in July 2016 and January 2017. |

**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** Community Development



**Program:**  
***Advanced Planning***

**I. Program Summary**

**C**ommunity Development's Advanced Planning program consists of long-range planning activities for the City. The General Plan/Coastal Plan is the 20-year plan that guides the City's efforts to meet the future needs of its residents. The Local Coastal Program is the City's policy and regulatory guide for preserving and enhancing coastal resources in compliance with the California Coastal Act. These plans were updated and certified by the California Coastal Commission in 2003. Over the past several years, staff has completed updates to key implementation documents, the Beach Neighborhood and Concha Loma Neighborhood Design Guidelines and updates to the Zoning Code to reflect changes in state law related to housing. This year's work program priorities include the ongoing effort to complete and release the Zoning Code Update and commence with the General Plan Update.

**Other Advance Planning Activities**

- ◆ Complete minor updates to the Carpinteria Municipal Code such as adopting updated regulations for massage professionals and massage establishments.
- ◆ Represent the City's long-range planning goals at community meetings such as SBCAG's Technical Planning Advisory Committee.
- ◆ Participate in the Santa Barbara County Association of Governments planning process for the Active Transportation Plan, updated target setting for greenhouse gas emissions per SB 375, Congestion Management Plan and other long range planning documents related to the Santa Barbara County region.

**Program:** Community Development Department Advanced Planning

## II. Budget Summary

| Program:                          | Advance Planning |             |             |             |             |                              |
|-----------------------------------|------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                   | ACTUAL 13        | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                     | \$0              | \$0         | \$0         | \$0         | \$0         |                              |
| Personnel                         | \$117,755        | \$114,001   | \$116,920   | \$103,535   | \$110,813   |                              |
| Contract Services                 | 3,018            | 17,586      | 11,838      | 18,300      | 23,300      |                              |
| Other Operating Exp.              | 1,222            | 2,784       | 1,673       | 2,250       | 2,250       |                              |
| TOTAL EXPENDITURES                | \$121,994        | \$134,371   | \$130,431   | \$124,086   | \$136,363   |                              |
| NET INCOME(SUBSIDY)               | (\$121,994)      | (\$134,371) | (\$130,431) | (\$124,086) | (\$136,363) |                              |
| 1041224 Drafting/Mapping          | 400              | 500         | 500         | 2,300       | 2,300       | Contract Services            |
| 1041225 Misc. Planning Contracts  | 2,618            | 2,926       | 4,220       | 4,000       | 14,000      | Contract Services            |
| 1072216 Zone Code Update          |                  | 14,160      | 7,118       | 12,000      | 7,000       | Contract Services            |
| 1041308 Supplies & Materials 41   | 1,216            | 2,784       | 1,673       | 1,250       | 1,250       | Other Operating Expenditures |
| 1041303 Printing & Advertising 41 | 5                |             |             | 1,000       | 1,000       | Other Operating Expenditures |
| 99000 Personnel                   | 117,755          | 114,001     | 116,920     | 103,536     | 110,813     |                              |

## III. Personnel Allocations

**Position:**

**FTE Allocation:**

Community Development Director  
 Senior Planner  
 Associate Planner  
 Administrative Assistant  
 Assistant Planner

0.20  
 0.20  
 0.15  
 0.05  
 0.10

**Total**

0.70

## IV. Expenditure Summary

### Personnel

The Community Development Director will work on many of the advanced planning projects identified for completion this fiscal year and will use services of contract planners as needed, e.g., Zoning Code and General Plan Update projects. All Department staff support the work outlined in these complex planning efforts.

### **Operational Expenses**

Projected expenses reflect costs associated with the preparation and publishing of the advanced planning projects contemplated for the 2016 - 17 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 - \$7,000 + \$12,000 from current year
2. General Plan Update - \$14,000 requested although the actual number is unknown at this time. We have just begun the consultant selection process.

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

The goal of the Advanced Planning Program is to provide long range planning for the City's future and for the sustainability of the region in compliance with state mandates set forth in general plan law and the Coastal Act.

| <b>Objectives</b>                                                                                                                                                                     | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Complete comprehensive update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Plan, including a new Cultural Resources Preservation Ordinance. | <ol style="list-style-type: none"><li>1. Circulate draft for public review in summer 2016.</li><li>2. Hold two public work sessions to obtain input.</li><li>3. Present draft to Architectural Review Board and Planning Commission within 45 days of release of public draft.</li><li>4. Forward Architectural Review Board and Planning Commission recommendation to City Council within 45 days from date of final recommendation.</li></ol> |

**Program:** Community Development Department Advanced Planning

| <b>Objectives</b>                                                                                                  | <b>Performance Measures</b>                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Maintain up to date regulations that respond to community needs and expectations.                                | Complete updates to Municipal Code regulations for various issues such as massage regulations.                                                                                                                                                   |
| ◆ Revise zoning to match General Plan Land Use Designations through approval of a Local Coastal Program Amendment. | <ol style="list-style-type: none"><li>1. Accept Coastal Commission recommendations within 45 days of action.</li><li>2. Complete mapping effort for all updated zoning and land use designations within 60 days of LCPA certification.</li></ol> |

## **City of Carpinteria**

### **2016-17 Proposed Budget**

**Fund:** Affordable Housing Trust Fund

**Department:** Community Development



## **Program: Housing**

### **I. Program Summary**

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

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



**Program:** Community Development Department Housing

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 was implemented in fiscal year 2013 – 14. The program is conducted in partnership with the Housing Trust Fund of Santa Barbara County and uses funds previously deposited into the City's Affordable Housing Trust Fund. Three down payment loans have been issued thus far while additional outreach and education efforts continue to ensure those who are interested and eligible are aware of the program. The repayment of the down payment assistance loan is deferred for 30 years, at which time the City will gain its proportionate share of the home's equity. The repaid loan amount, with equity, will be redeposited into the City's fund to support the program in an ongoing manner.

Certain amendments to the Zoning Code to implement programs described in the Housing Element were approved by the City in 2014 and the California Coastal Commission in 2016.

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

- ◆ Plan for and coordinate the development of affordable housing units pursuant to targeted income categories and other requirements of the Housing Element.
- ◆ Participate in the Santa Barbara County HOME Consortium and the CDBG Urban County.
- ◆ Coordinate with the City of Santa Barbara housing staff in implementing the contract for provision of affordable housing services.
- ◆ Provide staff support to the Joint Cities-County Housing Task Group.
- ◆ Coordinate with SBCAG, the US Census Bureau and State Department of Finance on the collection and maintenance of housing and population statistics.
- ◆ Continued implementation of the homebuyer down payment loan program in partnership with the Housing Trust Fund of Santa Barbara County.
- ◆ Implement the programs outlined in the 2015 Housing Element as approved by the City Council in November 2014.

**Program:** Community Development Department Housing

## II. Budget Summary

| Program:                             | Housing    |            |            |            |             |                                 |
|--------------------------------------|------------|------------|------------|------------|-------------|---------------------------------|
|                                      | ACTUAL 13  | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |                                 |
| TOTAL REVENUE                        | \$3,540    | \$0        | \$3,785    | \$37,720   | \$37,720    |                                 |
| Personnel                            | \$27,408   | \$26,329   | \$27,004   | \$23,353   | \$24,994    |                                 |
| Contract Services                    | 3,540      |            | 3,785      | 37,720     | 37,720      |                                 |
| TOTAL EXPENDITURES                   | \$30,948   | \$26,329   | \$30,789   | \$61,073   | \$62,714    |                                 |
| NET INCOME/(SUBSIDY)                 | (\$27,408) | (\$26,329) | (\$27,004) | (\$23,353) | (\$24,994)  |                                 |
| 4242423 INCLUSIONARY HOUSING         | 3,540      |            |            | 4,000      | 4,000       | Subventions / Intergovernmental |
| 4242425 SEMP                         |            |            | 3,785      | 33,720     | 33,720      | Subventions / Intergovernmental |
| 4243223 Inclusionary Housing Expense | 3,540      |            | 3,785      | 37,720     | 37,720      | Contract Services               |
| 99000 Personnel                      | 27,408     | 26,329     | 27,004     | 23,353     | 24,994      |                                 |

## III. Personnel Allocations

**Position:**

Community Development Director  
 Senior Planner  
 Associate Planner

**Total**

**FTE Allocation:**

0.20  
 0.10  
 0.20  


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

### Operational Expenses

Staff is projecting operational costs based on prior budget year expenditures with 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

**Program:** Community Development Department Housing

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. Expenses to cover the City's contribution to the RHMTF for fiscal year 2016 – 17 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 \$12,000 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.

**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.

| <b>Objectives</b>                                                                                                                            | <b>Performance Measures</b>                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Use City housing funds and staff efforts to leverage the greatest benefit possible for local residents.                                    | Continue communication with a non-profit organization that is committed to complete construction of three units of the City's affordable housing obligation for low income households. |
| ◆ Coordinate with the County on the Community Development Block Grant Program and the creation of other programs to fund affordable housing. | Attend three HOME Consortium and CDBG meetings and facilitate use of funds for affordable housing projects.                                                                            |
| ◆ Implement the Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.            | Assist three lower and above-moderate income households in purchasing a residence.                                                                                                     |

***Program:*** Community Development Department Housing

**City of Carpinteria**  
**2016-17 Adopted Budget**

**Fund:** General Fund

**Department:** Community Development



**Program:**

**Development  
Review &  
Building**

**I. Program Summary**

**T**he Community Development Department's Development Review and Building program evaluates all types of development applications, maintains the City's development regulations and enforces the uniform construction codes and all other state and local laws which regulate building construction and maintenance. The Department also provides information to the public on the City's website and at its zoning information counter regarding permit requirements and procedures, zoning designations and permitted land uses in the various zone districts throughout the City.

**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. CDD staff coordinates review by other departments and special districts such as the Carpinteria Valley Water District, Carpinteria Sanitary District and the Carpinteria-Summerland Fire Protection District.

**Building:** The City's Building Inspector provides plan check services and performs inspections for new buildings, alterations and additions to existing buildings and performs inspections of residential buildings upon sale. The Building Inspector is also instrumental in determining when buildings are

**Program:** Community Development Department  
Development Review & Building

substandard and repairs or demolition may be required to ensure the public health and safety. Minor grading associated with new construction or remodels is also reviewed and inspected by the City's Building Inspector. Assistance from a building plan check and inspections specialist is provided through a contract to manage any complex building proposals or to provide continued service during vacations and sick days.

## II. Budget Summary

| Program:                          | Development Review and Building |            |            |            |             |                              |
|-----------------------------------|---------------------------------|------------|------------|------------|-------------|------------------------------|
|                                   | ACTUAL 13                       | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |                              |
| TOTAL REVENUE                     | \$287,951                       | \$253,174  | \$280,960  | \$297,441  | \$297,441   |                              |
| Personnel                         | \$341,215                       | \$339,322  | \$348,012  | \$328,225  | \$351,294   |                              |
| Other Operating Exp.              | 4,144                           | 2,317      | 1,757      | 2,750      | 2,750       |                              |
| TOTAL EXPENDITURES                | \$345,360                       | \$341,639  | \$349,769  | \$330,975  | \$354,044   |                              |
| NET INCOME/(SUBSIDY)              | (\$57,409)                      | (\$88,465) | (\$68,809) | (\$33,534) | (\$56,603)  |                              |
| 1010178 SIGN PERMITS              | 1,540                           | 803        | 660        | 690        | 690         | Licenses & Permits           |
| 1010177 TEMP USE PERMITS          |                                 | 310        |            |            |             | Licenses & Permits           |
| 1010173 BUILDING/CONSTR PERMITS   | 143,013                         | 66,017     | 79,927     | 87,861     | 87,861      | Licenses & Permits           |
| 1010180 PLANNING CHARGES          | 107,089                         | 149,411    | 168,405    | 155,791    | 155,791     | Charges for Services         |
| 1010187 BUILDING SPECIAL SERVICE  | 12,465                          | 12,587     | 21,593     | 11,000     | 11,000      | Charges for Services         |
| 1010188 BLDG PLAN CHECK CHARGE    | 23,845                          | 24,048     | 10,375     | 42,099     | 42,099      | Charges for Services         |
| 1042303 Printing & Advertising 42 | 449                             |            | 45         | 450        | 450         | Other Operating Expenditures |
| 1042305 Dues & Subscriptions 42   | 100                             | 100        | 175        | 100        | 100         | Other Operating Expenditures |
| 1042308 Supplies & Materials 42   | 3,586                           | 1,777      | 1,537      | 2,000      | 2,000       | Other Operating Expenditures |
| 1042306 Meetings & Travel 42      | 7                               | 440        |            | 200        | 200         | Other Operating Expenditures |
| 99000 Personnel                   | 341,215                         | 339,322    | 348,012    | 328,225    | 351,294     |                              |

## III. Personnel Allocations

### Position:

Community Development Director  
Senior Planner  
Associate Planner  
Administrative Assistant  
Assistant Planner  
Building Inspector

### Total

### FTE Allocation:

0.20  
0.50  
0.75  
0.50  
0.40  
0.75  

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3.10

**Program:** Community Development Department  
Development Review & Building

#### **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.

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

Similarly, contract planning staff from 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.

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

##### **Operational Expenses**

Training seminars for the building inspector are ongoing and are required to maintain existing certifications for building plan check and inspection services.

##### **Contracting Costs**

Budgeted expenditures reflect the anticipated cost to the City of providing some plan check and inspection services through a consultant. 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.



**Program:** Community Development Department  
Development Review & Building

| Objectives                                                                  | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Implement an efficient and informative development review process.</p> | <p>Provide accurate and timely noticing for 100% of approximately 25 annual Planning Commission and ARB items.</p> <p>Issue an application complete or incomplete letter to 100% of approximately 10 annual project applications for Planning Commission review within 28 days of submittal.</p> <p>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.</p> |
| <p>◆ Provide timely processing of ministerial permits.</p>                  | <p>Complete the planning review process for 90% of projects that do not require ARB review within 30 days of application completeness.</p>                                                                                                                                                                                                                                                                                                                                |
| <p>◆ Maintain prompt plan check review process.</p>                         | <p>Complete first review of 95% of approximately 50 small addition or alteration projects within seven days of submittal.</p> <p>Complete first review of 95% of approximately 20 moderately complex projects within 14 days of submittal.</p> <p>Complete first review of 90% of approximately 10 complex projects within 21 days of submittal.</p> <p>Complete first review of 100% of approximately two very complex projects within 30 days of submittal.</p>         |
| <p>◆ Maintain prompt building inspection response time.</p>                 | <p>Complete 100% of 1,000 annual inspection requests within 24 hours.</p>                                                                                                                                                                                                                                                                                                                                                                                                 |



**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** Community Development



**Program:**  
**Code Compliance**

**I. Program Summary**

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

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

The Code Compliance Supervisor also participates as a member of the Traffic Safety Committee and is a member of the California Association of Code Enforcement Officials (CACEO).

Code Compliance staff 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

**Program:** Community Development Department Code Compliance

aspect of Code Compliance in ensuring the safety and welfare of the community through patrols for homeless encampments, review of Alcoholic Beverage Control licenses, enforcing public smoking restrictions, peddling and overnight camping regulations. Code Compliance also oversees two part-time school crossing guards at two elementary schools: one at Canalino School and one at Aliso School. One of the part-time positions is partially funded by the Carpinteria Unified School District though the crossing 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 removal response.

## II. Budget Summary

| Program:                              | Code Compliance |             |             |             |             |                              |
|---------------------------------------|-----------------|-------------|-------------|-------------|-------------|------------------------------|
|                                       | ACTUAL 13       | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                         | \$61,047        | \$87,382    | \$48,882    | \$56,161    | \$56,161    |                              |
| Personnel                             | \$274,508       | \$265,526   | \$272,326   | \$272,882   | \$292,062   |                              |
| Contract Services                     | 2,803           | 9,215       | 6,460       | 3,500       | 6,000       |                              |
| Other Operating Exp.                  | (807)           | 1,453       | (445)       | 1,741       | 1,741       |                              |
| TOTAL EXPENDITURES                    | \$276,503       | \$276,194   | \$278,341   | \$278,123   | \$299,803   |                              |
| NET INCOME/(SUBSIDY)                  | (\$215,457)     | (\$188,812) | (\$229,459) | (\$221,962) | (\$243,642) |                              |
| 1010191 RENTAL HOUSING INSPECTION FEE | 8,827           | 6,075       | (150)       | 11,000      | 11,000      | Charges for Services         |
| 1010132 PARKING FINES & PENALTIES     | 47,501          | 78,507      | 46,730      | 42,161      | 42,161      | Fines & Forfeitures          |
| 1010131 COURT FINES & PENALTIES       | 4,718           | 2,800       | 2,302       | 3,000       | 3,000       | Fines & Forfeitures          |
| 1022214 Hearing Officer               | 1,663           | 8,130       | 6,460       | 2,500       | 5,000       | Contract Services            |
| 1022229 Vehicle Towing/Storage        | 1,140           | 1,085       |             | 1,000       | 1,000       | Contract Services            |
| 1022303 Printing & Advertising        | 331             |             | 4,118       | 1,000       | 1,000       | Other Operating Expenditures |
| 1022305 Dues & Subscriptions 22       | 480             | 775         | 455         | 800         | 800         | Other Operating Expenditures |
| 1022308 Supplies & Materials 22       | (1,887)         | (1,418)     | (5,377)     | (1,259)     | (1,259)     | Other Operating Expenditures |
| 1022306 Meetings & Travel 22          | 269             | 2,096       | 359         | 1,200       | 1,200       | Other Operating Expenditures |
| 99000 Personnel                       | 274,508         | 265,526     | 272,326     | 272,882     | 292,062     |                              |

**Program:** Community Development Department Code Compliance

**III. Personnel Allocations**

| <b>Position:</b>               | <b>FTE Allocation:</b> |
|--------------------------------|------------------------|
| Community Development Director | 0.20                   |
| Code Compliance Supervisor     | 0.80                   |
| Code Compliance Officer        | 0.60                   |
| 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                   |
| <b>Total</b>                   | <hr/> 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.

**Program:** Community Development Department Code Compliance

**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.

| <b>Objectives</b>                                                                                                                                                           | <b>Performance Measures</b>                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Document and investigate violations that are reported by the public. Network with other agencies and conduct co-agency inspections of reported Municipal Code violations. | Complete initial site investigations of 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 125 incidents of graffiti are reported and removed from private property within 10 days. |
| ◆ Abate abandoned or inoperable vehicles on private property.                                                                                                               | Abate 100% of approximately 20 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 2017.                                                                                             |

**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** General Fund

**Department:** Community Development



**Program: *Animal  
Care and Control***

**I. Program Summary**

**A**nimal care and control services are provided by the City's Code Compliance Officers seven days a week during regular business hours. Compliance Officers respond to calls for service, appear in court, work with local veterinarians, educate the public about leash laws and licensing requirements and return stray pets to their owners. Officers also file reports when bite injuries occur and respond to calls regarding injured or abandoned animals. When an animal services emergency occurs after regular business hours, the Sheriff's Department will dispatch an Animal Control Officer to respond to the "911" call.

As the City does not have its own animal shelter, we use the services of local veterinarian Dr. Smith of the Animal Medical Clinic for boarding stray pets and the adoption of unclaimed animals. However, we do provide temporary sheltering in two outdoor kennels at City Hall, particularly for large dogs and also have volunteers who provide foster care for animals until they are adopted into permanent homes. We also have a few volunteers who are able to walk dogs so we can ensure they are getting continued attention, exercise and socialization.

Another aspect of the program deals with the state mandate that rabies be controlled throughout the City. To comply with this requirement, City staff issue dog licenses at City Hall upon proof of current rabies vaccines. Dog

**Program:** Community Development Department Animal Care & Control

licensing and impound fees contribute to helping fund animal care and control services.

## II. Budget Summary

| Program:                          | Animal Care and Control |            |            |            |             |                              |
|-----------------------------------|-------------------------|------------|------------|------------|-------------|------------------------------|
|                                   | ACTUAL 13               | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |                              |
| TOTAL REVENUE                     | \$29,153                | \$27,058   | \$19,356   | \$19,953   | \$19,953    |                              |
| Personnel                         | \$60,779                | \$63,036   | \$64,650   | \$67,127   | \$71,845    |                              |
| Contract Services                 | 26,696                  | 26,682     | 25,445     | 23,000     | 28,000      |                              |
| Other Operating Exp.              | 3,491                   | 2,536      | 2,132      | 3,600      | 3,600       |                              |
| TOTAL EXPENDITURES                | \$90,965                | \$92,254   | \$92,227   | \$93,727   | \$103,445   |                              |
| NET INCOME(SUBSIDY)               | (\$61,812)              | (\$65,196) | (\$72,871) | (\$73,774) | (\$83,492)  |                              |
| 1010135 DOG LICENSES              | 23,911                  | 23,078     | 19,356     | 19,953     | 19,953      | Licenses & Permits           |
| 1010134 ANIMAL FINES & PENALTIES  | 5,242                   | 3,980      |            |            |             | Fines & Forfeitures          |
| 1047213 Animal Sheltering         | 26,696                  | 26,682     | 25,445     | 23,000     | 28,000      | Contract Services            |
| 1047306 Meetings & Travel 47      | 817                     | 32         | 22         | 500        | 500         | Other Operating Expenditures |
| 1047308 Supplies & Materials      | 595                     | 389        | 233        | 600        | 600         | Other Operating Expenditures |
| 1047303 Printing & Advertising 47 | 2,079                   | 2,115      | 1,877      | 2,500      | 2,500       | Other Operating Expenditures |
| 99000 Personnel                   | 60,779                  | 63,036     | 64,650     | 67,127     | 71,845      |                              |

## 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 Care and Control Program is to ensure that pets are properly cared for and that animal safety measures are enforced for the benefit of the larger community of residents and visitors. A specific goal of the program in this fiscal year is to implement the mandatory Spay/Neuter Ordinance similar to that adopted by the City of Ventura and more restrictive than the County of Santa Barbara, City of Santa Barbara and other cities within Santa Barbara County.

| <b>Objectives</b>                                                                                                          | <b>Performance Measures</b>                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Increase public awareness for dog licensing by contacts at City parks and by following up when licenses are not renewed. | Maintain a steady number of dogs in the dog license database through active outreach and compliance efforts.                                                    |
| ◆ Provide prompt response to calls for animal control services.                                                            | Respond to 100% of approximately 275 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. |

**Program:** Community Development Department Animal Care & Control

| <b>Objectives</b>                                                                                                            | <b>Performance Measures</b>                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Implement the Mandatory Spay/Neuter - Ordinance to address issues of pet overpopulation and limited animal care resources. | Complete outreach efforts to the public, animal welfare organizations and local veterinarians. Conduct one neighborhood outreach event. Reduce the number of stray animals by 10%. |



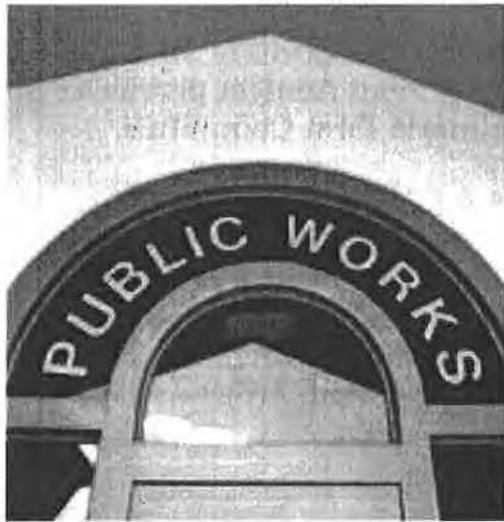
City of Carpinteria  
Proposed Budget 2006-17



**City of Carpinteria  
2016-2017 Proposed Budget**

**Funds:** General Fund  
Gas Tax  
Measure A  
Trust and Agency

**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

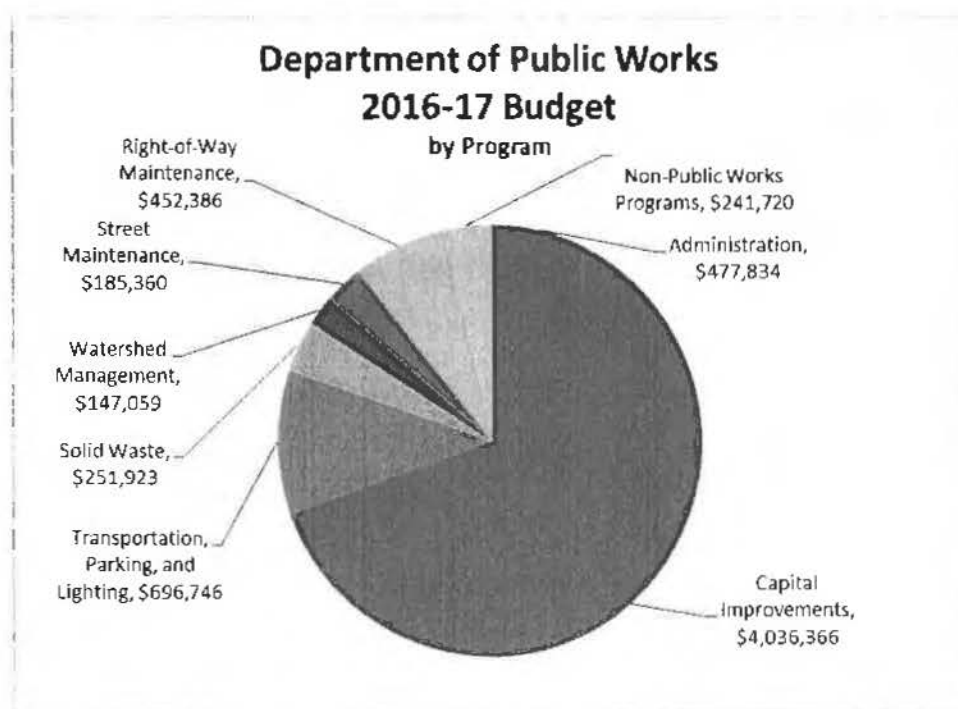
- Street Maintenance
- Right-of-Way Maintenance

**Program:** Public Works Administration

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 also serves on the City's Environmental Review Committee. The Director is responsible for managing the City's Tree Advisory Board, the Downtown-T Business Advisory Board, or DTBAB (formerly the Parking and Business Improvement Area Advisory Board, or PBIAAB), Carpinteria First Committee, and is Chair of the Traffic Safety Committee. The Public Works Supervisor provides primary staff support to the Tree Advisory Board. The Public Works Engineering Technician provides primary staff support to the Traffic Safety Committee. The Management Analyst provides primary staff support to the DTBAB and the Carpinteria First Committee.

The Department has a staff of approximately 11.5 full-time equivalent (FTE) employees. A portion of several of the employee's time, totaling two full-time equivalents, is assigned to other non-Department of Public Works programs such as facilities management, communications, economic vitality, 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



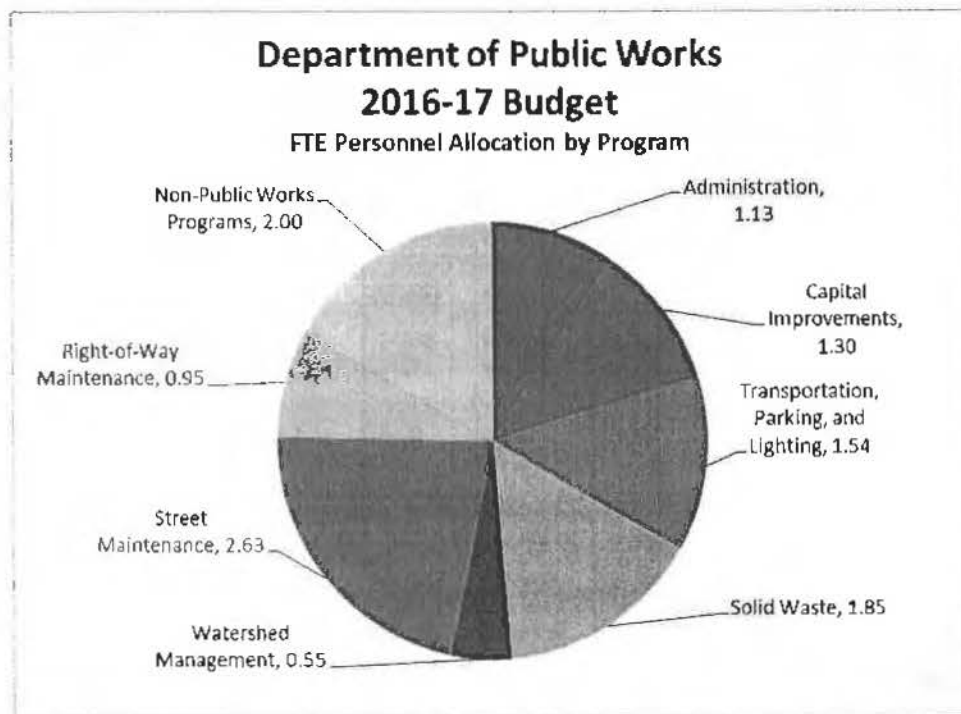
**Program: Public Works Administration**

The chart above shows the overall 2016-17 Budget by Departmental program managed by Public Works Administration. The Department's total 2016-17 budget is \$6,489,395. The following table presents the budget summary for the Public Works Administration Program:

| Program:                             | Public Works Administration |             |           |             |             |                              |
|--------------------------------------|-----------------------------|-------------|-----------|-------------|-------------|------------------------------|
|                                      | ACTUAL 13                   | ACTUAL 14   | ACTUAL 15 | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                        | \$0                         | \$19,353    | \$202,182 | \$174,776   | \$150,000   |                              |
| Personnel                            | \$53,483                    | \$59,224    | \$60,741  | \$79,474    | \$85,060    |                              |
| Contract Services                    | 143,044                     | 130,029     | 83,545    | 200,000     | 295,000     |                              |
| Other Operating Exp.                 | 11,616                      | 10,666      | 10,201    | 9,540       | 19,500      |                              |
| TOTAL EXPENDITURES                   | \$208,143                   | \$200,119   | \$154,487 | \$289,014   | \$399,560   |                              |
| NET INCOME/(SUBSIDY)                 | (\$208,143)                 | (\$180,766) | \$47,695  | (\$114,238) | (\$249,560) |                              |
| 1010186 PUBLIC WORKS CHARGES         |                             | 877         | 197,732   | 174,776     | 150,000     | Charges for Services         |
| 3131315 CONTRACT SERVICES 37         |                             | 18,476      | 4,450     |             |             | Intergov Grants              |
| 1030221 Contract Services 30         | 407                         | 33,588      | 29,310    | 150,000     | 90,000      | Contract Services            |
| 2536226 Engineering Retainer         | 142,637                     | 88,812      | 8,805     | 10,000      | 55,000      | Contract Services            |
| 2734223 Civil Engineering Retainer   |                             |             | 14,824    | 10,000      | 50,000      | Contract Services            |
| 2734224 Traffic Engineering Retainer |                             | 7,629       | 30,606    | 30,000      | 100,000     | Contract Services            |
| 1030305 Dues & Subscriptions 30      | 2,243                       | 2,598       | 1,113     | 1,200       | 3,500       | Other Operating Expenditures |
| 1030308 Supplies & Materials 30      | 6,377                       | 4,183       | 2,998     | 2,500       | 3,000       | Other Operating Expenditures |
| 1030306 Meetings & Travel 30         | 1,209                       | 2,120       | 4,141     | 4,300       | 10,000      | Other Operating Expenditures |
| 2531305 Dues & Subscriptions 31      | 288                         | 465         | 449       | 40          | 500         | Other Operating Exp.         |
| 2730301 Asset Management Systems     | 1,500                       | 1,500       | 1,500     | 1,500       | 2,500       | Other Operating Expenditures |
| 990000 Personnel                     | 53,483                      | 59,224      | 60,741    | 79,474      | 85,060      |                              |

### III. Personnel Allocations

**Program:** Public Works Administration



The chart above shows the 2016-17 Budgeted Full Time Equivalent (FTE) personnel allocations to Department of Public Works Programs. A summary of all of the Department's 2016-17 assigned FTEs is shown below:

|                                                             |       |
|-------------------------------------------------------------|-------|
| Public Works FTEs assigned to Public Works Programs         | 9.50  |
| Public Works FTEs assigned to Non-Public Works Programs     | 2.00  |
| Parks and Recreation FTEs assigned to Public Works Programs | 0.45  |
| Total FTEs                                                  | 11.95 |

As indicated above, 2.00 Public Works FTEs are assigned to non-Public Works programs including Central Services, Community Promotions, Economic Vitality, and Parks and Facilities. The table also shows that 0.45 Parks and Recreation FTEs are assigned to Public Works programs. Parks and Recreation staff are assigned to these programs to manage projects in the Transportation, Parking and Lighting programs. The table below presents the FTE summary for the Public Works Administration Program:

| <u>Position</u>          | <u>FTE Allocation</u> |
|--------------------------|-----------------------|
| Director of Public Works | 0.10                  |
| Civil Engineer           | 0.10                  |
| Management Analyst       | 0.15                  |
| Public Works Supervisor  | 0.15                  |
| Engineering Technician   | 0.15                  |
| Maintenance Technician   | 0.05                  |
| Total:                   | 0.70                  |

#### **IV. Expenditure Summary**

## ***Program:*** Public Works Administration

### Personnel

The Director of Public Works, Public Works Supervisor, and Civil Engineer positions are funded primarily by non-General Fund sources. The Management Analyst and Maintenance Technician positions are distributed over several Public Works programs.

### Operational/Service Expenditures

The Department of Public Works was enrolled in the National Pollution Discharge Elimination System (NPDES) program by the State of California Central Coast Regional Water Quality Control Board During Fiscal Year 2009-10. To manage the requirements of the Phase II Municipally Separate Storm Sewer System (MS4) 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, enforcement, and City facility good housekeeping measures. The state adopted a new Phase II MS4 Permit in February 2013, which was effective July 1, 2013. New post-construction standards were also adopted by the CCRWQCB in 2013, which became effective in March of 2014. The City works with regional partners to more efficiently and effectively implement these standards and reduce overall program costs.

The Solid Waste Program manages the franchise agreement with E.J. Harrison and Sons, as well as education outreach within the community, working with regional partners and state programs to reduce overall expenses of the existing program and encourage legislation that furthers this goal. The franchise agreement includes opportunities for performance and financial audits of the hauler's operations. The Department of Public Works recently adopted a new Integrated Waste Management ordinance that set higher diversion rates for construction and demolition projects and streamlined enforceable mechanisms for other solid waste handling aspects in order to better serve the community, improve public health, and protect resources. In coordination with E.J. Harrison and Sons, in 2013 a commercial food scraps program was implemented at select locations throughout the City. The program has had great early success, with both local elementary schools, a major grocery store, and several local restaurants and large businesses already enrolled.

In the Street Maintenance and Capital Improvements programs the Department will continue to work on the engineering design phase of the Carpinteria Avenue Bridge Replacement Project. Future phases of this major project include environmental review and permitting, final design and construction. Other major projects include a pavement rehabilitation project for Carpinteria



## ***Program:*** Public Works Administration

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, Civil Engineering, and Traffic Engineering Retainer accounts are for as-needed professional services for permits, surveying, traffic engineering, flood plain management and other miscellaneous professional services that assist the Department with the delivery of programs and projects.

### Engineering Permits

Within the Public Works Administration Program, the Engineering Permits program is developed, managed and delivered. The Civil Engineer, Environmental Coordinator and Engineering Technician 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. The Department has updated the permit review system to incorporate its Watershed Management Program into the plan checks.

### 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 with the Director of Public Works and the Civil Engineer serving as the primary project managers. 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 is being updated in the currently to address the 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

**Program:** Public Works Administration

has transitioned 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.

|                      | ACTUAL 13   | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| TOTAL REVENUE        | \$0         | \$0         | \$0         | \$0         | \$0         |
| Personnel            | \$145,833   | \$112,108   | \$114,979   | \$186,539   | \$199,650   |
|                      |             |             |             |             |             |
|                      |             |             |             |             |             |
|                      |             |             |             |             |             |
|                      |             |             |             |             |             |
|                      |             |             |             |             |             |
|                      |             |             |             |             |             |
| TOTAL EXPENDITURES   | \$145,833   | \$112,108   | \$114,979   | \$186,539   | \$199,650   |
| NET INCOME/(SUBSIDY) | (\$145,833) | (\$112,108) | (\$114,979) | (\$186,539) | (\$199,650) |
| 99000 Personnel      | 145,833     | 112,108     | 114,979     | 186,539     | 199,650     |

|                      | ACTUAL 13 | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |
|----------------------|-----------|------------|------------|------------|-------------|
| TOTAL REVENUE        | \$0       | \$0        | \$0        | \$0        | \$0         |
| Personnel            |           | \$35,309   | \$36,213   | \$54,446   | \$58,273    |
|                      |           |            |            |            |             |
|                      |           |            |            |            |             |
|                      |           |            |            |            |             |
|                      |           |            |            |            |             |
|                      |           |            |            |            |             |
| TOTAL EXPENDITURES   |           | \$35,309   | \$36,213   | \$54,446   | \$58,273    |
| NET INCOME/(SUBSIDY) | \$0       | (\$35,309) | (\$36,213) | (\$54,446) | (\$58,273)  |
| 99000 Personnel      |           | 35,309     | 36,213     | 54,446     | 58,273      |

### Personnel Allocations

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            | 0.60                  |
| Environmental Coordinator | 0.05                  |



**Program:** Public Works Administration

|                        |             |
|------------------------|-------------|
| Management Analyst     | 0.10        |
| Engineering Technician | 0.05        |
| <u>Parks Director</u>  | <u>0.20</u> |
| Total:                 | 1.30        |

**Expenditures**

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 2016-17 is presented below:

| <b>Project Name</b>                                                                                                                                                                                                                                                                                                                                                  | <b>Program</b>                      | <b>FY Appropriation</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|
| Assessment Districts Update; Fee Study; CIP/DIF Update and Nexus Study; Downtown Landscape Plan; Flag Factory Contract; Malibu Channel Ownership Research; and ADA Transition Plan (staff time)                                                                                                                                                                      | Administration                      | \$110,000.00            |
| Traffic Engineering Contract Services                                                                                                                                                                                                                                                                                                                                | Administration                      | \$100,000.00            |
| Ash Avenue Improvements Project; Main School Sidewalk Infill Project; Carpinteria Ave. Pedestrian Safety Improvements Project; Carpinteria Ave./Elm Ave. Crosswalk Relocation Project; Fifth St. Pedestrian Bridge Feasibility Study; Santa Claus Lane Bike Path (staff time); South Coast 101 HOV (staff time); and various pedestrian facilities grant preparation | Street Maintenance                  | \$1,195,966.00          |
| Carpinteria Avenue Bridge Replacement                                                                                                                                                                                                                                                                                                                                | Street Maintenance                  | \$550,000.00            |
| Pavement Management System                                                                                                                                                                                                                                                                                                                                           | Street Maintenance                  | \$15,000.00             |
| Ninth St. Ped Bridge Lighting (\$100,000) / Parking Lot 2 Lighting(\$150,000)                                                                                                                                                                                                                                                                                        | Transportation, Parking, & Lighting | \$250,000.00            |
| 2016 Pavement Project                                                                                                                                                                                                                                                                                                                                                | Street Maintenance                  | \$500,000.00            |
| Carpinteria Avenue Bridge Replacement                                                                                                                                                                                                                                                                                                                                | Street Maintenance                  | \$75,000.00             |
| Carpinteria Creek Bike Path Revegetation                                                                                                                                                                                                                                                                                                                             | Street Maintenance                  | \$5,000.00              |
| Linden Avenue Sidewalk Maintenance Phase 2                                                                                                                                                                                                                                                                                                                           | Street Maintenance                  | \$50,000.00             |
| Ash Avenue Improvements Project                                                                                                                                                                                                                                                                                                                                      | Street Maintenance                  | \$520,000.00            |
| Via Real at Poplar Storm Drain Improvements                                                                                                                                                                                                                                                                                                                          | Watershed Management                | \$20,000.00             |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                         |                                     | <b>\$3,495,966.00</b>   |

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

**Program:** Public Works Administration

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 2016-17:

- Alternative Transportation Plan
- Capital Improvement Plan/Development Impact Fee Program Update
- Right-of-Way Assessment District Engineering Study Update

**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.

| <b>GOALS</b>                                                                            | <b>PERFORMANCE MEASURES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revise Street Tree Management Plan.                                                     | <ol style="list-style-type: none"><li>1. Prepare draft plan.</li><li>2. Submit plan to City Council for adoption in 2015.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Revise the Capital Improvement Program.                                                 | <ol style="list-style-type: none"><li>1. Prepare Development Impact Fee Nexus Study.</li><li>2. Prepare Development Impact Fee Program Project List with Descriptions and Cost Estimates.</li><li>3. Develop Capital Maintenance Plan for City owned infrastructure.</li><li>4. Combine Development Impact Fee Program and Capital Maintenance Plan into a prioritized Capital Improvement Program.</li></ol>                                                                                                                                                                                                                               |
| Increase public awareness of Department of Public Works programs and operations.        | <ol style="list-style-type: none"><li>1. Contribute Department articles to the City newsletter quarterly.</li><li>2. Provide updated and on-going project information on the Department's web page.</li><li>3. Provide updated and on-going project bidding and award results for capital projects on the Department's web page.</li><li>4. Provide important documents to the public on the Department's web page.</li><li>5. Provide capital and other Public Works project information to the Coastal View newspaper.</li><li>6. Track and obtain a 2:1 or better ratio of Public Works halo's and pitchforks in Coastal View.</li></ol> |
| Improve response time and customer service approach to complaints and service requests. | <ol style="list-style-type: none"><li>1. Utilize new computer based service request and work order tracking system (iWorQ).</li><li>2. Monitor and track service requests with a 5 day maximum time between the request and the response.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                         |

**Program:** Public Works Administration

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                   | <ol style="list-style-type: none"><li>3. Monitor and track all PW phone and email requests responses by the next business day.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Optimize Department operations.                                                                                   | <ol style="list-style-type: none"><li>1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated.</li><li>2. Perform annual evaluations of all Public Works staff.</li><li>3. Coordinate with Finance Department to monitor Department of Public Works budget on a monthly basis.</li><li>4. Conduct Annual Public Works Staff Retreat to prioritize work, strengthen staff and develop future Departmental goals and performance measures.</li></ol>                                                                                                                                                                                                              |
| Communicate Department of Public Works accomplishments and future work plan to the City Manager and City Council. | <ol style="list-style-type: none"><li>1. Provide staff reports at City Council meetings on all Departmental "action items."</li><li>2. Set "office" hour for the Director dedicated to City Council members twice monthly.</li><li>3. Director meets with City Council members individually at a minimum twice a year for more detailed Departmental briefings.</li><li>4. Director to meet with City Manager weekly to discuss workload and upcoming matters.</li><li>5. Provide monthly Departmental status reports to the City Manager and City Council.</li><li>6. Provide year-end report to the City Council on Departmental accomplishments and success toward meeting the City Council goals established in their annual strategic planning workshop.</li></ol> |
| Created Updated Engineering Permits Program.                                                                      | <ol style="list-style-type: none"><li>1. Create Engineering Permits Program in Municipal Code.</li><li>2. Budget for new program in Fiscal Year 2016-17 City Budget.</li><li>3. Track Fees for Service and Expenditures using iworQ.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**City of Carpinteria  
2016-2017 Proposed Budget**

**Funds:** Revolving  
Gas Tax  
Measure A  
Trust and Agency  
Measure D



**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 Cleaning

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: Street Maintenance

| Program:                                      | Street Maintenance |             |             |             |               |                                 |
|-----------------------------------------------|--------------------|-------------|-------------|-------------|---------------|---------------------------------|
|                                               | ACTUAL 13          | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17   |                                 |
| TOTAL REVENUE                                 | \$1,137,074        | \$1,916,659 | \$1,524,063 | \$1,316,420 | \$2,391,385   |                                 |
| Personnel                                     | \$241,117          | \$242,054   | \$246,253   | \$216,167   | \$231,360     |                                 |
| Contract Services                             | 45,175             | 93,863      | 48,651      | 71,590      | 85,000        |                                 |
| Other Operating Exp.                          | 47,768             | 45,987      | 42,066      | 42,500      | 47,000        |                                 |
| Major Capital                                 | 301,142            | 1,077,765   | 1,460,682   | 910,000     | 3,415,966     |                                 |
| Minor Capital                                 | 287,850            | 12,015      | 55,634      | 48,724      | 122,000       |                                 |
| TOTAL EXPENDITURES                            | \$923,152          | \$1,471,784 | \$1,853,266 | \$1,286,981 | \$3,901,326   |                                 |
| NET INCOME/(SUBSIDY)                          | \$213,922          | \$444,875   | (\$329,203) | \$27,439    | (\$1,509,941) |                                 |
| 2525101 INTEREST INCOME 25                    | (421)              | 215         | (2,369)     | 1,113       | 1,113         | Interest                        |
| 2727101 INTEREST INCOME 27                    | 7,274              | 10,333      | 10,890      | 9,039       | 9,039         | Interest                        |
| 4141101 INTEREST INCOME 41                    | 4,169              | 5,860       | (13,911)    | 8,240       | 8,240         | Interest                        |
| 1010175 OVER-SIZE LOAD PERMITS                | 1,858              | 2,266       | 2,858       | 1,518       | 1,518         | Licenses & Permits              |
| 1010174 ENGINEERING/STREET PERMITS            | 8,040              | 10,000      | 3,470       | 6,161       | 6,161         | Licenses & Permits              |
| 2020202 FHWA HBR GRANT                        | 52,031             | 300,357     | 243,914     | 150,000     | 550,000       | Subventions / Intergovernmental |
| 2020271 MEASURE A GRANT 1                     | 15,078             | 132,037     | 44,364      |             |               | Subventions / Intergovernmental |
| 2020274 MEASURE A GRANT 4                     | 17,166             | 2,827       |             |             |               | Subventions / Intergovernmental |
| 2020275 PUBLIC WORKS GRANTS                   |                    | 122,940     | 57,134      | 50,000      | 679,965       | Subventions / Intergovernmental |
| 2020272 MEASURE A GRANT 2                     | 9,548              | 6,573       |             |             |               | Subventions / Intergovernmental |
| 2020273 MEASURE A GRANT 3                     | 12,446             | 207,979     |             |             |               | Subventions / Intergovernmental |
| 2525256 SECTION 2107 FUNDS                    | 103,414            | 104,625     | 111,342     | 113,835     | 113,835       | Subventions / Intergovernmental |
| 2525164 MISCELLANEOUS INCOME 25               | 17,505             | 413         |             |             |               | Subventions / Intergovernmental |
| 2525255 SECTION 2108 FUNDS                    | 43,128             | 40,069      | 48,591      | 44,810      | 44,810        | Subventions / Intergovernmental |
| 2525257 SECTION 2107.5 FUNDS                  | 3,000              | (13,050)    | 6,000       | 3,000       | 3,000         | Subventions / Intergovernmental |
| 2525254 TRAFFIC CONGESTION RELIEF             |                    |             |             | 63,175      | 63,175        | Subventions / Intergovernmental |
| 2525258 SECTION 2126/2105 FUNDS               | 177,701            | 301,997     | 240,798     | 82,069      | 82,069        | Subventions / Intergovernmental |
| 2727271 MEASURE A REVENUES                    | 648,772            | 624,459     | 725,334     | 753,460     | 753,460       | Subventions / Intergovernmental |
| 3131312 PED FACILITIES IMPROVEMENTS 31        | 1,023              |             |             |             |               | Intergov Grants                 |
| 3131317 FHWA HBR 31                           | 13,587             | 53,416      | 45,810      | 30,000      | 75,000        | Intergov Grants                 |
| 3131318 EIGHTH STREET FOOTBRIDGE              | 1,754              | 3,343       | (162)       |             |               | Intergov Grants                 |
| 2531221 Miscellaneous Contracts 31            |                    |             |             | (410)       |               | Contract Services               |
| 2531220 Street Maintenance 31                 | 3,615              | 10,487      | 5,305       | 12,000      | 10,000        | Contract Services               |
| 2531225 Thermoplast/Striping                  | 25,717             | 51,832      | 40,543      | 60,000      | 60,000        | Contract Services               |
| 2772221 Pavement Management System 27         | 15,843             | 31,844      | 803         |             | 15,000        | Contract Services               |
| 2531301 Telephone 31                          | 2,142              | 2,266       | 2,251       | 1,500       | 2,000         | Other Operating Expenditures    |
| 2531311 Rents & Leases 31                     | 1,876              | 378         | 40          | 1,000       | 3,000         | Other Operating Expenditures    |
| 2531304 Radio Maintenance/Repair 31           |                    |             |             |             | 2,000         | Other Operating Expenditures    |
| 2531308 Supplies & Materials 31               | 30,903             | 25,507      | 24,473      | 25,000      | 25,000        | Other Operating Expenditures    |
| 2531307 Vehicle Oper & Maintenance 31         | 12,848             | 17,836      | 15,302      | 15,000      | 15,000        | Other Operating Expenditures    |
| 2079273 Measure A Grant 3                     | 5,061              | 207,979     |             |             |               | Major Capital                   |
| 2079274 Measure A Grant 4                     | 17,341             | 2,827       |             |             |               | Major Capital                   |
| 2079272 Measure A Grant 2                     | 16,933             | 6,573       |             |             |               | Major Capital                   |
| 2079271 Measure A Grant 1                     | 14,903             | 132,037     | 44,364      |             |               | Major Capital                   |
| 2079275 Public Works Grants                   |                    | 122,940     | 57,134      | 50,000      | 679,965       | Major Capital                   |
| 2079614 FHWA HBR 20                           | 52,031             | 300,357     | 243,914     | 150,000     | 550,000       | Major Capital                   |
| 2679616 Curb Gutter and Sidewalk Improvements |                    |             |             | 20,000      | 20,000        | Major Capital                   |
| 2779619 Safe Routes to School 79              | 83                 | 112,282     | (68,821)    | 60,000      | 193,055       | Major Capital                   |
| 2779624 CDBG Loan Payment                     |                    |             |             |             | 500,000       | Major Capital                   |
| 2779613 Bikepath Maintenance 27               | 94                 |             |             |             | 5,000         | Major Capital                   |
| 2779612 Pavement Rehabilitation               |                    |             | 771,448     | 500,000     | 500,000       | Major Capital                   |
| 2779623 Ped Facilities Improvements 27        | 122,659            | 109,065     | 153,687     | 100,000     | 322,946       | Major Capital                   |
| 3179612 Ped Facilities Improvements 31        | 1,023              |             |             |             |               | Major Capital                   |
| 3179615 Contract Services 31                  |                    | 18,476      | 4,450       |             |               | Major Capital                   |
| 3179616 FHWA HBR 31                           | 13,587             | 53,416      | 45,810      | 30,000      | 75,000        | Major Capital                   |
| 3179617 Eighth Street Footbridge              | 1,754              | 3,343       | (162)       |             |               | Major Capital                   |
| 4179621 Ash Avenue                            | 1,156              |             |             |             | 520,000       | Major Capital                   |
| 4179612 Ninth Street Ped. Bridge              | 681                | 6,479       | 195,000     |             |               | Major Capital                   |
| 4179619 Street Maintenance 79                 | 53,836             | 1,991       | 13,828      |             | 50,000        | Major Capital                   |
| 2570418 Miscellaneous Equipment 25            |                    |             |             |             | 2,000         | Minor Capital                   |
| 2570415 Public Works Vehicles                 |                    | 87          |             |             |               | Minor Capital                   |
| 2770416 Sign Replacement                      |                    |             |             |             | 5,000         | Minor Capital                   |
| 2770415 Public Works Vehicles 27              |                    |             |             | 27,010      | 40,000        | Minor Capital                   |
| 2770414 Capital Maintenance                   | 287,950            | 11,928      | 5,634       | 20,000      | 50,000        | Minor Capital                   |
| 2770413 Pedestrian Bridge Maintenance         |                    |             |             |             | 20,000        | Minor Capital                   |
| 4179613 Bikepath Maintenance                  |                    |             | 50,000      | 1,714       | 5,000         | Minor Capital                   |

**Program:** Street Maintenance

**III. Personnel Allocations**

| <u>Position</u>                       | <u>FTE Allocation</u> |
|---------------------------------------|-----------------------|
| Director of Public Works              | 0.05                  |
| Management Analyst                    | 0.10                  |
| Public Works Supervisor               | 0.25                  |
| Engineering Technician                | 0.03                  |
| Maintenance Technician                | 0.13                  |
| Maintenance Worker I                  | 0.52                  |
| Maintenance Worker II                 | 0.30                  |
| Maintenance Worker I                  | 0.55                  |
| Maintenance Worker I                  | 0.55                  |
| <u>Maintenance Worker (Part-time)</u> | <u>0.15</u>           |
| Total:                                | 2.63                  |

**IV. Expenditure Summary**

Personnel

As indicated in the above, a significant portion of full time equivalent employees are assigned to the Street Maintenance Program. The Street Maintenance Program includes two teams of two street maintenance crew employees, the Maintenance Technician and the Public Works Supervisor. A part-time Maintenance Worker is also assigned to the Downtown "T" and Beach Area.

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.



**Program:** Street Maintenance

**Vehicle Operations and Maintenance** costs are projected to remain the same at \$15,000. This year Public Works budgeted \$40,000 for the purchase of a new Public Works tractor. The Department's current tractor is 15 years old and needs to be replaced.

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.

| <b>GOALS</b>                                                                                    | <b>PERFORMANCE MEASURES</b>                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide cost effective on-going maintenance of street markings and legends throughout the City. | <ol style="list-style-type: none"><li>1. Re-paint roadway and street striping yearly in the late spring.</li><li>2. Re-paint school crosswalks and legends yearly in August.</li></ol>                                                                                                                                                                                          |
| Maintain condition and safety of streets.                                                       | <ol style="list-style-type: none"><li>1. Make minor repairs to asphalt concrete roadways.</li><li>2. Repair potholes in a timely manner</li><li>3. Perform at least one annual pavement maintenance/rehabilitation project as funds are available.</li></ol>                                                                                                                    |
| Minimize number of trip and fall claims and associated hazards within the street right-of-way.  | <ol style="list-style-type: none"><li>1. Continue to determine potential hazards and alleviate hazards within three working days.</li><li>2. Monitor and track hazards for future annual comparison.</li><li>3. Develop priority list of concrete repairs Citywide.</li><li>4. Conduct annual repairs based on a prioritized list of locations requiring maintenance.</li></ol> |



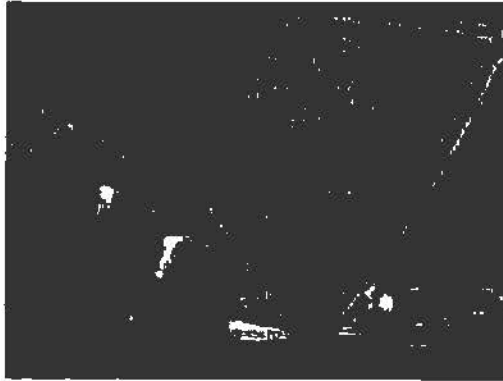
***Program:*** Street Maintenance

|                                                                              |                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimize incidents of flooding and damage from flooding during rainy season. | <ol style="list-style-type: none"><li>1. Inspect and clear all storm drain pipes, ditches, and culverts prior to October each year.</li><li>2. Minimize flood hazards during rainy season (October to April).</li></ol> |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**City of Carpinteria  
2016-17 Proposed Budget**

**Funds:** Measure A  
ROW Assessment

**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.

**Program: Right-of-Way Maintenance**

**II. Budget Summary**

| Program:                              | Right of Way Maintenance |             |             |             |             |                              |
|---------------------------------------|--------------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                       | ACTUAL 13                | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                         | \$203,144                | \$189,742   | \$195,450   | \$193,900   | \$193,900   |                              |
| Personnel                             | \$94,983                 | \$65,641    | \$67,322    | \$89,589    | \$95,856    |                              |
| Contract Services                     | 265,109                  | 179,341     | 148,336     | 224,000     | 262,000     |                              |
| Utilities                             | 27,419                   | 27,480      | 21,028      | 21,895      | 24,500      |                              |
| Other Operating Exp.                  | 32,877                   | 35,026      | 26,527      | 35,000      | 35,000      |                              |
| Major Capital                         | 20,788                   | 3,782       | 35,000      | 35,000      | 35,000      |                              |
| TOTAL EXPENDITURES                    | \$441,175                | \$311,270   | \$299,213   | \$405,484   | \$452,386   |                              |
| NET INCOME/(SUBSIDY)                  | (\$238,031)              | (\$121,528) | (\$103,763) | (\$211,584) | (\$258,486) |                              |
| 3333101 INTEREST INCOME 33            | (721)                    | (358)       | (1,815)     |             |             | Interest                     |
| 3333335 ROW #3 - CURRENT YEAR         | 201,797                  | 189,866     | 196,738     | 192,800     | 192,800     | Assessments                  |
| 3333334 ROW PENALTIES                 | 68                       | 58          | 77          | 600         | 600         | Fines & Forfeitures          |
| 3333164 MISCELLANEOUS 33              |                          | 176         | 450         | 500         | 500         | Miscellaneous                |
| 3333166 DONATIONS 33                  | 2,000                    |             |             |             |             | Miscellaneous                |
| 2732220 Public Tree Maintenance 27    | 148,606                  | 65,435      | 71,279      | 120,000     | 135,000     | Contract Services            |
| 3332220 Public Tree Maintenance       | 7,779                    | 8,208       | 13,617      | 25,000      | 30,000      | Contract Services            |
| 3332221 Miscellaneous Contracts 32    | 35,783                   | 21,370      | 47,247      | 40,000      | 40,000      | Contract Services            |
| 3332223 Chemical Treatment            | 7,559                    | 3,830       | 1,640       | 2,000       | 2,000       | Contract Services            |
| 3332225 ROW Maintenance 32            | 62,529                   | 78,347      | 15,405      | 35,000      | 50,000      | Contract Services            |
| 3361222 Miscellaneous Equipment       | 215                      |             |             |             | 2,000       | Contract Services            |
| 3332224 Graffiti Removal              | 2,637                    | 2,151       | 148         | 2,000       | 3,000       | Contract Services            |
| 3332312 Utility - Water 32            | 21,001                   | 20,310      | 15,724      | 15,000      | 15,000      | Utilities                    |
| 3332313 Utility - Electric 32         | 5,658                    | 5,393       | 3,394       | 5,000       | 7,750       | Utilities                    |
| 3361317 Utility - Sewer 61            | 760                      | 1,777       | 1,910       | 1,895       | 1,750       | Utilities                    |
| 3332307 Vehicle Oper & Maintenance 32 | 10,524                   | 11,789      | 12,265      | 10,000      | 10,000      | Other Operating Expenditures |
| 3332308 Supplies & Materials 32       | 22,352                   | 23,237      | 14,262      | 25,000      | 25,000      | Other Operating Expenditures |
| 2779611 Misc. Concrete Repairs 27     | 20,788                   | 3,782       | 35,000      | 35,000      | 35,000      | Major Capital                |
| 999999 Personnel                      | 94,983                   | 65,641      | 67,322      | 89,589      | 95,856      |                              |

**III. Personnel Allocations**

| Position                 | FTE Allocation |
|--------------------------|----------------|
| Director of Public Works | 0.05           |
| Public Works Supervisor  | 0.15           |
| Engineering Technician   | 0.02           |
| Maintenance Technician   | 0.05           |
| Maintenance Worker I     | 0.18           |
| Maintenance Worker II    | 0.30           |
| Maintenance Worker I     | 0.10           |
| Maintenance Worker I     | 0.10           |
| Total:                   | 0.95           |

**IV. Expenditure Summary**

Personnel

There are no significant changes in personnel proposed for this program.

## ***Program:*** Right-of-Way Maintenance

### Operational/Service Expenditures

**Vehicle Operation Maintenance** expenditure budget remained the same this fiscal year at \$10,000.

**Supplies and Materials** expenditure budget remained the same this fiscal year at \$25,000.

**Utility Expenditures** 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 \$24,500 for the fiscal year.

**Graffiti Removal** expenditures are projected to be \$3,000 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 \$35,000 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 \$165,000. This service is funded with Right-of-Way Assessment District (\$30,000) and Measure A (\$135,000) revenues.

**Right-of-Way Maintenance** has been set at \$50,000 and 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.

| GOALS | PERFORMANCE MEASURES |
|-------|----------------------|
|-------|----------------------|

**Program:** Right-of-Way Maintenance

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide safe sidewalks that are free of uplifted sections and potential trip hazards.                                         | <ol style="list-style-type: none"><li>1. Complete \$50,000 in contract work devoted to concrete repair and replacement funded by Measure A.</li><li>2. Perform annual inspection of 100% of sidewalks in public right-of-way and update work list accordingly.</li><li>3. Contract with a vendor to provide sidewalk inspections including grinding operations and an inventory of all locations requiring surfacing grinding on the City's GIS system.</li></ol> |
| Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees. | <ol style="list-style-type: none"><li>1. Remove 100% of dead and/or diseased trees located in the City's right-of-way.</li><li>2. Plant new trees per Tree Advisory Board recommendations and Street Tree Management Plan.</li><li>3. Inspect and trim 871 trees per year. 871 is one third of the 2,613 trees in the right-of-way.</li></ol>                                                                                                                     |
| Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.                                                   | <ol style="list-style-type: none"><li>1. Hire Part Time Maintenance Worker with the focus on trash clean-up, painting, and general maintenance of the street furniture along Linden Avenue and the Downtown Beach Area and supplement restroom janitorial services.</li><li>2. Replace 10 to 12 trash receptacles with rain covers annually.</li></ol>                                                                                                            |

**City of Carpinteria  
2016-2017 Proposed Budget**

**Funds:** Local Transportation  
Measure A  
Street Lighting  
Trust & Agency  
ROW Assessment

**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.

**Program:** Transportation, Parking, and Lighting

## II. Budget Summary

| Program:                                | Transportation, Parking and Lighting |             |            |           |             |                                 |
|-----------------------------------------|--------------------------------------|-------------|------------|-----------|-------------|---------------------------------|
|                                         | ACTUAL 13                            | ACTUAL 14   | ACTUAL 15  | FINAL 16  | PROPOSED 17 |                                 |
| TOTAL REVENUE                           | \$296,258                            | \$308,407   | \$312,935  | \$365,082 | \$383,769   |                                 |
| Personnel                               | \$98,923                             | \$237,124   | \$243,196  | \$164,205 | \$175,746   |                                 |
| Contract Services                       | 34,967                               | 97,611      | (19,423)   | 38,500    | 147,796     |                                 |
| Utilities                               | 107,477                              | 97,606      | 107,413    | 101,000   | 103,500     |                                 |
| Other Operating Exp.                    |                                      | 900         | 1,281      | 1,000     | 5,000       |                                 |
| Major Capital                           | 500                                  | 8,331       | 4,500      |           | 265,000     |                                 |
| TOTAL EXPENDITURES                      | \$241,867                            | \$441,572   | \$336,967  | \$304,705 | \$697,042   |                                 |
| NET INCOME/(SUBSIDY)                    | \$54,392                             | (\$132,165) | (\$24,032) | \$60,377  | (\$313,274) |                                 |
| 2929296 PROPERTY TAX UNSECURED          | 12,862                               | 12,224      | 15,048     | 13,772    | 14,323      | Property Taxes                  |
| 2929293 PROPERTY TAX SUPPLEMENT         | 4,178                                | 5,657       | 355        | 10,370    | 10,785      | Property Taxes                  |
| 2929295 PROPERTY TAX SECURED            | 260,294                              | 272,418     | 287,393    | 318,024   | 330,745     | Property Taxes                  |
| 2626101 INTEREST INCOME 26              | 354                                  | 370         | (1,425)    | 493       | 493         | Interest                        |
| 2929101 INTEREST INCOME 29              | 4,497                                | 5,950       | (1,579)    | 9,804     | 9,804       | Interest                        |
| 2929294 INTEREST/PENALTIES              | 3,786                                | 818         | 1,232      | 1,030     | 1,030       | Fines & Forfeitures             |
| 2626265 BKWY, ART3; SEC 99234           | 8,503                                | 10,196      | 10,147     | 10,456    | 10,456      | Subventions / Intergovernmental |
| 2929297 HOMEOWNERS EXEMPTION 29         | 1,785                                | 1,776       | 1,784      | 1,133     | 1,133       | Subventions / Intergovernmental |
| 3131321 PARKING LOT DIF                 |                                      |             |            |           | 5,000       | Intergov Grants                 |
| 2734222 Help of Carpinteria 27          | 5,000                                | 5,000       | 5,000      | 5,000     | 5,296       | Contract Services               |
| 2734221 Easy Lift/CART 27               | 12,000                               | 12,000      | 12,000     | 12,000    | 12,000      | Contract Services               |
| 2770412 SR2S Education Program          | 4,000                                | 4,000       | 5,000      | 5,000     | 5,000       | Contract Services               |
| 2923225 Public Right of Way Lighting    | 1,429                                | 1,192       | 17,623     | 1,000     | 60,000      | Contract Services               |
| 2923210 Traffic Signals                 | 7,469                                | 70,350      | (64,115)   | 10,000    | 60,000      | Contract Services               |
| 3323220 Parking Lot Landscape           | 5,069                                | 5,069       | 5,069      | 5,500     | 5,500       | Contract Services               |
| 2923313 Parking Lot Lighting            |                                      |             | 655        | 1,000     | 3,500       | Utilities                       |
| 2923220 Street Lighting                 | 107,477                              | 97,606      | 106,758    | 100,000   | 100,000     | Utilities                       |
| 2923308 Supplies & Materials 23         |                                      | 900         | 1,281      | 1,000     | 5,000       | Other Operating Expenditures    |
| 2679611 Bikeway Improvements            | 500                                  |             |            |           | 10,000      | Major Capital                   |
| 2979610 Public Pkg Lot / Bikeway Lights |                                      | 8,331       | 4,500      |           | 250,000     | Major Capital                   |
| 3179618 Parking Lot DIF                 |                                      |             |            |           | 5,000       | Major Capital                   |
| 99999 Personnel                         | 98,923                               | 237,124     | 243,196    | 164,205   | 175,746     |                                 |

## III. Personnel Allocations

| Position                  | FTE Allocation |
|---------------------------|----------------|
| Director of Public Works  | 0.15           |
| Civil Engineer            | 0.15           |
| Environmental Coordinator | 0.05           |
| Management Analyst        | 0.24           |
| Public Works Supervisor   | 0.15           |
| Engineering Technician    | 0.30           |
| Maintenance Technician    | 0.10           |
| Maintenance Worker I      | 0.05           |
| Maintenance Worker II     | 0.05           |
| Maintenance Worker I      | 0.00           |
| Maintenance Worker I      | 0.05           |
| Parks Director            | 0.05           |
| Parks Maintenance Worker  | 0.20           |

**Program:** Transportation, Parking, and Lighting

Total: 1.54

**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 the Ninth Street Pedestrian Bridge Lighting and Parking Lot No. 2 Lighting projects. 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 FY 2013-14, 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 are expected to remain the same this fiscal year at \$100,000. 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 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.



**Program:** Transportation, Parking, and Lighting

**Easy Lift/CART/HELP** - The total cost of the program is \$17,000. Easy Lift/CART is \$12,000 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.

| <b>GOALS</b>                                                   | <b>PERFORMANCE MEASURES</b>                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide cost effective management of signalized intersections. | <ol style="list-style-type: none"><li>1. Maintenance target cost equals \$20,000 per traffic signal or \$60,000.</li><li>2. Review new battery backup system performance.</li><li>3. Review Traffic Signal Timing and Performance.</li></ol>                                                                                    |
| Promote Electric Shuttle Service.                              | <ol style="list-style-type: none"><li>1. Increase total one-way passenger trips by 1% for fiscal year by studying and then implementing more efficient routes.</li><li>2. Continue to utilize the quarterly newsletter and community scroll.</li></ol>                                                                          |
| Install, replace and/or upgrade City owned Public Lighting.    | <ol style="list-style-type: none"><li>1. Install new and upgrade existing Parking Lot No. 2 Lighting.</li><li>2. Upgrade remaining traffic signals with LED lighting and replace loop detectors with video detection.</li><li>3. Replace, where possible, incandescent street light bulbs with LED bulb replacements.</li></ol> |
| Complete Parking Lot No. 2 Lighting and Maintenance Study.     | <ol style="list-style-type: none"><li>1. Complete conceptual plan for lighting and maintenance upgrades to Parking Lot No. 2 including conceptual review by ARB.</li></ol>                                                                                                                                                      |

**City of Carpinteria  
2016-2017 Proposed Budget**

**Funds:** State Grants  
AB939

**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 began implementing 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).

**Program: Solid Waste**

**II. Budget Summary**

| Program:                           | Solid Waste |            |            |            |             |                                 |
|------------------------------------|-------------|------------|------------|------------|-------------|---------------------------------|
|                                    | ACTUAL 13   | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |                                 |
| TOTAL REVENUE                      | \$120,919   | \$177,436  | \$183,923  | \$188,786  | \$188,786   |                                 |
| Personnel                          | \$43,747    | \$175,141  | \$179,626  | \$168,514  | \$180,358   |                                 |
| Contract Services                  | 40,316      | 37,552     | 30,590     | 31,065     | 41,565      |                                 |
| Other Operating Exp.               | 1,386       | 1,822      | 684        | 23,000     | 30,000      |                                 |
| TOTAL EXPENDITURES                 | \$85,449    | \$214,515  | \$210,900  | \$222,579  | \$251,923   |                                 |
| NET INCOME(SUBSIDY)                | \$35,471    | (\$37,079) | (\$26,977) | (\$33,793) | (\$63,137)  |                                 |
| 3939101 INTEREST INCOME            | 1,764       | 1,749      | (1,103)    | 2,929      | 2,929       | Interest                        |
| 3939155 AB 939 REVENUE             | 119,155     | 175,687    | 185,026    | 180,857    | 180,857     | Charges for Services            |
| 2020432 BEVERAGE CONTAINER GRANT   |             |            |            | 5,000      | 5,000       | Subventions / Intergovernmental |
| 3937224 ABOP Collection            | 1,586       | 3,172      | 3,948      | 4,065      | 4,065       | Contract Services               |
| 3937221 Solid Waste                | 18,496      | 11,529     | 9,326      | 12,000     | 15,000      | Contract Services               |
| 3937223 HHW Collection 37          | 20,234      | 22,851     | 17,316     | 15,000     | 22,500      | Contract Services               |
| 2037302 Beverage Container Expense |             |            |            | 5,000      | 5,000       | Other Operating Expenditures    |
| 3937308 Supplies & Materials 37    | 1,386       | 1,822      | 684        | 15,000     | 20,000      | Other Operating Expenditures    |
| 3937302 Environmental Services     |             |            |            | 3,000      | 5,000       | Other Operating Expenditures    |
| 99000 Personnel                    | 43,747      | 175,141    | 179,626    | 168,514    | 180,358     |                                 |

**III. Personnel Allocations**

| Position                     | FTE Allocation |
|------------------------------|----------------|
| Director of Public Works     | 0.15           |
| Environmental Coordinator    | 0.60           |
| Management Analyst           | 0.10           |
| Public Works Supervisor      | 0.15           |
| Engineering Technician       | 0.15           |
| Maintenance Technician       | 0.05           |
| Maintenance Worker I         | 0.05           |
| Maintenance Worker II        | 0.05           |
| Maintenance Worker I         | 0.15           |
| Maintenance Worker I         | 0.05           |
| Part Time Maintenance Worker | 0.35           |
| Total:                       | 1.85           |

**IV. Expenditure Summary**

Personnel

As discussed in the Department of Public Works, Administration Program above, the Department was enrolled in the States NPDES program and has established the Watershed Management Program. Many of the Department of Public Works programs are linked together. Such is the case with roadway

## ***Program:*** Solid Waste

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 0.63 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 budgets approximately \$22,500 each year to operate an annual Household Goods and Hazardous Waste event for the residents of Carpinteria. The City contracts with a hazardous waste handling company to collect, process, and dispose of HHW, universal and electronic waste (e-waste), which includes batteries, oil, paint (water and oil based), pesticides, flammable liquids, and 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, construction and demolition waste, furniture, etc. is collected. Community volunteer groups assist by helping count vehicles and unloading vehicles for the Household Goods portion of event.

**ABOP and Used Oil Collection Facilities** – The City uses funds from the Department of Resources Recycling and Recovery (CalRecycle) 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. The City recently enrolled in the PaintCare program, which covers transportation and disposal costs of paint, and a similar program from the disposal of mercury thermometers. Both programs are the result of producer responsibility legislation. Remaining ABOP expenses are 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.

| GOALS | PERFORMANCE MEASURES |
|-------|----------------------|
|-------|----------------------|

**Program: Solid Waste**

|                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), E-waste, and Universal E-waste Collection Program.                                  | <ol style="list-style-type: none"> <li>1. Conduct Annual Household and Household Hazardous Waste collection event. (April).</li> <li>2. Present options to expand Household Hazardous Waste collection service in Carpinteria.</li> <li>3. Advertise ABOP, E-Waste, and HHW collection events monthly.</li> <li>4. Continue to update and distribute educational materials targeting restaurants, automotive and other businesses, as well as residents and construction and demolition specialists.</li> </ol> |
| 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 residential and commercial waste programs. | <ol style="list-style-type: none"> <li>1. Work with the School District and local businesses to increase Commercial Diversion rates using commercial composting and education among students and employees to exceed the 50% goal.</li> <li>2. Revise educational materials and work with waste hauler, property owners, and property managers, to educate residents of multi-family complexes.</li> </ol>                                                                                                      |
| Work with waste haulers and other departments to enforce the 65 % diversion requirement for construction and demolition projects.                                                           | <ol style="list-style-type: none"> <li>1. Use building and dumpster permits to better track roll-off diversion rates from individual projects. Require all applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.</li> </ol>                                                                                                                                                                                                                  |
| Prepare and submit Progress Reports of City's Recycling Program to State Agencies.                                                                                                          | <ol style="list-style-type: none"> <li>1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year.</li> <li>2. Prepare and submit an Annual Report on the City's Diversion Rate.</li> </ol>                                                                                                                                                                                                                                                    |
| Multi-Jurisdictional Coordination.                                                                                                                                                          | <ol style="list-style-type: none"> <li>1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly.</li> <li>2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.</li> </ol>                                                                                                                                                                             |



**City of Carpinteria  
2016-2017 Proposed Budget**

**Funds:** General  
Gas Tax  
Measure A  
Trust and Agency

**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



## **Program: Watershed Management**

post-construction standards, regional coordination, and updates to the City's storm drain system, are all elements of the Watershed Management Program.

### **II. Budget Summary**

| Program:                             | Watershed Management |             |             |             |             |                              |
|--------------------------------------|----------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                      | ACTUAL 13            | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                        | \$0                  | \$0         | \$0         | \$3,210     | \$100,000   |                              |
| Personnel                            | \$54,047             | \$46,376    | \$47,563    | \$55,648    | \$59,559    |                              |
| Contract Services                    | 49,344               | 51,393      | 51,268      | 75,825      | 85,000      |                              |
| Other Operating Exp.                 | 3,194                | 2,597       | 2,011       | 1,200       | 2,500       |                              |
| Major Capital                        | 64,400               | 18,624      | 9,220       | 3,960       | 120,750     |                              |
| TOTAL EXPENDITURES                   | \$180,985            | \$118,990   | \$110,062   | \$136,633   | \$267,809   |                              |
| NET INCOME/(SUBSIDY)                 | (\$180,985)          | (\$118,990) | (\$110,062) | (\$133,423) | (\$167,809) |                              |
| 3131311 STORM DRAINS                 |                      |             |             | 3,210       | 100,000     | Intergov Grants              |
| 1072217 WM Program Implementation    | 7,279                | 7,279       | 2,442       | 23,500      | 30,000      | Contract Services            |
| 2531223 Drainage Maintenance         | 1,263                | 3,863       | 3,453       | 5,000       | 5,000       | Contract Services            |
| 2531227 Street Sweeping              | 39,823               | 39,913      | 39,823      | 40,000      | 40,000      | Contract Services            |
| 2531224 Street Drainage Improvements | 980                  | 338         | 5,550       | 7,325       | 10,000      | Contract Services            |
| 1037201 Supplies & Materials 37      | 3,194                | 2,597       | 2,011       | 1,200       | 2,500       | Other Operating Expenditures |
| 2779622 Storm Drain Signs            | 475                  |             | 133         | 750         | 750         | Major Capital                |
| 2779621 Beach Area Drainage 27       | 54,761               | 5,353       |             |             |             | Major Capital                |
| 2779618 Storm Water Projects         | 9,164                | 13,271      | 9,087       |             | 20,000      | Major Capital                |
| 3179611 Storm Drains 31              |                      |             |             | 3,210       | 100,000     | Major Capital                |
| 99000 Personnel                      | 64,047               | 46,376      | 47,563      | 55,648      | 59,559      |                              |

### **III. Personnel Allocations**

| <u>Position</u>           | <u>FTE Allocation</u> |
|---------------------------|-----------------------|
| Public Works Director     | 0.05                  |
| Environmental Coordinator | 0.15                  |
| Management Analyst        | 0.05                  |
| Public Works Supervisor   | 0.05                  |
| Engineering Technician    | 0.05                  |
| Maintenance Worker I      | 0.05                  |
| Maintenance Worker II     | 0.05                  |
| Maintenance Worker I      | 0.05                  |
| Maintenance Worker I      | 0.05                  |
| Total:                    | 0.55                  |

### **IV. Expenditure Summary**

#### Personnel



**Program:** Watershed Management

The Environmental Coordinator position is funded through grants, fees collected through plan check review, roadway maintenance, general fund, 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 NPDES program 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, 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, enforcement, and city facility good housekeeping measures. Public meetings 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.

| <b>GOALS</b>                                                                      | <b>PERFORMANCE MEASURES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implement requirements of the NPDES Phase II MS4 Permit (effective July 1, 2013). | <ol style="list-style-type: none"><li>1. Public Education.</li><li>2. Public Outreach – 4 volunteer participation creek cleanups/restoration projects annually.</li><li>3. Illicit Discharge Detection and Elimination.</li><li>4. Construction Runoff Control implementation.</li><li>5. Post-Construction Storm Water Control Measures.</li><li>6. Good Housekeeping/Pollution Prevention on Municipal activities.</li><li>7. Program Management.</li><li>8. Water Quality Monitoring and Sampling (quarterly).</li><li>9. Program Effectiveness Assessment (annually).</li><li>10. Total Maximum Daily Load Compliance.</li><li>11. Annual Reporting Program.</li></ol> |

**Program:** Watershed Management

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regional Coordination Performance Measures.                                       | <ol style="list-style-type: none"><li>1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM), Joint Effort Review Team (JERT), and Integrated Regional Water Management (IRWM) meetings.</li><li>2. Update development review procedures to incorporate new Post-Construction Storm Water Control Measures (SCMs).</li><li>3. Continue to work with the County of Santa Barbara and other local agencies to develop and implement a water quality monitoring program, which will include stormwater testing at locations with specific land uses throughout the County during storm events in compliance with the States MS4 Permit requirements, as well as development of a regional monitoring and pollutant loading model.</li></ol> |
| Development of a Program Effectiveness Assessment and Implementation Plan (PEAIP) | <ol style="list-style-type: none"><li>1. The PEAIP is to be developed and submitted to the Regional Water Quality Control Board by the end of FY 15/16. The City is following the California Storm Water Quality Associations guidance document to develop this plan.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Storm Drain Maintenance.                                                          | <ol style="list-style-type: none"><li>1. 2. Cleaning of CDS units bi-annually.</li><li>3. Upgrade/repair damaged storm drain units.</li><li>4. Repair/replace 'Drains to Ocean' labels in Spanish and English on storm drains prior to wet season.</li><li>5. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Flood Management                                                                  | <ol style="list-style-type: none"><li>1. Continue to prioritize projects that reduce flooding, sediment and pollution discharge into Carpinteria's creeks and Salt Marsh.</li><li>2. Secure funding for and implementation of projects in high-priority areas.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

City of Carpinteria  
Proposed Budget 2006-17



**City of Carpinteria**  
**2016-17 Proposed Budget**

**Fund:** Tidelands/Recreation/General/Parks/Revolving  
**Department:** Parks and Recreation

## **Program:**

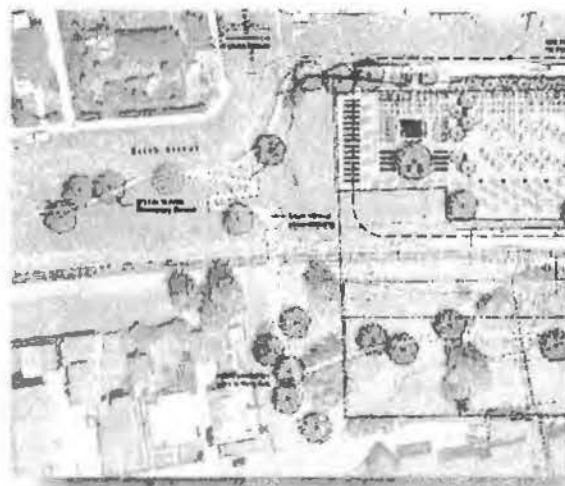
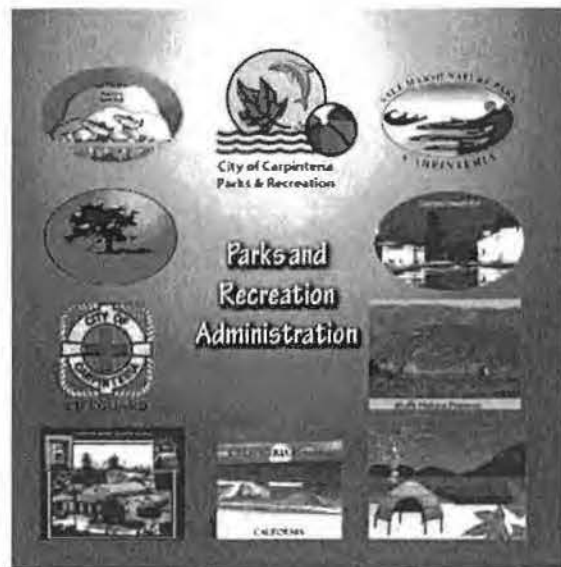
# **Parks and Recreation Administration**

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

Advance planning includes evaluation of railroad undercrossing sites as a part of Carpinteria's trail system with a goal to improve public health, safety and coastal access.

Shown is a concept undercrossing at Holly Avenue

coordination; employee training; public relations and clerical assistance for all department programming are important functions of this department.



***Program:*** Parks and Recreation Administration

**Program:** Parks and Recreation Administration

## II. Budget Summary

| Program:                          | Parks and Recreation Administration |            |            |            |             |                              |
|-----------------------------------|-------------------------------------|------------|------------|------------|-------------|------------------------------|
|                                   | ACTUAL 13                           | ACTUAL 14  | ACTUAL 15  | FINAL 16   | PROPOSED 17 |                              |
| TOTAL REVENUE                     | \$0                                 | \$0        | \$0        | \$0        | \$0         |                              |
| Personnel                         | \$55,576                            | \$34,189   | \$35,064   | \$35,639   | \$38,144    |                              |
| Other Operating Exp.              | 2,334                               | 1,043      | 2,100      | 2,500      | 2,100       |                              |
| TOTAL EXPENDITURES                | \$57,911                            | \$35,232   | \$37,164   | \$38,139   | \$40,244    |                              |
| NET INCOME/(SUBSIDY)              | (\$57,911)                          | (\$35,232) | (\$37,164) | (\$38,139) | (\$40,244)  |                              |
| 1069308 Supplies & Materials 69   | 2,160                               | 873        | 1,400      | 1,400      | 1,400       | Other Operating Expenditures |
| 1069306 Meetings & Travel 69      | 5                                   |            | 100        | 500        | 100         | Other Operating Expenditures |
| 1069303 Printing & Advertising 69 |                                     |            | 400        | 400        | 400         | Other Operating Expenditures |
| 1069305 Dues & Subscriptions 69   | 170                                 | 170        | 200        | 200        | 200         | Other Operating Expenditures |
| 99000 Personnel                   | 55,576                              | 34,189     | 35,064     | 35,639     | 38,144      |                              |

## 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 2015/16.

### The Carpinteria Rincon Trail

Preliminary engineering and environmental review for this bike path has been completed. An engineering firm has been retained to further the design and develop 35% drawings. The project schedule indicates that this design phase should be completed by December 2013. Funding for this work is coming from grants obtained from Measure A and the California Coastal Conservancy. See account 20-37-30-3.

### **Parkland Improvement Plan**

The City owned Property near the railroad corridor and Linden Avenue presents an opportunity to consider a variety of public improvements that could include some visitor serving amenities such as an inn and restaurant. The property may also be a good candidate for a railroad undercrossing, trail connections and additional public parking. In 2016-17, continued effort to refine possible concepts will be prepared.

### **Memorial Park Improvements**

The addition of a connecting trail, native plantings, fencing and a new play structure are being proposed to be added to this park in 2016/17. The project is intended to improve park use, reduce maintenance costs and enhance botanical diversity. Effort to obtain required permits if any and complete the project to the public



### **Skate Park Planning**

On December 15, 2014, the Carpinteria City Council directed staff to begin work on a site analysis of the City Hall Campus and a skate park facility. In this fiscal year, staff hopes to generate a site analysis with the help of a skate park design firm that will determine the location on the campus and the size of the facility. The project may include finding some additional real estate to the west or east of City hall to best fit a well designed skate park.

### **Community Garden**

The City acquired a parcel of land along the railroad and Fifth Street that is well suited to be a community garden. In addition, the city has been awarded a grant to build a community garden on the site. In fiscal year 2016-17, the Parks Department will construct the project in the summer and fall of 2016.

### **Carpinteria City Hall Campus Improvements**

The City Hall campus is in need of some upgrades to better serve the community. The proposed improvements include new accessibility features, improved parking, an annex office building, a new Sheriff substation, and improved drainage. The project has been defined in several phases that can be constructed over time as financial resources are identified. The first phase is intended to be built in 2015-15 and it possibly includes improved storm water handling, accessibility to the building lobby, an enlarged meeting room foyer,

**Program:** Parks and Recreation Administration

and west end landscaping. Funds for this project are proposed to be appropriated from the City's General Facilities Improvement Fund. See account 31-79-61-4.

**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.

**V. Goals and Performance Measures**

The goal of the Parks and Recreation Administration Program is to effectively guide the operation, enhancement and expansion of the City's parks, trails, beaches and other facilities while ensuring operational efficiencies, community support, and leveraging grant opportunities in order to fully realize the City's parks and open space assets.

| <b>Objectives</b>                                                                                                                                            | <b>Performance Measures</b>                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Increase participation in recreation programming through promotion and public relations.                                                                   | 1. Survey no less than 100 program participants for feedback and satisfaction level.<br><br>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.<br><br>2. Develop concept design for new park land uses.<br><br>3. Install Memorial Park Improvements. |



**Program:** Parks and Recreation Administration

| Objectives                                                                                                                                | Performance Measures                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>◆ Completion of the Community Garden.</li> <li>◆ Sign up 100 garden users.</li> </ul>              | <p>Develop complete plans and bid the project out for construction.</p> <p>Deliver the Project</p>                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>◆ Prepare a preliminary site plan for a select railroad crossing.</li> </ul>                       | <p>Research street plans, prepare back ground information and draw railroad crossing schematics.</p>                                                                                                                                                                                                 |
| <p>Develop concept plan for a Skate park on City Hall Campus</p>                                                                          | <p>Work with the Carpinteria Skate Park Foundation to develop a site plan for a skate park at City hall. Begin permit application.</p>                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>◆ Complete Recreation Staff, Lifeguard Retention and Training/Professional Development.</li> </ul> | <ol style="list-style-type: none"> <li>1. Provide training as needed to lifeguard and recreational staff in time for summer season.</li> <li>2. Each department full time staff member shall attend at least one training seminar before June 2014 to improve skills and professionalism.</li> </ol> |
| <ul style="list-style-type: none"> <li>◆ Maintain and improve Park and Beach Safety.</li> </ul>                                           | <p>The Parks Department shall visually inspect park and beach facilities at least monthly and provide timely response to any needed maintenance or safety improvements identified.</p>                                                                                                               |
| <ul style="list-style-type: none"> <li>◆ Complete City Hall campus landscape improvements.</li> </ul>                                     | <p>Perform construction management on project for phase one completion in June 2017.</p>                                                                                                                                                                                                             |

**Program:** Parks and Recreation Administration

- ◆ Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.

Complete 100% of all employee evaluations on time as defined by the Human Resources Department.



Seaside Park Millstone Fountain

## City of Carpinteria 2016-17 Proposed Budget

**Fund:** Recreation/General

**Department:** Parks and Recreation



## Program: *Community Pool Services*

### I. Program Summary

**T**he Community Pool Program includes facility management as well as aquatic programming and services that are based at the Carpinteria Community Pool. Carpinteria has benefitted immensely over the years as pool visitors enjoy access to a high quality pool with programming available to all age groups. All users pay entry fees or tuitions to programs that provide significant revenue to partially offset the pool's operation.

*The following programs are planned for the 2016-17 fiscal year.*

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



2. **Masters Swimming:** For adult swimmers, coached workouts are held Monday, Wednesday, and Friday in the evening

**Program:** Community Pool Services

and Tuesday and Thursday afternoons. All skill level swimmers are invited to improve their strength and endurance as well as gain better stroke technique and camaraderie.

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



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

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

6. **Facility Rentals:** The community pool is offered to many other groups for use as needed on a rental basis. In the past, these have included Santa Barbara Swim Club for an age group swim meet, traveling swim teams for workouts, marine survival training and others. This year the pool is expected to reach out to businesses or corporations to gain interest in pool facility rentals for fundraisers, parties, events, and gatherings.



7. **Recreational Swim:** The Community Pool is made available for general admission to anyone for recreation swimming on a routine 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, swim accessories, and sun block lotions. Concessions also include cold beverages and ice cream confections.

**Program: Community Pool Services**

**II. Budget Summary**

| Program:                            | Community Pool Services |             |             |             |             |                              |
|-------------------------------------|-------------------------|-------------|-------------|-------------|-------------|------------------------------|
|                                     | ACTUAL 13               | ACTUAL 14   | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                              |
| TOTAL REVENUE                       | \$232,250               | \$306,893   | \$235,341   | \$228,750   | \$248,950   |                              |
| Personnel                           | \$299,648               | \$280,563   | \$287,747   | \$311,372   | \$333,257   |                              |
| Contract Services                   | 3,645                   | 9,753       | 9,500       | 9,500       | 9,500       |                              |
| Utilities                           | 49,639                  | 52,019      | 56,800      | 53,800      | 53,800      |                              |
| Other Operating Exp.                | 73,496                  | 77,558      | 93,332      | 93,673      | 93,332      |                              |
| Major Capital                       |                         | 89,801      |             |             |             |                              |
| TOTAL EXPENDITURES                  | \$426,428               | \$509,694   | \$447,379   | \$468,345   | \$489,889   |                              |
| NET INCOME/(SUBSIDY)                | (\$194,179)             | (\$202,801) | (\$212,038) | (\$239,595) | (\$240,939) |                              |
| 4848101 INTEREST INCOME 48          | (286)                   | (142)       |             |             |             | Interest                     |
| 4848187 JAZZERCISE 48               | 5,994                   | 6,065       | 8,000       | 9,500       | 9,500       | Charges for Services         |
| 4848401 LEARN TO SWIM TUITIONS      | 30,638                  | 27,040      | 25,000      | 30,000      | 30,000      | Charges for Services         |
| 4848410 ADULT DAY PASS SALES        | 9,614                   | 9,449       | 9,500       | 10,000      | 10,000      | Charges for Services         |
| 4848400 UNIFORM SALES               | 79                      | 143         | 100         | 100         | 100         | Charges for Services         |
| 4848352 VETS HALL RENTALS           | 28,570                  | 42,055      | 30,000      | 30,000      | 40,000      | Charges for Services         |
| 4848407 AEROBICS PROGRAM            | 1,071                   | 2,950       | 4,000       | 3,500       | 4,000       | Charges for Services         |
| 4848180 SENIOR PROGRAM REVENUE      |                         |             | 891         | 2,000       | 2,000       | Charges for Services         |
| 4848402 PRIVATE SWIM LESSONS        |                         |             | 100         | 100         | 100         | Charges for Services         |
| 4848405 SAFETY CLASS TUITIONS       | 1,045                   | 2,798       | 800         | 800         | 800         | Charges for Services         |
| 4848406 PUNCH CARD SALES            | 42,667                  | 38,723      | 40,000      | 38,000      | 40,000      | Charges for Services         |
| 4848408 FAMILY/CORPORATE PASS 48    | 8,300                   | 8,755       | 8,000       | 8,500       | 8,000       | Charges for Services         |
| 4848412 SEASON PASS SALES           | 12,612                  | 11,796      | 14,000      | 14,000      | 14,000      | Charges for Services         |
| 4848426 POOL SPECIAL EVENTS REVENUE | 24,915                  | 13,773      | 25,000      | 15,000      | 20,000      | Charges for Services         |
| 4848425 CONCESSION, NON-TAXABLE     | 4,526                   | 5,106       | 2,500       | 2,500       | 2,500       | Charges for Services         |
| 4848413 SWIM TEAM TUITIONS          | 45,455                  | 46,301      | 50,000      | 50,000      | 50,000      | Charges for Services         |
| 4848164 MISCELLANEOUS INCOME        |                         |             | 500         | 500         | 500         | Charges for Services         |
| 4848183 YOGA CLASSES                |                         | 185         | 100         |             | 100         | Charges for Services         |
| 4848424 TENNIS TUITIONS             | 452                     | 297         | 250         | 250         | 250         | Charges for Services         |
| 4848417 CONCESSIONS-TAXABLE         | 4,746                   | 8,474       | 6,500       | 3,000       | 8,500       | Charges for Services         |
| 4848414 ENDURANCE/MASTERS           | 1,964                   | 1,407       | 1,500       | 2,000       | 2,000       | Charges for Services         |
| 4848422 CHILD DAY PASS SALES        | 4,105                   | 3,041       | 3,000       | 3,000       | 3,000       | Charges for Services         |
| 4848418 LOCKER RENTALS              | 1,809                   | 2,144       | 1,800       | 2,000       | 1,800       | Charges for Services         |
| 4848411 SENIOR DAY PASS SALES       | 828                     | 995         | 1,300       | 1,500       | 1,300       | Charges for Services         |
| 4848416 GROUP FEE                   | 754                     | 2,507       | 1,500       | 1,500       | 1,500       | Charges for Services         |
| 3131322 POOL IMPROVEMENTS           |                         | 75,053      |             |             |             | Intergov Grants              |
| 4848166 DONATIONS 48                | 2,392                   |             | 1,000       | 1,000       | 1,000       | Miscellaneous                |
| 4866220 Grounds Maintenance 66      | 2,661                   | 2,661       | 3,000       | 3,000       | 3,000       | Contract Services            |
| 4866221 Miscellaneous Contracts 66  |                         | 3,860       | 2,500       | 2,500       | 2,500       | Contract Services            |
| 4866223 Equipment Maintenance 66    | 984                     | 3,232       | 4,000       | 4,000       | 4,000       | Contract Services            |
| 4866314 Utility - Natural Gas 66    | 23,211                  | 27,820      | 23,000      | 19,000      | 20,000      | Utilities                    |
| 4866313 Utility - Electric 66       | 13,778                  | 12,776      | 18,000      | 18,000      | 18,000      | Utilities                    |
| 4866317 Utility - Sewer 66          | 3,139                   |             | 7,800       | 7,800       | 7,800       | Utilities                    |
| 4866312 Utility - Water 66          | 9,512                   | 11,423      | 8,000       | 9,000       | 8,000       | Utilities                    |
| 4866301 Telephone 66                | 3,914                   | 4,065       | 3,485       | 3,485       | 3,465       | Other Operating Expenditures |
| 4866302 Cash (Over)/Short           | (1,132)                 | (151)       |             |             |             | Other Operating Expenditures |
| 4866303 Printing & Advertising 66   | 1,369                   | 870         | 1,000       | 1,000       | 1,000       | Other Operating Expenditures |
| 4866306 Meetings & Travel 66        |                         | 138         | 286         | 286         | 286         | Other Operating Expenditures |
| 4866308 Supplies & Materials 68     | 13,538                  | 11,917      | 20,159      | 22,000      | 20,159      | Other Operating Expenditures |
| 4867308 Supplies & Materials 67     | 1,346                   |             | 20,000      | 19,000      | 20,000      | Other Operating Expenditures |
| 4866350 Supplies for Resale         | 11,325                  | 8,074       | 5,922       | 5,922       | 5,922       | Other Operating Expenditures |
| 4866338 Chemicals                   | 15,274                  | 19,251      | 17,500      | 18,000      | 17,500      | Other Operating Expenditures |
| 4866309 Supplies & Materials 66     | 27,862                  | 33,394      | 25,000      | 25,000      | 25,000      | Other Operating Expenditures |
| 1079611 Pool Plaster/Solar          |                         |             |             |             |             | Major Capital                |
| 3179622 Pool Improvements Expense   |                         | 89,801      |             |             |             | Major Capital                |

***Program:*** Community Pool Services



**Program:** Community Pool Services

**III. Personnel Allocations**

| <b>Position:</b>               | <b>FTE Allocation:</b> |
|--------------------------------|------------------------|
| Director, Parks and Recreation | .10                    |
| Management Assistant           | .30                    |
| Aquatic Program Coordinator    | .75                    |
| Pool Superintendent            | 1.00                   |
| Swim Team Coaches              | .40                    |
| Maintenance Technician         | .15                    |
| Aqua Aerobics Instructors      | .20                    |
| Cashiers                       | 1.00                   |
| Pool Lifeguards                | 1.75                   |
| <b>Total</b>                   | <hr/> 5.65             |

**IV. Expense Summary**

**Personnel:**

**Operational / Service Expense:** This expense category includes the costs of natural gas, electricity, water, chemicals, sewer service and telephone. Supplies and materials are also required that include paper products and cleaning supplies.

**Contract Services:** This account is used to pay for outside repair services such as plumbing, painting and professional services as needed over the course of the year.

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

**Capital Outlay:** This Category includes the costs of new replacement equipment needed or considered desirable for the pool facility. This year's plans include a re-plaster of the pool's submerged surface, installation of LED lighting in the locker rooms and deck pole lights, replacement of the two space heaters for the locker rooms with high efficiency models and the installation of a solar electric system on the pool building's roof.



**Program:** Community Pool Services

**V. Goals and Performance Measures**

The goal of the Community Pool Services Program is to safely operate a public pool to meet the needs and expectations of the community including the local school district, while remaining as cost effective as possible.

| <b>Objectives</b>                                                                                                          | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ♦ Increase pool patronage                                                                                                  | <ol style="list-style-type: none"><li>1. Increase pool patronage revenues by 5%.</li><li>2. Promote pool programs in City newsletters and other media.</li></ol>                                                                                                                                                  |
| ♦ Seek permits to install a small multipurpose pool at the site.                                                           | <ol style="list-style-type: none"><li>1. Develop a design to a level where it can be granted discretionary approval</li><li>2. Apply for a CDP prior to April 2018.</li></ol>                                                                                                                                     |
| ♦ Re-plaster pool's submerged surface.                                                                                     | <ol style="list-style-type: none"><li>1. Determine specifications and seek service provider to re-plaster community pool submerged surface.</li></ol>                                                                                                                                                             |
| ♦ Provide high quality, cost effective, safe and efficient youth recreation programming at the Carpinteria Community Pool. | <ol style="list-style-type: none"><li>1. Hire and train a sufficient number of recreation staff.</li><li>2. Enroll over 300 hundred youth to participate in pool recreation programming.</li><li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li></ol> |



**Program:** Community Pool Services

| <b>Objectives</b>                                                                                                                                                                                                           | <b>Performance Measures</b>                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ♦ Ensure facility safety and staff professionalism.                                                                                                                                                                         | 1. Conduct at least six staff meetings at the Community Pool where safety training and round table safety discussions are facilitated and journalized.                                           |
| ♦ Host a fundraiser at the Carpinteria Community Pool to raise funds                                                                                                                                                        | 1. Develop and plan a fundraiser through media, newspaper ads, and City newsletters.                                                                                                             |
| ♦ High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of extreme importance. | 1. Clean locker rooms daily.<br>2. Respond to Customer concerns with prompt response.<br>3. Have four pool staff meetings where facility maintenance procedures and implementation are reviewed. |
| ♦ Install Energy Efficiency Upgrades                                                                                                                                                                                        | 1. Install new locker room furnaces.<br>2. Install led lighting in locker rooms and on deck poles.<br>3. Procure and install LED system on pool roof.                                            |



# City of Carpinteria

## 2016-17 Adopted Budget

**Fund:** Tidelands/Recreation/General

**Department:** Parks and Recreation

## Program: Ocean Beach Services

### I. Program Summary

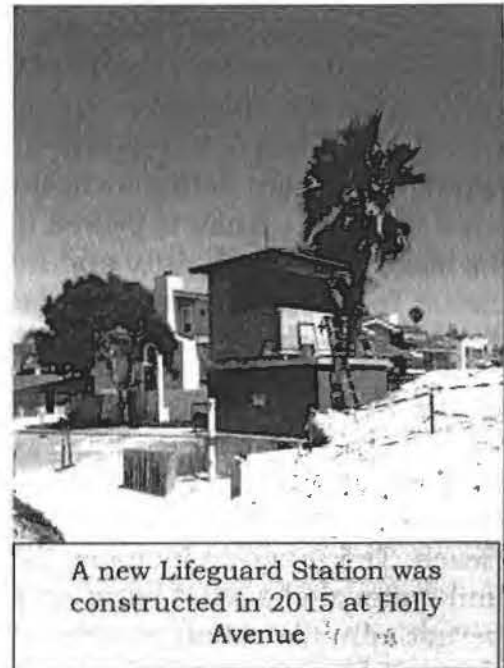
**T**here are approximately three miles of Pacific Ocean coastline in the City of Carpinteria. Much of this is left as natural open beach; however, the Carpinteria City Beach is a world famous destination and a recreational treasure for local residents and tourists. Located between Linden and Ash Avenues, 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. The City's Ocean Beach Services program helps to protect public health and promote the beach as a desirable recreational destination.

**1. Ocean Lifeguard Service.** Offered in the spring and summer each year, trained lifeguards provide beach safety services including rules and regulations enforcement, beach and aquatic accident prevention, safety services for the City's recreation programming, aquatic rescues and beach litter removal. This program involves over one-hundred in-service days per 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 two hundred students from the community in the summer of 2015.

**3. Kayaking / Stand up Paddling** This program is for ages ten and above (including adults) and instructs participants in boating safety and safe kayaking and stand up paddling techniques. Topics include navigation, surf launch and entry, paddling techniques and local marine biology. Participants may go snorkeling when conditions are good. Kayaks, paddle boards and paddles, wetsuits, life vests and helmets are provided to each participant.

**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



## **Program:** Ocean Beach Services

etiquette and general aquatic safety. Surfboards and wetsuits are provided or students may bring their own.

**5. Sailing** This class provides instruction in the basics of sailing. Students gain experience on catamaran and 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 the marine setting 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 handling of ocean debris including kelp, and other flotsam. Trash is picked up each day the lifeguards are on duty and the beach tractor rakes the beach four times weekly in the summertime.

**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 installation and removal of a sand berm as well as the permit administration required by the Army Corps of Engineers and the California Coastal Commission. The sand berm project is funded partially by the property owners along the waterfront through the City's Assessment District # 5. The berm has proven to be effective in minimizing public and private property damage during major winter storms.

### **8. Beach Concessions**

The City operates a beach concession to enhance visitor comfort and convenience and to raise funds for Carpinteria City youth recreation programming. The program also provides summer jobs. Concessions include a contract provided food service at the end of Linden Avenue and a City operated sundry and beach equipment rental store. The City also rents kayaks and SUP's at Ash Avenue. All



January 8, 2016



The Seasonal Beach Store at Linden Avenue

**Program:** Ocean Beach Services

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



## Program: Ocean Beach Services

| Program:                                | Ocean Beach Services |                  |                  |                  |                  |                              |
|-----------------------------------------|----------------------|------------------|------------------|------------------|------------------|------------------------------|
|                                         | ACTUAL 13            | ACTUAL 14        | ACTUAL 15        | FINAL 16         | PROPOSED 17      |                              |
| <b>TOTAL REVENUE</b>                    | <b>\$419,424</b>     | <b>\$435,681</b> | <b>\$472,878</b> | <b>\$457,198</b> | <b>\$458,248</b> |                              |
| Personnel                               | \$210,730            | \$195,305        | \$200,306        | \$204,589        | \$218,969        |                              |
| Contract Services                       | 48,123               | 48,383           | 57,604           | 43,500           | 45,500           |                              |
| Utilities                               | 466                  | 1,020            | 19,409           | 1,500            | 1,500            |                              |
| Other Operating Exp.                    | 51,117               | 80,922           | 88,247           | 46,650           | 51,650           |                              |
| Major Capital                           | 485                  | 593              | 80,300           | 31,715           |                  |                              |
| Minor Capital                           | 532                  | 10,110           | 1,589            | 13,500           | 28,500           |                              |
| <b>TOTAL EXPENDITURES</b>               | <b>\$311,454</b>     | <b>\$336,333</b> | <b>\$447,455</b> | <b>\$341,454</b> | <b>\$346,118</b> |                              |
| <b>NET INCOME/(SUBSIDY)</b>             | <b>\$107,971</b>     | <b>\$99,348</b>  | <b>\$25,223</b>  | <b>\$115,744</b> | <b>\$112,129</b> |                              |
| 2828101 INTEREST INCOME 28              | 496                  | 964              | (1,612)          | 14,860           | 14,860           | Interest                     |
| 2828281 JR LIFEGUARD FEES               | 70,372               | 78,524           | 50               |                  |                  | Charges for Services         |
| 2828284 OCEAN RECREATION CLASS TUITION  | 10,361               | 8,616            |                  |                  |                  | Charges for Services         |
| 2828286 OCEAN ADVENTURE CAMP TUITION    | 185                  | 120              |                  |                  |                  | Charges for Services         |
| 2828287 KAYAK REVENUE                   | 13,918               | 18,003           |                  |                  |                  | Charges for Services         |
| 2828283 BEACH CONCESSION REVENUE        | 21,880               | 28,294           | 15               |                  |                  | Charges for Services         |
| 2828285 RENTS & LEASES 28               | 269,693              | 274,889          | 273,946          | 283,000          | 283,000          | Charges for Services         |
| 4848287 KAYAK REVENUE                   |                      | 535              | 11,805           | 12,950           | 14,000           | Charges for Services         |
| 4848288 SNORKELING TUITIONS             |                      |                  | 16,676           |                  |                  | Charges for Services         |
| 4848283 BEACH CONCESSION REVENUE        |                      | 2,352            | 36,632           | 30,000           | 30,000           | Charges for Services         |
| 4848284 OCEAN RECREATION CLASS TUITION  |                      |                  | 20,627           | 6,000            | 6,000            | Charges for Services         |
| 4848281 JR LIFEGUARD FEES               |                      |                  | 93,090           | 90,000           | 90,000           | Charges for Services         |
| 2323282 BERM ASSESSMENT 23              |                      |                  | 20,111           | 20,000           | 20,000           | Assessments                  |
| 2828282 BERM ASSESSMENT                 | 19,406               | 21,140           |                  |                  |                  | Assessments                  |
| 2828166 DONATIONS 28                    | 100                  | (6)              |                  |                  |                  | Miscellaneous                |
| 2828164 MISCELLANEOUS INCOME 28         | 13,015               | 2,250            | 1,338            | 388              | 388              | Miscellaneous                |
| 2362221 Beach Dune Maintenance          |                      |                  |                  |                  |                  | Contract Services            |
| 2362220 Contract Services (Berm Permit) |                      |                  |                  |                  |                  | Contract Services            |
| 2861225 Marsh Park Maintenance          |                      |                  | 28,962           | 20,000           | 22,000           | Contract Services            |
| 2862220 Contract Services (Berm Permit) | 29,873               | 27,874           | 10,189           | 1,000            | 1,000            | Contract Services            |
| 2862221 Beach Dune Maintenance          | 18,250               | 20,509           | 18,453           | 21,000           | 21,000           | Contract Services            |
| 2862229 Architectural Services          |                      |                  |                  | 1,500            | 1,500            | Contract Services            |
| 2862315 Utility - Sewer                 | 466                  | 1,020            | 1,095            | 1,500            | 1,500            | Utilities                    |
| 4862315 Utility - Sewer                 |                      |                  | 18,314           |                  |                  | Utilities                    |
| 2862303 Printing & Advertising 62       | 1,656                |                  | 669              | 1,000            | 1,000            | Other Operating Expenditures |
| 2862305 Oues & Subscriptions 62         | 9,000                | 9,000            | 9,000            | 9,500            | 12,500           | Other Operating Expenditures |
| 2862306 Meetings & Travel 62            | 72                   | 106              | 218              | 1,000            | 1,000            | Other Operating Expenditures |
| 2862320 Pre-employment Physicals        | 1,605                | 1,627            | 718              | 1,500            | 1,500            | Other Operating Expenditures |
| 2864308 Supplies & Materials 64         | 2,346                | 5,682            | 3,600            | 1,000            |                  | Other Operating Expenditures |
| 2862329 Jr Lifeguard Expenses           | 14,352               | 13,540           | 2,844            |                  |                  | Other Operating Expenditures |
| 2864302 Purchases for Inventory         | 2,934                | 13,195           |                  |                  |                  | Other Operating Expenditures |
| 2862308 Supplies & Materials 62         | 14,705               | 23,293           | 32,872           | 20,000           | 20,000           | Other Operating Expenditures |
| 2862312 Kayak Program Misc. Exp         |                      |                  |                  | 500              | 500              | Other Operating Expenditures |
| 2862301 Telephone 62                    | 4,447                | 4,798            | 4,673            | 5,000            | 5,000            | Other Operating Expenditures |
| 4862312 Kayak Program Misc. Exp         |                      |                  | 81               |                  |                  | Other Operating Expenditures |
| 4862306 Meetings & Travel 62            |                      |                  |                  |                  |                  | Other Operating Expenditures |
| 4862329 Jr Lifeguard Expenses           |                      | 7,514            | 14,566           | 150              | 150              | Other Operating Expenditures |
| 4862308 Supplies & Materials 62         |                      |                  | 400              | 500              | 500              | Other Operating Expenditures |
| 4864302 Purchases for Inventory 28      |                      | 2,167            | 18,118           | 5,000            | 8,000            | Other Operating Expenditures |
| 4864308 Supplies & Materials 64         |                      |                  | 488              | 1,500            | 1,500            | Other Operating Expenditures |
| 2879418 Lifeguard Tower                 | 485                  | 593              | 80,300           | 31,715           |                  | Major Capital                |
| 2870415 Sailing Equipment Grant - 28    | 532                  |                  | 1,589            | 3,500            | 3,500            | Minor Capital                |
| 2870414 Lifeguard Tower Refit           |                      | 467              |                  | 10,000           | 25,000           | Minor Capital                |
| 2870410 Beach Wheelchair ADA            |                      | 9,643            |                  |                  |                  | Minor Capital                |



**Program:** Ocean Beach Services

**III. Personnel Allocations**

| <b>Position:</b>                      | <b>FTE Allocation:</b> |
|---------------------------------------|------------------------|
| Director, Parks and Recreation        | .30                    |
| Lifeguard Supervisor                  | .35                    |
| Management Assistant                  | .30                    |
| Aquatics Program Coordinator          | .25                    |
| Ocean Recreation Coordinator          | .20                    |
| Parks and Facility maintenance worker | .20                    |
| Public Works Maintenance Worker       | .04                    |
| Lifeguards                            | 1.30                   |
| Cashiers                              | .30                    |
| Total                                 | <hr/> 3.24             |

**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. \$1,500 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. In 2014, the concession programs point of sale software will be updated to improve credit card handling and sales.

**Program:** Ocean Beach Services

**V. Goals and Performance Measures**

The goal of the Ocean Beach Services Program is to manage the City's ocean front to encourage visitor ship, public safety, recreational opportunities and environmental stewardship.

| <b>Objectives</b>                                                                                                                                                                                  | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Maintain the Carpinteria City Beach free of litter, hazardous debris and dead marine animals in order to promote beach safety and visitorship from residents and tourists.                       | <ol style="list-style-type: none"><li>1. Daily litter pick-up from June 11<sup>th</sup> to September 2nd including trash, cigarette butts and sharps.</li><li>2. Beach raking by use of a tractor at least 4 times a week throughout the summer.</li></ol>                                                                                                |
| ◆ Provide high quality lifeguard service for the ocean beach by training staff in CPR, First Aid, and beach safety operations.                                                                     | All new lifeguard hires will receive specialized training for the beach and the pool that conforms with relevant standards. Returning lifeguard staff receive a refresher course in practical skills.                                                                                                                                                     |
| ◆ Provide high quality, cost effective, safe and efficient youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education. | <ol style="list-style-type: none"><li>1. Hire and train a sufficient number of lifeguards to be used as youth recreation program instructors.</li><li>2. Enroll over four hundred youth to participate in our ocean programming.</li><li>3. Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</li></ol> |
| ◆ 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.                                                                                                                                                                                                                                        |

**Program:** Ocean Beach Services

| Objectives                                                                                                                                              | Performance Measures                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◆ Obtain new Permits and Install, maintain and remove the winter protection berm in the winter of 2017.</li></ul> | <ol style="list-style-type: none"><li>1. Build the berm prior to December 2016.</li><li>2. Monitor and, if needed, maintain the berm until spring of 2017.</li><li>3. Remove the berm and restore the beach to a summer like profile prior to mid-April 2017.</li></ol> |
| <ul style="list-style-type: none"><li>◆ Develop Concept plan for the end of Linden Avenue for future consideration.</li></ul>                           | Develop Concept Plan to be considered in 2016-17                                                                                                                                                                                                                        |



## City of Carpinteria

### 2016-17 Proposed Budget

**Fund:** Recreation/General Fund

**Department:** Parks and Recreation

## Program: *Special Events*

### I. Program Summary

**T**he Parks and Recreation Department conducts a variety of special programs intended to help promote recreation and the Community of Carpinteria. The events include the Carpinteria Triathlon, held in the late summer and an adult softball league. The expenses of these programs are offset by the revenue generated from participants or by donations.

#### **Triathlon**

This successful event will be returning for its eighteenth year, the Triathlon consists of an ocean swim, a bicycle ride and a run. Planned to attract eight hundred twenty-five participants this year, the event continues to be a fall classic for Carpinteria. Not only promoting a healthy lifestyle, but also attracting visitors during an off-season time of year. The event contributes to the local economy through additional sales tax and hotel bed tax revenues and helps raise funds for the Parks and Recreation Department youth recreation programming.

#### **Adult Coed Softball League**

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

The expenses associated with these programs are included in the operational expense portion of the budget summary presented below and are completely offset by participant fee revenue.



**City of Carpinteria  
Parks & Recreation**



**Program: Special Events**

**II. Budget Summary**

| Program:                            | Special Events |           |           |          |             |                              |
|-------------------------------------|----------------|-----------|-----------|----------|-------------|------------------------------|
|                                     | ACTUAL 13      | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 |                              |
| TOTAL REVENUE                       | \$103,609      | \$94,770  | \$91,049  | \$77,500 | \$78,500    |                              |
| Personnel                           | \$22,129       | \$21,487  | \$22,037  | \$22,717 | \$24,314    |                              |
| Other Operating Exp.                | 71,491         | 56,733    | 63,690    | 55,000   | 55,000      |                              |
| TOTAL EXPENDITURES                  | \$93,620       | \$78,220  | \$85,727  | \$77,717 | \$79,314    |                              |
| NET INCOME/(SUBSIDY)                | \$9,989        | \$16,550  | \$5,322   | (\$217)  | (\$814)     |                              |
| 4848182 SOFTBALL REVENUE            | 5,090          | 8,559     | 7,225     | 8,000    | 8,000       | Charges for Services         |
| 4848168 TRIATHLON REVENUE           | 97,021         | 83,839    | 80,714    | 66,000   | 67,000      | Charges for Services         |
| 4848188 PARK SPECIAL EVENTS REVENUE | 1,498          | 2,372     | 3,110     | 3,500    | 3,500       | Charges for Services         |
| 4863308 Special Events Expenses     | 7,420          | 1,574     | 5,114     | 5,000    | 5,000       | Other Operating Expenditures |
| 4863302 Softball League Expenses    | 3,006          | 3,168     | 3,670     | 4,000    | 4,000       | Other Operating Expenditures |
| 4863300 Triathlon Expense           | 61,066         | 51,991    | 54,906    | 46,000   | 46,000      | Other Operating Expenditures |
| 99000 Personnel                     | 22,129         | 21,487    | 22,037    | 22,717   | 24,314      |                              |

**III. Personnel Allocations**

**Position:**

**FTE Allocation:**

|                                       |            |
|---------------------------------------|------------|
| Director, Parks and Recreation        | .05        |
| Management Assistant                  | .10        |
| Maintenance worker                    | .05        |
| Parks and Facility Maintenance Worker | .05        |
| <b>Total</b>                          | <b>.25</b> |

**IV. Expense Summary**

**Personnel**

**Operational / Service Expense:** This category reflects anticipated expenses to conduct the aforementioned special events. This expense is offset by anticipated participant fee revenues.

**Contract Services:** None

**Capital:** None anticipated

**Program:** Special Events

**V. Goals and Performance Measures**

The Goal of the special events program is to provide outstanding recreational opportunities that promote the community and support department programming including youth recreation scholarships.

| <b>Objectives</b>                                        | <b>Performance Measures</b>                                                                                                                                                                 |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Attract 10 or more teams to the Adult Softball League. | 1. Attract 150 adults to play<br>Generate funds to offset fields operations and maintenance.                                                                                                |
| ◆ Plan, publicize, and conduct triathlon.                | 1. Attract over seven hundred participants.<br>2. Provide funds to allow for over 50 youth scholarships to City recreation programs or to support the community pool and youth programming. |

**Program:** Special Events



Carpinteria Triathlon attracts over 700 participants

| Objectives                                                    | 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.                 |

# City of Carpinteria

## 2016-17 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 the following active and passive recreational areas:

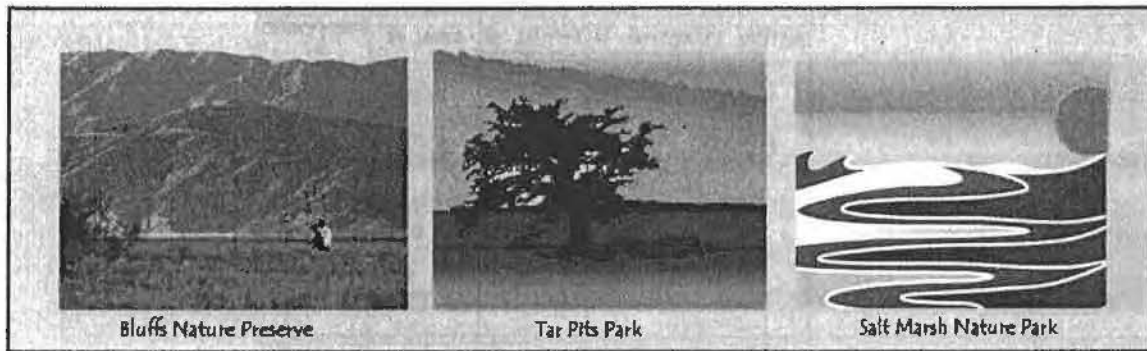
|                                               |            |
|-----------------------------------------------|------------|
| Carpinteria Bluffs                            | 54.3 acres |
| El Carro Park                                 | 10.5 acres |
| Tar Pits Park                                 | 8.7 acres  |
| Salt Marsh Nature Park                        | 8.0 acres  |
| Monte Vista Park                              | 4.0 acres  |
| Heath Ranch Park                              | 2.3 acres  |
| Memorial Park                                 | 1.9 acres  |
| Franklin Creek                                | 1.1 acres  |
| Carpinteria Creek Park                        | 1.03 acres |
| Linden Field and Tomol Interpretive Play Area | 6.3 acres  |
| Seaside Park                                  | .30 acres  |
| Historical Markers                            | .25 acres  |



Carpinteria Salt Marsh Nature Park

The Park and Facilities Maintenance Program includes all park maintenance and improvement throughout the City. Also included is the management and maintenance of the Veteran's Memorial Building. Capital spending on hiking and biking trails, park system expansion and improvement and the development of other recreation facilities in the community, are included in this program.

**Program:** Parks and Facility Improvement and Maintenance



## *Carpinteria, California*

### **II. Budget Summary**

**Program: Parks and Facility Improvement and Maintenance**

| Program:                                | Parks & Facility Maintenance |            |             |             |             |                                 |
|-----------------------------------------|------------------------------|------------|-------------|-------------|-------------|---------------------------------|
|                                         | ACTUAL 13                    | ACTUAL 14  | ACTUAL 15   | FINAL 16    | PROPOSED 17 |                                 |
| TOTAL REVENUE                           | \$174,821                    | \$327,999  | \$242,977   | \$226,894   | \$912,431   |                                 |
| Personnel                               | \$138,949                    | \$104,512  | \$107,189   | \$120,544   | \$129,016   |                                 |
| Contract Services                       | 140,245                      | 164,179    | 240,431     | 165,615     | 175,000     |                                 |
| Utilities                               | 70,160                       | 87,283     | 77,284      | 75,048      | 75,046      |                                 |
| Other Operating Exp.                    | 41,103                       | 42,860     | 36,438      | 46,000      | 44,000      |                                 |
| Major Capital                           | 96,054                       | 267        | 198,497     | 2,000       | 759,000     |                                 |
| Minor Capital                           |                              |            |             | 25,000      | 3,000       |                                 |
| TOTAL EXPENDITURES                      | \$486,512                    | \$399,081  | \$661,819   | \$434,205   | \$1,185,062 |                                 |
| NET INCOME/(SUBSIDY)                    | (\$311,691)                  | (\$71,082) | (\$418,842) | (\$207,311) | (\$272,631) |                                 |
| 222225 NEW CONSTRUCTION TAX             | 23                           | 21,072     | 4,543       | 1,000       | 1,000       | Other Taxes                     |
| 232335 PARK MAINTENANCE TAX 23          | 156,888                      | 154,109    | 142,662     | 154,000     | 154,000     | Other Taxes                     |
| 2222101 INTEREST INCOME 22              | 0                            | 65         |             |             |             | Interest                        |
| 2323101 INTEREST INCOME 23              | (174)                        | 150        | (1,115)     | 35          | 35          | Interest                        |
| 2323102 PARK RENTAL 23                  | 45,985                       | 16,840     | 20,040      | 17,000      | 20,000      | Charges for Services            |
| 2323103 STATE DAY USE PARKING           | (28,547)                     | 56,429     | 36,440      | 15,000      | 15,000      | Charges for Services            |
| 3333102 PARK RENTAL                     | 60                           | 520        |             |             |             | Charges for Services            |
| 2020437 CARPINTERIA RINCON TRAIL INCOME | 545                          |            |             |             |             | Subventions / Intergovernmental |
| 2020208 CREEK PARK INCOME               |                              |            |             |             | 342,000     | Subventions / Intergovernmental |
| 2020421 HCF WEED REMOVAL GRANT          |                              |            |             |             | 340,000     | Subventions / Intergovernmental |
| 2323231 BLUFFS ENDOWMENT                |                              | 25,000     | 26,906      | 27,000      | 27,000      | Subventions / Intergovernmental |
| 3131310 DIF TRANSFER OUT OFFSET         |                              | 53,814     | 13,501      | 12,546      | 13,083      | Intergov Grants                 |
| 2323166 DONATIONS 23                    | 42                           |            |             | 313         | 313         | Miscellaneous                   |
| 2361225 Park Maintenance 61             | 88,856                       | 80,553     | 76,450      | 100,000     | 100,000     | Contract Services               |
| 2361222 Equip/Vehicle Maintenance       | 70                           | 111        | 140         | 250         | 2,000       | Contract Services               |
| 2361221 Miscellaneous Contracts         | 37,566                       | 61,794     | 69,405      | 47,365      | 55,000      | Contract Services               |
| 2361225 Marsh/Bluffs Maintenance        |                              | 8,991      | 78,450      | 1,000       | 1,000       | Contract Services               |
| 4865224 Custodial Services              | 8,700                        | 8,506      | 8,666       | 9,000       | 9,000       | Contract Services               |
| 4865221 Miscellaneous Contracts 65      | 1,228                        | 1,019      | 594         | 3,500       | 3,500       | Contract Services               |
| 4865220 Grounds Maintenance 65          | 3,824                        | 3,205      | 3,726       | 4,500       | 4,500       | Contract Services               |
| 2361317 Utility - Sewer 23              | 1,989                        | 2,681      | 3,864       | 4,046       | 4,046       | Utilities                       |
| 2361313 Utility - Electric 23           | 5,920                        | 5,907      | 6,171       | 6,000       | 6,000       | Utilities                       |
| 2361312 Utility - Water 23              | 62,251                       | 78,675     | 67,229      | 65,000      | 65,000      | Utilities                       |
| 2361307 Vehicle Oper/Maintenance 23     | 3,151                        | 2,143      | 4,688       | 4,000       | 4,000       | Other Operating Expenditures    |
| 2361306 Bluffs Park Expense             | 19,119                       | 19,334     | 15,120      | 20,000      | 18,000      | Other Operating Expenditures    |
| 4865309 Misc Operating Expenses 65      | 18,834                       | 21,383     | 18,829      | 22,000      | 22,000      | Other Operating Expenditures    |
| 1079611 Park Improvements               |                              |            | 198,497     |             | 75,000      | Major Capital                   |
| 2037303 Carpinteria Rincon Trail        | 545                          |            |             |             |             | Major Capital                   |
| 2079220 Memorial Park Expense           |                              |            |             |             | 342,000     | Major Capital                   |
| 2079305 Tomol IPA LWCF                  | 95,000                       |            |             |             |             | Major Capital                   |
| 2079621 Community Gard Grant Expense    |                              |            |             |             | 340,000     | Major Capital                   |
| 2379611 Irrigation Water Well           | 509                          | 267        |             | 2,000       | 2,000       | Major Capital                   |
| 2370415 Parks Truck                     |                              |            |             | 12,500      | 3,000       | Minor Capital                   |
| 2870612 Parks Truck                     |                              |            |             | 12,500      |             | Minor Capital                   |
| 200000 Depreciation                     | 128,040                      | 104,543    | 107,189     | 120,544     | 129,016     |                                 |

### 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                        | .375 |

**Total**

1.425



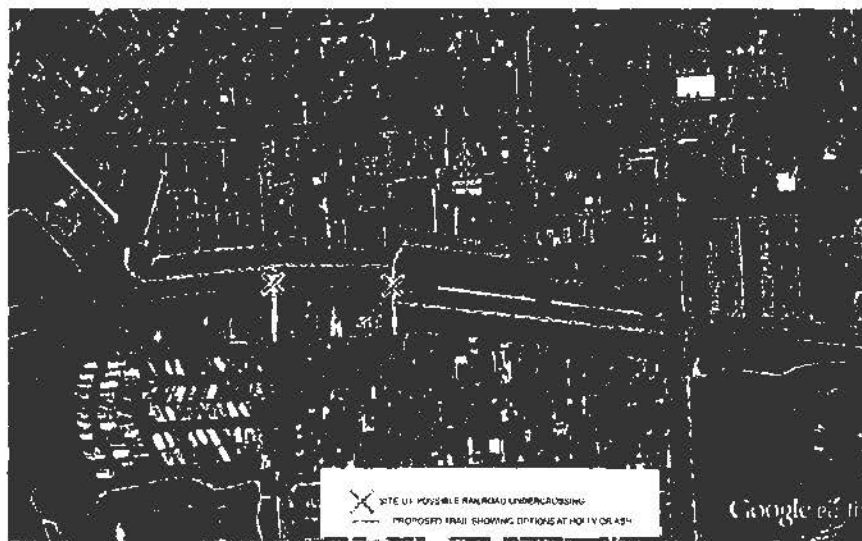
#### **IV. Expense Summary**

**Personnel:** Personnel in this department include the Parks Director, Parks and Facilities Maintenance Worker, Maintenance Technician, the Public Works Maintenance Workers, 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.

**Contract Services:** Parks Maintenance Contracts, which provides for the majority of routine park maintenance such as weekly lawn mowing. Funds have been included the parks miscellaneous contracts account to implement Integrated Pest Management tactics.

**Capital Projects:** This category includes the costs of new or replacement facilities and equipment needed or considered desirable for the Carpinteria





**Program:** Parks and Facility Improvement and Maintenance  
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. Fifty Coast Live Oaks were planted in Franklin Creek Park in 2015.

#### **Athletic Field Maintenance.**

The City of Carpinteria maintains two athletic field complexes. One at El Carro Park and the other at Viola Fields. In order to counteract the long term impacts of soil compaction and turf wear and tear, the Parks Department occasionally aerates the fields and applies organic soil amendment. This will help maintain the level playing surface, reduce the need for irrigation, improve aesthetics, reduce the need for chemical fertilizers and pesticides and improve overall turf vigor. Funds have been programed in account number 23-61-22-1 for replenishment of the playground safety area wood chips at several locations, playground repair and sports field top dressing.

### **The Carpinteria Rincon Trail**

This project is a partnership project with Santa Barbara County and the City of Carpinteria. The project includes a 5,000 foot long trail that connects the eastern end of Carpinteria Avenue with the Ventura County line. The route takes advantage of already public owned land over terrain with breathtaking views of the Pacific Ocean. The Project's CEQA review is complete. The preparation of complete plans, specifications and engineering should be complete by June 2017. Construction could begin shortly thereafter if construction funding can be secured.

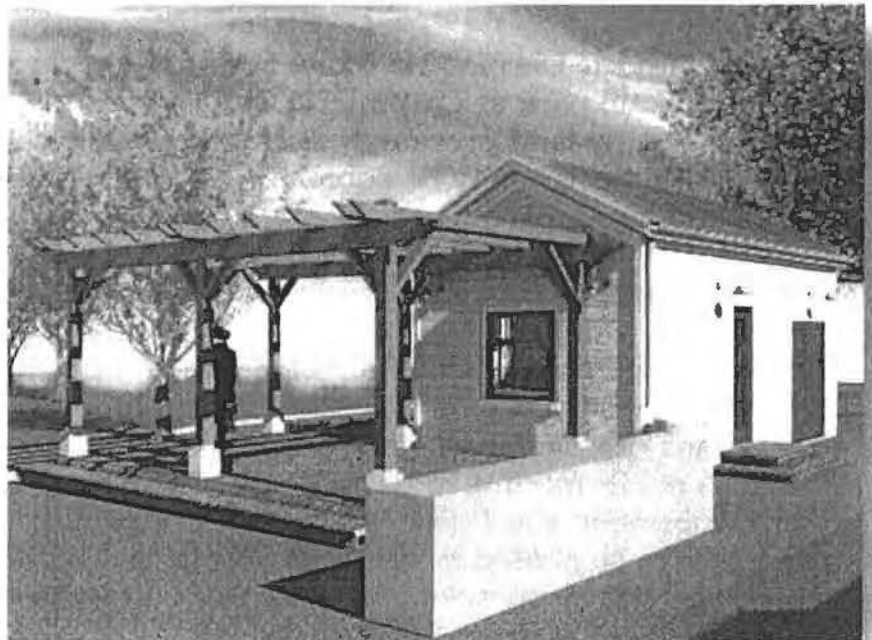
### **Memorial Park Renovations**

A renovation plan for Memorial Park has been prepared that includes such amenities as a new play structure, walking paths, safety fencing and native plantings. In May of 2015, the replacement of the Monument Sign was completed. In 2016-17, additional work will include inside park trail extensions, a new play structure, fencing and landscaping. A grant from the State of California has been awarded to the City to replace the play structure. (account no. 31-79-62-1)

### **Community Garden Park**

This project was fully permitted in 2016 and will be under construction in the summer and fall of 2016. The project is adjacent to the railroad tracks on Fifth Street.

100 garden plots will be made available for use for residents to grow local produce in a pleasant and social setting. An early 1900's railroad shed will be located at the site to serve as a small office and center. Gardening techniques promoting sustainability and growing quality produce will be taught. A grant for construction



**Program:** Parks and Facility Improvement and Maintenance

funding has been awarded by the State of California in the amount of \$350,000.

**Historical Marker Park**

The Carpinteria City Council has requested a concept design be prepared for a park on Concha Loma Drive near Historical marker No. 535. The park will likely include some street right of way.



Development of a concept design along with a cost estimate can be prepared prior to the end of 2016.

**Carpinteria Skate Park**

Working with the Carpinteria Skate Foundation, the City will prepare a site plan for a skate park at Carpinteria City Hall at the east end. The skate park will occupy land previously used as a roller hockey rink. In 2016-17, the proposed design may be submitted for discretionary approval by the City's Planning Department.

**City Hall Campus Site and Landscape Plan.**

The City has prepared a City Hall Improvement and Landscape plan 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 Public Works annex buildings. The project is anticipated to be phased in over time. For 2016-17, the building entrance accessibility will be pursued. Facilities DIF's are proposed to be used to fund this project. See account 31-79-61-4.

**V. Goals and Performance Measures**

The goal of the Park and Facilities Maintenance and Improvement program is to provide cost effective stewardship for the City's parks, trails, open spaces, athletic fields and Veterans Building and to ensure safe recreational and educational opportunities for the benefit of the public.

| Objectives                                                                                               | Performance Measures                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Be water efficient in the park system and install irrigation water wells where determined appropriate. | Minimize water costs<br>1. Maintain reduced turf areas in Heath Ranch, Memorial and Franklin Creek Park.<br><br>2. Upgrade irrigation controllers.                      |
| ◆ Plant 50 native trees in City parks and open spaces.                                                   | 1. Identify 50 locations for native trees.<br><br>2. Procure trees.<br><br>3. Install trees.                                                                            |
| ◆ Maintain Athletic field surfaces for high quality and safe play.                                       | Procure and distribute 140 cubic yards of organic amendment to select athletic fields to improve turf conditions.                                                       |
| ◆ Prepare land use concept for City owned land near railroad and Linden Avenue.                          | Develop concept land use designs with the service of a Landscape Architect.                                                                                             |
| ◆ Continue to promote and facilitate work on the Carpinteria Rincon Trail.                               | Continue work with a design/engineering firm, Cal trans and SBCAG to complete the trail.<br><br>Seek Land Acquisition from Cal trans needed for the trail's completion. |

**Program:** Parks and Facility Improvement and Maintenance

| <b>Objectives</b>                                                                                         | <b>Performance Measures</b>                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Complete Memorial Park Play Structure replacement.                                                      | <ol style="list-style-type: none"><li>1. Complete installation of envisioned trails and landscaping.</li><li>2. Replace Play Structure.</li></ol>                                            |
| ◆ Install Carpinteria City Hall improvements                                                              | <ol style="list-style-type: none"><li>1. Complete door replacement phase</li><li>2. Install access path to front entrance of building.</li><li>3. Perform construction management.</li></ol> |
| ◆ Replace irrigation controllers in four City parks that can be monitored and operated over the internet. | <ol style="list-style-type: none"><li>1. Identify make and model of irrigation controller.</li><li>2. Install and make operational.</li></ol>                                                |



CITY OF CARPINTERIA  
Proposed 2016-17 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 13          |                | ACTUAL 14          |                | ACTUAL 15          |                | FINAL 16           |                | PROPOSED 17        |                |
|-----------------------------------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
| Property Taxes                          | \$2,875,356        | 38.80%         | \$2,861,510        | 36.10%         | \$2,962,919        | 33.20%         | \$3,094,713        | 34.00%         | \$3,218,502        | 34.80%         |
| Sales Taxes                             | \$1,739,414        | 23.40%         | \$1,900,971        | 24.00%         | \$2,054,033        | 23.00%         | \$2,086,268        | 22.90%         | \$2,103,980        | 22.70%         |
| Franchise Taxes                         | 552,787            | 7.50%          | 602,583            | 7.60%          | 634,781            | 7.10%          | 614,785            | 6.80%          | 614,785            | 6.60%          |
| Bed Taxes                               | 1,631,428          | 22.00%         | 1,923,538          | 24.30%         | 2,369,762          | 26.60%         | 2,409,497          | 26.50%         | 2,449,898          | 26.50%         |
| Other Taxes                             | 113,790            | 1.50%          | 127,167            | 1.60%          | 140,827            | 1.60%          | 132,908            | 1.50%          | 132,908            | 1.40%          |
| <b>Total Taxes</b>                      | <b>6,912,774</b>   | <b>93.20%</b>  | <b>7,415,769</b>   | <b>93.60%</b>  | <b>8,162,322</b>   | <b>91.50%</b>  | <b>8,338,171</b>   | <b>91.60%</b>  | <b>8,520,073</b>   | <b>92.10%</b>  |
| Interest                                | \$23,348           | 0.30%          | \$61,375           | 0.80%          | (\$86,270)         | -1.00%         | \$105,578          | 1.20%          | \$105,588          | 1.10%          |
| Licenses & Permits                      | 189,220            | 2.60%          | 109,909            | 1.40%          | 106,271            | 1.20%          | 124,909            | 1.40%          | 124,909            | 1.40%          |
| Charges for Services                    | 164,167            | 2.20%          | 205,934            | 2.60%          | 411,559            | 4.60%          | 394,780            | 4.30%          | 370,004            | 4.00%          |
| Fines & Forfeitures                     | 81,422             | 1.10%          | 100,454            | 1.30%          | 74,911             | 0.80%          | 80,147             | 0.90%          | 80,147             | 0.90%          |
| Intergov Grants                         | 33,299             | 0.40%          | 32,220             | 0.40%          | 234,960            | 2.60%          | 27,255             | 0.30%          | 27,255             | 0.30%          |
| Miscellaneous                           | 15,566             | 0.20%          |                    |                | 13,822             | 0.20%          | 28,276             | 0.30%          | 22,626             | 0.20%          |
| <b>TOTAL REVENUE</b>                    | <b>7,419,796</b>   | <b>100.00%</b> | <b>7,925,661</b>   | <b>100.00%</b> | <b>8,917,575</b>   | <b>100.00%</b> | <b>9,099,116</b>   | <b>100.00%</b> | <b>9,250,602</b>   | <b>100.00%</b> |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Regular Wages                           | 1,865,960          | 24.90%         | 2,035,668          | 26.40%         | 2,060,157          | 25.10%         | 2,037,167          | 24.10%         | 2,209,640          | 24.80%         |
| Part-time Wages                         | 42,089             | 0.60%          | 30,930             | 0.40%          | 28,784             | 0.40%          | 46,205             | 0.50%          | 60,020             | 0.70%          |
| Overtime Wages                          | 10,902             | 0.10%          | 7,486              | 0.10%          | 8,908              | 0.10%          | 14,608             | 0.20%          | 5,400              | 0.10%          |
| Other Wages                             | 37,806             | 0.50%          | 42,573             | 0.60%          | 40,186             | 0.50%          | 42,921             | 0.50%          | 43,970             | 0.50%          |
| <b>Total Wages</b>                      | <b>1,956,757</b>   | <b>26.20%</b>  | <b>2,116,657</b>   | <b>27.50%</b>  | <b>2,138,035</b>   | <b>26.00%</b>  | <b>2,140,901</b>   | <b>25.30%</b>  | <b>2,319,030</b>   | <b>26.10%</b>  |
| Health/Life/Dental Insurance            | 435,503            | 5.80%          | 467,167            | 6.10%          | 462,695            | 5.60%          | 487,204            | 5.80%          | 581,790            | 6.50%          |
| Retirement                              | 352,702            | 4.70%          | 395,475            | 5.10%          | 414,769            | 5.00%          | 443,564            | 5.20%          | 482,070            | 5.40%          |
| Unemployment Insurance                  | 5,137              | 0.10%          | 4,160              | 0.10%          | 4,284              | 0.10%          | 4,325              | 0.10%          | 4,470              | 0.10%          |
| MediTax                                 | 28,410             | 0.40%          | 30,699             | 0.40%          | 30,988             | 0.40%          | 31,327             | 0.40%          | 32,400             | 0.40%          |
| Other Benefits                          | 9,836              | 0.10%          | 2,060              | 0.00%          | 9,605              | 0.10%          | 11,213             | 0.10%          | 10,900             | 0.10%          |
| <b>Total Benefits</b>                   | <b>831,588</b>     | <b>11.10%</b>  | <b>899,561</b>     | <b>11.70%</b>  | <b>922,341</b>     | <b>11.20%</b>  | <b>977,633</b>     | <b>11.60%</b>  | <b>1,111,630</b>   | <b>12.50%</b>  |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$2,788,345</b> | <b>37.30%</b>  | <b>\$3,016,218</b> | <b>39.20%</b>  | <b>\$3,060,376</b> | <b>37.30%</b>  | <b>\$3,118,535</b> | <b>36.90%</b>  | <b>\$3,430,660</b> | <b>38.60%</b>  |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Contract Services                       | 824,515            | 11.00%         | 738,945            | 9.60%          | 849,900            | 10.30%         | 1,101,338          | 13.00%         | 1,143,466          | 12.80%         |
| Sheriff Contract                        | 3,283,473          | 43.90%         | 3,320,423          | 43.10%         | 3,347,676          | 40.70%         | 3,417,937          | 40.40%         | 3,536,799          | 39.70%         |
| Utilities                               | 43,913             | 0.60%          | 40,232             | 0.50%          | 37,231             | 0.50%          | 38,640             | 0.50%          | 41,140             | 0.50%          |
| Other Operating Exp.                    | 179,760            | 2.40%          | 173,881            | 2.30%          | 162,932            | 2.00%          | 222,151            | 2.60%          | 212,990            | 2.40%          |
| Non-Operating Exp.                      | 211,311            | 2.80%          | 273,595            | 3.60%          | 370,807            | 4.50%          | 412,006            | 4.90%          | 303,627            | 3.40%          |
| Major Capital                           |                    |                |                    |                | 198,497            | 2.40%          |                    |                | 75,000             | 0.80%          |
| Minor Capital                           | 65,739             | 0.90%          | 21,594             | 0.30%          | 11,706             | 0.10%          | 34,000             | 0.40%          | 44,000             | 0.50%          |
| Debt Service                            | 82,963             | 1.10%          | 113,788            | 1.50%          | 176,138            | 2.10%          | 108,956            | 1.30%          | 111,386            | 1.30%          |
| <b>TOTAL EXPENDITURES</b>               | <b>7,480,019</b>   | <b>100.00%</b> | <b>7,698,676</b>   | <b>100.00%</b> | <b>8,215,263</b>   | <b>100.00%</b> | <b>8,453,563</b>   | <b>100.00%</b> | <b>8,899,068</b>   | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$60,223)</b>  |                | <b>\$226,985</b>   |                | <b>\$702,312</b>   |                | <b>\$645,553</b>   |                | <b>\$351,534</b>   |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Transfers In                            | 406,424            |                | 735,278            |                | 582,141            |                | 653,226            |                | 608,711            |                |
| Transfers (Out)                         | (129,227)          |                | (147,868)          |                | (259,822)          |                | (745,700)          |                | (779,917)          |                |
| <b>NET TRANSFERS</b>                    | <b>277,197</b>     |                | <b>587,410</b>     |                | <b>322,319</b>     |                | <b>(92,474)</b>    |                | <b>(171,206)</b>   |                |
| Subsidies Received / (Provided)         | (497,955)          |                | (477,257)          |                | (448,817)          |                | (551,453)          |                | (498,821)          |                |
| Operational Excess / (Deficit)          | (280,981)          |                | 337,138            |                | 575,814            |                | 1,626              |                | (318,493)          |                |
| Decrease / (Increase) in Reserves       | 116,110            |                | (160,989)          |                | (142,054)          |                | (279,861)          |                | (63,113)           |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(164,871)</b>   |                | <b>176,149</b>     |                | <b>433,760</b>     |                | <b>(278,234)</b>   |                | <b>(381,606)</b>   |                |
| Beginning Fund Balance                  | 1,527,328          |                | 1,362,457          |                | 1,538,606          |                | 1,972,366          |                | 1,694,131          |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$1,362,457</b> |                | <b>\$1,538,606</b> |                | <b>\$1,972,366</b> |                | <b>\$1,694,131</b> |                | <b>\$1,312,526</b> |                |



## GENERAL FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                   | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16  | PROPOSED 17 | Type                            |
|------|------|-----|-----|-------------------------------|-----------|-----------|-----------|-----------|-------------|---------------------------------|
| 10   | 10   | 11  | 3   | PRIOR YEAR, SEC/UNSEC         | 20,681    | 14,994    | 2,684     | 5,000     | 5,200       | Property Taxes                  |
| 10   | 10   | 11  | 1   | SECURED, CURRENT YEAR         | 2,735,650 | 2,716,607 | 2,864,464 | 2,973,069 | 3,091,992   | Property Taxes                  |
| 10   | 10   | 11  | 2   | UNSECURED, CURRENT YEAR       | 72,853    | 69,130    | 84,994    | 78,210    | 81,338      | Property Taxes                  |
| 10   | 10   | 11  | 4   | PROPERTY TAX PENALTIES        | 4,915     | 5,752     | 7,395     | 2,000     | 2,080       | Property Taxes                  |
| 10   | 10   | 11  | 5   | SUPPLEMENTAL ROLL             | 41,256    | 55,027    | 3,382     | 36,434    | 37,891      | Property Taxes                  |
| 10   | 10   | 12  | 1   | SALES TAX                     | 1,676,256 | 1,844,966 | 1,985,027 | 2,023,996 | 2,041,708   | Sales Taxes                     |
| 10   | 10   | 12  |     | SALES TAX SAFETY              | 63,158    | 56,005    | 69,006    | 62,272    | 62,272      | Sales Taxes                     |
| 10   | 10   | 15  | 1   | COX CABLE FRANCHISE TAX       | 214,738   | 221,303   | 231,115   | 227,942   | 227,942     | Franchise Taxes                 |
| 10   | 10   | 15  | 2   | SO CAL GAS FRANCHISE TAX      | 35,153    | 40,415    | 43,066    | 34,712    | 34,712      | Franchise Taxes                 |
| 10   | 10   | 15  | 3   | HARRISON FRANCHISE TAX        | 191,577   | 224,413   | 241,745   | 231,145   | 231,145     | Franchise Taxes                 |
| 10   | 10   | 15  | 4   | SCE FRANCHISE TAX             | 111,320   | 116,452   | 118,855   | 120,986   | 120,986     | Franchise Taxes                 |
| 10   | 10   | 12  | 3   | TRANSIENT OCCUPANCY TAX       | 1,631,428 | 1,923,538 | 2,369,762 | 2,409,497 | 2,449,898   | TOT                             |
| 10   | 10   | 12  | 2   | BUSINESS LICENSE TAX          | 44,898    | 43,977    | 46,676    | 46,000    | 46,000      | Other Taxes                     |
| 10   | 10   | 12  | 6   | PROPERTY TRANSFER TAX         | 68,891    | 83,190    | 94,151    | 86,908    | 86,908      | Other Taxes                     |
| 10   | 10   | 10  | 4   | CAPITAL IMPROV. INTEREST      | 8,292     | 6,972     | 5,538     | 6,046     | 6,046       | Interest                        |
| 10   | 10   | 10  | 3   | TRUST & AGENCY INTEREST       | 16,826    | 14,816    | 14,677    | 17,029    | 17,029      | Interest                        |
| 10   | 10   | 10  | 1   | INTEREST INCOME 10            | -2,146    | 39,333    |           | 53,408    | 53,408      | Interest                        |
| 10   | 10   | 10  | 7   | DISCOUNTS TAKEN               |           |           |           | 9,734     | 9,734       | Interest                        |
| 10   | 10   | 10  | 6   | CASH HANDLING CHARGES         | 376       | 254       | 218       | 323       | 323         | Interest                        |
| 10   | 10   | 10  | 1   | INTEREST INCOME 13            |           |           | -65,837   | 9,729     | 9,729       |                                 |
| 10   | 10   | 10  | 1   | INTEREST INCOME 15            |           |           | -40,866   | 9,309     | 9,319       |                                 |
| 10   | 10   | 17  | 8   | SIGN PERMITS                  | 1,540     | 803       | 660       | 690       | 690         | Licenses & Permits              |
| 10   | 10   | 17  | 7   | TEMP USE PERMITS              |           | 310       |           |           |             | Licenses & Permits              |
| 10   | 10   | 18  | 5   | BUSINESS LICENSE APPLICATION  | 7,904     | 7,435     |           | 8,726     | 8,726       | Licenses & Permits              |
| 10   | 10   | 17  | 6   | SP ACTIVITY/MISC PERMITS      | 2,955     |           |           |           |             | Licenses & Permits              |
| 10   | 10   | 17  | 5   | OVER-SIZE LOAD PERMITS        | 1,858     | 2,266     | 2,858     | 1,518     | 1,518       | Licenses & Permits              |
| 10   | 10   | 17  | 3   | BUILDING/CONSTR PERMITS       | 143,013   | 66,017    | 79,927    | 87,861    | 87,861      | Licenses & Permits              |
| 10   | 10   | 13  | 5   | DOG LICENSES                  | 23,911    | 23,078    | 19,356    | 19,953    | 19,953      | Licenses & Permits              |
| 10   | 10   | 17  | 4   | ENGINEERING/STREET PERMITS    | 8,040     | 10,000    | 3,470     | 6,161     | 6,161       | Licenses & Permits              |
| 10   | 10   | 19  | 1   | RENTAL HOUSING INSPECTION FEE | 8,827     | 6,075     | -150      | 11,000    | 11,000      | Charges for Services            |
| 10   | 10   | 18  | 2   | VIDEO TAPE SALES              | 160       | 72        | 40        |           |             | Charges for Services            |
| 10   | 10   | 18  | 6   | PUBLIC WORKS CHARGES          |           | 877       | 197,732   | 174,776   | 150,000     | Charges for Services            |
| 10   | 10   | 18  |     | PLANNING CHARGES              | 107,089   | 149,411   | 168,405   | 155,791   | 155,791     | Charges for Services            |
| 10   | 10   | 10  | 2   | RENTS & LEASES 10             | 11,131    | 12,244    | 13,468    |           |             | Charges for Services            |
| 10   | 10   | 18  | 1   | CITY CLERK CHARGES            | 651       | 622       | 96        | 114       | 114         | Charges for Services            |
| 10   | 10   | 18  | 7   | BUILDING SPECIAL SERVICE      | 12,465    | 12,587    | 21,593    | 11,000    | 11,000      | Charges for Services            |
| 10   | 10   | 18  | 8   | BLDG PLAN CHECK CHARGE        | 23,845    | 24,046    | 10,375    | 42,099    | 42,099      | Charges for Services            |
| 10   | 10   | 10  | 8   | PAID FINANCE CHARGES          | 9,792     | 2,398     |           | 11,187    | 11,187      | Fines & Forfeitures             |
| 10   | 10   | 13  | 4   | ANIMAL FINES & PENALTIES      | 5,242     | 3,980     |           |           |             | Fines & Forfeitures             |
| 10   | 10   | 13  | 3   | LOCAL FINES & PENALTIES       | 14,169    | 12,769    | 25,879    | 23,799    | 23,799      | Fines & Forfeitures             |
| 10   | 10   | 13  | 2   | PARKING FINES & PENALTIES     | 47,501    | 78,507    | 46,730    | 42,161    | 42,161      | Fines & Forfeitures             |
| 10   | 10   | 13  | 1   | COURT FINES & PENALTIES       | 4,718     | 2,800     | 2,302     | 3,000     | 3,000       | Fines & Forfeitures             |
| 10   | 10   | 14  | 2   | DMV IN-LIEU                   | 23,175    | 22,153    | 224,964   | 17,645    | 17,645      | Subventions / Intergovernmental |
| 10   | 10   | 14  | 6   | HOMEOWNERS EXEMPTION 10       | 10,124    | 10,067    | 9,996     | 9,610     | 9,610       | Subventions / Intergovernmental |
| 10   | 10   | 16  | 7   | REIMBURSE DAMAGED CITY        | 2,855     |           | 320       |           |             | Miscellaneous                   |
| 10   | 10   | 16  | 2   | WAGE REIMBURSE INS., JURY     | 8,667     |           |           | 4,345     | 4,345       | Miscellaneous                   |
| 10   | 10   | 16  | 4   | MISCELLANEOUS INCOME 10       | 1,790     |           | 13,502    | 7,226     | 1,576       | Miscellaneous                   |
| 10   | 10   | 16  | 5   | S890 CLAIMS                   | 2,254     |           |           | 16,705    | 16,705      | Miscellaneous                   |
| 10   | 30   | 16  | 2   | Regular Salary 30             | 241,458   | 367,958   | 409,307   | 429,812   | 464,910     | Regular Wages                   |
| 10   | 69   | 16  | 2   | Regular Salary 69             | 161,859   | 173,285   | 172,498   | 162,853   | 181,540     | Regular Wages                   |
| 10   | 44   | 16  | 2   | Regular Salary 44             | 89,888    | 89,150    | 91,820    | 91,346    | 97,350      | Regular Wages                   |
| 10   | 42   | 16  | 2   | Regular Salary 42             | 141,905   | 145,084   | 140,473   | 148,279   | 158,610     | Regular Wages                   |
| 10   | 41   | 16  | 2   | Regular Salary 41             | 358,531   | 358,468   | 370,386   | 324,651   | 340,200     | Regular Wages                   |
| 10   | 13   | 16  | 2   | Regular Salary 13             | 51,730    | 53,338    | 50,943    | 55,853    | 57,840      | Regular Wages                   |
| 10   | 12   | 16  | 2   | Regular Salary 12             | 231,457   | 244,537   | 222,600   | 205,093   | 231,430     | Regular Wages                   |
| 10   | 14   | 16  | 2   | Regular Salary 14             | 195,315   | 200,400   | 199,807   | 202,888   | 224,320     | Regular Wages                   |
| 10   | 16   | 16  | 2   | Regular Salary 16             | 87,805    | 92,436    | 91,946    | 93,471    | 107,090     | Regular Wages                   |
| 10   | 11   | 16  | 2   | Regular Salary 11             | 129,862   | 132,711   | 134,303   | 135,406   | 149,930     | Regular Wages                   |
| 10   | 22   | 16  | 2   | Regular Salary 22             | 176,150   | 178,301   | 176,074   | 187,516   | 196,420     | Regular Wages                   |
| 10   | 14   | 16  | 4   | Part-time Wages 14            |           |           |           |           | 21,070      | Part-time Wages                 |
| 10   | 69   | 16  | 4   | Part-time Wages 69            | 4,779     | 320       |           |           |             | Part-time Wages                 |
| 10   | 11   | 16  | 4   | Part-time Wages 11            |           | 1,584     | 430       |           |             | Regular Wages                   |
| 10   | 12   | 16  | 4   | Part-time Wages 12            | 14,110    |           | 1,225     |           |             | Part-time Wages                 |
| 10   | 30   | 16  | 4   | Part-time Wages 30            |           |           |           | 16,156    | 16,160      | Part-time Wages                 |
| 10   | 45   | 16  | 4   | Part-time Wages 45            | 3,893     | 10,426    | 8,529     | 11,449    | 4,190       | Part-time Wages                 |
| 10   | 51   | 16  | 1   | Elected/Appointed Officials   | 19,307    | 18,600    | 18,600    | 18,600    | 18,600      | Part-time Wages                 |
| 10   | 13   | 16  | 5   | Overtime Pay 13               | 4,286     | 5,178     | 3,120     | 5,088     |             | Overtime Wages                  |
| 10   | 69   | 16  | 5   | Overtime Pay 69               | 110       | 69        |           | 42        | 1,300       | Overtime Wages                  |
| 10   | 11   | 16  | 5   | Overtime Pay 11               | 22        |           | 139       |           |             | Overtime Wages                  |



## GENERAL FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                 | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                         |
|------|------|-----|-----|-----------------------------|-----------|-----------|-----------|----------|-------------|------------------------------|
| 10   | 41   | 16  | 5   | Overtime Pay 41             | 1,619     | 916       | 1,308     | 2,285    | 1,800       | Overtime Wages               |
| 10   | 12   | 16  | 5   | Overtime Pay 12             |           | 8         |           |          |             | Overtime Wages               |
| 10   | 30   | 16  | 5   | Overtime Pay 30             | 830       |           | 374       | 307      |             | Overtime Wages               |
| 10   | 22   | 16  | 5   | Overtime Pay 22             | 3,169     | 1,166     | 1,566     | 5,895    | 1,000       | Overtime Wages               |
| 10   | 42   | 16  | 5   | Overtime Pay 42             | 866       | 149       | 2,401     | 991      | 1,300       | Overtime Wages               |
| 10   | 41   | 16  | 7   | Special Pay 41              | 5,030     | 5,099     | 5,036     | 4,284    | 4,530       | Other Wages                  |
| 10   | 41   | 16  | 8   | Interpreter Pay 41          | 1,300     | 1,300     | 1,600     | 1,950    | 1,950       | Other Wages                  |
| 10   | 69   | 16  | 7   | Special Pay 69              | 2,548     | 2,560     | 2,564     | 2,687    | 2,670       | Other Wages                  |
| 10   | 51   | 16  |     | Advisory Board Stipends     | 4,730     | 6,245     | 4,215     | 6,000    | 6,000       | Other Wages                  |
| 10   | 44   | 16  | 7   | Special Pay 44              | 2,156     | 2,200     | 2,144     | 2,260    | 2,240       | Other Wages                  |
| 10   | 42   | 16  | 7   | Special Pay 42              | 1,867     | 1,903     | 1,855     | 2,000    | 1,930       | Other Wages                  |
| 10   | 30   | 16  | 7   | Special Pay 30              | 4,471     | 6,133     | 6,878     | 7,245    | 7,290       | Other Wages                  |
| 10   | 14   | 16  | 7   | Special Pay 14              | 4,296     | 4,632     | 4,447     | 4,687    | 4,820       | Other Wages                  |
| 10   | 16   | 16  | 7   | Special Pay 16              | 1,865     | 2,394     | 2,144     | 2,267    | 2,460       | Other Wages                  |
| 10   | 22   | 16  | 7   | Special Pay 22              | 1,753     | 1,795     | 1,743     | 1,849    | 1,820       | Other Wages                  |
| 10   | 22   | 16  | 8   | Interpreter Pay 22          | 1,040     | 1,040     | 1,040     | 1,250    | 1,040       | Other Wages                  |
| 10   | 12   | 16  | 7   | Special Pay 12              | 4,794     | 4,990     | 4,409     | 4,218    | 4,870       | Other Wages                  |
| 10   | 11   | 16  | 7   | Special Pay 11              | 1,957     | 2,282     | 2,111     | 2,223    | 2,350       | Other Wages                  |
| 10   | 30   | 19  | 4   | Wellness 30                 | 19,381    | 59,928    | 64,601    | 73,498   | 84,680      | Health/Life/Dental Insurance |
| 10   | 41   | 19  | 4   | Wellness 41                 | 62,449    | 60,291    | 55,528    | 63,111   | 80,440      | Health/Life/Dental Insurance |
| 10   | 42   | 19  | 1   | Life Insurance Premiums 42  | 2,144     | 2,381     | 2,226     | 1,803    | 1,890       | Health/Life/Dental Insurance |
| 10   | 42   | 19  | 4   | Wellness 42                 | 18,648    | 22,198    | 23,467    | 26,336   | 13,410      | Health/Life/Dental Insurance |
| 10   | 51   | 19  | 4   | Wellness 51                 | 64,652    | 65,114    | 61,261    | 73,123   | 73,070      | Health/Life/Dental Insurance |
| 10   | 69   | 19  | 4   | Wellness 69                 | 26,558    | 26,093    | 25,554    | 32,433   | 33,820      | Health/Life/Dental Insurance |
| 10   | 44   | 19  | 1   | Life Insurance Premiums 44  | 1,067     | 1,195     | 1,123     | 825      | 1,390       | Health/Life/Dental Insurance |
| 10   | 44   | 19  | 4   | Wellness 44                 | 19,130    | 17,785    | 18,594    | 20,804   | 22,950      | Health/Life/Dental Insurance |
| 10   | 11   | 19  | 1   | Life Insurance Premiums 11  | 974       | 1,117     | 1,343     | 790      | 1,310       | Health/Life/Dental Insurance |
| 10   | 69   | 19  | 1   | Life Insurance Premiums 69  | 1,843     | 2,055     | 2,219     | 1,704    | 2,410       | Health/Life/Dental Insurance |
| 10   | 41   | 19  | 1   | Life Insurance Premiums 41  | 4,056     | 4,946     | 4,755     | 3,681    | 4,680       | Health/Life/Dental Insurance |
| 10   | 51   | 19  | 1   | Life Insurance Premiums 51  | 711       | 860       | 814       | 4,400    | 3,450       | Health/Life/Dental Insurance |
| 10   | 11   | 19  | 4   | Wellness 11                 | 15,380    | 16,812    | 15,996    | 17,850   | 29,280      | Health/Life/Dental Insurance |
| 10   | 12   | 19  | 1   | Life Insurance Premiums 12  | 1,793     | 2,127     | 1,941     | 1,272    | 1,610       | Health/Life/Dental Insurance |
| 10   | 16   | 19  | 4   | Wellness 16                 | 14,514    | 11,918    | 8,056     | 9,382    | 10,670      | Health/Life/Dental Insurance |
| 10   | 22   | 19  | 1   | Life Insurance Premiums 22  | 1,684     | 1,678     | 1,557     | 981      | 1,710       | Health/Life/Dental Insurance |
| 10   | 30   | 19  | 1   | Life Insurance Premiums 30  | 1,925     | 3,072     | 3,390     | 2,246    | 3,790       | Health/Life/Dental Insurance |
| 10   | 16   | 19  | 1   | Life Insurance Premiums 16  | 1,750     | 2,241     | 2,073     | 1,846    | 2,170       | Health/Life/Dental Insurance |
| 10   | 12   | 19  | 4   | Wellness 12                 | 29,580    | 29,000    | 27,764    | 30,305   | 42,100      | Health/Life/Dental Insurance |
| 10   | 16   | 19  | 6   | Health Insurance Surcharges | 1,197     | -636      | -739      | 1,000    | 1,000       | Health/Life/Dental Insurance |
| 10   | 14   | 19  | 4   | Wellness 14                 | 93,011    | 85,524    | 88,047    | 61,647   | 99,000      | Health/Life/Dental Insurance |
| 10   | 14   | 19  | 1   | Life Insurance Premiums 14  | 1,856     | 2,092     | 2,255     | 1,626    | 2,820       | Health/Life/Dental Insurance |
| 10   | 13   | 19  | 1   | Life Insurance Premiums 13  | 753       | 417       | 387       | 213      | 430         | Health/Life/Dental Insurance |
| 10   | 13   | 19  | 4   | Wellness 13                 | 18,411    | 17,810    | 18,157    | 19,363   | 22,950      | Health/Life/Dental Insurance |
| 10   | 22   | 19  | 4   | Wellness 22                 | 32,038    | 31,149    | 32,326    | 36,965   | 40,760      | Health/Life/Dental Insurance |
| 10   | 16   | 19  | 2   | Paid PERS-Employee16        | 4,225     | 6,788     | 6,509     | 6,770    | 6,770       | Retirement                   |
| 10   | 42   | 19  | 2   | Paid PERS-Employee42        | 7,446     | 11,151    | 9,711     | 10,970   | 5,110       | Retirement                   |
| 10   | 30   | 19  | 3   | Paid PERS Employer 30       | 25,378    | 28,443    | 33,461    | 48,833   | 54,420      | Retirement                   |
| 10   | 11   | 19  | 3   | Paid PERS-Employer 11       | 13,636    | 13,037    | 13,161    | 12,318   | 14,210      | Retirement                   |
| 10   | 41   | 19  | 3   | Paid PERS Employer 41       | 38,860    | 35,893    | 35,792    | 29,125   | 35,040      | Retirement                   |
| 10   | 44   | 19  | 3   | Paid PERS Employer 44       | 9,626     | 8,881     | 8,866     | 8,280    | 9,550       | Retirement                   |
| 10   | 44   | 19  | 2   | Paid PERS-Employee44        | 4,595     | 6,882     | 6,601     | 6,770    | 6,770       | Retirement                   |
| 10   | 69   | 19  | 3   | Paid PERS Employer 69       | 17,710    | 16,562    | 16,534    | 15,441   | 17,810      | Retirement                   |
| 10   | 42   | 19  | 3   | Paid PERS Employer 42       | 15,599    | 14,392    | 13,076    | 13,417   | 19,370      | Retirement                   |
| 10   | 69   | 19  | 2   | Paid PERS-Employee69        | 8,432     | 12,833    | 12,309    | 12,624   | 12,620      | Retirement                   |
| 10   | 12   | 19  | 2   | Paid PERS-Employee-12       | 11,383    | 16,996    | 15,432    | 11,084   | 11,080      | Retirement                   |
| 10   | 12   | 19  | 3   | Paid PERS-Employer 12       | 23,827    | 22,099    | 20,797    | 19,553   | 25,210      | Retirement                   |
| 10   | 13   | 19  | 2   | Paid PERS-Employee13        | 2,580     | 3,873     | 3,834     | 4,022    | 4,020       | Retirement                   |
| 10   | 21   | 19  | 3   | Safety Plan - PERS          | 57,709    | 66,832    | 89,017    | 119,268  | 132,880     | Retirement                   |
| 10   | 11   | 19  | 2   | Paid PERS-Employee          | 6,382     | 10,018    | 9,697     | 10,071   | 10,070      | Retirement                   |
| 10   | 30   | 19  | 2   | Paid PERS-Employee30        | 13,668    | 13,628    | 15,086    | 15,462   | 16,040      | Retirement                   |
| 10   | 22   | 19  | 3   | Paid PERS Employer 22       | 19,044    | 17,640    | 17,610    | 16,445   | 18,970      | Retirement                   |
| 10   | 13   | 19  | 3   | Paid PERS-Employer 13       | 5,580     | 5,148     | 5,161     | 4,920    | 5,680       | Retirement                   |
| 10   | 22   | 19  | 2   | Paid PERS-Employee22        | 9,062     | 13,668    | 13,109    | 13,445   | 13,440      | Retirement                   |
| 10   | 41   | 19  | 2   | Paid PERS-Employee41        | 18,437    | 27,676    | 26,633    | 23,767   | 18,000      | Retirement                   |
| 10   | 14   | 19  | 2   | Paid PERS-Employee14        | 9,881     | 15,038    | 14,241    | 14,709   | 14,710      | Retirement                   |
| 10   | 16   | 19  | 3   | Paid PERS-Employer 16       | 8,961     | 8,729     | 8,866     | 8,280    | 9,550       | Retirement                   |
| 10   | 14   | 19  | 3   | Paid PERS-Employer 14       | 20,681    | 19,268    | 19,266    | 17,991   | 20,750      | Retirement                   |
| 10   | 14   | 18  | 4   | Unemployment Insurance 14   | 395       | 404       | 409       | 412      | 480         | Unemployment Insurance       |
| 10   | 45   | 18  | 4   | Unemployment Insurance 45   | 92        | 21        | 17        | 25       | 10          | Unemployment Insurance       |
| 10   | 51   | 18  | 4   | Unemployment Insurance 51   | 39        | 38        | 39        | 27       | 40          | Unemployment Insurance       |



## GENERAL FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                          | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                   |
|------|------|-----|-----|--------------------------------------|-----------|-----------|-----------|----------|-------------|------------------------|
| 10   | 11   | 18  | 4   | Unemployment Insurance 11            | 266       | 274       | 282       | 269      | 290         | Unemployment Insurance |
| 10   | 12   | 18  | 4   | Unemployment Insurance 12            | 1,640     | 488       | 446       | 404      | 460         | Unemployment Insurance |
| 10   | 30   | 18  | 4   | Unemployment Insurance 30            | 490       | 707       | 816       | 676      | 940         | Unemployment Insurance |
| 10   | 16   | 18  | 4   | Unemployment Insurance 16            | 178       | 186       | 189       | 187      | 210         | Unemployment Insurance |
| 10   | 22   | 18  | 4   | Unemployment Insurance 22            | 370       | 369       | 399       | 749      | 390         | Unemployment Insurance |
| 10   | 13   | 18  | 4   | Unemployment Insurance 13            | 116       | 119       | 116       | 121      | 110         | Unemployment Insurance |
| 10   | 41   | 18  | 4   | Unemployment Insurance 41            | 734       | 739       | 752       | 651      | 670         | Unemployment Insurance |
| 10   | 42   | 18  | 4   | Unemployment Insurance 42            | 288       | 297       | 286       | 297      | 320         | Unemployment Insurance |
| 10   | 44   | 18  | 4   | Unemployment Insurance 44            | 184       | 186       | 189       | 183      | 190         | Unemployment Insurance |
| 10   | 69   | 18  | 4   | Unemployment Insurance 69            | 345       | 332       | 344       | 323      | 360         | Unemployment Insurance |
| 10   | 22   | 18  | 6   | Meditax 22                           | 2,693     | 2,711     | 2,688     | 2,953    | 2,800       | MediTax                |
| 10   | 69   | 18  | 6   | Meditax 69                           | 2,500     | 2,445     | 2,496     | 2,530    | 2,590       | MediTax                |
| 10   | 12   | 18  | 6   | Meditax 12                           | 3,602     | 3,627     | 3,367     | 2,971    | 3,300       | MediTax                |
| 10   | 14   | 18  | 6   | Meditax 14                           | 2,870     | 2,973     | 2,963     | 2,993    | 3,510       | MediTax                |
| 10   | 16   | 18  | 6   | Meditax 16                           | 1,298     | 1,376     | 1,369     | 1,357    | 1,530       | MediTax                |
| 10   | 51   | 18  | 6   | Meditax 51                           | 280       | 275       | 281       | 185      | 270         | MediTax                |
| 10   | 11   | 18  | 6   | Meditax 11                           | 1,940     | 2,014     | 2,045     | 2,154    | 2,130       | MediTax                |
| 10   | 45   | 18  | 6   | Meditax 45                           | 56        | 151       | 124       | 178      | 60          | MediTax                |
| 10   | 41   | 18  | 6   | Meditax 41                           | 5,337     | 5,461     | 5,452     | 5,047    | 4,870       | MediTax                |
| 10   | 30   | 18  | 6   | Meditax 30                           | 3,559     | 5,216     | 5,918     | 6,365    | 6,840       | MediTax                |
| 10   | 13   | 18  | 6   | Meditax 13                           | 844       | 879       | 839       | 899      | 810         | MediTax                |
| 10   | 44   | 18  | 6   | Meditax 44                           | 1,338     | 1,373     | 1,370     | 1,413    | 1,390       | MediTax                |
| 10   | 42   | 18  | 6   | Meditax 42                           | 2,094     | 2,198     | 2,076     | 2,282    | 2,300       | MediTax                |
| 10   | 13   | 19  | 8   | Uniform Rental 13                    | 432       | 481       | 515       | 729      | 730         | Other Benefits         |
| 10   | 13   | 19  | 7   | Indiv Equip Reimbursement 13         | 348       | 599       | 346       | 350      | 350         | Other Benefits         |
| 10   | 22   | 16  | 9   | Uniform Allowance                    | 698       | 980       | 488       | 1,458    | 1,460       | Other Benefits         |
| 10   | 12   | 18  | 5   | Deferred Compensation                | 8,358     |           | 8,256     | 8,676    | 8,360       | Other Benefits         |
| 10   | 22   | 21  | 4   | Hearing Officer                      | 1,663     | 8,130     | 6,460     | 2,500    | 5,000       | Contract Services      |
| 10   | 30   | 21  | 1   | Contract Services 30                 | 407       | 33,588    | 29,310    | 150,000  | 90,000      | Contract Services      |
| 10   | 24   | 21  | 5   | Disaster Preparedness                | 9,744     | 1,431     | 1,630     | 7,815    | 7,815       | Contract Services      |
| 10   | 22   | 22  | 9   | Vehicle Towing/Storage               | 1,140     | 1,085     |           | 1,000    | 1,000       | Contract Services      |
| 10   | 13   | 22  | 5   | Grounds Maintenance                  | 9,352     | 9,304     | 10,333    | 10,500   | 10,500      | Contract Services      |
| 10   | 18   | 22  | 4   | Software Maintenance                 | 25,209    | 23,138    | 20,470    | 35,000   | 35,000      | Contract Services      |
| 10   | 18   | 22  | 2   | Equipment Maintenance                | 18,228    | 16,465    | 21,411    | 23,000   | 17,000      | Contract Services      |
| 10   | 18   | 22  |     | System Administration                | 27,767    | 41,286    | 40,594    | 43,000   | 48,000      | Contract Services      |
| 10   | 17   | 22  | 9   | Legal Services                       | 241,989   | 135,041   | 37,835    | 365,000  | 383,896     | Contract Services      |
| 10   | 16   | 22  | 8   | Employee Training                    | 2,877     | 6,414     | 4,474     | 3,000    | 9,140       | Contract Services      |
| 10   | 13   | 22  | 1   | Miscellaneous Contracts 13           | 8,857     | 11,257    | 7,810     | 9,049    | 13,000      | Contract Services      |
| 10   | 41   | 22  | 2   | Records Conversion Project           |           | 7,394     | 3,057     | 3,000    | 3,000       | Contract Services      |
| 10   | 41   | 22  | 4   | Drafting/Mapping                     | 400       | 500       | 500       | 2,300    | 2,300       | Contract Services      |
| 10   | 17   | 22  | 8   | Litigation                           | 100,814   | 42,990    | 87,963    | 75,000   | 75,000      | Contract Services      |
| 10   | 11   | 22  | 1   | Contract Services 11                 | 3,331     | 3,341     | 3,208     | 10,500   | 12,300      | Contract Services      |
| 10   | 11   | 21  | 1   | Elections Contract                   | 8,472     | 156       | 54        | 200      | 12,265      | Contract Services      |
| 10   | 14   | 22  | 5   | Fee Schedule Update                  |           |           |           |          |             | Contract Services      |
| 10   | 46   | 21  | 1   | Carp Cares                           | 4,395     | 4,500     |           |          |             | Contract Services      |
| 10   | 17   | 30  | 9   | Miscellaneous Expense                | 24,184    | 373       |           | 2,500    | 2,500       | Contract Services      |
| 10   | 41   | 22  | 5   | Misc. Planning Contracts             | 2,618     | 2,926     | 4,220     | 4,000    | 14,000      | Contract Services      |
| 10   | 44   | 22  |     | Contract Services 44                 | 7,245     | 4,425     | 9,585     | 3,009    | 10,009      | Contract Services      |
| 10   | 13   | 22  | 4   | Interior Maintenance                 | 22,470    | 30,691    | 37,652    | 30,000   | 20,000      | Contract Services      |
| 10   | 12   | 22  |     | Contract Services 12                 |           |           |           | 7,500    | 31,036      | Contract Services      |
| 10   | 14   | 22  |     | CPIC Trustee Fees                    | 3,853     | 4,083     | 4,083     | 3,853    | 3,853       | Contract Services      |
| 10   | 14   | 22  | 7   | Payroll Processing Fees              | 13,400    | 14,272    | 14,411    | 17,045   | 17,045      | Contract Services      |
| 10   | 46   | 22  | 8   | Rape Crisis Center                   | 4,000     | 4,000     | 4,000     | 4,000    | 4,237       | Contract Services      |
| 10   | 46   | 22  | 3   | Catholic Charities                   | 7,500     | 7,500     | 7,500     | 7,500    | 7,500       | Contract Services      |
| 10   | 46   | 22  | 4   | South Coast Task Force on Youth Gang | 10,703    | 10,703    | 6,803     |          | 10,703      | Contract Services      |
| 10   | 47   | 21  | 3   | Animal Sheltering                    | 26,696    | 26,682    | 25,445    | 23,000   | 28,000      | Contract Services      |
| 10   | 72   | 21  | 6   | Zone Code Update                     |           | 14,160    | 7,118     | 12,000   | 7,000       | Contract Services      |
| 10   | 46   | 21  | 7   | SB County Branch Library             | 27,000    | 27,000    | 35,500    | 35,500   | 35,500      | Contract Services      |
| 10   | 72   | 21  | 7   | WM Program Implementation            | 7,279     | 7,279     | 2,442     | 23,500   | 30,000      | Contract Services      |
| 10   | 46   | 22  | 2   | CAC Senior Nutrition                 | 10,000    | 10,000    | 10,000    | 10,000   | 10,000      | Contract Services      |
| 10   | 46   | 21  | 6   | HopeNet of Carpinteria               |           | 1,000     | 1,240     | 1,400    | 1,483       | Contract Services      |
| 10   | 46   | 21  | 3   | Girls Inc Funding                    | 17,000    | 17,000    | 17,000    | 17,000   | 18,007      | Contract Services      |
| 10   | 46   | 21  | 5   | 211 Help Line                        |           |           | 1,200     | 1,266    | 1,266       | Contract Services      |
| 10   | 17   | 22  | 7   | Third Party Attorney Services        |           | 6,245     |           | 5,000    | 5,000       | Contract Services      |
| 10   | 14   | 22  | 8   | Accounting Services                  | 100       |           | 9,315     | 2,797    | 2,500       | Contract Services      |
| 10   | 14   | 22  | 9   | Annual Audit                         | 26,085    | 32,685    | 27,535    | 28,000   | 35,000      | Contract Services      |
| 10   | 16   | 22  | 1   | Fitness Program                      | 5,026     | 5,958     | 3,049     | 5,000    | 6,000       | Contract Services      |
| 10   | 46   | 22  | 5   | C3H                                  |           |           | 1,229     | 2,500    | 2,500       | Contract Services      |
| 10   | 17   | 22  |     | City Attorney Retainer               | 119,903   | 131,447   | 317,660   | 81,604   | 81,604      | Contract Services      |



## GENERAL FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                   | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16  | PROPOSED 17 | Type                         |
|------|------|-----|-----|-------------------------------|-----------|-----------|-----------|-----------|-------------|------------------------------|
| 10   | 17   | 22  | 3   | MHRS Ordinance                | 7,811     | 17,496    | 3,604     | 7,500     | 7,500       | Contract Services            |
| 10   | 45   | 22  |     | Contract Services 45          |           |           | 7,200     | 8,000     | 8,000       | Contract Services            |
| 10   | 46   | 21  | 2   | Boys & Girls Club Funding     | 17,000    | 17,000    | 17,000    | 17,000    | 18,007      | Contract Services            |
| 10   | 21   | 21  | 6   | Augmentation                  | 22,836    | 19,611    |           | 9,361     | 35,000      | Contract Services            |
| 10   | 21   | 21  | 4   | SB County Sheriff             | 3,249,893 | 3,291,612 | 3,314,393 | 3,383,976 | 3,477,199   | Contract Services            |
| 10   | 21   | 21  | 3   | SB County Mental Health       | 1,952     | 2,029     | 2,108     | 3,100     | 3,100       | Contract Services            |
| 10   | 21   | 21  | 5   | Sheriff's Overtime            | 8,791     | 7,171     | 31,175    | 21,500    | 21,500      | Contract Services            |
| 10   | 13   | 31  | 4   | Utility - Natural Gas         | 4,296     | 3,524     | 2,414     | 4,200     | 4,200       | Utilities                    |
| 10   | 13   | 31  | 7   | Utility - Sewer 13            | 9,013     | 3,696     | 3,822     | 3,440     | 3,440       | Utilities                    |
| 10   | 13   | 31  | 3   | Utility - Electric 13         | 24,258    | 25,886    | 26,633    | 26,000    | 28,000      | Utilities                    |
| 10   | 13   | 31  | 2   | Utility - Water 13            | 6,345     | 7,126     | 4,362     | 5,000     | 5,500       | Utilities                    |
| 10   | 13   | 30  | 9   | Misc Operating Expenses 13    |           |           | 430       |           |             | Other Operating Expenditures |
| 10   | 22   | 30  | 3   | Printing & Advertising        | 331       |           | 4,118     | 1,000     | 1,000       | Other Operating Expenditures |
| 10   | 16   | 30  | 6   | Meetings & Travel 16          | 550       | 862       | 333       | 100       | 400         | Other Operating Expenditures |
| 10   | 22   | 30  | 5   | Dues & Subscriptions 22       | 480       | 775       | 455       | 800       | 800         | Other Operating Expenditures |
| 10   | 16   | 31  | 2   | Flexible Benefits Admin       |           | 146       | 35        |           |             | Other Operating Expenditures |
| 10   | 14   | 30  | 5   | Dues & Subscriptions 14       | 450       | 450       | 450       | 500       | 500         | Other Operating Expenditures |
| 10   | 14   | 30  | 3   | Printing & Advertising 14     | 4,040     | 2,343     | 318       | 5         |             | Other Operating Expenditures |
| 10   | 51   | 30  | 6   | Meetings & Travel 51          | 4,985     | 3,512     | 7,036     | 3,000     | 5,000       | Other Operating Expenditures |
| 10   | 11   | 30  | 3   | Printing & Advertising 11     | 8,297     | 5,764     | 9,657     | 10,000    | 10,000      | Other Operating Expenditures |
| 10   | 11   | 30  | 5   | Dues & Subscriptions 11       | 335       | 363       | 285       | 510       | 500         | Other Operating Expenditures |
| 10   | 11   | 30  | 6   | Meetings & Travel 11          | 69        | 904       | 175       | 1,150     | 1,300       | Other Operating Expenditures |
| 10   | 11   | 30  | 8   | Supplies & Materials 11       | 224       | 1,163     | 1,344     | 1,300     | 1,480       | Other Operating Expenditures |
| 10   | 16   | 30  | 9   | Health & Safety               |           |           |           |           | 600         | Other Operating Expenditures |
| 10   | 12   | 30  | 5   | Dues & Subscriptions 12       |           | 9,182     | 150       | 1,272     | 1,272       | Other Operating Expenditures |
| 10   | 12   | 30  | 8   | Supplies & Materials 12       | 1,375     | 868       | 787       | 1,600     | 1,600       | Other Operating Expenditures |
| 10   | 16   | 31  |     | Employee/Public Relations 16  | 2,382     | 6,291     | 2,945     | 4,000     | 5,000       | Other Operating Expenditures |
| 10   | 14   | 30  | 9   | Misc Operating Expenses 14    |           | 130       | 64        | 100       | 100         | Other Operating Expenditures |
| 10   | 16   | 30  | 8   | Supplies & Materials 16       | 867       | 1,002     | 1,098     | 1,000     | 1,000       | Other Operating Expenditures |
| 10   | 51   | 30  | 8   | Supplies & Materials 51       | 376       | 173       | 357       | 500       | 500         | Other Operating Expenditures |
| 10   | 13   | 30  | 2   | Postage 13                    | 11,397    | 9,265     | 12,848    | 11,166    | 11,166      | Other Operating Expenditures |
| 10   | 69   | 30  | 8   | Supplies & Materials 69       | 2,160     | 873       | 1,400     | 1,400     | 1,400       | Other Operating Expenditures |
| 10   | 69   | 30  | 6   | Meetings & Travel 69          | 5         |           | 100       | 500       | 100         | Other Operating Expenditures |
| 10   | 69   | 30  | 3   | Printing & Advertising 69     |           |           | 400       | 400       | 400         | Other Operating Expenditures |
| 10   | 69   | 30  | 5   | Dues & Subscriptions 69       | 170       | 170       | 200       | 200       | 200         | Other Operating Expenditures |
| 10   | 51   | 31  |     | Public Relations 51           | 2,957     | 1,680     | 4,957     | 22,000    | 3,000       | Other Operating Expenditures |
| 10   | 18   | 30  | 8   | Supplies & Materials 18       | 2,455     | 2,521     | 2,521     | 2,550     | 3,000       | Other Operating Expenditures |
| 10   | 16   | 30  | 5   | Dues & Subscriptions 16       | 155       |           | 50        | 145       | 145         | Other Operating Expenditures |
| 10   | 51   | 30  | 5   | Dues & Subscriptions 51       | 14,751    | 10,175    | 4,123     | 11,000    | 12,000      | Other Operating Expenditures |
| 10   | 14   | 30  | 8   | Supplies & Materials 14       | 970       | 1,857     | 780       | 780       | 1,000       | Other Operating Expenditures |
| 10   | 15   | 30  | 6   | Meetings & Travel 15          |           |           |           |           | 1,500       | Other Operating Expenditures |
| 10   | 15   | 30  | 8   | Supplies & Materials 15       | 51        | 27        | 86        | 1,021     | 1,021       | Other Operating Expenditures |
| 10   | 16   | 30  | 3   | Recruitment Advertising       | 4,926     | 2,093     | 2,758     | 9,000     | 9,000       | Other Operating Expenditures |
| 10   | 14   | 30  | 6   | Meetings & Travel 14          | 50        | 95        | 3         | 100       | 100         | Other Operating Expenditures |
| 10   | 13   | 30  | 1   | Telephone 13                  | 18,426    | 16,988    | 26,582    | 26,000    | 14,600      | Other Operating Expenditures |
| 10   | 47   | 30  | 6   | Meetings & Travel 47          | 817       | 32        | 22        | 500       | 500         | Other Operating Expenditures |
| 10   | 13   | 30  | 7   | Vehicle Oper & Maintenance 13 | 8,091     | 9,512     | 5,009     | 5,000     | 8,000       | Other Operating Expenditures |
| 10   | 24   | 30  | 8   | Supplies & Materials 24       | 1,509     | 624       | 2,478     | 2,525     | 2,525       | Other Operating Expenditures |
| 10   | 41   | 30  | 6   | Meetings & Travel 41          | 440       | 309       | 921       | 1,000     | 1,000       | Other Operating Expenditures |
| 10   | 41   | 30  | 8   | Supplies & Materials 41       | 1,216     | 2,784     | 1,673     | 1,250     | 1,250       | Other Operating Expenditures |
| 10   | 24   | 30  | 3   | Printing & Advertising 24     | 839       | 628       |           | 3,650     | 3,650       | Other Operating Expenditures |
| 10   | 22   | 30  | 8   | Supplies & Materials 22       | -1,887    | -1,418    | -5,377    | -1,259    | -1,259      | Other Operating Expenditures |
| 10   | 24   | 30  | 5   | Dues & Subscriptions 24       | 230       | 100       | 360       | 325       | 325         | Other Operating Expenditures |
| 10   | 24   | 30  | 6   | Meetings & Travel 24          |           | 474       | 684       | 2,000     | 2,000       | Other Operating Expenditures |
| 10   | 51   | 30  | 3   | Printing & Advertising 51     | 288       |           |           | 288       | 288         | Other Operating Expenditures |
| 10   | 42   | 30  | 3   | Printing & Advertising 42     | 449       |           | 45        | 450       | 450         | Other Operating Expenditures |
| 10   | 13   | 30  | 8   | Supplies & Materials 13       | 18,002    | 25,506    | 22,086    | 22,000    | 22,000      | Other Operating Expenditures |
| 10   | 41   | 30  | 5   | Dues & Subscriptions 41       | 600       | 600       | 600       | 600       | 600         | Other Operating Expenditures |
| 10   | 41   | 30  | 3   | Printing & Advertising 41     | 5         |           |           | 1,000     | 1,000       | Other Operating Expenditures |
| 10   | 37   | 20  | 1   | Supplies & Materials 37       | 3,194     | 2,597     | 2,011     | 1,200     | 2,500       | Other Operating Expenditures |
| 10   | 30   | 30  | 5   | Dues & Subscriptions 30       | 2,243     | 2,598     | 1,113     | 1,200     | 3,500       | Other Operating Expenditures |
| 10   | 30   | 30  | 8   | Supplies & Materials 30       | 6,377     | 4,183     | 2,998     | 2,500     | 3,000       | Other Operating Expenditures |
| 10   | 45   | 30  | 8   | Supplies & Materials 45       | 4,611     | 5,409     | 818       | 10,000    | 10,000      | Other Operating Expenditures |
| 10   | 30   | 30  | 6   | Meetings & Travel 30          | 1,209     | 2,120     | 4,141     | 4,300     | 10,000      | Other Operating Expenditures |
| 10   | 42   | 30  | 5   | Dues & Subscriptions 42       | 100       | 100       | 175       | 100       | 100         | Other Operating Expenditures |
| 10   | 45   | 30  | 5   | Dues & Subscriptions 45       | 488       | 338       | 410       | 1,050     | 1,050       | Other Operating Expenditures |
| 10   | 44   | 30  | 5   | Dues & Subscriptions 44       | 1,295     | 45        | 50        | 1,300     | 1,300       | Other Operating Expenditures |
| 10   | 22   | 30  | 6   | Meetings & Travel 22          | 269       | 2,096     | 359       | 1,200     | 1,200       | Other Operating Expenditures |
| 10   | 12   | 30  | 6   | Meetings & Travel 12          | 1,160     | 1,507     | 328       | 877       | 877         | Other Operating Expenditures |



## GENERAL FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                         |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|------------------------------|
| 10   | 47   | 30  | 8   | Supplies & Materials            | 595       | 389       | 233       | 600      | 600         | Other Operating Expenditures |
| 10   | 24   | 30  | 1   | Telephone                       | 73        | 171       |           |          |             | Other Operating Expenditures |
| 10   | 42   | 30  | 8   | Supplies & Materials 42         | 3,588     | 1,777     | 1,537     | 2,000    | 2,000       | Other Operating Expenditures |
| 10   | 44   | 30  | 2   | Marketing Materials             | 25,016    | 18,274    | 19,237    | 27,000   | 27,000      | Other Operating Expenditures |
| 10   | 16   | 32  |     | Pre-placement Health Screen     | 3,239     | 2,389     | 3,828     | 3,200    | 2,200       | Other Operating Expenditures |
| 10   | 44   | 30  | 6   | Meetings & Travel 44            | 65        | 169       | 5         | 750      | 750         | Other Operating Expenditures |
| 10   | 47   | 30  | 3   | Printing & Advertising 47       | 2,079     | 2,115     | 1,877     | 2,500    | 2,500       | Other Operating Expenditures |
| 10   | 42   | 30  | 6   | Meetings & Travel 42            | 7         | 440       |           | 200      | 200         | Other Operating Expenditures |
| 10   | 44   | 30  | 8   | Supplies & Materials 44         | 493       | 470       | 420       | 700      | 700         | Other Operating Expenditures |
| 10   | 45   | 30  | 6   | Meetings & Travel 45            | 1,531     | -700      |           | 1,000    | 3,000       | Other Operating Expenditures |
| 10   | 45   | 30  | 3   | Printing & Advertising 45       | 8,296     | 8,571     | 8,046     | 8,046    | 8,500       | Other Operating Expenditures |
| 10   | 72   | 21  | 1   | Personnel Services              | 13,904    | 29,361    | 58,993    | 6,000    | 23,700      | Non-Operating Expenditures   |
| 10   | 15   | 32  | 3   | Insurance/Bond Premiums         | 42,095    | 40,612    | 67,898    | 66,173   | 66,173      | Non-Operating Expenditures   |
| 10   | 15   | 18  | 3   | Worker's Comp Claims 15         |           | 1,120     |           |          |             | Non-Operating Exp.           |
| 10   | 15   | 32  | 1   | SCIPIA Deposit Billing          | 155,312   | 202,502   | 243,916   | 339,833  | 213,754     | Non-Operating Expenditures   |
| 10   | 79   | 61  | 1   | Park Improvements               |           |           | 198,497   |          | 75,000      | Major Capital                |
| 10   | 79   | 61  | 1   | Pool Plaster/Solar              |           |           |           |          |             | Major Capital                |
| 10   | 70   | 41  | 6   | General Capital Assets          | 51,358    |           |           |          |             | Minor Capital                |
| 10   | 70   | 41  |     | Kiosk                           | 58        |           |           |          |             | Minor Capital                |
| 10   | 70   | 41  | 4   | Office Furniture                | 287       |           |           |          | 10,000      | Minor Capital                |
| 10   | 70   | 41  | 7   | Computer Hardware               | 13,750    | 21,594    | 11,706    | 34,000   | 34,000      | Minor Capital                |
| 10   | 70   | 41  | 2   | Office Furniture Workstation 70 | 287       |           |           |          |             | Minor Capital                |
| 10   | 78   | 54  | 4   | El Carro Park Debt 10           | 3,695     | 3,695     | 3,695     | 3,695    | 3,695       | Debt Service                 |
| 10   | 78   | 52  | 2   | Swimming Pool Debt              | 1,626     | 1,626     | 1,626     | 1,626    | 1,626       | Debt Service                 |
| 10   | 78   | 53  | 3   | Lot #3 Debt                     | 23,310    | 23,310    | 23,310    | 23,310   | 23,310      | Debt Service                 |
| 10   | 78   | 51  | 1   | City Hall Debt                  | 54,332    | 85,157    | 147,507   | 80,325   | 82,755      | Debt Service                 |
| 10   | 10   | 20  | 9   | FROM REVOLVING 10               |           |           |           | 8,761    |             | Transfers In                 |
| 10   | 10   | 28  | 9   | FROM TIDELANDS 10               | 68,694    | 76,098    | 75,954    | 74,994   | 76,539      | Transfers In                 |
| 10   | 10   | 29  | 9   | FROM STREET LIGHTING 10         | 37,946    | 93,794    | 81,925    | 151,672  | 97,238      | Transfers In                 |
| 10   | 10   | 33  | 9   | FROM ROW 10                     | 16,484    | 18,487    | 16,831    | 13,326   | 16,764      | Transfers In                 |
| 10   | 10   | 31  | 9   | FROM TRUST & AGENCY 10          |           | 39,066    | 13,501    | 12,546   | 13,083      | Transfers In                 |
| 10   | 10   | 41  | 9   | FROM MEASURE D 10               |           | 117,148   |           |          |             | Transfers In                 |
| 10   | 10   | 26  | 9   | FROM LOCAL TRANSPORTATION 10    | 357       | 544       | 563       | 402      | 422         | Transfers In                 |
| 10   | 10   | 48  | 9   | FROM RECREATION SERVICES 10     | 53,129    | 52,312    | 51,806    | 53,279   | 54,818      | Transfers In                 |
| 10   | 10   | 25  | 9   | FROM GAS TAX 10                 | 29,850    | 55,161    | 39,754    | 38,334   | 39,617      | Transfers In                 |
| 10   | 10   | 39  | 9   | FROM A8939 10                   | 72,856    | 97,078    | 109,683   | 140,068  | 137,181     | Transfers In                 |
| 10   | 10   | 23  | 9   | FROM PARK MAINTENANCE 10        | 72,588    | 58,031    | 57,071    | 59,361   | 61,356      | Transfers In                 |
| 10   | 10   | 27  | 9   | FROM MEASURE A 10               | 54,520    | 127,559   | 135,053   | 100,483  | 111,693     | Transfers In                 |
| 10   | 90   | 33  | 9   | To ROW 10                       |           |           | 31,731    | 16,618   | 16,100      | Transfers (Out)              |
| 10   | 90   | 27  | 9   | To Measure A 10                 | 40,084    | 40,084    | 103,368   | 608,991  | 613,547     | Transfers (Out)              |
| 10   | 90   | 25  | 9   | To Gas Tax 10                   | 89,143    | 91,040    | 112,031   | 106,796  | 135,604     | Transfers (Out)              |
| 10   | 90   | 23  | 9   | To Park Maintenance 10          |           |           | 12,692    | 13,295   | 14,666      | Transfers (Out)              |
| 10   | 90   | 38  | 9   | To PBIA 10                      |           | 16,744    |           |          |             | Transfers (Out)              |

CITY OF CARPINTERIA  
Proposed 2016-17 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.

|                                         | ACTUAL 13         |                | ACTUAL 14        |                | ACTUAL 15         |                | FINAL 16       |                | PROPOSED 17    |                |
|-----------------------------------------|-------------------|----------------|------------------|----------------|-------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Total Taxes</b>                      | 0                 | 0.00%          | 0                | 0.00%          | 0                 | 0.00%          | 0              | 0.00%          | 0              | 0.00%          |
| Interest                                | (\$34)            | -0.20%         | \$57             | 0.30%          | (\$369)           | -2.70%         | \$57           | 0.30%          | \$57           | 0.30%          |
| Charges for Services                    | 157               | 0.80%          | 155              | 0.90%          | 465               | 3.40%          | 1,100          | 5.20%          | 1,100          | 5.20%          |
| Fines & Forfeitures                     | 20,558            | 99.40%         | 16,251           | 98.70%         | 13,521            | 99.30%         | 20,000         | 94.50%         | 20,000         | 94.50%         |
| <b>TOTAL REVENUE</b>                    | <b>20,681</b>     | <b>100.00%</b> | <b>16,463</b>    | <b>100.00%</b> | <b>13,617</b>     | <b>100.00%</b> | <b>21,157</b>  | <b>100.00%</b> | <b>21,157</b>  | <b>100.00%</b> |
| <b>Part-time Wages</b>                  | <b>5,649</b>      | <b>18.00%</b>  | <b>5,499</b>     | <b>21.60%</b>  | <b>10,310</b>     | <b>39.60%</b>  | <b>5,372</b>   | <b>25.10%</b>  | <b>5,370</b>   | <b>25.00%</b>  |
| <b>Total Wages</b>                      | <b>5,649</b>      | <b>18.00%</b>  | <b>5,499</b>     | <b>21.60%</b>  | <b>10,310</b>     | <b>39.60%</b>  | <b>5,372</b>   | <b>25.10%</b>  | <b>5,370</b>   | <b>25.00%</b>  |
| <b>Unemployment Insurance</b>           | <b>11</b>         | <b>0.00%</b>   | <b>9</b>         | <b>0.00%</b>   | <b>21</b>         | <b>0.10%</b>   | <b>10</b>      | <b>0.00%</b>   | <b>10</b>      | <b>0.00%</b>   |
| <b>MediTax</b>                          |                   |                |                  |                | <b>70</b>         | <b>0.30%</b>   |                |                | <b>80</b>      | <b>0.40%</b>   |
| <b>Total Benefits</b>                   | <b>11</b>         | <b>0.00%</b>   | <b>9</b>         | <b>0.00%</b>   | <b>91</b>         | <b>0.30%</b>   | <b>10</b>      | <b>0.00%</b>   | <b>90</b>      | <b>0.40%</b>   |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$5,661</b>    | <b>18.00%</b>  | <b>\$5,508</b>   | <b>21.60%</b>  | <b>\$10,401</b>   | <b>39.90%</b>  | <b>\$5,382</b> | <b>25.10%</b>  | <b>\$5,460</b> | <b>25.40%</b>  |
| <b>Sheriff Contract</b>                 | <b>25,797</b>     | <b>82.00%</b>  | <b>20,000</b>    | <b>78.40%</b>  | <b>15,639</b>     | <b>60.10%</b>  | <b>16,061</b>  | <b>74.90%</b>  | <b>16,061</b>  | <b>74.60%</b>  |
| <b>TOTAL EXPENDITURES</b>               | <b>31,458</b>     | <b>100.00%</b> | <b>25,508</b>    | <b>100.00%</b> | <b>26,040</b>     | <b>100.00%</b> | <b>21,443</b>  | <b>100.00%</b> | <b>21,521</b>  | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$10,777)</b> |                | <b>(\$9,045)</b> |                | <b>(\$12,423)</b> |                | <b>(\$286)</b> |                | <b>(\$364)</b> |                |
| <b>NET TRANSFERS</b>                    | <b>0</b>          |                | <b>0</b>         |                | <b>0</b>          |                | <b>0</b>       |                | <b>0</b>       |                |
| <b>Subsidies Received / (Provided)</b>  |                   |                | <b>7,346</b>     |                | <b>13,659</b>     |                |                |                |                |                |
| <b>Operational Excess / (Deficit)</b>   | <b>(10,777)</b>   |                | <b>(1,699)</b>   |                | <b>1,236</b>      |                | <b>(286)</b>   |                | <b>(364)</b>   |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(10,777)</b>   |                | <b>(1,699)</b>   |                | <b>1,236</b>      |                | <b>(286)</b>   |                | <b>(364)</b>   |                |
| <b>Beginning Fund Balance</b>           | <b>12,476</b>     |                | <b>1,699</b>     |                | <b>0</b>          |                | <b>1,236</b>   |                | <b>951</b>     |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$1,699</b>    |                | <b>\$0</b>       |                | <b>\$1,236</b>    |                | <b>\$951</b>   |                | <b>\$587</b>   |                |



## TRAFFIC SAFETY FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 11   | 11   | 10  | 1   | INTEREST INCOME 11              | -34       | 57        | -369      | 57       | 57          | Interest                        |
| 11   | 11   | 13  | 6   | POLICE FEES & CHARGES 11        | 157       | 155       | 465       | 1,100    | 1,100       | Charges for Services            |
| 11   | 11   | 13  | 5   | CA VEHICLE CODE FINES           | 20,558    | 16,251    | 13,521    | 20,000   | 20,000      | Fines & Forfeitures             |
| 11   | 22   | 16  | 4   | Part-time Wages 22 (Fund 11)    | 5,649     | 5,499     | 10,310    | 5,372    | 5,370       | Part-time Wages                 |
| 11   | 22   | 18  | 4   | Unemployment Insurance 22 (11)  | 11        | 9         | 21        | 10       | 10          | Unemployment Insurance          |
| 11   | 22   | 18  | 6   | Meditax                         |           |           | 10        |          | 80          | MediTax                         |
| 11   | 21   | 21  | 4   | SB County Sheriff 11            | 25,797    | 20,000    | 15,639    | 16,061   | 16,061      | Contract Services               |
| 11   | 91   | 10  | 9   | Subsidies Received / (Provided) |           | 7,346     | 13,659    |          |             | Subsidies Received / (Provided) |

CITY OF CARPINTERIA  
Proposed 2016-17 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 13         |                | ACTUAL 14       |                | ACTUAL 15       |                | FINAL 16        |                | PROPOSED 17      |                |
|-----------------------------------------|-------------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|------------------|----------------|
| Total Taxes                             | 0                 | 0.00%          | 0               | 0.00%          | 0               | 0.00%          | 0               | 0.00%          | 0                | 0.00%          |
| Intergov Grants                         | 106,813           | 100.00%        | 772,713         | 100.00%        | 345,412         | 100.00%        | 205,000         | 100.00%        | 1,916,965        | 100.00%        |
| <b>TOTAL REVENUE</b>                    | <b>106,813</b>    | <b>100.00%</b> | <b>772,713</b>  | <b>100.00%</b> | <b>345,412</b>  | <b>100.00%</b> | <b>205,000</b>  | <b>100.00%</b> | <b>1,916,965</b> | <b>100.00%</b> |
| Total Wages                             | 0                 |                | 0               |                | 0               |                | 0               |                | 0                |                |
| Total Benefits                          | 0                 |                | 0               |                | 0               |                | 0               |                | 0                |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>        |                | <b>\$0</b>      |                | <b>\$0</b>      |                | <b>\$0</b>      |                | <b>\$0</b>       |                |
| Other Operating Exp.                    |                   |                |                 |                |                 |                | 5,000           | 2.40%          | 5,000            | 0.30%          |
| Major Capital                           | 201,813           | 100.00%        | 772,713         | 100.00%        | 345,412         | 100.00%        | 200,000         | 97.60%         | 1,911,965        | 99.70%         |
| Minor Capital                           |                   |                | 372             | 0.00%          |                 |                |                 |                |                  |                |
| <b>TOTAL EXPENDITURES</b>               | <b>201,813</b>    | <b>100.00%</b> | <b>773,085</b>  | <b>100.00%</b> | <b>345,412</b>  | <b>100.00%</b> | <b>205,000</b>  | <b>100.00%</b> | <b>1,916,965</b> | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$95,000)</b> |                | <b>(\$372)</b>  |                |                 |                |                 |                |                  |                |
| Transfers In                            | 95,000            |                |                 |                |                 |                |                 |                |                  |                |
| Transfers (Out)                         |                   |                |                 |                |                 |                | (8,761)         |                |                  |                |
| <b>NET TRANSFERS</b>                    | <b>95,000</b>     |                | <b>0</b>        |                | <b>0</b>        |                | <b>(8,761)</b>  |                | <b>0</b>         |                |
| Operational Excess / (Deficit)          | 0                 |                | (372)           |                | 0               |                | (8,761)         |                | 0                |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>0</b>          |                | <b>(372)</b>    |                | <b>0</b>        |                | <b>(8,761)</b>  |                | <b>0</b>         |                |
| Beginning Fund Balance                  | 43,287            |                | 43,287          |                | 42,915          |                | 42,915          |                | 34,154           |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$43,287</b>   |                | <b>\$42,915</b> |                | <b>\$42,915</b> |                | <b>\$34,154</b> |                | <b>\$34,154</b>  |                |

REVOLVING FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 20   | 20   | 20  | 2   | FHWA HBR GRANT                  | 52,031    | 300,357   | 243,914   | 150,000  | 550,000     | Subventions / Intergovernmental |
| 20   | 20   | 43  | 7   | CARPINTERIA RINCON TRAIL INCOME | 545       |           |           |          |             | Subventions / Intergovernmental |
| 20   | 20   | 20  | 8   | CREEK PARK INCOME               |           |           |           |          | 342,000     | Subventions / Intergovernmental |
| 20   | 20   | 27  | 1   | MEASURE A GRANT 1               | 15,078    | 132,037   | 44,364    |          |             | Subventions / Intergovernmental |
| 20   | 20   | 43  | 2   | BEVERAGE CONTAINER GRANT        |           |           |           | 5,000    | 5,000       | Subventions / Intergovernmental |
| 20   | 20   | 27  | 4   | MEASURE A GRANT 4               | 17,166    | 2,827     |           |          |             | Subventions / Intergovernmental |
| 20   | 20   | 27  | 5   | PUBLIC WORKS GRANTS             |           | 122,940   | 57,134    | 50,000   | 679,965     | Subventions / Intergovernmental |
| 20   | 20   | 42  | 1   | HCF WEED REMOVAL GRANT          |           |           |           |          | 340,000     | Subventions / Intergovernmental |
| 20   | 20   | 27  | 2   | MEASURE A GRANT 2               | 9,548     | 6,573     |           |          |             | Subventions / Intergovernmental |
| 20   | 20   | 27  | 3   | MEASURE A GRANT 3               | 12,446    | 207,979   |           |          |             | Subventions / Intergovernmental |
| 20   | 37   | 30  | 2   | Beverage Container Expense      |           |           |           | 5,000    | 5,000       | Other Operating Expenditures    |
| 20   | 37   | 30  | 3   | Carpinteria Rincon Trail        | 545       |           |           |          |             | Major Capital                   |
| 20   | 79   | 22  |     | Memorial Park Expense           |           |           |           |          | 342,000     | Major Capital                   |
| 20   | 79   | 27  | 3   | Measure A Grant 3               | 5,061     | 207,979   |           |          |             | Major Capital                   |
| 20   | 79   | 27  | 4   | Measure A Grant 4               | 17,341    | 2,827     |           |          |             | Major Capital                   |
| 20   | 79   | 27  | 2   | Measure A Grant 2               | 16,933    | 6,573     |           |          |             | Major Capital                   |
| 20   | 79   | 27  | 1   | Measure A Grant 1               | 14,903    | 132,037   | 44,364    |          |             | Major Capital                   |
| 20   | 79   | 30  | 5   | Tomol IPA LWCF                  | 95,000    |           |           |          |             | Major Capital                   |
| 20   | 79   | 27  | 5   | Public Works Grants             |           | 122,940   | 57,134    | 50,000   | 679,965     | Major Capital                   |
| 20   | 79   | 61  | 4   | FHWA HBR 20                     | 52,031    | 300,357   | 243,914   | 150,000  | 550,000     | Major Capital                   |
| 20   | 79   | 62  | 1   | Community Gard Grant Expense    |           |           |           |          | 340,000     | Major Capital                   |
| 20   | 70   | 41  | 6   | CLEP Grant Expense              |           | 372       |           |          |             | Minor Capital                   |
| 20   | 20   | 26  | 9   | FROM LOCAL TRANSPORTATION FUND  | 95,000    |           |           |          |             | Transfers In                    |
| 20   | 90   | 10  | 9   | To General 20                   |           |           |           | 8,761    |             | Transfers (Out)                 |



**CITY OF CARPINTERIA**  
**Proposed 2016-17 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 13         |                | ACTUAL 14      |                | ACTUAL 15      | FINAL 16       |                | PROPOSED 17    |                |
|-----------------------------------------|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>Total Taxes</b>                      | <b>0</b>          | <b>0.00%</b>   | <b>0</b>       | <b>0.00%</b>   | <b>0</b>       | <b>0</b>       | <b>0.00%</b>   | <b>0</b>       | <b>0.00%</b>   |
| Interest                                | (\$8)             | -0.20%         | \$8            | 0.50%          | (\$534)        | \$78           | 7.20%          | \$78           | 7.20%          |
| Charges for Services                    | 5,124             | 100.20%        | 1,730          | 99.50%         | 100            | 1,000          | 92.80%         | 1,000          | 92.80%         |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>TOTAL REVENUE</b>                    | <b>5,116</b>      | <b>100.00%</b> | <b>1,738</b>   | <b>100.00%</b> | <b>-434</b>    | <b>1,078</b>   | <b>100.00%</b> | <b>1,078</b>   | <b>100.00%</b> |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>Total Wages</b>                      | <b>0</b>          |                | <b>0</b>       |                | <b>0</b>       | <b>0</b>       |                | <b>0</b>       |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>Total Benefits</b>                   | <b>0</b>          |                | <b>0</b>       |                | <b>0</b>       | <b>0</b>       |                | <b>0</b>       |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>        |                | <b>\$0</b>     |                | <b>\$0</b>     | <b>\$0</b>     |                | <b>\$0</b>     |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| Minor Capital                           | 16,485            | 100.00%        |                |                |                |                |                |                |                |
| <b>TOTAL EXPENDITURES</b>               | <b>16,485</b>     | <b>100.00%</b> | <b>0</b>       |                | <b>0</b>       | <b>0</b>       |                | <b>0</b>       |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$11,369)</b> |                | <b>\$1,738</b> |                | <b>(\$434)</b> | <b>\$1,078</b> |                | <b>\$1,078</b> |                |
|                                         |                   |                |                |                |                |                |                |                |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>NET TRANSFERS</b>                    | <b>0</b>          |                | <b>0</b>       |                | <b>0</b>       | <b>0</b>       |                | <b>0</b>       |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>Operational Excess / (Deficit)</b>   | <b>(11,369)</b>   |                | <b>1,738</b>   |                | <b>(434)</b>   | <b>1,078</b>   |                | <b>1,078</b>   |                |
|                                         |                   |                |                |                |                |                |                |                |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(11,369)</b>   |                | <b>1,738</b>   |                | <b>(434)</b>   | <b>1,078</b>   |                | <b>1,078</b>   |                |
| <b>Beginning Fund Balance</b>           | <b>17,646</b>     |                | <b>6,277</b>   |                | <b>8,015</b>   | <b>7,581</b>   |                | <b>8,659</b>   |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$6,277</b>    |                | <b>\$8,015</b> |                | <b>\$7,581</b> | <b>\$8,659</b> |                | <b>\$9,737</b> |                |



## REPLACEMENT FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION          | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                 |
|------|------|-----|-----|----------------------|-----------|-----------|-----------|----------|-------------|----------------------|
| 21   | 21   | 10  | 1   | INTEREST INCOME 21   | -8        | 8         | -534      | 78       | 78          | Interest             |
| 21   | 21   | 21  | 6   | SALE OF PROPERTY     | 5,124     | 1,730     | 100       | 1,000    | 1,000       | Charges for Services |
| 21   | 70   | 41  | 7   | Computer Hardware 21 | 16,485    |           |           |          |             | Minor Capital        |

**CITY OF CARPINTERIA**  
Proposed 2016-17 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 and purchase of major equipment items for maintenance of city parks.

|                                         | ACTUAL 13         |                | ACTUAL 14         |                | ACTUAL 15         |                | FINAL 16          |                | PROPOSED 17       |                |
|-----------------------------------------|-------------------|----------------|-------------------|----------------|-------------------|----------------|-------------------|----------------|-------------------|----------------|
| Other Taxes                             | 23                | 99.90%         | 21,072            | 99.70%         | 4,543             | 100.00%        | 1,000             | 100.00%        | 1,000             | 100.00%        |
| <b>Total Taxes</b>                      | <b>23</b>         | <b>99.90%</b>  | <b>21,072</b>     | <b>99.70%</b>  | <b>4,543</b>      | <b>100.00%</b> | <b>1,000</b>      | <b>100.00%</b> | <b>1,000</b>      | <b>100.00%</b> |
| Interest                                | \$0               | 0.10%          | \$65              | 0.30%          |                   |                |                   |                |                   |                |
| <b>TOTAL REVENUE</b>                    | <b>23</b>         | <b>100.00%</b> | <b>21,137</b>     | <b>100.00%</b> | <b>4,543</b>      | <b>100.00%</b> | <b>1,000</b>      | <b>100.00%</b> | <b>1,000</b>      | <b>100.00%</b> |
| <b>Total Wages</b>                      | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                |
| <b>Total Benefits</b>                   | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>        |                | <b>\$0</b>        |                | <b>\$0</b>        |                | <b>\$0</b>        |                | <b>\$0</b>        |                |
| <b>Debt Service</b>                     | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> |
| <b>TOTAL EXPENDITURES</b>               | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> | <b>35,149</b>     | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$35,126)</b> |                | <b>(\$14,012)</b> |                | <b>(\$30,606)</b> |                | <b>(\$34,149)</b> |                | <b>(\$34,149)</b> |                |
| <b>NET TRANSFERS</b>                    | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                |
| <b>Subsidies Received / (Provided)</b>  | <b>35,126</b>     |                | <b>14,012</b>     |                | <b>30,606</b>     |                | <b>34,149</b>     |                | <b>34,149</b>     |                |
| <b>Operational Excess / (Deficit)</b>   | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                |
| <b>Beginning Fund Balance</b>           | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                | <b>0</b>          |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$0</b>        |                | <b>\$0</b>        |                | <b>\$0</b>        |                | <b>\$0</b>        |                | <b>\$0</b>        |                |

PARK DEVELOPMENT FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 22   | 22   | 22  | 5   | NEW CONSTRUCTION TAX            | 23        | 21,072    | 4,543     | 1,000    | 1,000       | Other Taxes                     |
| 22   | 22   | 10  | 1   | INTEREST INCOME 22              | 0         | 65        |           |          |             | Interest                        |
| 22   | 78   | 54  | 4   | El Carro Park Debt 22           | 35,149    | 35,149    | 35,149    | 35,149   | 35,149      | Debt Service                    |
| 22   | 91   | 10  | 9   | Subsidies Received / (Provided) | 35,126    | 14,012    | 30,606    |          |             | Subsidies Received / (Provided) |



CITY OF CARPINTERIA  
Proposed 2016-17 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 enhancements.

|                                  | ACTUAL 13   |         | ACTUAL 14  |         | ACTUAL 15   |         | FINAL 16    |         | PROPOSED 17 |         |
|----------------------------------|-------------|---------|------------|---------|-------------|---------|-------------|---------|-------------|---------|
| Other Taxes                      | 156,888     | 90.10%  | 154,109    | 61.00%  | 142,662     | 58.20%  | 154,000     | 66.00%  | 154,000     | 65.20%  |
| Total Taxes                      | 156,888     | 90.10%  | 154,109    | 61.00%  | 142,662     | 58.20%  | 154,000     | 66.00%  | 154,000     | 65.20%  |
| Interest                         | (\$174)     | -0.10%  | \$150      | 0.10%   | (\$1,115)   | -0.50%  | \$35        | 0.00%   | \$35        | 0.00%   |
| Charges for Services             | 17,438      | 10.00%  | 73,269     | 29.00%  | 56,480      | 23.00%  | 32,000      | 13.70%  | 35,000      | 14.80%  |
| Assessments                      |             |         |            |         | 20,111      | 8.20%   | 20,000      | 8.60%   | 20,000      | 8.50%   |
| Intergov Grants                  |             |         | 25,000     | 9.90%   | 26,906      | 11.00%  | 27,000      | 11.60%  | 27,000      | 11.40%  |
| Miscellaneous                    | 42          | 0.00%   |            |         |             |         | 313         | 0.10%   | 313         | 0.10%   |
| TOTAL REVENUE                    | 174,194     | 100.00% | 252,528    | 100.00% | 245,044     | 100.00% | 233,348     | 100.00% | 236,348     | 100.00% |
| Regular Wages                    | 48,706      | 16.30%  | 47,410     | 14.00%  | 50,493      | 12.50%  | 54,855      | 15.70%  | 55,900      | 15.60%  |
| Overtime Wages                   | 2,062       | 0.70%   | 2,046      | 0.60%   | 938         | 0.20%   | 1,585       | 0.50%   | 4,000       | 1.10%   |
| Total Wages                      | 50,768      | 17.00%  | 49,456     | 14.60%  | 51,431      | 12.70%  | 56,439      | 16.10%  | 59,900      | 16.70%  |
| Health/Life/Dental Insurance     | 19,424      | 6.50%   | 18,741     | 5.50%   | 18,839      | 4.70%   | 20,572      | 5.90%   | 23,710      | 6.60%   |
| Retirement                       | 8,229       | 2.70%   | 8,704      | 2.60%   | 8,541       | 2.10%   | 8,851       | 2.50%   | 12,140      | 3.40%   |
| Unemployment Insurance           |             |         | 305        | 0.10%   |             |         |             |         | 120         | 0.00%   |
| MediTax                          | 736         | 0.20%   | 745        | 0.20%   | 746         | 0.20%   | 818         | 0.20%   | 840         | 0.20%   |
| Other Benefits                   | 712         | 0.20%   | 806        | 0.20%   | 841         | 0.20%   | 1,079       | 0.30%   | 1,080       | 0.30%   |
| Total Benefits                   | 29,101      | 9.70%   | 29,301     | 8.60%   | 28,967      | 7.20%   | 31,320      | 9.00%   | 37,890      | 10.60%  |
| TOTAL WAGES & BENEFITS           | \$79,869    | 26.70%  | \$78,757   | 23.20%  | \$80,398    | 19.90%  | \$87,759    | 25.10%  | \$97,790    | 27.30%  |
| Contract Services                | 126,494     | 42.30%  | 151,449    | 44.60%  | 226,445     | 56.10%  | 148,615     | 42.50%  | 158,000     | 44.20%  |
| Utilities                        | 70,160      | 23.40%  | 87,263     | 25.70%  | 77,264      | 19.10%  | 75,046      | 21.40%  | 75,046      | 21.00%  |
| Other Operating Exp.             | 22,270      | 7.40%   | 21,477     | 6.30%   | 19,809      | 4.90%   | 24,000      | 6.90%   | 22,000      | 6.10%   |
| Major Capital                    | 509         | 0.20%   | 267        | 0.10%   |             |         | 2,000       | 0.60%   | 2,000       | 0.60%   |
| Minor Capital                    |             |         |            |         |             |         | 12,500      | 3.60%   | 3,000       | 0.80%   |
| TOTAL EXPENDITURES               | 299,302     | 100.00% | 339,213    | 100.00% | 403,916     | 100.00% | 349,920     | 100.00% | 357,836     | 100.00% |
| NET INCOME / (LOSS)              | (\$125,108) |         | (\$86,685) |         | (\$158,872) |         | (\$116,572) |         | (\$121,488) |         |
| Transfers In                     | 25,908      |         | 26,926     |         | 59,615      |         | 61,022      |         | 64,221      |         |
| Transfers (Out)                  | (87,736)    |         | (74,684)   |         | (72,956)    |         | (84,004)    |         | (97,032)    |         |
| NET TRANSFERS                    | (61,828)    |         | (47,758)   |         | (13,341)    |         | (22,982)    |         | (32,811)    |         |
| Subsidies Received / (Provided)  | 186,936     |         | 134,443    |         | 172,213     |         | 139,554     |         | 154,299     |         |
| Operational Excess / (Deficit)   | 0           |         | 0          |         | 0           |         | 0           |         | 0           |         |
| CHANGE IN AVAILABLE FUND BALANCE | 0           |         | 0          |         | 0           |         | 0           |         | 0           |         |
| Beginning Fund Balance           |             |         | 0          |         | 0           |         | 0           |         | 0           |         |
| ENDING AVAILABLE FUND BALANCE    | \$0         |         | \$0        |         | \$0         |         | \$0         |         | \$0         |         |



PARK MAINTENANCE FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 23   | 23   | 33  | 5   | PARK MAINTENANCE TAX 23         | 156,888   | 154,109   | 142,662   | 154,000  | 154,000     | Other Taxes                     |
| 23   | 23   | 10  | 1   | INTEREST INCOME 23              | -174      | 150       | -1,115    | 35       | 35          | Interest                        |
| 23   | 23   | 10  | 2   | PARK RENTAL 23                  | 45,985    | 16,840    | 20,040    | 17,000   | 20,000      | Charges for Services            |
| 23   | 23   | 10  | 3   | STATE DAY USE PARKING           | -28,547   | 56,429    | 36,440    | 15,000   | 15,000      | Charges for Services            |
| 23   | 23   | 28  | 2   | BERM ASSESSMENT 23              |           |           | 20,111    | 20,000   | 20,000      | Assessments                     |
| 23   | 23   | 23  | 1   | BLUFFS ENDOWMENT                |           | 25,000    | 26,906    | 27,000   | 27,000      | Subventions / Intergovernmental |
| 23   | 23   | 16  | 6   | DONATIONS 23                    | 42        |           |           | 313      | 313         | Miscellaneous                   |
| 23   | 61   | 16  | 2   | Regular Salary 61               | 48,706    | 47,410    | 50,493    | 54,855   | 55,900      | Regular Wages                   |
| 23   | 61   | 16  | 5   | Overtime Pay 61                 | 2,062     | 2,046     | 938       | 1,585    | 4,000       | Overtime Wages                  |
| 23   | 61   | 19  | 1   | Life Insurance Premiums 61      | 687       | 763       | 707       | 644      | 760         | Health/Life/Dental Insurance    |
| 23   | 61   | 19  | 4   | Wellness 61                     | 18,737    | 17,978    | 18,132    | 19,928   | 22,950      | Health/Life/Dental Insurance    |
| 23   | 61   | 19  | 2   | Paid PERS-Employee 61           | 2,537     | 3,800     | 3,645     | 3,983    | 5,460       | Retirement                      |
| 23   | 61   | 19  | 3   | Paid PERS-employer 61           | 5,692     | 4,904     | 4,896     | 4,868    | 6,680       | Retirement                      |
| 23   | 61   | 18  | 4   | Unemployment Insurance 61       |           | 305       |           |          | 120         | Unemployment Insurance          |
| 23   | 61   | 18  | 6   | Meditax 61                      | 736       | 745       | 746       | 818      | 840         | MediTax                         |
| 23   | 61   | 19  | 7   | Indiv Equip Reimbursement 61    | 280       | 325       | 327       | 350      | 350         | Other Benefits                  |
| 23   | 61   | 19  | 8   | Uniform Rental 61               | 432       | 481       | 514       | 729      | 730         | Other Benefits                  |
| 23   | 61   | 22  | 5   | Park Maintenance 61             | 88,856    | 80,553    | 78,450    | 100,000  | 100,000     | Contract Services               |
| 23   | 61   | 22  | 2   | Equip/Vehicle Maintenance       | 70        | 111       | 140       | 250      | 2,000       | Contract Services               |
| 23   | 62   | 22  | 1   | Beach Dune Maintenance          |           |           |           |          |             | Contract Services               |
| 23   | 62   | 22  |     | Contract Services (Berm Permit) |           |           |           |          |             | Contract Services               |
| 23   | 61   | 22  | 1   | Miscellaneous Contracts         | 37,568    | 61,794    | 69,405    | 47,365   | 55,000      | Contract Services               |
| 23   | 61   | 22  | 5   | Marsh/Bluffs Maintenance        |           | 8,991     | 78,450    | 1,000    | 1,000       | Contract Services               |
| 23   | 61   | 31  | 7   | Utility - Sewer 23              | 1,989     | 2,681     | 3,864     | 4,046    | 4,046       | Utilities                       |
| 23   | 61   | 31  | 3   | Utility - Electric 23           | 5,920     | 5,907     | 6,171     | 6,000    | 6,000       | Utilities                       |
| 23   | 61   | 31  | 2   | Utility - Water 23              | 62,251    | 78,675    | 67,229    | 65,000   | 65,000      | Utilities                       |
| 23   | 61   | 30  | 7   | Vehicle Oper/Maintenance 23     | 3,151     | 2,143     | 4,689     | 4,000    | 4,000       | Other Operating Expenditures    |
| 23   | 61   | 30  | 6   | Bluffs Park Expense             | 19,119    | 19,334    | 15,120    | 20,000   | 18,000      | Other Operating Expenditures    |
| 23   | 79   | 61  | 1   | Irrigation Water Well           | 509       | 267       |           | 2,000    | 2,000       | Major Capital                   |
| 23   | 70   | 41  | 5   | Parks Truck                     |           |           |           | 12,500   | 3,000       | Minor Capital                   |
| 23   | 23   | 29  | 9   | FROM STREET LIGHTING 23         | 15,908    | 16,926    | 16,923    | 17,727   | 19,555      | Transfers In                    |
| 23   | 23   | 28  | 9   | FROM TIDELANDS 23               | 10,000    | 10,000    | 30,000    | 30,000   | 30,000      | Transfers In                    |
| 23   | 23   | 10  | 9   | FROM GENERAL 23                 |           |           | 12,692    | 13,295   | 14,666      | Transfers In                    |
| 23   | 90   | 33  | 9   | To ROW 23                       | 7,627     | 8,298     | 7,933     | 12,283   | 16,934      | Transfers (Out)                 |
| 23   | 90   | 25  | 9   | To Gas Tax 23                   | 7,521     | 8,355     | 7,952     | 12,360   | 18,742      | Transfers (Out)                 |
| 23   | 90   | 10  | 9   | To General 23                   | 72,588    | 58,031    | 57,071    | 59,361   | 61,356      | Transfers (Out)                 |
| 23   | 91   | 10  | 9   | Subsidies Received / (Provided) | 186,936   | 134,443   | 172,213   |          |             | Subsidies Received / (Provided) |



CITY OF CARPINTERIA  
Proposed 2016-17 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.

|                                         | ACTUAL 13          |                | ACTUAL 14         |                | ACTUAL 15        |                | FINAL 16           |                | PROPOSED 17        |                |
|-----------------------------------------|--------------------|----------------|-------------------|----------------|------------------|----------------|--------------------|----------------|--------------------|----------------|
| Total Taxes                             | 0                  | 0.00%          | 0                 | 0.00%          | 0                | 0.00%          | 0                  | 0.00%          | 0                  | 0.00%          |
| Interest                                | (\$421)            | -0.10%         | \$215             | 0.00%          | (\$2,369)        | -0.60%         | \$1,113            | 0.40%          | \$1,113            | 0.40%          |
| Intergov Grants                         | 344,748            | 100.10%        | 434,054           | 100.00%        | 406,731          | 100.60%        | 306,889            | 99.60%         | 306,889            | 99.60%         |
| <b>TOTAL REVENUE</b>                    | <b>344,327</b>     | <b>100.00%</b> | <b>434,269</b>    | <b>100.00%</b> | <b>404,362</b>   | <b>100.00%</b> | <b>308,002</b>     | <b>100.00%</b> | <b>308,002</b>     | <b>100.00%</b> |
| Regular Wages                           | 131,657            | 26.80%         | 132,248           | 28.40%         | 136,022          | 36.20%         | 140,638            | 32.50%         | 193,590            | 34.80%         |
| Overtime Wages                          | 2,378              | 0.50%          | 1,508             | 0.30%          | 2,669            | 0.70%          | 4,009              | 0.90%          | 2,000              | 0.40%          |
| Other Wages                             | 1,821              | 0.40%          | 1,946             | 0.40%          | 1,852            | 0.50%          | 1,960              | 0.50%          | 1,930              | 0.30%          |
| <b>Total Wages</b>                      | <b>135,856</b>     | <b>27.70%</b>  | <b>135,702</b>    | <b>29.10%</b>  | <b>140,543</b>   | <b>37.40%</b>  | <b>146,607</b>     | <b>33.90%</b>  | <b>197,520</b>     | <b>35.50%</b>  |
| Health/Life/Dental Insurance            | 60,142             | 12.30%         | 62,565            | 13.40%         | 63,406           | 16.90%         | 64,052             | 14.80%         | 71,230             | 12.80%         |
| Retirement                              | 27,395             | 5.60%          | 21,120            | 4.50%          | 21,312           | 5.70%          | 20,155             | 4.70%          | 32,210             | 5.80%          |
| Unemployment Insurance                  | 269                | 0.10%          | 270               | 0.10%          | 281              | 0.10%          | 284                | 0.10%          | 380                | 0.10%          |
| MediTax                                 | 1,963              | 0.40%          | 1,977             | 0.40%          | 2,038            | 0.50%          | 2,098              | 0.50%          | 2,760              | 0.50%          |
| Other Benefits                          | 1,691              | 0.30%          | 1,763             | 0.40%          | 1,739            | 0.50%          | 2,158              | 0.50%          | 2,160              | 0.40%          |
| <b>Total Benefits</b>                   | <b>91,461</b>      | <b>18.60%</b>  | <b>87,695</b>     | <b>18.80%</b>  | <b>88,776</b>    | <b>23.60%</b>  | <b>88,747</b>      | <b>20.50%</b>  | <b>108,740</b>     | <b>19.50%</b>  |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$227,317</b>   | <b>46.30%</b>  | <b>\$223,397</b>  | <b>47.90%</b>  | <b>\$229,319</b> | <b>61.00%</b>  | <b>\$235,354</b>   | <b>54.40%</b>  | <b>\$306,260</b>   | <b>55.00%</b>  |
| Contract Services                       | 215,318            | 43.90%         | 196,066           | 42.10%         | 104,267          | 27.70%         | 135,034            | 31.20%         | 181,283            | 32.50%         |
| Other Operating Exp.                    | 48,056             | 9.80%          | 46,452            | 10.00%         | 42,515           | 11.30%         | 42,540             | 9.80%          | 47,500             | 8.50%          |
| Major Capital                           |                    |                |                   |                |                  |                | 20,000             | 4.60%          | 20,000             | 3.60%          |
| Minor Capital                           |                    |                | 87                | 0.00%          |                  |                |                    |                | 2,000              | 0.40%          |
| <b>TOTAL EXPENDITURES</b>               | <b>490,691</b>     | <b>100.00%</b> | <b>466,002</b>    | <b>100.00%</b> | <b>376,101</b>   | <b>100.00%</b> | <b>432,928</b>     | <b>100.00%</b> | <b>557,043</b>     | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$146,364)</b> |                | <b>(\$31,733)</b> |                | <b>\$28,261</b>  |                | <b>(\$124,926)</b> |                | <b>(\$249,041)</b> |                |
| Transfers In                            | 162,650            |                | 172,135           |                | 215,625          |                | 225,433            |                | 273,192            |                |
| Transfers (Out)                         | (121,377)          |                | (154,735)         |                | (127,014)        |                | (129,734)          |                | (128,165)          |                |
| <b>NET TRANSFERS</b>                    | <b>41,273</b>      |                | <b>17,400</b>     |                | <b>88,611</b>    |                | <b>95,699</b>      |                | <b>145,027</b>     |                |
| Operational Excess / (Deficit)          | (105,091)          |                | (14,333)          |                | 116,872          |                | (29,227)           |                | (104,014)          |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(105,091)</b>   |                | <b>(14,333)</b>   |                | <b>116,872</b>   |                | <b>(29,227)</b>    |                | <b>(104,014)</b>   |                |
| Beginning Fund Balance                  | 188,546            |                | 83,455            |                | 69,122           |                | 185,994            |                | 156,767            |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$83,455</b>    |                | <b>\$69,122</b>   |                | <b>\$185,994</b> |                | <b>\$156,767</b>   |                | <b>\$52,753</b>    |                |



## GAS TAX FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                           | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 25   | 25   | 10  | 1   | INTEREST INCOME 25                    | -421      | 215       | -2,369    | 1,113    | 1,113       | Interest                        |
| 25   | 25   | 25  | 6   | SECTION 2107 FUNDS                    | 103,414   | 104,625   | 111,342   | 113,835  | 113,835     | Subventions / Intergovernmental |
| 25   | 25   | 16  | 4   | MISCELLANEOUS INCOME 25               | 17,505    | 413       |           |          |             | Subventions / Intergovernmental |
| 25   | 25   | 25  | 5   | SECTION 2106 FUNDS                    | 43,128    | 40,069    | 48,591    | 44,810   | 44,810      | Subventions / Intergovernmental |
| 25   | 25   | 25  | 7   | SECTION 2107.5 FUNDS                  | 3,000     | -13,050   | 6,000     | 3,000    | 3,000       | Subventions / Intergovernmental |
| 25   | 25   | 25  | 4   | TRAFFIC CONGESTION RELIEF             |           |           |           | 63,175   | 63,175      | Subventions / Intergovernmental |
| 25   | 25   | 25  | 8   | SECTION 2126/2105 FUNDS               | 177,701   | 301,997   | 240,798   | 82,069   | 82,069      | Subventions / Intergovernmental |
| 25   | 31   | 16  | 2   | Regular Salary 31                     | 131,657   | 132,248   | 136,022   | 140,638  | 193,590     | Regular Wages                   |
| 25   | 31   | 16  | 5   | Overtime Pay 31                       | 2,378     | 1,508     | 2,669     | 4,009    | 2,000       | Overtime Wages                  |
| 25   | 31   | 16  | 7   | Special Pay 31                        | 1,821     | 1,946     | 1,852     | 1,960    | 1,930       | Other Wages                     |
| 25   | 31   | 19  | 4   | Wellness 31                           | 58,097    | 60,203    | 61,213    | 62,412   | 68,840      | Health/Life/Dental Insurance    |
| 25   | 31   | 19  | 1   | Life Insurance Premiums 31            | 2,045     | 2,362     | 2,193     | 1,640    | 2,390       | Health/Life/Dental Insurance    |
| 25   | 31   | 19  | 2   | Paid PERS-Employee31                  | 8,869     | 8,994     | 8,980     | 8,955    | 13,360      | Retirement                      |
| 25   | 31   | 19  | 3   | Paid PERS-Employer 31                 | 18,527    | 12,126    | 12,332    | 11,200   | 18,850      | Retirement                      |
| 25   | 31   | 18  | 4   | Unemployment Insurance 31             | 269       | 270       | 281       | 284      | 380         | Unemployment Insurance          |
| 25   | 31   | 18  | 6   | MediTax 31                            | 1,963     | 1,977     | 2,038     | 2,098    | 2,760       | MediTax                         |
| 25   | 31   | 19  | 7   | Indiv Equip Reimbursement 31          | 828       | 803       | 710       | 700      | 700         | Other Benefits                  |
| 25   | 31   | 19  | 8   | Uniform Rental 31                     | 863       | 960       | 1,029     | 1,458    | 1,460       | Other Benefits                  |
| 25   | 31   | 22  | 1   | Miscellaneous Contracts 31            |           |           |           | -410     |             | Contract Services               |
| 25   | 31   | 22  | 3   | Drainage Maintenance                  | 1,263     | 3,863     | 3,453     | 5,000    | 5,000       | Contract Services               |
| 25   | 14   | 22  | 8   | Gas Tax Audit/Street Report           | 1,283     | 1,021     | 788       | 1,119    | 1,283       | Contract Services               |
| 25   | 31   | 22  |     | Street Maintenance 31                 | 3,615     | 10,487    | 5,305     | 12,000   | 10,000      | Contract Services               |
| 25   | 31   | 22  | 7   | Street Sweeping                       | 39,823    | 39,913    | 39,823    | 40,000   | 40,000      | Contract Services               |
| 25   | 31   | 22  | 4   | Street Drainage Improvements          | 980       | 338       | 5,550     | 7,325    | 10,000      | Contract Services               |
| 25   | 36   | 22  | 6   | Engineering Retainer                  | 142,637   | 88,812    | 8,805     | 10,000   | 55,000      | Contract Services               |
| 25   | 31   | 22  | 5   | Thermoplast/Striping                  | 25,717    | 51,632    | 40,543    | 60,000   | 60,000      | Contract Services               |
| 25   | 31   | 30  | 1   | Telephone 31                          | 2,142     | 2,266     | 2,251     | 1,500    | 2,000       | Other Operating Expenditures    |
| 25   | 31   | 31  | 1   | Rents & Leases 31                     | 1,876     | 378       | 40        | 1,000    | 3,000       | Other Operating Expenditures    |
| 25   | 31   | 30  | 4   | Radio Maintenance/Repair 31           |           |           |           |          | 2,000       | Other Operating Expenditures    |
| 25   | 31   | 30  | 5   | Dues & Subscriptions 31               | 288       | 465       | 449       | 40       | 500         | Other Operating Exp.            |
| 25   | 31   | 30  | 8   | Supplies & Materials 31               | 30,903    | 25,507    | 24,473    | 25,000   | 25,000      | Other Operating Expenditures    |
| 25   | 31   | 30  | 7   | Vehicle Oper & Maintenance 31         | 12,848    | 17,836    | 15,302    | 15,000   | 15,000      | Other Operating Expenditures    |
| 25   | 79   | 61  | 6   | Curb Gutter and Sidewalk Improvements |           |           |           | 20,000   | 20,000      | Major Capital                   |
| 25   | 70   | 41  | 8   | Miscellaneous Equipment 25            |           |           |           |          | 2,000       | Minor Capital                   |
| 25   | 70   | 41  | 5   | Public Works Vehicles                 |           | 87        |           |          |             | Minor Capital                   |
| 25   | 25   | 29  | 9   | FROM STREET LIGHTING 25               | 11,941    | 17,706    | 12,767    | 23,212   | 16,747      | Transfers In                    |
| 25   | 25   | 39  | 9   | FROM AB939 25                         |           |           | 25,361    | 26,569   | 27,911      | Transfers In                    |
| 25   | 25   | 33  | 9   | FROM ROW 25                           | 45,360    | 42,157    | 48,229    | 41,021   | 63,023      | Transfers In                    |
| 25   | 25   | 23  | 9   | FROM PARK MAINTENANCE 25              | 7,521     | 8,355     | 7,952     | 12,360   | 18,742      | Transfers In                    |
| 25   | 25   | 27  | 9   | FROM MEASURE A 25                     | 8,685     | 12,877    | 9,285     | 15,475   | 11,165      | Transfers In                    |
| 25   | 25   | 10  | 9   | FROM GENERAL 25                       | 89,143    | 91,040    | 112,031   | 106,796  | 135,604     | Transfers In                    |
| 25   | 90   | 10  | 9   | To General 25                         | 29,850    | 55,161    | 39,754    | 38,334   | 39,617      | Transfers (Out)                 |
| 25   | 90   | 33  | 9   | To ROW 25                             | 91,527    | 99,574    | 87,260    | 91,400   | 88,548      | Transfers (Out)                 |



**CITY OF CARPINTERIA**  
Proposed 2016-17 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 13       |                | ACTUAL 14       |                | ACTUAL 15       |                | FINAL 16        |                | PROPOSED 17     |                |
|-----------------------------------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Total Taxes</b>                      | <b>0</b>        | <b>0.00%</b>   | <b>0</b>        | <b>0.00%</b>   | <b>0</b>        | <b>0.00%</b>   | <b>0</b>        | <b>0.00%</b>   | <b>0</b>        | <b>0.00%</b>   |
| Interest                                | \$354           | 4.00%          | \$370           | 3.50%          | (\$1,425)       | -16.30%        | \$493           | 4.50%          | \$493           | 4.50%          |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Intergov Grants</b>                  | <b>8,503</b>    | <b>96.00%</b>  | <b>10,195</b>   | <b>96.50%</b>  | <b>10,147</b>   | <b>116.30%</b> | <b>10,456</b>   | <b>95.50%</b>  | <b>10,456</b>   | <b>95.50%</b>  |
| <b>TOTAL REVENUE</b>                    | <b>8,856</b>    | <b>100.00%</b> | <b>10,566</b>   | <b>100.00%</b> | <b>8,722</b>    | <b>100.00%</b> | <b>10,949</b>   | <b>100.00%</b> | <b>10,949</b>   | <b>100.00%</b> |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Total Wages</b>                      | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Total Benefits</b>                   | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>      |                | <b>\$0</b>      |                | <b>\$0</b>      |                | <b>\$0</b>      |                | <b>\$0</b>      |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Major Capital</b>                    | <b>500</b>      | <b>100.00%</b> |                 |                |                 |                |                 |                | <b>10,000</b>   | <b>100.00%</b> |
| <b>TOTAL EXPENDITURES</b>               | <b>500</b>      | <b>100.00%</b> | <b>0</b>        |                | <b>0</b>        |                | <b>0</b>        |                | <b>10,000</b>   | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>\$8,356</b>  |                | <b>\$10,566</b> |                | <b>\$8,722</b>  |                | <b>\$10,949</b> |                | <b>\$949</b>    |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Transfers (Out)</b>                  | <b>(95,357)</b> |                | <b>(544)</b>    |                | <b>(563)</b>    |                | <b>(402)</b>    |                | <b>(422)</b>    |                |
| <b>NET TRANSFERS</b>                    | <b>(95,357)</b> |                | <b>(544)</b>    |                | <b>(563)</b>    |                | <b>(402)</b>    |                | <b>(422)</b>    |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>Operational Excess / (Deficit)</b>   | <b>(87,001)</b> |                | <b>10,022</b>   |                | <b>8,159</b>    |                | <b>10,547</b>   |                | <b>527</b>      |                |
|                                         |                 |                |                 |                |                 |                |                 |                |                 |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(87,001)</b> |                | <b>10,022</b>   |                | <b>8,159</b>    |                | <b>10,547</b>   |                | <b>527</b>      |                |
| <b>Beginning Fund Balance</b>           | <b>117,476</b>  |                | <b>30,475</b>   |                | <b>40,497</b>   |                | <b>48,656</b>   |                | <b>59,203</b>   |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$30,475</b> |                | <b>\$40,497</b> |                | <b>\$48,656</b> |                | <b>\$59,203</b> |                | <b>\$59,730</b> |                |

## LOCAL TRANSPORTATION FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION           | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|-----------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 26   | 26   | 10  | 1   | INTEREST INCOME 26    | 354       | 370       | -1,425    | 493      | 493         | Interest                        |
| 26   | 26   | 26  | 5   | BKWY, ART3; SEC 99234 | 8,503     | 10,196    | 10,147    | 10,456   | 10,456      | Subventions / Intergovernmental |
| 26   | 79   | 61  | 1   | Bikeway Improvements  | 500       |           |           |          | 10,000      | Major Capital                   |
| 26   | 90   | 10  | 9   | To General 26         | 357       | 544       | 563       | 402      | 422         | Transfers (Out)                 |
| 26   | 90   | 20  | 9   | To Revolving Fund     | 95,000    |           |           |          |             | Transfers (Out)                 |



**CITY OF CARPINTERIA**  
Proposed 2016-17 Budget  
**MEASURE A FUND**

This fund is used to account for Measure "A" funds, the county wide sales tax on motor vehicle fuel which was approved by the voters of the County. The program is administered by the Santa Barbara County Association of Governments. Funds under this program must be used for local transit, street and right-of-way maintenance and improvements and street related capital improvements pursuant to the City-adopted Five Year Program of Projects which is updated and reviewed annually.

|                                         | ACTUAL 13          |                | ACTUAL 14          |                | ACTUAL 15          |                | FINAL 16           |                | PROPOSED 17          |                |
|-----------------------------------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|----------------------|----------------|
| <b>Total Taxes</b>                      | <b>0</b>           | <b>0.00%</b>   | <b>0</b>           | <b>0.00%</b>   | <b>0</b>           | <b>0.00%</b>   | <b>0</b>           | <b>0.00%</b>   | <b>0</b>             | <b>0.00%</b>   |
| Interest                                | \$7,274            | 1.10%          | \$10,333           | 1.60%          | \$10,890           | 1.50%          | \$9,039            | 1.20%          | \$9,039              | 1.20%          |
| <b>Intergov Grants</b>                  | <b>648,772</b>     | <b>98.90%</b>  | <b>624,459</b>     | <b>98.40%</b>  | <b>725,334</b>     | <b>98.50%</b>  | <b>753,460</b>     | <b>98.80%</b>  | <b>753,460</b>       | <b>98.80%</b>  |
| <b>TOTAL REVENUE</b>                    | <b>656,046</b>     | <b>100.00%</b> | <b>634,792</b>     | <b>100.00%</b> | <b>736,224</b>     | <b>100.00%</b> | <b>762,499</b>     | <b>100.00%</b> | <b>762,499</b>       | <b>100.00%</b> |
| <b>Total Wages</b>                      | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>             |                |
| <b>Total Benefits</b>                   | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>             |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>         |                | <b>\$0</b>         |                | <b>\$0</b>         |                | <b>\$0</b>         |                | <b>\$0</b>           |                |
| Contract Services                       | 185,448            | 27.20%         | 125,908            | 32.90%         | 139,512            | 13.30%         | 182,000            | 19.60%         | 322,296              | 16.00%         |
| <b>Other Operating Exp.</b>             | <b>1,500</b>       | <b>0.20%</b>   | <b>1,500</b>       | <b>0.40%</b>   | <b>1,500</b>       | <b>0.10%</b>   | <b>1,500</b>       | <b>0.20%</b>   | <b>2,500</b>         | <b>0.10%</b>   |
| <b>Major Capital</b>                    | <b>208,024</b>     | <b>30.50%</b>  | <b>243,753</b>     | <b>63.60%</b>  | <b>900,544</b>     | <b>86.00%</b>  | <b>695,750</b>     | <b>75.10%</b>  | <b>1,576,751</b>     | <b>78.20%</b>  |
| Minor Capital                           | 287,950            | 42.20%         | 11,928             | 3.10%          | 5,634              | 0.50%          | 47,010             | 5.10%          | 115,000              | 5.70%          |
| <b>TOTAL EXPENDITURES</b>               | <b>682,922</b>     | <b>100.00%</b> | <b>383,089</b>     | <b>100.00%</b> | <b>1,047,190</b>   | <b>100.00%</b> | <b>926,260</b>     | <b>100.00%</b> | <b>2,016,547</b>     | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$26,875)</b>  |                | <b>\$251,703</b>   |                | <b>(\$310,966)</b> |                | <b>(\$163,761)</b> |                | <b>(\$1,254,048)</b> |                |
| Transfers In                            | 40,084             |                | 40,084             |                | 103,368            |                | 608,991            |                | 613,547              |                |
| <b>Transfers (Out)</b>                  | <b>(63,205)</b>    |                | <b>(148,734)</b>   |                | <b>(144,338)</b>   |                | <b>(115,958)</b>   |                | <b>(127,300)</b>     |                |
| <b>NET TRANSFERS</b>                    | <b>(23,121)</b>    |                | <b>(108,650)</b>   |                | <b>(40,970)</b>    |                | <b>493,033</b>     |                | <b>486,247</b>       |                |
| <b>Operational Excess / (Deficit)</b>   | <b>(49,996)</b>    |                | <b>143,053</b>     |                | <b>(351,936)</b>   |                | <b>329,272</b>     |                | <b>(767,801)</b>     |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(49,996)</b>    |                | <b>143,053</b>     |                | <b>(351,936)</b>   |                | <b>329,272</b>     |                | <b>(767,801)</b>     |                |
| <b>Beginning Fund Balance</b>           | <b>1,072,986</b>   |                | <b>1,022,990</b>   |                | <b>1,166,043</b>   |                | <b>814,107</b>     |                | <b>1,143,379</b>     |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$1,022,990</b> |                | <b>\$1,166,043</b> |                | <b>\$814,107</b>   |                | <b>\$1,143,379</b> |                | <b>\$375,578</b>     |                |

## MEASURE A FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                    | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|--------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 27   | 27   | 10  | 1   | INTEREST INCOME 27             | 7,274     | 10,333    | 10,890    | 9,039    | 9,039       | Interest                        |
| 27   | 27   | 27  | 1   | MEASURE A REVENUES             | 648,772   | 624,459   | 725,334   | 753,460  | 753,460     | Subventions / Intergovernmental |
| 27   | 34   | 22  | 3   | Civil Engineering Retainer     |           |           | 14,824    | 10,000   | 50,000      | Contract Services               |
| 27   | 32   | 22  |     | Public Tree Maintenance 27     | 148,606   | 65,435    | 71,279    | 120,000  | 135,000     | Contract Services               |
| 27   | 34   | 22  | 4   | Traffic Engineering Retainer   |           | 7,629     | 30,606    | 30,000   | 100,000     | Contract Services               |
| 27   | 34   | 22  | 2   | Help of Carpinteria 27         | 5,000     | 5,000     | 5,000     | 5,000    | 5,296       | Contract Services               |
| 27   | 34   | 22  | 1   | Easy Lift/CART 27              | 12,000    | 12,000    | 12,000    | 12,000   |             | Contract Services               |
| 27   | 72   | 22  | 1   | Pavement Management System 27  | 15,843    | 31,844    | 803       |          | 15,000      | Contract Services               |
| 27   | 70   | 41  | 2   | SR2S Education Program         | 4,000     | 4,000     | 5,000     | 5,000    | 5,000       | Contract Services               |
| 27   | 30   | 30  | 1   | Asset Management Systems       | 1,500     | 1,500     | 1,500     | 1,500    | 2,500       | Other Operating Expenditures    |
| 27   | 79   | 61  | 1   | Misc. Concrete Repairs 27      | 20,788    | 3,782     | 35,000    | 35,000   | 35,000      | Major Capital                   |
| 27   | 79   | 61  | 9   | Safe Routes to School 79       | 83        | 112,282   | -68,821   | 60,000   | 193,055     | Major Capital                   |
| 27   | 79   | 62  | 4   | CDBG Loan Payment              |           |           |           |          | 500,000     | Major Capital                   |
| 27   | 79   | 62  | 2   | Storm Drain Signs              | 475       |           | 133       | 750      | 750         | Major Capital                   |
| 27   | 79   | 61  | 3   | Bikepath Maintenance 27        | 94        |           |           |          | 5,000       | Major Capital                   |
| 27   | 79   | 62  | 1   | Beach Area Drainage 27         | 54,761    | 5,353     |           |          |             | Major Capital                   |
| 27   | 79   | 61  | 8   | Storm Water Projects           | 9,164     | 13,271    | 9,087     |          | 20,000      | Major Capital                   |
| 27   | 79   | 61  | 2   | Pavement Rehabilitation        |           |           | 771,448   | 500,000  | 500,000     | Major Capital                   |
| 27   | 79   | 62  | 3   | Ped Facilities Improvements 27 | 122,659   | 109,065   | 153,697   | 100,000  | 322,946     | Major Capital                   |
| 27   | 70   | 41  | 6   | Sign Replacement               |           |           |           |          | 5,000       | Minor Capital                   |
| 27   | 70   | 41  | 5   | Public Works Vehicles 27       |           |           |           | 27,010   | 40,000      | Minor Capital                   |
| 27   | 70   | 41  | 4   | Capital Maintenance            | 287,950   | 11,928    | 5,634     | 20,000   | 50,000      | Minor Capital                   |
| 27   | 70   | 41  | 3   | Pedestrian Bridge Maintenance  |           |           |           |          | 20,000      | Minor Capital                   |
| 27   | 27   | 10  | 9   | FROM GENERAL 27                | 40,084    | 40,084    | 103,368   | 608,991  | 613,547     | Transfers In                    |
| 27   | 90   | 33  | 9   | To ROW 27                      |           | 8,298     |           |          | 4,442       | Transfers (Out)                 |
| 27   | 90   | 10  | 9   | To General 27                  | 54,520    | 127,559   | 135,053   | 100,483  | 111,693     | Transfers (Out)                 |
| 27   | 90   | 25  | 9   | To Gas Tax 27                  | 8,685     | 12,877    | 9,285     | 15,475   | 11,165      | Transfers (Out)                 |



**CITY OF CARPINTERIA**  
Proposed 2016-17 Budget  
**TIDELANDS TRUST FUND**

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

|                                         | ACTUAL 13 |         | ACTUAL 14 |         | ACTUAL 15 |         | FINAL 16  |         | PROPOSED 17 |         |
|-----------------------------------------|-----------|---------|-----------|---------|-----------|---------|-----------|---------|-------------|---------|
| <b>Total Taxes</b>                      | 0         | 0.00%   | 0         | 0.00%   | 0         | 0.00%   | 0         | 0.00%   | 0           | 0.00%   |
| Interest                                | \$496     | 0.10%   | \$964     | 0.20%   | (\$1,612) | -0.60%  | \$14,860  | 5.00%   | \$14,860    | 5.00%   |
| <b>Charges for Services</b>             | 386,408   | 92.10%  | 408,446   | 94.40%  | 274,011   | 100.10% | 283,000   | 94.90%  | 283,000     | 94.90%  |
| <b>Assessments</b>                      | 19,406    | 4.60%   | 21,140    | 4.90%   |           |         |           |         |             |         |
| Miscellaneous                           | 13,115    | 3.10%   | 2,244     | 0.50%   | 1,338     | 0.50%   | 388       | 0.10%   | 388         | 0.10%   |
| <b>TOTAL REVENUE</b>                    | 419,424   | 100.00% | 432,794   | 100.00% | 273,737   | 100.00% | 298,248   | 100.00% | 298,248     | 100.00% |
| <b>Part-time Wages</b>                  | 106,642   | 50.00%  | 119,459   | 46.70%  | 57,794    | 22.30%  | 65,000    | 30.90%  | 60,000      | 33.00%  |
| <b>Overtime Wages</b>                   | 4,292     | 2.00%   | 2,762     | 1.10%   | 4,321     | 1.70%   | 2,204     | 1.00%   | 3,500       | 1.90%   |
| <b>Total Wages</b>                      | 110,934   | 52.00%  | 122,221   | 47.80%  | 62,115    | 24.00%  | 67,204    | 32.00%  | 63,500      | 35.00%  |
| Unemployment Insurance                  | 222       | 0.10%   | 207       | 0.10%   | 203       | 0.10%   | 91        | 0.00%   | 130         | 0.10%   |
| MediTax                                 | 1,609     | 0.80%   | 1,780     | 0.70%   | 1,465     | 0.60%   | 655       | 0.30%   | 920         | 0.50%   |
| <b>Total Benefits</b>                   | 1,830     | 0.90%   | 1,987     | 0.80%   | 1,672     | 0.60%   | 746       | 0.40%   | 1,050       | 0.60%   |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | \$112,765 | 52.80%  | \$124,208 | 48.60%  | \$63,787  | 24.60%  | \$67,950  | 32.30%  | \$64,550    | 35.60%  |
| Contract Services                       | 48,123    | 22.50%  | 48,383    | 18.90%  | 57,604    | 22.20%  | 43,500    | 20.70%  | 45,500      | 25.10%  |
| Utilities                               | 466       | 0.20%   | 1,020     | 0.40%   | 1,095     | 0.40%   | 1,500     | 0.70%   | 1,500       | 0.80%   |
| <b>Other Operating Exp.</b>             | 51,117    | 23.90%  | 71,241    | 27.90%  | 54,594    | 21.10%  | 39,500    | 18.80%  | 41,500      | 22.90%  |
| <b>Major Capital</b>                    | 485       | 0.20%   | 593       | 0.20%   | 80,300    | 31.00%  | 31,715    | 15.10%  |             |         |
| Minor Capital                           | 532       | 0.20%   | 10,110    | 4.00%   | 1,589     | 0.60%   | 26,000    | 12.40%  | 28,500      | 15.70%  |
| <b>TOTAL EXPENDITURES</b>               | 213,488   | 100.00% | 255,555   | 100.00% | 258,969   | 100.00% | 210,165   | 100.00% | 181,550     | 100.00% |
| <b>NET INCOME / (LOSS)</b>              | \$205,936 |         | \$177,239 |         | \$14,768  |         | \$88,083  |         | \$116,698   |         |
| <b>Transfers (Out)</b>                  | (128,684) |         | (136,088) |         | (165,954) |         | (104,994) |         | (106,539)   |         |
| <b>NET TRANSFERS</b>                    | (128,684) |         | (136,088) |         | (165,954) |         | (104,994) |         | (106,539)   |         |
| Operational Excess / (Deficit)          | 77,252    |         | 41,151    |         | (151,186) |         | (16,911)  |         | 10,159      |         |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | 77,252    |         | 41,151    |         | (151,186) |         | (16,911)  |         | 10,159      |         |
| <b>Beginning Fund Balance</b>           | 150,986   |         | 228,238   |         | 269,389   |         | 118,203   |         | 101,292     |         |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | \$228,238 |         | \$269,389 |         | \$118,203 |         | \$101,292 |         | \$111,451   |         |



## TIDELANDS TRUST FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                      | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                         |
|------|------|-----|-----|----------------------------------|-----------|-----------|-----------|----------|-------------|------------------------------|
| 28   | 28   | 10  |     | 1 INTEREST INCOME 28             | 496       | 964       | -1,612    | 14,860   | 14,860      | Interest                     |
| 28   | 28   | 28  | 1   | 1 JR LIFEGUARD FEES              | 70,372    | 78,524    | 50        |          |             | Charges for Services         |
| 28   | 28   | 28  | 4   | 4 OCEAN RECREATION CLASS TUITION | 10,361    | 8,616     |           |          |             | Charges for Services         |
| 28   | 28   | 28  | 6   | 6 OCEAN ADVENTURE CAMP TUITION   | 185       | 120       |           |          |             | Charges for Services         |
| 28   | 28   | 28  | 7   | 7 KAYAK REVENUE                  | 13,918    | 18,003    |           |          |             | Charges for Services         |
| 28   | 28   | 28  | 3   | 3 BEACH CONCESSION REVENUE       | 21,880    | 28,294    | 15        |          |             | Charges for Services         |
| 28   | 28   | 28  | 5   | 5 RENTS & LEASES 28              | 269,693   | 274,889   | 273,946   | 283,000  | 283,000     | Charges for Services         |
| 28   | 28   | 28  | 2   | 2 BERM ASSESSMENT                | 19,406    | 21,140    |           |          |             | Assessments                  |
| 28   | 28   | 16  | 6   | 6 DONATIONS 28                   | 100       | -6        |           |          |             | Miscellaneous                |
| 28   | 28   | 16  | 4   | 4 MISCELLANEOUS INCOME 28        | 13,015    | 2,250     | 1,338     | 388      | 388         | Miscellaneous                |
| 28   | 64   | 16  | 4   | 4 Part-time Wages 64             | 13,938    | 13,342    |           |          |             | Part-time Wages              |
| 28   | 62   | 16  | 4   | 4 Part-time Wages 62             | 92,704    | 106,117   | 57,794    | 65,000   | 60,000      | Part-time Wages              |
| 28   | 62   | 16  | 5   | 5 Overtime Pay 62                | 4,280     | 2,726     | 4,321     | 2,204    | 3,500       | Overtime Wages               |
| 28   | 64   | 16  | 5   | 5 Overtime Pay 64                | 12        | 36        |           |          |             | Overtime Wages               |
| 28   | 62   | 18  | 4   | 4 Unemployment Insurance 62      | 194       | 180       | 203       | 91       | 130         | Unemployment Insurance       |
| 28   | 64   | 18  | 4   | 4 Unemployment Insurance 64      | 28        | 27        |           |          |             | Unemployment Insurance       |
| 28   | 62   | 18  | 6   | 6 Meditax 62                     | 1,406     | 1,573     | 1,469     | 655      | 920         | MediTax                      |
| 28   | 64   | 18  | 6   | 6 Meditax 64                     | 202       | 207       |           |          |             | MediTax                      |
| 28   | 61   | 22  | 5   | 5 Marsh Park Maintenance         |           |           | 28,962    | 20,000   | 22,000      | Contract Services            |
| 28   | 62   | 22  |     | Contract Services (Berm Permit)  | 29,873    | 27,874    | 10,189    | 1,000    | 1,000       | Contract Services            |
| 28   | 62   | 22  | 1   | 1 Beach Dune Maintenance         | 18,250    | 20,509    | 18,453    | 21,000   | 21,000      | Contract Services            |
| 28   | 62   | 22  | 9   | 9 Architectural Services         |           |           |           | 1,500    | 1,500       | Contract Services            |
| 28   | 62   | 31  | 5   | 5 Utility - Sewer                | 466       | 1,020     | 1,095     | 1,500    | 1,500       | Utilities                    |
| 28   | 62   | 30  | 3   | 3 Printing & Advertising 62      | 1,656     |           | 669       | 1,000    | 1,000       | Other Operating Expenditures |
| 28   | 62   | 30  | 5   | 5 Dues & Subscriptions 62        | 9,000     | 9,000     | 9,000     | 9,500    | 12,500      | Other Operating Expenditures |
| 28   | 62   | 30  | 6   | 6 Meetings & Travel 62           | 72        | 106       | 218       | 1,000    | 1,000       | Other Operating Expenditures |
| 28   | 62   | 32  |     | Pre-employment Physicals         | 1,605     | 1,627     | 718       | 1,500    | 1,500       | Other Operating Expenditures |
| 28   | 64   | 30  | 8   | 8 Supplies & Materials 64        | 2,346     | 5,682     | 3,600     | 1,000    |             | Other Operating Expenditures |
| 28   | 62   | 32  | 9   | 9 Jr Lifeguard Expenses          | 14,352    | 13,540    | 2,844     |          |             | Other Operating Expenditures |
| 28   | 64   | 30  | 2   | 2 Purchases for Inventory        | 2,934     | 13,195    |           |          |             | Other Operating Expenditures |
| 28   | 62   | 30  | 8   | 8 Supplies & Materials 62        | 14,705    | 23,293    | 32,872    | 20,000   | 20,000      | Other Operating Expenditures |
| 28   | 62   | 31  | 2   | 2 Kayak Program Misc. Exp        |           |           |           | 500      | 500         | Other Operating Expenditures |
| 28   | 62   | 30  | 1   | 1 Telephone 62                   | 4,447     | 4,798     | 4,673     | 5,000    | 5,000       | Other Operating Expenditures |
| 28   | 79   | 41  | 8   | 8 Lifeguard Tower                | 485       | 593       | 80,300    | 31,715   |             | Major Capital                |
| 28   | 70   | 41  | 5   | 5 Sailing Equipment Grant - 28   | 532       |           | 1,589     | 3,500    | 3,500       | Minor Capital                |
| 28   | 70   | 61  | 2   | 2 Parks Truck                    |           |           |           | 12,500   |             | Minor Capital                |
| 28   | 70   | 41  | 4   | 4 Lifeguard Tower Refit          |           | 467       |           | 10,000   | 25,000      | Minor Capital                |
| 28   | 70   | 41  |     | Beach Wheelchair ADA             |           | 9,643     |           |          |             | Minor Capital                |
| 28   | 90   | 23  | 9   | 9 To Park Maintenance 28         | 10,000    | 10,000    | 30,000    | 30,000   | 30,000      | Transfers (Out)              |
| 28   | 90   | 10  | 9   | 9 To General 28                  | 68,694    | 76,098    | 75,954    | 74,994   | 76,539      | Transfers (Out)              |
| 28   | 90   | 48  | 9   | 9 To Recreation Services 28      | 49,990    | 49,990    | 60,000    |          |             | Transfers (Out)              |



**CITY OF CARPINTERIA**  
**Proposed 2016-17 Budget**  
**STREET LIGHTING FUND**

Street Lighting District #1 is officially an independent special district governed by the City Council and is included within the City's overall budget for convenience. District revenues are derived from the district's share of the advalorem tax pursuant to Proposition 13 in addition to interest earnings and state assistance. Moneys from this fund may be expended on street lighting, parking lot lighting and other public lighting operations, maintenance and capital improvements.

|                                         | ACTUAL 13        |                | ACTUAL 14        |                | ACTUAL 15          |                | FINAL 16           |                | PROPOSED 17        |                |
|-----------------------------------------|------------------|----------------|------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
| Property Taxes                          | \$277,334        | 96.50%         | \$290,299        | 97.10%         | \$302,796          | 99.50%         | \$342,166          | 96.60%         | \$355,853          | 96.70%         |
| <b>Total Taxes</b>                      | <b>277,334</b>   | <b>96.50%</b>  | <b>290,299</b>   | <b>97.10%</b>  | <b>302,796</b>     | <b>99.50%</b>  | <b>342,166</b>     | <b>96.60%</b>  | <b>355,853</b>     | <b>96.70%</b>  |
| Interest                                | \$4,497          | 1.60%          | \$5,950          | 2.00%          | (\$1,579)          | -0.50%         | \$9,804            | 2.80%          | \$9,804            | 2.70%          |
| Fines & Forfeitures                     | 3,786            | 1.30%          | 816              | 0.30%          | 1,232              | 0.40%          | 1,030              | 0.30%          | 1,030              | 0.30%          |
| <b>Intergov Grants</b>                  | <b>1,785</b>     | <b>0.60%</b>   | <b>1,776</b>     | <b>0.60%</b>   | <b>1,764</b>       | <b>0.60%</b>   | <b>1,133</b>       | <b>0.30%</b>   | <b>1,133</b>       | <b>0.30%</b>   |
| <b>TOTAL REVENUE</b>                    | <b>287,402</b>   | <b>100.00%</b> | <b>298,841</b>   | <b>100.00%</b> | <b>304,213</b>     | <b>100.00%</b> | <b>354,133</b>     | <b>100.00%</b> | <b>367,820</b>     | <b>100.00%</b> |
| <b>Total Wages</b>                      | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>           |                |
| <b>Total Benefits</b>                   | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>           |                | <b>0</b>           |                | <b>0</b>           |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>       |                | <b>\$0</b>       |                | <b>\$0</b>         |                | <b>\$0</b>         |                | <b>\$0</b>         |                |
| Contract Services                       | 8,899            | 7.60%          | 71,542           | 40.10%         | -46,492            | -69.70%        | 11,000             | 9.70%          | 120,000            | 25.10%         |
| Utilities                               | 107,477          | 92.40%         | 97,606           | 54.70%         | 107,413            | 161.00%        | 101,000            | 89.40%         | 103,500            | 21.60%         |
| <b>Other Operating Exp.</b>             |                  |                | <b>900</b>       | <b>0.50%</b>   | <b>1,281</b>       | <b>1.90%</b>   | <b>1,000</b>       | <b>0.90%</b>   | <b>5,000</b>       | <b>1.00%</b>   |
| <b>Major Capital</b>                    |                  |                | <b>8,331</b>     | <b>4.70%</b>   | <b>4,500</b>       | <b>6.70%</b>   |                    |                | <b>250,000</b>     | <b>52.20%</b>  |
| <b>TOTAL EXPENDITURES</b>               | <b>116,375</b>   | <b>100.00%</b> | <b>178,379</b>   | <b>100.00%</b> | <b>66,702</b>      | <b>100.00%</b> | <b>113,000</b>     | <b>100.00%</b> | <b>478,500</b>     | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>\$171,027</b> |                | <b>\$120,462</b> |                | <b>\$237,511</b>   |                | <b>\$241,133</b>   |                | <b>(\$110,680)</b> |                |
| <b>Transfers (Out)</b>                  | <b>(65,795)</b>  |                | <b>(128,426)</b> |                | <b>(111,615)</b>   |                | <b>(192,611)</b>   |                | <b>(133,540)</b>   |                |
| <b>NET TRANSFERS</b>                    | <b>(65,795)</b>  |                | <b>(128,426)</b> |                | <b>(111,615)</b>   |                | <b>(192,611)</b>   |                | <b>(133,540)</b>   |                |
| Operational Excess / (Deficit)          | 105,232          |                | (7,964)          |                | 125,896            |                | 48,522             |                | (244,220)          |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>105,232</b>   |                | <b>(7,964)</b>   |                | <b>125,896</b>     |                | <b>48,522</b>      |                | <b>(244,220)</b>   |                |
| <b>Beginning Fund Balance</b>           | <b>854,667</b>   |                | <b>959,899</b>   |                | <b>951,935</b>     |                | <b>1,077,831</b>   |                | <b>1,126,353</b>   |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$959,899</b> |                | <b>\$951,935</b> |                | <b>\$1,077,831</b> |                | <b>\$1,126,353</b> |                | <b>\$882,132</b>   |                |



## STREET LIGHTING FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 29   | 29   | 29  | 6   | PROPERTY TAX UNSECURED          | 12,862    | 12,224    | 15,048    | 13,772   | 14,323      | Property Taxes                  |
| 29   | 29   | 29  | 3   | PROPERTY TAX SUPPLEMENT         | 4,178     | 5,657     | 355       | 10,370   | 10,785      | Property Taxes                  |
| 29   | 29   | 29  | 5   | PROPERTY TAX SECURED            | 260,294   | 272,418   | 287,393   | 318,024  | 330,745     | Property Taxes                  |
| 29   | 29   | 10  | 1   | INTEREST INCOME 29              | 4,497     | 5,950     | -1,579    | 9,804    | 9,804       | Interest                        |
| 29   | 29   | 29  | 4   | INTEREST/PENALTIES              | 3,786     | 816       | 1,232     | 1,030    | 1,030       | Fines & Forfeitures             |
| 29   | 29   | 29  | 7   | HOMEOWNERS EXEMPTION 29         | 1,785     | 1,776     | 1,764     | 1,133    | 1,133       | Subventions / Intergovernmental |
| 29   | 23   | 22  | 5   | Public Right of Way Lighting    | 1,429     | 1,192     | 17,623    | 1,000    | 60,000      | Contract Services               |
| 29   | 23   | 21  |     | Traffic Signals                 | 7,469     | 70,350    | -64,115   | 10,000   | 60,000      | Contract Services               |
| 29   | 23   | 31  | 3   | Parking Lot Lighting            |           |           | 655       | 1,000    | 3,500       | Utilities                       |
| 29   | 23   | 22  |     | Street Lighting                 | 107,477   | 97,606    | 106,758   | 100,000  | 100,000     | Utilities                       |
| 29   | 23   | 30  | 8   | Supplies & Materials 23         |           | 900       | 1,281     | 1,000    | 5,000       | Other Operating Expenditures    |
| 29   | 79   | 61  |     | Public Plg Lot / Bikeway Lights |           | 8,331     | 4,500     |          | 250,000     | Major Capital                   |
| 29   | 90   | 23  | 9   | To Park Maintenance 29          | 15,908    | 16,926    | 16,923    | 17,727   | 19,555      | Transfers (Out)                 |
| 29   | 90   | 25  | 9   | To Gas Tax 29                   | 11,941    | 17,706    | 12,767    | 23,212   | 16,747      | Transfers (Out)                 |
| 29   | 90   | 10  | 9   | To General 29                   | 37,946    | 93,794    | 81,925    | 151,672  | 97,238      | Transfers (Out)                 |

CITY OF CARPINTERIA  
Proposed 2016-17 Budget  
TRUST & AGENCY FUND

|                                  | ACTUAL 13 |         | ACTUAL 14 |         | ACTUAL 15 |         | FINAL 16 |         | PROPOSED 17 |         |
|----------------------------------|-----------|---------|-----------|---------|-----------|---------|----------|---------|-------------|---------|
| Total Taxes                      | 0         | 0.00%   | 0         | 0.00%   | 0         | 0.00%   | 0        | 0.00%   | 0           | 0.00%   |
| Intergov Grants                  | 16,364    | 100.00% | 204,102   | 100.00% | 117,320   | 100.00% | 175,756  | 100.00% | 323,083     | 100.00% |
| TOTAL REVENUE                    | 16,364    | 100.00% | 204,102   | 100.00% | 117,320   | 100.00% | 175,756  | 100.00% | 323,083     | 100.00% |
| Total Wages                      | 0         |         | 0         |         | 0         |         | 0        |         | 0           |         |
| Total Benefits                   | 0         |         | 0         |         | 0         |         | 0        |         | 0           |         |
| TOTAL WAGES & BENEFITS           | \$0       |         | \$0       |         | \$0       |         | \$0      |         | \$0         |         |
| Major Capital                    | 16,364    | 100.00% | 165,036   | 100.00% | 103,819   | 100.00% | 163,210  | 100.00% | 310,000     | 100.00% |
| TOTAL EXPENDITURES               | 16,364    | 100.00% | 165,036   | 100.00% | 103,819   | 100.00% | 163,210  | 100.00% | 310,000     | 100.00% |
| NET INCOME / (LOSS)              |           |         | \$39,066  |         | \$13,501  |         | \$12,546 |         | \$13,083    |         |
| Transfers (Out)                  |           |         | (39,066)  |         | (13,501)  |         | (12,546) |         | (13,083)    |         |
| NET TRANSFERS                    | 0         |         | (39,066)  |         | (13,501)  |         | (12,546) |         | (13,083)    |         |
| Operational Excess / (Deficit)   | 0         |         | 0         |         | 0         |         | 0        |         | 0           |         |
| CHANGE IN AVAILABLE FUND BALANCE | 0         |         | 0         |         | 0         |         | 0        |         | 0           |         |
| Beginning Fund Balance           |           |         | 0         |         | 0         |         | 0        |         | 0           |         |
| ENDING AVAILABLE FUND BALANCE    | \$0       |         | \$0       |         | \$0       |         | \$0      |         | \$0         |         |

## TRUST &amp; AGENCY FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                    | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type            |
|------|------|-----|-----|--------------------------------|-----------|-----------|-----------|----------|-------------|-----------------|
| 31   | 31   | 31  |     | DIF TRANSFER OUT OFFSET        |           | 53,814    | 13,501    | 12,546   | 13,083      | Intergov Grants |
| 31   | 31   | 31  | 1   | STORM DRAINS                   |           |           |           | 3,210    | 100,000     | Intergov Grants |
| 31   | 31   | 31  | 2   | PED FACILITIES IMPROVEMENTS 31 | 1,023     |           |           |          |             | Intergov Grants |
| 31   | 31   | 31  | 5   | CONTRACT SERVICES 37           |           | 18,476    | 4,450     |          |             | Intergov Grants |
| 31   | 31   | 31  | 4   | CITY HALL IMPROVEMENTS         |           |           | 53,721    | 130,000  | 130,000     | Intergov Grants |
| 31   | 31   | 32  | 2   | POOL IMPROVEMENTS              |           | 75,053    |           |          |             | Intergov Grants |
| 31   | 31   | 31  | 7   | FHWA HBR 31                    | 13,587    | 53,416    | 45,810    | 30,000   | 75,000      | Intergov Grants |
| 31   | 31   | 31  | 8   | EIGHTH STREET FOOTBRIDGE       | 1,754     | 3,343     | -162      |          |             | Intergov Grants |
| 31   | 31   | 32  | 1   | PARKING LOT DIF                |           |           |           |          | 5,000       | Intergov Grants |
| 31   | 79   | 61  | 1   | Storm Drains 31                |           |           |           | 3,210    | 100,000     | Major Capital   |
| 31   | 79   | 61  | 4   | City Hall Improvements         |           |           | 53,721    | 130,000  | 130,000     | Major Capital   |
| 31   | 79   | 61  | 2   | Ped Facilities Improvements 31 | 1,023     |           |           |          |             | Major Capital   |
| 31   | 79   | 62  | 2   | Pool Improvements Expense      |           | 89,801    |           |          |             | Major Capital   |
| 31   | 79   | 61  | 8   | Parking Lot DIF                |           |           |           |          | 5,000       | Major Capital   |
| 31   | 79   | 61  | 5   | Contract Services 31           |           | 18,476    | 4,450     |          |             | Major Capital   |
| 31   | 79   | 61  | 6   | FHWA HBR 31                    | 13,587    | 53,416    | 45,810    | 30,000   | 75,000      | Major Capital   |
| 31   | 79   | 61  | 7   | Eighth Street Footbridge       | 1,754     | 3,343     | -162      |          |             | Major Capital   |
| 31   | 90   | 10  | 9   | To General 31                  |           | 39,066    | 13,501    | 12,546   | 13,083      | Transfers (Out) |



## CITY OF CARPINTERIA

Proposed 2016-17 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 13   |         | ACTUAL 14   |         | ACTUAL 15   |         | FINAL 16    |         | PROPOSED 17 |         |
|-----------------------------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|
| <b>Total Taxes</b>                      | 0           | 0.00%   | 0           | 0.00%   | 0           | 0.00%   | 0           | 0.00%   | 0           | 0.00%   |
| Interest                                | (\$721)     | -0.40%  | (\$358)     | -0.20%  | (\$1,815)   | -0.90%  |             |         |             |         |
| Charges for Services                    | 60          | 0.00%   | 520         | 0.30%   |             |         |             |         |             |         |
| Assessments                             | 201,797     | 99.30%  | 189,866     | 99.80%  | 196,738     | 100.70% | 192,800     | 99.40%  | 192,800     | 99.40%  |
| Fines & Forfeitures                     | 68          | 0.00%   | 58          | 0.00%   | 77          | 0.00%   | 600         | 0.30%   | 600         | 0.30%   |
| Miscellaneous                           | 2,000       | 1.00%   | 176         | 0.10%   | 450         | 0.20%   | 500         | 0.30%   | 500         | 0.30%   |
| <b>TOTAL REVENUE</b>                    | 203,204     | 100.00% | 190,262     | 100.00% | 195,450     | 100.00% | 193,900     | 100.00% | 193,900     | 100.00% |
| <b>Regular Wages</b>                    | 141,661     | 37.40%  | 157,203     | 39.20%  | 164,430     | 46.10%  | 160,439     | 40.10%  | 93,780      | 26.60%  |
| <b>Overtime Wages</b>                   | 2,949       | 0.80%   | 2,774       | 0.70%   | 2,591       | 0.70%   | 4,712       | 1.20%   | 2,000       | 0.60%   |
| <b>Total Wages</b>                      | 144,610     | 38.20%  | 159,977     | 39.90%  | 167,021     | 46.80%  | 165,150     | 41.20%  | 95,780      | 27.10%  |
| Health/Life/Dental Insurance            | 32,560      | 8.60%   | 28,873      | 7.20%   | 29,478      | 8.30%   | 37,263      | 9.30%   | 47,180      | 13.40%  |
| Retirement                              | 15,436      | 4.10%   | 26,757      | 6.70%   | 25,518      | 7.10%   | 26,762      | 6.70%   | 14,360      | 4.10%   |
| Unemployment Insurance                  | 289         | 0.10%   | 316         | 0.10%   | 334         | 0.10%   | 329         | 0.10%   | 180         | 0.10%   |
| <b>MediTax</b>                          | 2,103       | 0.60%   | 2,320       | 0.60%   | 2,422       | 0.70%   | 2,410       | 0.60%   | 1,340       | 0.40%   |
| Other Benefits                          | 1,465       | 0.40%   | 1,362       | 0.30%   | 1,586       | 0.40%   | 2,158       | 0.50%   | 2,160       | 0.60%   |
| <b>Total Benefits</b>                   | 51,854      | 13.70%  | 59,628      | 14.90%  | 59,338      | 16.60%  | 68,922      | 17.20%  | 65,270      | 18.50%  |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | \$196,464   | 51.90%  | \$219,605   | 54.80%  | \$226,359   | 63.40%  | \$234,072   | 58.40%  | \$161,000   | 45.60%  |
| Contract Services                       | 121,572     | 32.10%  | 118,975     | 29.70%  | 83,126      | 23.30%  | 109,500     | 27.30%  | 132,500     | 37.50%  |
| Utilities                               | 27,419      | 7.20%   | 27,480      | 6.90%   | 21,028      | 5.90%   | 21,895      | 5.50%   | 24,500      | 6.90%   |
| <b>Other Operating Exp.</b>             | 32,877      | 8.70%   | 35,026      | 8.70%   | 25,527      | 7.40%   | 35,000      | 8.70%   | 35,000      | 9.90%   |
| <b>TOTAL EXPENDITURES</b>               | 378,331     | 100.00% | 401,086     | 100.00% | 357,040     | 100.00% | 400,467     | 100.00% | 353,000     | 100.00% |
| <b>NET INCOME / (LOSS)</b>              | (\$175,127) |         | (\$210,824) |         | (\$161,590) |         | (\$206,567) |         | (\$159,100) |         |
| Transfers In                            | 99,154      |         | 116,170     |         | 134,857     |         | 145,228     |         | 141,290     |         |
| <b>Transfers (Out)</b>                  | (61,844)    |         | (60,644)    |         | (65,060)    |         | (54,347)    |         | (79,787)    |         |
| <b>NET TRANSFERS</b>                    | 37,310      |         | 55,526      |         | 69,797      |         | 90,881      |         | 61,503      |         |
| <b>Subsidies Received / (Provided)</b>  | 137,817     |         | 155,298     |         | 91,793      |         | 115,686     |         | 97,597      |         |
| Operational Excess / (Deficit)          | 0           |         | 0           |         | 0           |         | 0           |         | 0           |         |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | 0           |         | 0           |         | 0           |         | 0           |         | 0           |         |
| <b>Beginning Fund Balance</b>           |             |         | 0           |         | 0           |         | 0           |         | 0           |         |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | \$0         |         | \$0         |         | \$0         |         | \$0         |         | \$0         |         |



## R-O-W ASSESSMENT DISTRICT FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                     | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|---------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 33   | 33   | 10  | 1   | INTEREST INCOME 33              | -721      | -358      | -1,815    |          |             | Interest                        |
| 33   | 33   | 10  | 2   | PARK RENTAL                     | 60        | 520       |           |          |             | Charges for Services            |
| 33   | 33   | 33  | 5   | ROW #3 - CURRENT YEAR           | 201,797   | 189,866   | 196,738   | 192,800  | 192,800     | Assessments                     |
| 33   | 33   | 33  | 4   | ROW PENALTIES                   | 68        | 58        | 77        | 600      | 600         | Fines & Forfeitures             |
| 33   | 33   | 16  | 4   | MISCELLANEOUS 33                |           | 176       | 450       | 500      | 500         | Miscellaneous                   |
| 33   | 33   | 16  | 6   | DONATIONS 33                    | 2,000     |           |           |          |             | Miscellaneous                   |
| 33   | 32   | 16  | 2   | Regular Salary 32               | 141,661   | 157,203   | 164,430   | 160,439  | 93,780      | Regular Wages                   |
| 33   | 32   | 16  | 5   | Overtime Pay 32                 | 2,949     | 2,774     | 2,591     | 4,712    | 2,000       | Overtime Wages                  |
| 33   | 32   | 19  | 1   | Life Insurance Premiums 32      | 848       | 957       | 895       | 559      | 1,280       | Health/Life/Dental Insurance    |
| 33   | 32   | 19  | 4   | Wellness 32                     | 31,712    | 27,916    | 28,583    | 36,704   | 45,900      | Health/Life/Dental Insurance    |
| 33   | 32   | 19  | 2   | Paid PERS-Employee32            | 4,804     | 11,763    | 10,877    | 12,103   | 3,560       | Retirement                      |
| 33   | 32   | 19  | 3   | Paid PERS Employer 32           | 10,633    | 14,994    | 14,641    | 14,659   | 10,800      | Retirement                      |
| 33   | 32   | 18  | 4   | Unemployment Insurance 32       | 289       | 316       | 334       | 329      | 180         | Unemployment Insurance          |
| 33   | 32   | 18  | 6   | Meditax 32                      | 2,103     | 2,320     | 2,422     | 2,410    | 1,340       | MediTax                         |
| 33   | 32   | 19  | 7   | Indiv Equip Reimbursement 32    | 602       | 399       | 557       | 700      | 700         | Other Benefits                  |
| 33   | 32   | 19  | 8   | Uniform Rental 32               | 864       | 963       | 1,029     | 1,458    | 1,460       | Other Benefits                  |
| 33   | 32   | 22  |     | Public Tree Maintenance         | 7,779     | 8,208     | 13,617    | 25,000   | 30,000      | Contract Services               |
| 33   | 32   | 22  | 1   | Miscellaneous Contracts 32      | 35,783    | 21,370    | 47,247    | 40,000   | 40,000      | Contract Services               |
| 33   | 32   | 22  | 3   | Chemical Treatment              | 7,559     | 3,830     | 1,640     | 2,000    | 2,000       | Contract Services               |
| 33   | 32   | 22  | 5   | ROW Maintenance 32              | 62,529    | 78,347    | 15,405    | 35,000   | 50,000      | Contract Services               |
| 33   | 61   | 22  | 2   | Miscellaneous Equipment         | 215       |           |           |          | 2,000       | Contract Services               |
| 33   | 32   | 22  | 4   | Graffiti Removal                | 2,637     | 2,151     | 148       | 2,000    | 3,000       | Contract Services               |
| 33   | 23   | 22  |     | Parking Lot Landscape           | 5,069     | 5,069     | 5,069     | 5,500    | 5,500       | Contract Services               |
| 33   | 32   | 31  | 2   | Utility - Water 32              | 21,001    | 20,310    | 15,724    | 15,000   | 15,000      | Utilities                       |
| 33   | 32   | 31  | 3   | Utility - Electric 32           | 5,658     | 5,393     | 3,394     | 5,000    | 7,750       | Utilities                       |
| 33   | 61   | 31  | 7   | Utility - Sewer 61              | 760       | 1,777     | 1,910     | 1,895    | 1,750       | Utilities                       |
| 33   | 32   | 30  | 7   | Vehicle Oper & Maintenance 32   | 10,524    | 11,789    | 12,265    | 10,000   | 10,000      | Other Operating Expenditures    |
| 33   | 32   | 30  | 8   | Supplies & Materials 32         | 22,352    | 23,237    | 14,262    | 25,000   | 25,000      | Other Operating Expenditures    |
| 33   | 33   | 23  | 9   | FROM PARK MAINTENANCE 33        | 7,627     | 8,298     | 7,933     | 12,283   | 16,934      | Transfers In                    |
| 33   | 33   | 27  | 9   | FROM MEASURE A 33               |           | 8,298     |           |          | 4,442       | Transfers In                    |
| 33   | 33   | 25  | 9   | FROM GAS TAX 33                 | 91,527    | 99,574    | 87,260    | 91,400   | 88,548      | Transfers In                    |
| 33   | 33   | 10  | 9   | FROM GENERAL 33                 |           |           | 31,731    | 16,618   | 16,100      | Transfers In                    |
| 33   | 33   | 39  | 9   | FROM AB939 33                   |           |           | 7,933     | 24,927   | 15,266      | Transfers In                    |
| 33   | 90   | 10  | 9   | To General 33                   | 16,484    | 18,487    | 16,831    | 13,326   | 16,764      | Transfers (Out)                 |
| 33   | 90   | 25  | 9   | To Gas Tax 33                   | 45,360    | 42,157    | 48,229    | 41,021   | 63,023      | Transfers (Out)                 |
| 33   | 91   | 10  | 9   | Subsidies Received / (Provided) | 137,817   | 155,298   | 91,793    |          |             | Subsidies Received / (Provided) |

## CITY OF CARPINTERIA

Proposed 2016-17 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 13 |         | ACTUAL 14 |         | ACTUAL 15 |         | FINAL 16 |         | PROPOSED 17 |         |
|-----------------------------------------|-----------|---------|-----------|---------|-----------|---------|----------|---------|-------------|---------|
| <b>Total Taxes</b>                      | 0         | 0.00%   | 0         | 0.00%   | 0         | 0.00%   | 0        | 0.00%   | 0           | 0.00%   |
| Interest                                | \$58      | 0.20%   | \$201     | 0.60%   | (\$187)   | -0.60%  | \$488    | 1.60%   | \$488       | 1.60%   |
| <b>Assessments</b>                      | 25,190    | 99.80%  | 31,800    | 99.40%  | 30,216    | 100.60% | 30,192   | 98.40%  | 30,192      | 98.40%  |
| <b>TOTAL REVENUE</b>                    | 25,248    | 100.00% | 32,001    | 100.00% | 30,029    | 100.00% | 30,680   | 100.00% | 30,680      | 100.00% |
| <b>Total Wages</b>                      | 0         |         | 0         |         | 0         |         | 0        |         | 0           |         |
| <b>Total Benefits</b>                   | 0         |         | 0         |         | 0         |         | 0        |         | 0           |         |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | \$0       |         | \$0       |         | \$0       |         | \$0      |         | \$0         |         |
| Contract Services                       | 11,622    | 40.30%  | 9,774     | 36.20%  | 5,731     | 24.90%  | 6,682    | 27.90%  | 21,857      | 55.90%  |
| <b>Debt Service</b>                     | 17,249    | 59.70%  | 17,249    | 63.80%  | 17,249    | 75.10%  | 17,249   | 72.10%  | 17,249      | 44.10%  |
| <b>TOTAL EXPENDITURES</b>               | 28,871    | 100.00% | 27,023    | 100.00% | 22,980    | 100.00% | 23,931   | 100.00% | 39,106      | 100.00% |
| <b>NET INCOME / (LOSS)</b>              | (\$3,623) |         | \$4,978   |         | \$7,049   |         | \$6,749  |         | (\$8,426)   |         |
| Transfers In                            |           |         | 16,744    |         |           |         |          |         |             |         |
| <b>NET TRANSFERS</b>                    | 0         |         | 16,744    |         | 0         |         | 0        |         | 0           |         |
| <b>Operational Excess / (Deficit)</b>   | (3,623)   |         | 21,722    |         | 7,049     |         | 6,749    |         | (8,426)     |         |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | (3,623)   |         | 21,722    |         | 7,049     |         | 6,749    |         | (8,426)     |         |
| <b>Beginning Fund Balance</b>           | 20,301    |         | 16,678    |         | 38,400    |         | 45,449   |         | 52,198      |         |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | \$16,678  |         | \$38,400  |         | \$45,449  |         | \$52,198 |         | \$43,772    |         |



## PARKING AND BUSINESS IMPROVEMENT AREA FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                   | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type              |
|------|------|-----|-----|-------------------------------|-----------|-----------|-----------|----------|-------------|-------------------|
| 38   | 38   | 10  | 1   | INTEREST INCOME 38            | 58        | 201       | -187      | 488      | 488         | Interest          |
| 38   | 38   | 38  | 5   | GEN'L BUSINESS ASSESSMENT     | 12,081    | 17,204    | 15,232    | 14,756   | 14,756      | Assessments       |
| 38   | 38   | 38  | 7   | PARKING LOT #3 ASSESSMENT     | 13,109    | 14,596    | 14,984    | 15,436   | 15,436      | Assessments       |
| 38   | 45   | 22  | 2   | Marketing/Project Carpinteria | 8,807     | 9,376     | 5,549     | 6,500    | 18,700      | Contract Services |
| 38   | 45   | 22  | 8   | Downtown T Promotions         | 2,816     | 398       | 182       | 182      | 3,157       | Contract Services |
| 38   | 78   | 53  | 3   | Lot #3 Debt 38                | 17,249    | 17,249    | 17,249    | 17,249   | 17,249      | Debt Service      |
| 38   | 38   | 10  | 9   | FROM GENERAL 38               |           | 16,744    |           |          |             | Transfers In      |



**CITY OF CARPINTERIA**  
Proposed 2016-17 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 13        |                | ACTUAL 14        |                | ACTUAL 15        |                | FINAL 16         |                | PROPOSED 17      |                |
|-----------------------------------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|----------------|
| <b>Total Taxes</b>                      | <b>0</b>         | <b>0.00%</b>   | <b>0</b>         | <b>0.00%</b>   | <b>0</b>         | <b>0.00%</b>   | <b>0</b>         | <b>0.00%</b>   | <b>0</b>         | <b>0.00%</b>   |
| Interest                                | \$1,764          | 1.50%          | \$1,749          | 1.00%          | (\$1,103)        | -0.60%         | \$2,929          | 1.60%          | \$2,929          | 1.60%          |
| Charges for Services                    | 119,155          | 98.50%         | 175,687          | 99.00%         | 185,026          | 100.60%        | 180,857          | 98.40%         | 180,857          | 98.40%         |
| <b>TOTAL REVENUE</b>                    | <b>120,919</b>   | <b>100.00%</b> | <b>177,436</b>   | <b>100.00%</b> | <b>183,923</b>   | <b>100.00%</b> | <b>183,786</b>   | <b>100.00%</b> | <b>183,786</b>   | <b>100.00%</b> |
| <b>Total Wages</b>                      | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>         |                |
| <b>Total Benefits</b>                   | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>         |                | <b>0</b>         |                |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$0</b>       |                | <b>\$0</b>       |                | <b>\$0</b>       |                | <b>\$0</b>       |                | <b>\$0</b>       |                |
| Contract Services                       | 40,316           | 96.70%         | 37,552           | 95.40%         | 30,590           | 97.80%         | 31,065           | 63.30%         | 41,565           | 62.40%         |
| <b>Other Operating Exp.</b>             | <b>1,385</b>     | <b>3.30%</b>   | <b>1,822</b>     | <b>4.60%</b>   | <b>634</b>       | <b>2.20%</b>   | <b>18,600</b>    | <b>36.70%</b>  | <b>25,000</b>    | <b>37.60%</b>  |
| <b>TOTAL EXPENDITURES</b>               | <b>41,701</b>    | <b>100.00%</b> | <b>39,374</b>    | <b>100.00%</b> | <b>31,274</b>    | <b>100.00%</b> | <b>49,065</b>    | <b>100.00%</b> | <b>66,565</b>    | <b>100.00%</b> |
| <b>NET INCOME / (LOSS)</b>              | <b>\$79,218</b>  |                | <b>\$138,062</b> |                | <b>\$152,649</b> |                | <b>\$134,721</b> |                | <b>\$117,221</b> |                |
| <b>Transfers (Out)</b>                  | <b>(72,856)</b>  |                | <b>(97,078)</b>  |                | <b>(142,977)</b> |                | <b>(191,564)</b> |                | <b>(180,358)</b> |                |
| <b>NET TRANSFERS</b>                    | <b>(72,856)</b>  |                | <b>(97,078)</b>  |                | <b>(142,977)</b> |                | <b>(191,564)</b> |                | <b>(180,358)</b> |                |
| <b>Operational Excess / (Deficit)</b>   | <b>6,362</b>     |                | <b>40,984</b>    |                | <b>9,672</b>     |                | <b>(56,843)</b>  |                | <b>(63,137)</b>  |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>6,362</b>     |                | <b>40,984</b>    |                | <b>9,672</b>     |                | <b>(56,843)</b>  |                | <b>(63,137)</b>  |                |
| <b>Beginning Fund Balance</b>           | <b>258,877</b>   |                | <b>265,239</b>   |                | <b>306,223</b>   |                | <b>315,895</b>   |                | <b>259,052</b>   |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$265,239</b> |                | <b>\$306,223</b> |                | <b>\$315,895</b> |                | <b>\$259,052</b> |                | <b>\$195,915</b> |                |

AB 939 FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION             | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                         |
|------|------|-----|-----|-------------------------|-----------|-----------|-----------|----------|-------------|------------------------------|
| 39   | 39   | 10  | 1   | INTEREST INCOME         | 1,764     | 1,749     | -1,103    | 2,929    | 2,929       | Interest                     |
| 39   | 39   | 25  | 3   | AB 939 REVENUE          | 119,155   | 175,687   | 185,026   | 180,857  | 180,857     | Charges for Services         |
| 39   | 37   | 22  | 4   | ABOP Collection         | 1,586     | 3,172     | 3,948     | 4,065    | 4,065       | Contract Services            |
| 39   | 37   | 22  | 1   | Solid Waste             | 18,496    | 11,529    | 9,326     | 12,000   | 15,000      | Contract Services            |
| 39   | 37   | 22  | 3   | HHW Collection 37       | 20,234    | 22,851    | 17,316    | 15,000   | 22,500      | Contract Services            |
| 39   | 37   | 30  | 8   | Supplies & Materials 37 | 1,386     | 1,822     | 684       | 15,000   | 20,000      | Other Operating Expenditures |
| 39   | 37   | 30  | 2   | Environmental Services  |           |           |           | 3,000    | 5,000       | Other Operating Expenditures |
| 39   | 90   | 28  | 9   | To Gas Tax 39           |           |           | 25,361    | 26,569   | 27,911      | Transfers (Out)              |
| 39   | 90   | 10  | 9   | To General 39           | 72,856    | 97,078    | 109,683   | 140,068  | 137,181     | Transfers (Out)              |
| 39   | 90   | 35  | 9   | To ROW 39               |           |           | 7,933     | 24,927   | 15,266      | Transfers (Out)              |



**CITY OF CARPINTERIA**  
Proposed 2016-17 Budget  
**MEASURE D FUND**

This fund is used to account for Measure "D" funds, the county wide sales tax on motor vehicle fuel which was approved by the voters of the County. The program is administered by the Santa Barbara County Association of Governments. Funds under this program must be used for local transit, street and right-of-way maintenance and improvements and street related capital improvements pursuant to the City-adopted Five Year Program of Projects which is updated and reviewed annually.

|                                         | ACTUAL 13       | ACTUAL 14       | ACTUAL 15       | FINAL 16        | PROPOSED 17     |
|-----------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Total Taxes</b>                      | 0 0.00%         | 0 0.00%         | 0               | 0 0.00%         | 0 0.00%         |
| Interest                                | \$4,169 100.00% | \$5,860 100.00% | (\$13,911)      | \$8,240 100.00% | \$8,240 100.00% |
| <b>TOTAL REVENUE</b>                    | 4,169 100.00%   | 5,860 100.00%   | -13,911         | 8,240 100.00%   | 8,240 100.00%   |
| <b>Total Wages</b>                      | 0               | 0               | 0               | 0               | 0               |
| <b>Total Benefits</b>                   | 0               | 0               | 0               | 0               | 0               |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | \$0             | \$0             | \$0             | \$0             | \$0             |
| <b>Major Capital</b>                    | 55,673 100.00%  | 8,470 100.00%   | 208,828 80.70%  |                 | 570,000 99.10%  |
| Minor Capital                           |                 |                 | 50,000 19.30%   | 1,714 100.00%   | 5,000 0.90%     |
| <b>TOTAL EXPENDITURES</b>               | 55,673 100.00%  | 8,470 100.00%   | 258,828 100.00% | 1,714 100.00%   | 575,000 100.00% |
| <b>NET INCOME / (LOSS)</b>              | (\$51,504)      | (\$2,610)       | (\$272,739)     | \$6,526         | (\$566,760)     |
| <b>Transfers (Out)</b>                  |                 | (117,148)       |                 |                 |                 |
| <b>NET TRANSFERS</b>                    | 0               | (117,148)       | 0               | 0               | 0               |
| <b>Operational Excess / (Deficit)</b>   | (\$51,504)      | (119,758)       | (272,739)       | 6,526           | (\$566,760)     |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | (\$51,504)      | (119,758)       | (272,739)       | 6,526           | (\$566,760)     |
| <b>Beginning Fund Balance</b>           | 1,122,286       | 1,070,782       | 951,024         | 678,285         | 684,811         |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | \$1,070,782     | \$951,024       | \$678,285       | \$684,811       | \$118,051       |

## MEASURE D FUND

| FUND          | DEPT | OBJ | SUB | DESCRIPTION              | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type            |
|---------------|------|-----|-----|--------------------------|-----------|-----------|-----------|----------|-------------|-----------------|
| 41            | 41   | 10  | 1   | INTEREST INCOME 41       | 4,169     | 5,860     | -13,911   | 8,240    | 8,240       | Interest        |
| <del>41</del> | 79   | 62  | 1   | Ash Avenue               | 1,156     |           |           |          | 520,000     | Major Capital   |
| 41            | 79   | 61  | 2   | Ninth Street Ped. Bridge | 681       | 6,479     | 195,000   |          |             | Major Capital   |
| <del>41</del> | 79   | 61  | 9   | Street Maintenance 79    | 53,836    | 1,991     | 13,828    |          | 50,000      | Major Capital   |
| 41            | 79   | 61  | 3   | Bikepath Maintenance     |           |           | 50,000    | 1,714    | 5,000       | Minor Capital   |
| <del>41</del> | 90   | 10  | 9   | To General 41            |           | 117,148   |           |          |             | Transfers (Out) |



**CITY OF CARPINTERIA**  
**Proposed 2016-17 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 13 |         | ACTUAL 14 |  | ACTUAL 15 |         | FINAL 16 |         | PROPOSED 17 |         |
|----------------------------------|-----------|---------|-----------|--|-----------|---------|----------|---------|-------------|---------|
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| Total Taxes                      | 0         | 0.00%   | 0         |  | 0         | 0.00%   | 0        | 0.00%   | 0           | 0.00%   |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| Intergov Grants                  | 3,540     | 100.00% |           |  | 3,785     | 100.00% | 37,720   | 100.00% | 37,720      | 100.00% |
| TOTAL REVENUE                    | 3,540     | 100.00% | 0         |  | 3,785     | 100.00% | 37,720   | 100.00% | 37,720      | 100.00% |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| Total Wages                      | 0         |         | 0         |  | 0         |         | 0        |         | 0           |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| Total Benefits                   | 0         |         | 0         |  | 0         |         | 0        |         | 0           |         |
| TOTAL WAGES & BENEFITS           | \$0       |         | \$0       |  | \$0       |         | \$0      |         | \$0         |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| Contract Services                | 3,540     | 100.00% |           |  | 3,785     | 100.00% | 37,720   | 100.00% | 37,720      | 100.00% |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| TOTAL EXPENDITURES               | 3,540     | 100.00% | 0         |  | 3,785     | 100.00% | 37,720   | 100.00% | 37,720      | 100.00% |
|                                  |           |         |           |  |           |         |          |         |             |         |
| NET INCOME / (LOSS)              |           |         | \$0       |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
|                                  |           |         |           |  |           |         |          |         |             |         |
| NET TRANSFERS                    | 0         |         | 0         |  | 0         |         | 0        |         | 0           |         |
| Operational Excess / (Deficit)   | 0         |         | 0         |  | 0         |         | 0        |         | 0           |         |
| CHANGE IN AVAILABLE FUND BALANCE | 0         |         | 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 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                            |
|------|------|-----|-----|------------------------------|-----------|-----------|-----------|----------|-------------|---------------------------------|
| 42   | 42   | 42  | 3   | INCLUSIONARY HOUSING         | 3,540     |           |           | 4,000    | 4,000       | Subventions / Intergovernmental |
| 42   | 42   | 42  | 5   | SEMP                         |           |           | 3,785     | 33,720   | 33,720      | Subventions / Intergovernmental |
| 42   | 43   | 22  | 3   | Inclusionary Housing Expense | 3,540     |           | 3,785     | 37,720   | 37,720      | Contract Services               |



**CITY OF CARPINTERIA**  
Proposed 2016-17 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 13          |                | ACTUAL 14          |                | ACTUAL 15          |                | FINAL 16           |                | PROPOSED 17        |                |
|-----------------------------------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Total Taxes                             | 0                  | 0.00%          | 0                  | 0.00%          | 0                  | 0.00%          | 0                  | 0.00%          | 0                  | 0.00%          |
| Interest                                | (\$286)            | -0.10%         | (\$142)            | 0.00%          |                    |                |                    |                |                    |                |
| Charges for Services                    | 333,753            | 99.40%         | 329,639            | 100.00%        | 504,220            | 99.80%         | 444,200            | 99.80%         | 466,450            | 99.80%         |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Miscellaneous                           | 2,392              | 0.70%          |                    |                | 1,000              | 0.20%          | 1,000              | 0.20%          | 1,000              | 0.20%          |
| <b>TOTAL REVENUE</b>                    | <b>335,859</b>     | <b>100.00%</b> | <b>329,497</b>     | <b>100.00%</b> | <b>505,220</b>     | <b>100.00%</b> | <b>445,200</b>     | <b>100.00%</b> | <b>467,450</b>     | <b>100.00%</b> |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Regular Wages                           | 57,519             | 12.10%         | 58,603             | 11.90%         | 103,435            | 16.50%         | 119,543            | 18.40%         | 110,430            | 17.70%         |
| Part-time Wages                         | 149,448            | 31.50%         | 155,249            | 31.50%         | 192,101            | 29.20%         | 210,143            | 32.40%         | 196,000            | 31.30%         |
| Overtime Wages                          | 1,513              | 0.30%          | 3,015              | 0.60%          | 2,670              | 0.40%          | 8,472              | 1.30%          | 1,250              | 0.20%          |
| <b>Total Wages</b>                      | <b>208,480</b>     | <b>43.90%</b>  | <b>216,867</b>     | <b>44.00%</b>  | <b>303,206</b>     | <b>46.00%</b>  | <b>338,257</b>     | <b>52.10%</b>  | <b>307,680</b>     | <b>49.20%</b>  |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Health/Life/Dental Insurance            | 8,052              | 1.70%          | 7,840              | 1.60%          | 15,245             | 2.30%          | 15,996             | 2.50%          | 19,560             | 3.10%          |
| Retirement                              | 8,057              | 1.70%          | 9,348              | 1.90%          | 11,776             | 1.80%          | 15,873             | 2.40%          | 16,910             | 2.70%          |
| Unemployment Insurance                  | 539                | 0.10%          | 808                | 0.20%          | 1,018              | 0.20%          | 755                | 0.10%          | 600                | 0.10%          |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| MediTax                                 | 3,024              | 0.60%          | 3,147              | 0.60%          | 3,836              | 0.60%          | 5,023              | 0.80%          | 4,410              | 0.70%          |
| <b>Total Benefits</b>                   | <b>19,672</b>      | <b>4.10%</b>   | <b>21,143</b>      | <b>4.30%</b>   | <b>31,875</b>      | <b>4.80%</b>   | <b>37,647</b>      | <b>5.80%</b>   | <b>41,480</b>      | <b>6.60%</b>   |
| <b>TOTAL WAGES &amp; BENEFITS</b>       | <b>\$228,152</b>   | <b>48.10%</b>  | <b>\$238,010</b>   | <b>48.20%</b>  | <b>\$335,081</b>   | <b>50.90%</b>  | <b>\$375,904</b>   | <b>57.90%</b>  | <b>\$349,160</b>   | <b>55.80%</b>  |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Contract Services                       | 17,397             | 3.70%          | 22,483             | 4.60%          | 23,486             | 3.60%          | 26,500             | 4.10%          | 26,500             | 4.20%          |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Utilities                               | 49,639             | 10.50%         | 52,019             | 10.50%         | 75,114             | 11.40%         | 53,800             | 8.30%          | 53,800             | 8.60%          |
| <b>Other Operating Exp.</b>             | <b>163,821</b>     | <b>34.50%</b>  | <b>165,355</b>     | <b>33.50%</b>  | <b>209,304</b>     | <b>31.80%</b>  | <b>177,823</b>     | <b>27.40%</b>  | <b>180,482</b>     | <b>28.90%</b>  |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| <b>Debt Service</b>                     | <b>15,466</b>      | <b>3.30%</b>   | <b>15,466</b>      | <b>3.10%</b>   | <b>15,466</b>      | <b>2.30%</b>   | <b>15,466</b>      | <b>2.40%</b>   | <b>15,466</b>      | <b>2.50%</b>   |
| <b>TOTAL EXPENDITURES</b>               | <b>474,474</b>     | <b>100.00%</b> | <b>493,333</b>     | <b>100.00%</b> | <b>658,451</b>     | <b>100.00%</b> | <b>649,493</b>     | <b>100.00%</b> | <b>625,408</b>     | <b>100.00%</b> |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| <b>NET INCOME / (LOSS)</b>              | <b>(\$138,616)</b> |                | <b>(\$163,836)</b> |                | <b>(\$153,231)</b> |                | <b>(\$204,293)</b> |                | <b>(\$157,958)</b> |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| Transfers In                            | 49,990             |                | 49,990             |                | 60,000             |                |                    |                |                    |                |
| <b>Transfers (Out)</b>                  | <b>(53,129)</b>    |                | <b>(52,312)</b>    |                | <b>(51,806)</b>    |                | <b>(53,279)</b>    |                | <b>(54,818)</b>    |                |
| <b>NET TRANSFERS</b>                    | <b>(3,139)</b>     |                | <b>(2,322)</b>     |                | <b>8,194</b>       |                | <b>(53,279)</b>    |                | <b>(54,818)</b>    |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| <b>Subsidies Received / (Provided)</b>  | <b>138,076</b>     |                | <b>166,158</b>     |                | <b>140,546</b>     |                | <b>262,063</b>     |                | <b>212,776</b>     |                |
| Operational Excess / (Deficit)          | (3,679)            |                | 0                  |                | (4,491)            |                | 4,491              |                | 0                  |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| <b>CHANGE IN AVAILABLE FUND BALANCE</b> | <b>(3,679)</b>     |                | <b>0</b>           |                | <b>(4,491)</b>     |                | <b>4,491</b>       |                | <b>0</b>           |                |
| <b>Beginning Fund Balance</b>           | <b>3,679</b>       |                | <b>0</b>           |                | <b>0</b>           |                | <b>(4,491)</b>     |                | <b>0</b>           |                |
|                                         |                    |                |                    |                |                    |                |                    |                |                    |                |
| <b>ENDING AVAILABLE FUND BALANCE</b>    | <b>\$0</b>         |                | <b>\$0</b>         |                | <b>(\$4,491)</b>   |                | <b>\$0</b>         |                | <b>\$0</b>         |                |



## RECREATION SERVICES FUND

| FUND | DEPT | OBJ | SUB | DESCRIPTION                    | ACTUAL 13 | ACTUAL 14 | ACTUAL 15 | FINAL 16 | PROPOSED 17 | Type                         |
|------|------|-----|-----|--------------------------------|-----------|-----------|-----------|----------|-------------|------------------------------|
| 48   | 48   | 10  | 1   | INTEREST INCOME 48             | -286      | -142      |           |          |             | Interest                     |
| 48   | 48   | 18  | 7   | JAZZERCISE 48                  | 5,994     | 6,065     | 8,000     | 9,500    | 9,500       | Charges for Services         |
| 48   | 48   | 40  | 1   | LEARN TO SWIM TUITIONS         | 30,638    | 27,040    | 25,000    | 30,000   | 30,000      | Charges for Services         |
| 48   | 48   | 41  |     | ADULT DAY PASS SALES           | 9,614     | 9,449     | 9,500     | 10,000   | 10,000      | Charges for Services         |
| 48   | 48   | 40  |     | UNIFORM SALES                  | 79        | 143       | 100       | 100      | 100         | Charges for Services         |
| 48   | 48   | 28  | 7   | KAYAK REVENUE                  |           | 535       | 11,805    | 12,950   | 14,000      | Charges for Services         |
| 48   | 48   | 28  | 8   | SNORKELING TUITIONS            |           |           | 16,676    |          |             | Charges for Services         |
| 48   | 48   | 35  | 2   | VETS HALL RENTALS              | 28,570    | 42,055    | 30,000    | 30,000   | 40,000      | Charges for Services         |
| 48   | 48   | 28  | 3   | BEACH CONCESSION REVENUE       |           | 2,352     | 36,632    | 30,000   | 30,000      | Charges for Services         |
| 48   | 48   | 40  | 7   | AEROBICS PROGRAM               | 1,071     | 2,950     | 4,000     | 3,500    | 4,000       | Charges for Services         |
| 48   | 48   | 18  |     | SENIOR PROGRAM REVENUE         |           |           | 891       | 2,000    | 2,000       | Charges for Services         |
| 48   | 48   | 40  | 2   | PRIVATE SWIM LESSONS           |           |           | 100       | 100      | 100         | Charges for Services         |
| 48   | 48   | 40  | 5   | SAFETY CLASS TUITIONS          | 1,045     | 2,796     | 800       | 800      | 800         | Charges for Services         |
| 48   | 48   | 40  | 6   | PUNCH CARD SALES               | 42,667    | 38,723    | 40,000    | 38,000   | 40,000      | Charges for Services         |
| 48   | 48   | 28  | 4   | OCEAN RECREATION CLASS TUITION |           |           | 20,627    | 6,000    | 6,000       | Charges for Services         |
| 48   | 48   | 18  | 2   | SOFTBALL REVENUE               | 5,090     | 8,559     | 7,225     | 8,000    | 8,000       | Charges for Services         |
| 48   | 48   | 40  | 8   | FAMILY/CORPORATE PASS 48       | 8,300     | 8,755     | 8,000     | 8,500    | 8,000       | Charges for Services         |
| 48   | 48   | 41  | 2   | SEASON PASS SALES              | 12,612    | 11,796    | 14,000    | 14,000   | 14,000      | Charges for Services         |
| 48   | 48   | 42  | 6   | POOL SPECIAL EVENTS REVENUE    | 24,915    | 13,773    | 25,000    | 15,000   | 20,000      | Charges for Services         |
| 48   | 48   | 42  | 5   | CONCESSION, NON-TAXABLE        | 4,526     | 5,106     | 2,500     | 2,500    | 2,500       | Charges for Services         |
| 48   | 48   | 41  | 3   | SWIM TEAM TUITIONS             | 45,455    | 46,301    | 50,000    | 50,000   | 50,000      | Charges for Services         |
| 48   | 48   | 16  | 8   | TRIATHLON REVENUE              | 97,021    | 83,839    | 80,714    | 66,000   | 67,000      | Charges for Services         |
| 48   | 48   | 16  | 4   | MISCELLANEOUS INCOME           |           |           | 500       | 500      | 500         | Charges for Services         |
| 48   | 48   | 18  | 3   | YOGA CLASSES                   |           | 165       | 100       |          | 100         | Charges for Services         |
| 48   | 48   | 18  | 8   | PARK SPECIAL EVENTS REVENUE    | 1,498     | 2,372     | 3,110     | 3,500    | 3,500       | Charges for Services         |
| 48   | 48   | 42  | 4   | TENNIS TUITIONS                | 452       | 297       | 250       | 250      | 250         | Charges for Services         |
| 48   | 48   | 41  | 7   | CONCESSIONS-TAXABLE            | 4,746     | 6,474     | 6,500     | 3,000    | 6,500       | Charges for Services         |
| 48   | 48   | 41  | 4   | ENDURANCE/MASTERS              | 1,964     | 1,407     | 1,500     | 2,000    | 2,000       | Charges for Services         |
| 48   | 48   | 28  | 1   | JR LIFEGUARD FEES              |           |           | 93,090    | 90,000   | 90,000      | Charges for Services         |
| 48   | 48   | 42  | 2   | CHILD DAY PASS SALES           | 4,105     | 3,041     | 3,000     | 3,000    | 3,000       | Charges for Services         |
| 48   | 48   | 41  | 8   | LOCKER RENTALS                 | 1,809     | 2,144     | 1,800     | 2,000    | 1,800       | Charges for Services         |
| 48   | 48   | 41  | 1   | SENIOR DAY PASS SALES          | 828       | 995       | 1,300     | 1,500    | 1,300       | Charges for Services         |
| 48   | 48   | 41  | 6   | GROUP FEE                      | 754       | 2,507     | 1,500     | 1,500    | 1,500       | Charges for Services         |
| 48   | 48   | 16  | 6   | DONATIONS 48                   | 2,392     |           | 1,000     | 1,000    | 1,000       | Miscellaneous                |
| 48   | 68   | 16  | 2   | Regular Salary 68              | 57,519    | 58,603    | 108,435   | 119,643  | 110,430     | Regular Wages                |
| 48   | 67   | 16  | 4   | Part-time Wages 67             |           |           | 49,883    | 82,155   | 50,000      | Part-time Wages              |
| 48   | 68   | 16  | 4   | Part-time Wages 68             |           |           | 4,697     |          | 20,000      | Part-time Wages              |
| 48   | 65   | 16  | 4   | Part-time Wages 65             | 14,722    | 13,279    | 14,578    | 16,258   | 20,000      | Part-time Wages              |
| 48   | 64   | 16  | 4   | Part-time Wages 64             |           |           | 17,708    | 17,472   | 16,000      | Part-time Wages              |
| 48   | 66   | 16  | 4   | Part-time Wages 66             | 134,726   | 141,970   | 105,235   | 94,258   | 90,000      | Part-time Wages              |
| 48   | 66   | 16  | 5   | Overtime Pay 66                | 894       | 902       | 721       | 1,416    | 1,000       | Overtime Wages               |
| 48   | 64   | 16  | 5   | Overtime Pay 64                |           |           |           |          |             | Overtime Wages               |
| 48   | 68   | 16  | 5   | Overtime Pay 68                | 619       | 2,113     | 1,933     | 5,945    | 250         | Overtime Wages               |
| 48   | 67   | 16  | 5   | Overtime Pay 67                |           |           | 16        | 1,110    |             | Overtime Wages               |
| 48   | 68   | 19  | 4   | Wellness 68                    | 7,668     | 7,342     | 14,460    | 15,163   | 18,690      | Health/Life/Dental Insurance |
| 48   | 68   | 19  | 1   | Life Insurance Premiums 68     | 383       | 498       | 785       | 833      | 870         | Health/Life/Dental Insurance |
| 48   | 68   | 19  | 3   | Paid -PERS Employer 68         | 5,332     | 5,267     | 8,135     | 11,907   | 12,940      | Retirement                   |
| 48   | 68   | 19  | 2   | Paid PERS-Employee68           | 2,725     | 4,081     | 3,641     | 3,966    | 3,970       | Retirement                   |
| 48   | 67   | 18  | 4   | Unemployment Insurance 67      |           |           | 11        | 168      | 100         | Unemployment Insurance       |
| 48   | 66   | 18  | 4   | Unemployment Insurance 66      | 393       | 660       | 721       | 261      | 180         | Unemployment Insurance       |
| 48   | 68   | 18  | 4   | Unemployment Insurance 68      | 116       | 121       | 222       | 258      | 250         | Unemployment Insurance       |
| 48   | 65   | 18  | 4   | Unemployment Insurance 65      | 29        | 27        | 29        | 33       | 40          | Unemployment Insurance       |
| 48   | 64   | 18  | 4   | Unemployment Insurance 64      |           |           | 35        | 36       | 30          | Unemployment Insurance       |
| 48   | 67   | 18  | 6   | Meditax 67                     |           |           | 78        | 1,207    | 730         | MediTax                      |
| 48   | 64   | 18  | 6   | Meditax 64                     |           |           | 254       | 254      | 230         | MediTax                      |
| 48   | 65   | 18  | 6   | Meditax 65                     | 213       | 193       | 211       | 236      | 290         | MediTax                      |
| 48   | 68   | 18  | 6   | Meditax 68                     | 844       | 900       | 1,608     | 1,938    | 1,840       | MediTax                      |
| 48   | 66   | 18  | 6   | Meditax 66                     | 1,966     | 2,054     | 1,685     | 1,388    | 1,320       | MediTax                      |
| 48   | 65   | 22  | 4   | Custodial Services             | 8,700     | 8,506     | 9,666     | 9,000    | 9,000       | Contract Services            |
| 48   | 65   | 22  | 1   | Miscellaneous Contracts 65     | 1,228     | 1,019     | 594       | 3,500    | 3,500       | Contract Services            |
| 48   | 66   | 22  |     | Grounds Maintenance 66         | 2,661     | 2,661     | 3,000     | 3,000    | 3,000       | Contract Services            |
| 48   | 66   | 22  | 1   | Miscellaneous Contracts 66     |           | 3,860     | 2,500     | 2,500    | 2,500       | Contract Services            |
| 48   | 66   | 22  | 3   | Equipment Maintenance 66       | 984       | 3,232     | 4,000     | 4,000    | 4,000       | Contract Services            |
| 48   | 65   | 22  |     | Grounds Maintenance 65         | 3,824     | 3,205     | 3,726     | 4,500    | 4,500       | Contract Services            |
| 48   | 66   | 31  | 4   | Utility - Natural Gas 66       | 23,211    | 27,820    | 23,000    | 19,000   | 20,000      | Utilities                    |
| 48   | 66   | 31  | 3   | Utility - Electric 66          | 13,778    | 12,776    | 18,000    | 18,000   | 18,000      | Utilities                    |

|    |    |    |                                   |         |         |         |        |        |                                 |
|----|----|----|-----------------------------------|---------|---------|---------|--------|--------|---------------------------------|
| 48 | 62 | 31 | 5 Utility - Sewer                 |         |         | 18,314  |        |        | Utilities                       |
| 48 | 66 | 31 | 7 Utility - Sewer 66              | 3,139   |         | 7,800   | 7,800  | 7,800  | Utilities                       |
| 48 | 66 | 31 | 2 Utility - Water 66              | 9,512   | 11,423  | 8,000   | 9,000  | 8,000  | Utilities                       |
| 48 | 63 | 30 | 8 Special Events Expenses         | 7,420   | 1,574   | 5,114   | 5,000  | 5,000  | Other Operating Expenditures    |
| 48 | 62 | 31 | 2 Kayak Program Misc. Exp         |         |         | 81      |        |        | Other Operating Expenditures    |
| 48 | 62 | 30 | 6 Meetings & Travel 62            |         |         |         |        |        | Other Operating Expenditures    |
| 48 | 62 | 32 | 9 Jr Lifeguard Expenses           |         | 7,514   | 14,566  | 150    | 150    | Other Operating Expenditures    |
| 48 | 63 | 30 | 2 Softball League Expenses        | 3,006   | 3,168   | 3,670   | 4,000  | 4,000  | Other Operating Expenditures    |
| 48 | 62 | 30 | 8 Supplies & Materials 62         |         |         | 400     | 500    | 500    | Other Operating Expenditures    |
| 48 | 63 | 30 | Triathlon Expense                 | 61,066  | 51,991  | 54,906  | 46,000 | 46,000 | Other Operating Expenditures    |
| 48 | 64 | 30 | 2 Purchases for Inventory 28      |         | 2,167   | 18,118  | 5,000  | 8,000  | Other Operating Expenditures    |
| 48 | 64 | 30 | 8 Supplies & Materials 64         |         |         | 488     | 1,500  | 1,500  | Other Operating Expenditures    |
| 48 | 65 | 30 | 9 Misc Operating Expenses 65      | 18,834  | 21,383  | 18,629  | 22,000 | 22,000 | Other Operating Expenditures    |
| 48 | 66 | 30 | 1 Telephone 66                    | 3,914   | 4,065   | 3,465   | 3,465  | 3,465  | Other Operating Expenditures    |
| 48 | 66 | 30 | 2 Cash (Over)/Short               | -1,132  | -151    |         |        |        | Other Operating Expenditures    |
| 48 | 66 | 30 | 3 Printing & Advertising 66       | 1,369   | 870     | 1,000   | 1,000  | 1,000  | Other Operating Expenditures    |
| 48 | 66 | 30 | 6 Meetings & Travel 66            |         | 138     | 286     | 286    | 286    | Other Operating Expenditures    |
| 48 | 68 | 30 | 8 Supplies & Materials 68         | 13,538  | 11,917  | 20,159  | 22,000 | 20,159 | Other Operating Expenditures    |
| 48 | 67 | 30 | 8 Supplies & Materials 67         | 1,346   |         | 20,000  | 18,000 | 20,000 | Other Operating Expenditures    |
| 48 | 66 | 35 | Supplies for Resale               | 11,325  | 8,074   | 5,922   | 5,922  | 5,922  | Other Operating Expenditures    |
| 48 | 66 | 33 | 8 Chemicals                       | 15,274  | 19,251  | 17,500  | 18,000 | 17,500 | Other Operating Expenditures    |
| 48 | 66 | 30 | 8 Supplies & Materials 66         | 27,862  | 33,394  | 25,000  | 25,000 | 25,000 | 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 | 28 | 9 FROM TIDELANDS 48               | 49,990  | 49,990  | 60,000  |        |        | Transfers In                    |
| 48 | 90 | 10 | 9 To General 48                   | 53,129  | 52,312  | 51,806  | 53,279 | 54,818 | Transfers (Out)                 |
| 48 | 91 | 10 | 9 Subsidies Received / (Provided) | 138,076 | 166,158 | 140,546 |        |        | Subsidies Received / (Provided) |

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
APPROVING THE MUNICIPAL BUDGET FOR  
FISCAL YEAR 2016-17**

**WHEREAS**, on June 13, 2016 the City Manager presented his proposed Budget for Fiscal Year 2016-17 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 13, 2016 and received public comments on the 2016-17 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 2016-17, including estimated revenues and appropriations for operations, special programs, capital outlay expenses and reserves is hereby approved as amended and adopted effective July 1, 2016.
2. The City Manager's final estimates of revenues and appropriations for operations, special programs, capital outlay expenses and reserves for fiscal 2015-16 are also hereby approved as amended for the 2015-16 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 13th day of June, 2016, 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 13th day of June, 2016

---

CITY CLERK

APPROVED AS TO FORM:

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

**RESOLUTION NO. 5672**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
FOR FISCAL YEAR 2016-17**

**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 2016-17 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 2016-17 is hereby set at \$17,921,573 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 13th day of June, 2016, 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 13th day of June, 2016.

---

CITY CLERK

APPROVED AS TO FORM:

---

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



EXHIBIT A

APPLMT CITY OF CARPINTERIA APPROPRIATION LIMIT CALCULATIONS EXHIBIT "A"  
PER CALIFORNIA CONSTITUTION ARTICLE XIII B (PROP 4, GANN LIMIT)

|    |                                                                                              | YEAR:              | FY 16-17        | FY 15-16        | FY 14-15         | FY 13-14        | FY 12-13        | FY 11-12        |
|----|----------------------------------------------------------------------------------------------|--------------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|
|    | DESCRIPTION OF ANNUAL CALCULATION                                                            | REFERENCE:         | RESO            | RESO 5621       | RESO 5539        | RESO            | RESO 5394       | RESO 5322       |
| A. | PRIOR YEAR APPROPRIATION LIMIT:                                                              |                    | 16,844,836      | 16,046,919      | 15,690,091       | 14,820,659      | 14,218,237      | 13,764,114      |
| B. | CHANGE IN CALIF PER CAPITA INCOME<br>PER GOVT CODE 7901:                                     | PERCENT:<br>RATIO: | 5.37%<br>1.0537 | 3.82%<br>1.0382 | -0.23%<br>0.9977 | 5.12%<br>1.0512 | 3.77%<br>1.0377 | 2.51%<br>1.0251 |
| C. | CHANGE IN CITY POPULATION PER<br>STATE DEPT FINANCE ISSUED MAY 1:                            | PERCENT:<br>RATIO: | 0.97%<br>1.0097 | 0.44%<br>1.0044 | 2.51%<br>1.0251  | 0.37%<br>1.0037 | 0.27%<br>1.0027 | 0.77%<br>1.0077 |
| C1 | CHANGE IN COUNTY POPULATION PER<br>STATE DEPT FINANCE ISSUED MAY 1:                          | PERCENT:<br>RATIO: | 0.95%<br>1.0095 | 1.11%<br>1.0111 | 0.92%<br>1.0092  | 0.71%<br>1.0071 | 0.45%<br>1.0045 | 0.75%<br>1.0075 |
| D. | CALCULATION OF ANNUAL RATIO OF CHANGE:<br>B TIMES LARGER OF "C" OR "C1"                      | RATIO:             | 1.0639          | 1.0497          | 1.0227           | 1.0587          | 1.0424          | 1.033           |
| E. | NEW APPROPRIATION LIMIT:<br>[ANNUAL RATIO OF CHANGE TIMES PRIOR<br>YEAR APPROPRIATION LIMIT] |                    | 17,921,573      | 16,844,836      | 16,046,919       | 15,690,091      | 14,820,659      | 14,218,237      |
| F. | AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:                                                   |                    | 1,076,737       | 797,917         | 356,828          | 869,432         | 602,422         | 454,123         |
| G. | AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:                                                  |                    | 6.39%           | 4.97%           | 2.27%            | 5.87%           | 4.24%           | 3.30%           |
| H. | APPROPRIATIONS SUBJECT TO LIMITATION                                                         |                    | 8,618,964       | 8,618,964       | 8,133,289        | 7,539,980       | 6,971,760       | 6,668,805       |
| I. | AMOUNT UNDER(OVER) APPROPRIATION LIMIT                                                       |                    | 9,302,609       | 8,225,872       | 7,913,630        | 8,150,111       | 7,848,899       | 7,549,432       |

Exhibit A

**RESOLUTION NO. 5671**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA  
ESTABLISHING THE APPROPRIATION LIMIT  
FOR THE CITY OF CARPINTERIA  
STREET LIGHTING DISTRICT NO. 1  
FOR FISCAL YEAR 2016-17**

**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 2016-17 Appropriation Limit for the City of Carpinteria Street Lighting District No.1 in accordance with said law and guidelines, and

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

**NOW, THEREFORE, 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 2016-17 is hereby set at \$635,062 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 13th day of June, 2016, 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 13th day of June, 2016.

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

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

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:      | FY 16-17  | FY 15-16  | FY 14-15 | FY 13-14 | FY 12-13  |
|-------------------------------------------------------------------------------------------------|------------|-----------|-----------|----------|----------|-----------|
|                                                                                                 | REFERENCE: | RESO 5671 | RESO 5622 | RESO     | RESO     | RESO 5395 |
| A. PRIOR YEAR APPROPRIATION LIMIT:                                                              |            | 596,907   | 576,269   | 563,455  | 532,232  | 510,599   |
| B. CHANGE IN CALIF PER CAPITA INCOME                                                            | PERCENT:   | 5.37%     | -0.23%    | -0.23%   | 5.12%    | 3.77%     |
|                                                                                                 | RATIO:     | 1.0537    | 0.9977    | 0.9977   | 1.0512   | 1.0377    |
| C. CHANGE IN CITY POPULATION PER<br>STATE DEPT FINANCE ISSUED MAY 1:                            | PERCENT:   | 0.97%     | 3.82%     | 2.51%    | 0.37%    | 0.27%     |
|                                                                                                 | RATIO:     | 1.0097    | 1.0382    | 1.0251   | 1.0037   | 1.0027    |
| C1 CHANGE IN COUNTY POPULATION PER<br>STATE DEPT FINANCE ISSUED MAY 1:                          | PERCENT:   | 0.95%     | 0.44%     | 0.92%    | 0.71%    | 0.45%     |
|                                                                                                 | RATIO:     | 1.0095    | 1.0044    | 1.0092   | 1.0071   | 1.0045    |
| D. CALCULATION OF ANNUAL RATIO OF CHANGE:<br>B TIMES LARGER OF "C" OR "C1"                      | RATIO:     | 1.0639    | 1.0358    | 1.0227   | 1.0587   | 1.0424    |
| E. NEW APPROPRIATION LIMIT:<br>[ANNUAL RATIO OF CHANGE TIMES PRIOR<br>YEAR APPROPRIATION LIMIT] |            | 635,062   | 596,907   | 576,269  | 563,455  | 532,232   |
| F. AMOUNT OF DOLLAR INCREASE OVER PRIOR YEAR:                                                   |            | 38,155    | 20,637    | 12,814   | 31,223   | 21,634    |
| G. AMOUNT OF PERCENT INCREASE OVER PRIOR YEAR:                                                  |            | 6.39%     | 3.58%     | 2.27%    | 5.87%    | 4.24%     |
| H. APPROPRIATIONS SUBJECT TO LIMITATION                                                         |            | 288,267   | 288,267   | 277,334  | 263,802  | 268,785   |
| I. AMOUNT UNDER (OVER) APPROPRIATION LIMIT                                                      |            | 346,795   | 308,640   | 298,935  | 299,653  | 263,447   |

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 lower, and are written down to market only if the decline in value of



## ***Summary Of Significant Accounting Policies***

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.

**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 288

100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

**Assets:** Property owned by a government, which has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and (5) ascertain the stewardship of officials responsible for governmental resources.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specific date.

**Bond:** A written promise to pay (debt) a specified sum of money

(called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

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

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

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

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

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

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

**Capital Projects:** Projects which purchase or construct capital assets.

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

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

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

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

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

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

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

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

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

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

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

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

**Major Accomplishments:** A report of those significant programs, projects, and other activities which were successfully implemented

and/or completed by a Department during the prior fiscal year.

**Modified Accrual Basis:** The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Those revenues susceptible to accrual include property taxes remitted within 60 days after year-end, interest on investments, and certain other intergovernmental revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due, or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

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

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

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

operational expenditures and capital outlay.

**Certificates of Participation.**

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

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

**Function.** A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The six functions in the City's financial plan are: Public Safety; Public Utilities; Transportation; Leisure, Cultural and Social Services; Community Development; and General Government.

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

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

financial reporting and control purposes.

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



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

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| CDD   | Community Development Department                   | The CDD provides primary support to the Architectural Review Board, the Environmental Review Committee and the Planning Commission and includes the divisions of Planning, Building and Code Compliance.                                                                |
| CDIAC | California Debt and Investment Advisory Commission | The CDIAC is a state agency which provides information, education and technical assistance on public debt, investments, and economic development financing tools to local public agencies and other public finance professionals.                                       |
| CERT  | Citizens Emergency Response Training               | CERT is comprised of volunteers to assist citizens within the City of Carpinteria during emergencies such as flooding, fires, earthquakes, tsunamis, and other hazardous conditions.                                                                                    |
| CJPIA | California Joint Powers Insurance Authority        | The CJPIA is a self-insuring and loss pooling program for Property Insurance, Workers' Compensation, Public Official and Employee Bonds, and General and Automobile Liability                                                                                           |
| CSMFO | California Society of Municipal Finance Officers   | The CSMFO is a statewide organization serving municipal finance professionals in financial management, continuing education and professional development.                                                                                                               |
| CTC   | California Transportation Committee                | The CTC is a State committee in charge of approving program funding for all Federal, State, and County/regional projects related to maintaining, operating, and improving the regional multi-modal transportation system and to maintain Federal air quality standards. |
| EAP   | Employee Assistance Program                        | The EAP provides resource for employees for counseling services in compliance with City's Alcohol and Drug Abuse Policy. The City contracts with Tri County Employee Assistance Program to provide this service.                                                        |
| EOC   | Emergency Operations Center                        | The EOC is setup by City staff to respond to emergencies that affect the citizens of Carpinteria. This may include response to earthquakes, flooding, fires, tsunamis, and other hazardous situations.                                                                  |
| ERC   | Environmental Review Committee                     | A five-member board that provides direct input into the City's environmental review process                                                                                                                                                                             |

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| FBI  | Federal Bureau of Investigations      | The FBI is the primary investigative arm of the US Department of Justice                                                                                                                                                                                                                                                                                 |
| FDIC | Federal Deposit Insurance Corporation | The FDIC is an independent U.S. government corporation created under authority of the Banking Act of 1933 to insure bank deposits in eligible banks against loss in the event of a bank failure and to regulate certain banking practices.                                                                                                               |
| FEMA | Federal Emergency Management Agency   | FEMA a former independent agency that became part of the new Department of Homeland Security in March 2003 is tasked with responding to, planning for, recovering from and mitigating against disasters.                                                                                                                                                 |
| FLSA | Fair Labor Standards Act              | The FLSA, published in law in sections 201-219 of title 29, United States Code provides for minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated                                                                                                           |
| FPPC | Fair Political Practices Commission   | The FPPC was created by the Political Reform Act of 1974 to educate the public and public officials on the requirements of the Act and to receives and file statements of economic interests from many state and local officials.                                                                                                                        |
| FTE  | Full Time Equivalent                  | FTE Designation for the equivalent of one full time employee in listing number of employees.                                                                                                                                                                                                                                                             |
| FY   | Fiscal Year                           | A designated one year period for purposes of financial reporting. The City's fiscal year begins July 1 and ends the following June 30                                                                                                                                                                                                                    |
| FTMS | Financial Trend Monitoring System     | A report prepared in anticipation of and as support documentation to the City's annual Strategic Planning and Budget processes. It is an internal and external assessment of conditions and issues that create opportunities and impose constraints on the City's ability/potential to accomplish its mission and move positively toward its objectives. |

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| GASB  | Government Accounting Standards Board      | A national authoritative body established to establish standards of state and local governmental accounting and financial reporting resulting in useful information for users of financial reports and to guide and educate the public, including issuers, auditors, and users of those financial reports.                              |
| GATV  | Government Access Television               | Refers to the City's Government Access Television equipment, taping, and broadcasting on local Channel 18.                                                                                                                                                                                                                              |
| GFOA  | Government Finance Officers of Association | The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit. |
| HOME  | HOME Investment Partnership Act Program    | A funding source for non-profit and for-profit organizations to provide decent, safe and affordable housing to low- to moderate-income persons                                                                                                                                                                                          |
| ICMA  | International City Manager's Association   | ICMA is the professional and educational organization for chief appointed managers, administrators, and assistants in local governments throughout the world. Its mission is to create excellence in local government by developing and fostering professional local government management worldwide.                                   |
| IRS   | Internal Revenue Service                   | The IRS is a bureau of the Department of Treasury organized to carry out the responsibilities of the secretary of the Treasury under section 7801 of the Internal Revenue Code.                                                                                                                                                         |
| LAFCO | Local Agency Formation Commission          | There is a LAFCO in each county in California created by the Legislature in 1963 to discourage urban sprawl and encourage the orderly formation and development of local government agencies                                                                                                                                            |
| LHMP  | Local Hazard Mitigation Plan               | The City's LHMP is a plan to respond to emergencies caused by hazardous spills, explosions, contaminated air, etc. along the freeway corridor, railway, and oil/gas facilities.                                                                                                                                                         |

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| LTF    | Local Transportation Fund                            | A fund of the City used to account for the City's share of the State Sales Tax on motor vehicle fuels. Revenues from this source must be used for maintenance of bikeways and are administered by the Santa Barbara County Association of Governments. |
| MHFP   | Multi-Hazard Functional Plan                         | The City's MHFP is a plan to deal with natural and 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.                                                                                                                     |
| 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.                                                                 |

City of Carpinteria  
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| 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                                                                                                                          |
| 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.                                                                                                                                              |

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| SEMS | Standardized Emergency Management System    | SEMS is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdictional emergencies in California. The City must use SEMS to be eligible for funding of their personnel related costs under state disaster assistance programs.                                       |
| STIP | State Transportation Improvement Program    | STIP is a multi-year capital improvement program of transportation projects funded by State Highway funds.                                                                                                                                                                                                                  |
| SWMP | Storm Water Management Program              | SWMP is the City's program to protect the coastal waters and creeks using Best Management Practices, such as catch basin filters and establishing erosion control methods to prevent silt runoff from construction sites.                                                                                                   |
| TEA  | Transportation Enhancement Act              | TEA is one of several programs created by congress in the 1991 Intermodal Surface Transportation Efficiency Act. TEA is the first Federal program to initiate focus on providing funding for sidewalks, bike lanes, and the conversion of abandoned railroad corridors into trails.                                         |
| TPAC | Technical Planning Advisory Committee       | An advisory body to the Santa Barbara County Association of Governments which includes staff representative of each city and county, and the Air Pollution Control District.                                                                                                                                                |
| TTAC | Technical Transportation Advisory Committee | TTAC is an advisory committee to the Santa Barbara County Association of Governments (SBCAG) Board. TTAC is composed of Public Works Directors, City Engineers, and Traffic/Transit engineers and representatives from each City, the Metropolitan Transits Authority, and the County of Santa Barbara Public Works Agency. |

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

City of Carpinteria  
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**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| Objectives                                                                                                                                                   | Performance Measures                                                                                                                                                                                                                                                                   | Results/Status                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Prepare for City Council review and adoption the City's Annual Work Program with Strategic Initiatives and specific Department Work Programs items.</p> | <p>1. Meet weekly with Department Heads to coordinate and advance approved work plans.<br/> 2. Provide mid-year and annual Work Program report.<br/> 3. Conduct Department Head Performance Reviews wherein individual work plans reflect implementation of the City Work Program.</p> | <p>Completed.</p>                                                                                                                                                                                                                                                                                                                                                                   |
| <p>◆ Implement annual Budget Performance Measurements.</p>                                                                                                   | <p>1. Provide training and mentoring to Department Heads on the development and tracking of effective performance measures.<br/> 2. Provide an annual report on measurable outputs to the City Council as a part of the budget.</p>                                                    | <p>Completed.</p>                                                                                                                                                                                                                                                                                                                                                                   |
| <p>◆ Monitor external and internal factors affecting the organization and make organizational adjustments as determined appropriate.</p>                     | <p>Participation in regional organizations and events such as the UCSB Economic Forecast project and reporting on demographic and financial trends affecting the organization.</p>                                                                                                     | <p>Completed. External factors are monitored by City staff including but not limited to, regular meetings with a contract sales tax consultant, attendance at the UCSB Economic Forecast, gathering and analysis of local economic information as a part of the preparation of the Carpinteria Valley Economic Profile, and participation in the annual State of the Community.</p> |

**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| <b>Objectives</b> | <b>Performance Measures</b>                                                                                                          | <b>Results/Status</b>                                                                                                                                                                                                                          |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Public Outreach | Speaking to at least two community groups annually about City activities, programs and issues or topics related to local government. | Completed. This year's speaking engagements included the Republican Club, both Rotary Clubs and annual HOST meeting. The City Manager also presents information about City activities at the monthly Board meeting of the Chamber of Commerce. |



**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| Objectives                                                                                                                                             | Performance Measures                                                                                                                                                                         | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p>◆ Manage contracts for law enforcement, legal services and franchise agreements.</p>                                                                | <p>Contracts are implemented within budget, services delivered through the contracts are meeting community and organizational needs and terms of the agreements are being complied with.</p> | <p>Completed. The law enforcement contract is reviewed as a part of the annual update/rate adjustment and the legal services agreement is reviewed routinely as a part of regular meetings with the legal team. A review of the Cox Cable franchise agreement was completed, a meeting held with the Cox representatives to request information required for compliance with franchise terms, and consultant services are being arranged for in order to assist the City in preparing for the transition next year to a state franchise agreement.</p> |
| <p>◆ Monitor and evaluate customer satisfaction via surveys, interviews and similar tools, and take actions necessary to improve customer service.</p> | <p>Responding to a minimum of 10 customer service concerns annually by working with Department heads and implementing change where needed.</p>                                               | <p>The City Manager is an integral part of the customer service team and works annually with Department Heads and staff on more than 10 occasions concerning specific customer service matters.</p>                                                                                                                                                                                                                                                                                                                                                    |

**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| Objectives                                                                                                                      | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Results/Status                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Improve and maintain collaborative relations with other public agencies in the region and with the business community.</p> | <ol style="list-style-type: none"> <li>1. Participation in monthly meetings of the South Coast Executives and the Carpinteria Valley Managers Group.</li> <li>2. Representing the City at quarterly meetings of the Santa Barbara County Managers &amp; Administrators group.</li> <li>3. Membership/Participation on the Chamber of Commerce Board of Directors.</li> <li>4. Coordination/Participation in at least four interagency committee meetings annually that involve interagency coordination/communication.</li> </ol> | <p>The City Manager attends monthly meetings of Carpinteria Valley Managers and South Coast Executives, quarterly meetings of the County Managers &amp; Administrators, and represents the City on the Chamber of Commerce Board of Directors. City Council Committee meetings included the Utilities Committee (Water and Sanitary Districts)(5) and the School Committee (CUSD)(1)</p> |

**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| Objectives                                                                                    | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Implement required/necessary local responses to federal and state mandated programs.</p> | <ol style="list-style-type: none"> <li>1. Maintaining a legally sufficient local component of the Multi-Jurisdictional Hazard Mitigation Plan</li> <li>2. Participation on the Operational Area Council</li> <li>3. Maintaining an up to date Storm Water Management program permit</li> <li>4. Ensuring 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.</li> </ol> | <ol style="list-style-type: none"> <li>1. In Progress</li> <li>2. City Manager attended three quarterly meetings.</li> <li>3. Completed. Implementation of February 2014 guidelines continues.</li> <li>4. City Council member Clark represents the City on the SBCAG Board and Southcoast Committee. The Community Development and Public Works Directors represent the City on the TPAC and TTAC, respectively. The City Manager has engaged Caltrans and SBCAG managers this year concerning various Highway 101 project matters.</li> </ol> |

**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| <b>Objectives</b>                                                                                                                                                           | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>Results/Status</b>                                                                                                                                                                                                                                                                                                                                             |
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| <p>◆ Monitor County, State and federal legislation that may affect the City of Carpinteria, its programs and services, and assist City in advocating on certain issues.</p> | <ol style="list-style-type: none"> <li>1. Support the City Council in taking positions on legislation through analysis, staff reports, draft letters, etc.</li> <li>2. Facilitate legislative advocacy where determined appropriate for matters such as the state budget crisis, the federal Shoreline Erosion study, Trail-Rail crossings, and freeway interchange improvements.</li> </ol> | <p>Facilitated agenda matters and actions regarding the San Luis Obispo County Phillips 66 Rail Spur Project, oil by rail safety, SB 876 regarding camping in public places, SB 593, concerning owner requirement to provide certain information to local governments, and participating in feasibility study for a regional Community Choice Energy program.</p> |
| <p>◆ Maintain property values and quality of life in the City's residential neighborhoods and commercial districts.</p>                                                     | <p>Develop and manage an implementation strategy for the recommendations of the Neighborhood Preservation Committee and work with the business community to ensure public health, safety and general welfare.</p>                                                                                                                                                                            | <p>Initiated/incomplete. The City annually undertakes a variety of work that supports residential neighborhood property values and quality of life. A work program matter has been established to direct guide the development of a program capable of addressing the direction of the City Council and the recommendation of the NPC.</p>                        |

**General Government**  
**Program: City Administration**

**Accomplishments 2015-2016**

| <b>Objectives</b>                                                                                | <b>Performance Measures</b>                                                                                                                                                                                 | <b>Results/Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Implement the Sustainability Policy through General Plan and other policy and program updates. | Continue and expand coordination and partnering with agencies and organizations that have expertise in this policy area in order to save the City time and expense in developing and implementing programs. | The City is partnering with UCSB, the County of Santa Barbara, and BEACON, among others, to develop and coordinate regional information on Sea Level Rise in anticipation of developing policies through the City's General Plan. The theme of Sustainability and implementing the City's Sustainability policy was formally established as an objective of the General Plan update as a part of the City Council's initiation of the process. |

## General Government

### Program: Community Promotions and Communication

#### Accomplishments 2015-2016

| Objectives                                                                                                                                                                                                                                                                       | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Results/Status                                                                                                                                                                                                                                                                                                                                                                                        |
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| ◆ Coordinate and monitor release of public information on behalf of the City.                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. Serve as Public Information Officer.</li> <li>2. Coordinate release of information with City Manager and Department Heads.</li> <li>3. Respond to calls for release of information as directed by City Manager.</li> </ol>                                                                                                                                                                                                                                                         | On-going.                                                                                                                                                                                                                                                                                                                                                                                             |
| ◆ Video/Audio Equipment for Government Access Ch. 21. (On-going)                                                                                                                                                                                                                 | <ol style="list-style-type: none"> <li>1. Coordinate repair and maintenance of video/audio equipment as needed</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. GATV equipment received maintenance / new surge suppressor power strip (March 23, 2016)</li> </ol>                                                                                                                                                                                                                                                          |
| SB TV Administration                                                                                                                                                                                                                                                             | <ol style="list-style-type: none"> <li>1. Administer City agreement with public access TV service provider SB TV</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                  | <ol style="list-style-type: none"> <li>1. Reviewed various agendas, minutes, etc. regarding TV Santa Barbara. Also, processed City's annual support payment.</li> </ol>                                                                                                                                                                                                                               |
| ◆ Oversee coverage of the following meetings: City Council, Planning Commission, Carpinteria Special Districts, and other special government meetings as needed. Also, coordinate broadcasting of other meetings, as they may arise (both in the Council Chambers and off-site). | <ol style="list-style-type: none"> <li>1. GATV Production Coordinator to coordinate schedule with GATV Production Assistant to broadcast and record meetings of the City Council, Planning Commission, and Carpinteria Special Districts held in the Council Chambers</li> <li>2. Oversee rebroadcasting of meetings</li> <li>3. Schedule live broadcast and/or airing of rebroadcast of other government meetings as requested by City Council and/or City Manager to increase public involvement and awareness.</li> </ol> | <ol style="list-style-type: none"> <li>1. Various City Council, Planning Commission, Water District, Fire District, and School District meetings were coordinated by the GATV Production Coordinator with the GATV Production Assistant to be broadcast and recorded throughout the year.</li> <li>2. Oversight of rebroadcasting of various meetings throughout the year.</li> <li>3. N/A</li> </ol> |



| Objectives                                                                                              | Performance Measures                                                                                                                                                                                                                                                           | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>◆ Review DVD's and videotapes that are submitted to the City for consideration for broadcasting.</p> | <ol style="list-style-type: none"> <li>1. Within five business days of receipt, review all submitted VHS/DVD recordings for airing on GATV channel 21</li> <li>2. Communicate decision on whether to air submitted programming within 5 business days after review.</li> </ol> | <ol style="list-style-type: none"> <li>1. On-going review of various programs as submitted including annual Chamber Banquet, Chamber award related interviews, Avocado Festival, City parades, City 50<sup>th</sup> Anniversary related programming, etc. Review time frames not tracked.</li> <li>2. Communication time frames not tracked.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                 |
| <p>◆ Provide coverage of City sponsored/approved events.</p>                                            | <ol style="list-style-type: none"> <li>1. Provide for airing of City sponsored and approved meetings, forums, Emergency Alert broadcasts and other special event programming that falls within the guidelines of the City's GATV Policy</li> </ol>                             | <ol style="list-style-type: none"> <li>1. Various programs were broadcast throughout the year, including: <ul style="list-style-type: none"> <li>• Annual Chamber of Commerce Community Awards Banquet and Jr. Carpenterian candidates / Business Award interviews</li> <li>• 50<sup>th</sup> Anniversary related programming</li> <li>• Avocado Festival</li> <li>• Shop Carpinteria promotional piece</li> <li>• Holiday Spirit Parade and Hospice Light up a Life</li> <li>• Franklin Trail video</li> <li>• Trick or Treating in the Downtown</li> <li>• Independence Day Parade</li> <li>• Staff coordinated with Special Districts, as needed, regarding use/scheduling of GATV channel 21</li> </ul> </li> </ol> |

| Objectives                                                                                                                 | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                           | Results/Status                                                                                                                                                                                                                                                                                                                                        |
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| <p>◆ Production and distribution of three issues of the City Newsletter (Winter or Spring, Summer, and Fall editions).</p> | <p>1. Oversee and participate in preparation and editing of three City Newsletters.</p>                                                                                                                                                                                                                                                                                                                        | <p>1. The following City newsletters were completed and included as an insert in the Coastal View News as follows:<br/>Summer 2015<br/>Fall 2015<br/>Spring 2016</p>                                                                                                                                                                                  |
| <p>◆ Participate and represent the City in various community events.</p>                                                   | <p>1. Support and participate in community activities and represent the City on the annual Community Award Banquet Committee.<br/>2. Support events taking place in the Downtown "T", including Independence Day activities, Holiday Spirit activities, Halloween Safe Trick or Treating.</p>                                                                                                                  | <p>Served on steering committee for annual Community Award Banquet and supported Chamber-sponsored community events.</p> <p>As Staff Representative to Downtown-T Business Advisory Board (DTBAB), actively participated in planning of sponsored events in the Downtown "T", including 2 parades, and Safe Trick or Treating in the Downtown "T"</p> |
| <p>◆ Provide staff support for Council-appointed Downtown-T Business Advisory Board (DTBAB).</p>                           | <p>1. Confer with Chairman of the Board/Committee to schedule and coordinate meetings and assist in preparation and posting of agendas.<br/>2. Ensure meetings are officially noticed and in compliance with California's Brown Act.<br/>3. E-mail agenda and copy of minutes of previous meeting to each of five Board members.<br/>4. Provide copy of approved minutes to City Council and City Manager.</p> | <p>Worked with Board Chairman to prepare and post agendas for bimonthly meetings, distributed approved minutes to the City Council and City Manager. Attended bimonthly Board meetings and support activities of the DTBAB.</p>                                                                                                                       |
| <p>Ensure coordination between the staff DTBAB representative and the</p>                                                  | <p>1. Staff DTBAB representative, the Coordinator of Volunteer Services, and the City's</p>                                                                                                                                                                                                                                                                                                                    | <p>On-going.</p>                                                                                                                                                                                                                                                                                                                                      |

| Objectives                                                                                                        | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| HOST Program Coordinator and Carpinteria First staff liaison regarding events of mutual interest in the Downtown. | Carpinteria First Committee liaison to meet as needed to coordinate events of mutual interest.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>◆ Provide resources and support for the DTBAB.</p>                                                             | <ol style="list-style-type: none"> <li>1. Attend scheduled meetings, plan short term and long-term projects and events.</li> <li>2. Maintain annual calendar of events.</li> <li>3. Support and assist DTBAB in coordinating activities, keeping merchants advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T".</li> <li>4. Assist in planning and organizing DTBAB-sponsored annual events in the Downtown "T" including the Independence Day Parade, Safe Halloween Trick or Treating, Holiday Spirit Parade.</li> </ol> | <p>Attended bimonthly meetings to plan short term and long term projects and support Board members in coordinating events and activities in the Downtown "T".</p> <p>HOST Program volunteered to assist the Board in distributing information to merchants in the Downtown "T" regarding upcoming events.</p> <p>Staff attended bimonthly meetings and assisted Board in responding to questions and concerns of Downtown "T" merchants regarding parking issues" and planning of events in the Downtown, the banner system coordinating colors of the Carpinteria Flag was updated for display in the "T".</p> |
| <p>◆ Assist in determining annual revenue and preparing annual Assessment District 4 budget.</p>                  | <ol style="list-style-type: none"> <li>1. Determine anticipated revenue from Business Assessment fees paid by Downtown merchants and allocate funds for annual budget.</li> <li>2. Monitor budget and keep Board advised of status of revenues and expenditures on monthly basis.</li> </ol>                                                                                                                                                                                                                                                                                                       | <p>Worked with Finance Supervisor to monitor revenue from Business Assessment fees.</p> <p>Conferred with Board Chairman to prepare and monitor annual budget.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Objectives                                                       | Performance Measures                                                                                                                                                                                                                                                                                                                                                                            | Results/Status                                                                                                                                                                                                                                                                        |
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| ◆ Assist in preparing annual District 4 report for City Council. | <ol style="list-style-type: none"> <li>1. Meet with DTBAB Board Chairman to review year's calendar of events, revenue and expenditures.</li> <li>1. Provide updated information to Board prior to their making recommendations regarding parking assessments and general business assessment fees.</li> <li>2. Prepare annual report to City Council for signature of Board members.</li> </ol> | <p>Provided Board with information to assist them in making recommendation to the City Council regarding assessments for District #4 which are included in the Board's annual report.</p> <p>Assisted Board Chairman in preparing annual report for presentation to City Council.</p> |

### Volunteer Services:

| Objectives                                                                                                                                 | Performance Measures                                                                                                                                                                                                                                                                                                           | Status/Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Develop and implement strategy for collaborating with departments in the recruitment, engagement, recognition and support of volunteers.   | <ol style="list-style-type: none"> <li>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.</li> </ol>                                                                                    | Continued to maintain the City's volunteer management database, which seamlessly tracks volunteers, 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. | <ol style="list-style-type: none"> <li>1. Formalize the City Volunteer Program by developing position descriptions for all volunteer positions offered and collect application packets for all City volunteers.</li> <li>2. Develop and implement a standardized New Volunteer Orientation for all City volunteers.</li> </ol> | <p>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.</p> <p>Additionally, all current volunteer opportunities are posted on the City's website. All interested individuals are forwarded directly to the Program Manager for Volunteer Services for follow up.</p> <p>A new volunteer orientation was developed and implemented for</p> |

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|                                                                                                                                                                                  |                                                                                                                                                                                                          | prospective volunteers this year. The manual contains important information on the City and our Volunteer Services programming. To allow the orientation to be delivered in different formats, the City's volunteer orientation manual and presentation is kept up to date.                                                                                                                                                                                                                       |
| 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.                                                                                                                                | A volunteer recognition event was conducted in relationship with the HOST Program and formal awards were implemented.                                                                                                                                                                                                                                                                                                                                                                             |
| 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 FY15, a volunteer communications plan was not created, however, all volunteers were added to the City Advance monthly e-newsletter to provide them with details about City happenings. A monthly CERT e-newsletter also goes out to keep trained CERTs informed.                                                                                                                                                                                                                           |
| Develop and implement standard operating procedures for the HOST program.                                                                                                        | <ol style="list-style-type: none"> <li>1. Create and facilitate HOST volunteer and Day Captain trainings.</li> <li>2. Manage HOST kiosk materials, distribution and kiosk utilization policy.</li> </ol> | <p>The City's HOST manual is used to train and for reference by City HOSTs and Day Captains to clearly outline program purpose, expectations and operating procedures. All new HOSTs received training when joining the program and all returning HOSTs receive refresher training annually.</p> <p>All materials that are distributed through the Visitor Center have been standardized and an inventory/tracking system is in use to account for items in stock and those items of high/low</p> |

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|                                                                                                         |                                                                                                                                                                                                               | demand. Additionally, a materials distribution policy is in place to address the items HOSTS should and should not distribute.                                                         |
| Develop informative signs, maps and panels to enhance the visitor experience in key locations downtown. | <ol style="list-style-type: none"> <li>1. Design and install new window panels at the Visitor Center.</li> <li>2. Design and install new visitor maps at the State Beach and downtown parking lot.</li> </ol> | A committee was formed to work on new panels for the kiosk and update the map. Installation is expected to be completed by June 30, 2016. The map will be shared with the State Beach. |
| Develop a Neighbor to Neighbor pilot program.                                                           | <ol style="list-style-type: none"> <li>1. Create NTN program materials for outreach, instruction and education.</li> <li>2. Create neighborhood maps.</li> </ol>                                              | Not completed.                                                                                                                                                                         |



**General Government**  
**Program: Economic Vitality**

**Accomplishments 2015-2016**

| Objectives                                                                                                                                              | Performance Measures                                                                                                                                                                                                                                                            | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>◆ Fill commercial real estate vacancies in the City.</p>                                                                                             | <ol style="list-style-type: none"> <li>1. Initiate contact with owners/representatives of high profile commercial real estate vacancies to discuss ways in which the City can provide assistance.</li> <li>2. Reduction in City commercial real estate vacancy rates</li> </ol> | <ol style="list-style-type: none"> <li>1. 700 Linden Avenue (former Austin's location) is on the market "for sale". Staff met with the property representative to discuss the site. Staff has also discussed the site with interested parties.</li> <li>Community Development (CD) staff met with Lagunitas representatives regarding the architectural redesign of the 84,550+ sf office building; it has been conceptually reviewed by the ARB.</li> <li>2. The office vacancy rate has plummeted from 20.7% (3<sup>rd</sup> qtr of 2015) to 1% (1<sup>st</sup> qtr of 2016). A change in use of a significant office property as well as leasing activity accounted for this sharp decline.</li> </ol> |
| <p>◆ Provide assistance to new and existing businesses, acting as a liaison, with regard to City/business issues, relocation, expansion needs, etc.</p> | <ol style="list-style-type: none"> <li>1. Businesses that require general assistance (e.g., signage, additional parking, etc.) will receive an initial call to discuss their issues within two business days.</li> <li>2. Increase in City jobs growth</li> </ol>               | <ol style="list-style-type: none"> <li>1. Staff responded to multiple business related inquiries including building permit issuance, coordination with outside agencies, signage, etc.</li> <li>CD staff met with developers regarding potential projects on Bluffs I, II and III. A proposed mixed-use development related to Bluffs I was reviewed at a joint meeting of the City Council and Planning Commission.</li> <li>Regarding Bluffs II, staff has met with representatives related to A proposed mixed-use development that has been submitted to the City for Planning Commission review.</li> </ol>                                                                                          |

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|                                                                                                                  |                                                                                                                                                                                                                                                                                                                               | <p>CD staff has also worked with representatives of a proposed hotel on Via Real (former Church of the Nazarene site); a formal application for the proposed project has been submitted to the City.</p> <p>2. Job growth changes not tracked.</p>                                                                                              |
| ◆ Enhancement of City sales tax revenues.                                                                        | <p>1. Monitor various top sales tax producers on an annual basis. Discussion topics to include lease status, plans to expand or relocate, miscellaneous business concerns, etc.</p> <p>2. Meet quarterly with City's sales tax auditor to review data and identify opportunities (e.g., new businesses in the City, etc.)</p> | <p>1. Not completed.</p> <p>2. 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.</p>                                                                                                                                                      |
| ◆ Represent City on applicable economic development related committees and attend applicable business functions. | <p>1. Participation in Chamber/City sub-committee meetings.</p> <p>2. Participation at Chamber functions (e.g., Chamber mixers, Annual Chamber banquet, etc.), attend annual UCSB Economic Outlook Seminar.</p>                                                                                                               | <p>1. No committee meetings were held in FY 2015-16. Staff to arrange for committee meeting for first quarter of FY 2016-17.</p> <p>2. Staff attended Chamber of Commerce functions (e.g., State of the City event, 2016 Annual Banquet, and Chamber mixers). Staff also attended the 2016 UCSB South Santa Barbara County Economic Summit.</p> |

| Objectives                                                                                                                                                                                                                                                                                                                               | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"> <li>◆ Conduct business visitations / tours to establish rapport with local companies and discuss any business related concerns or issues.</li> <li>◆ Assist building owners/real estate agents by maintaining a database of buildings and sites in the community available for businesses.</li> </ul> | <ol style="list-style-type: none"> <li>1. Arrange one meeting every quarter with local businesses (e.g., top employers, sales tax producers, new businesses, etc.). As timing and schedules permit. Invitees will include two Council members, City Manager, Assist. to the City Manager, and Chamber representatives.</li> <li>2. Update database every other month (or as needed) and e-mail periodic inventory updates to real estate contacts.</li> </ol>                                                                                                                      | <ol style="list-style-type: none"> <li>1. Contacted Procore regarding company tour dates which were rescheduled. Anticipate a tour date in the first quarter of FY 2016-17.</li> <li>2. The City's web based available commercial real estate inventory was updated periodically during the year and was available to real estate professionals, developers, building owners, businesses looking for commercial space, and the general public 24/7. Updates include adding new inventory, removing properties as needed, info. updates, etc. The inventory was also emailed on 11/15 and 6/16 to various recipients including commercial real estate related professionals.</li> </ol> |
| <ul style="list-style-type: none"> <li>◆ Provide staff support for Council-appointed "Carpinteria First" Community Committee.</li> </ul>                                                                                                                                                                                                 | <ol style="list-style-type: none"> <li>1. Provide staff support for Carpinteria First Committee, setting goals and objectives and establishing annual budget.</li> <li>2. Confer with Committee/Committee Chair to schedule and coordinate meetings and assist in preparation and posting of agendas.</li> <li>3. Ensure meetings are noticed and in compliance with the Brown Act.</li> <li>4. E-mail agenda and draft minutes of previous meeting to Committee members.</li> <li>5. Support Carpinteria First Committee in coordinating activities, keeping merchants</li> </ol> | <ol style="list-style-type: none"> <li>1. Acted as Carpinteria First Committee staff liaison working with committee on events and budget review/preparation.</li> <li>2. Worked on preparation and posting of meeting agendas/notices.</li> <li>3. Worked to ensure meetings are noticed and in compliance with the Brown Act.</li> <li>4. Emailed various agendas to committee members. Draft minutes typically emailed to committee members by the Chair</li> <li>5. Committee Chair sent event email correspondence throughout the year to</li> </ol>                                                                                                                               |

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|  | <p>advised of upcoming events and encouraging merchants to participate in events and projects taking place in the Downtown "T", Casitas Plaza and Shepard Place.</p> <p>6. Maintain annual calendar of events.</p> | <p>various First Friday participants / businesses regarding First Friday and Saturday events.</p> <p>6. Committee maintains a Calendar of Events. Committee promotes business throughout the year through First Friday and Saturday events (e.g., Snow Day, Surf's Up, Chalk the Walk, etc.)</p> <p>Various advertising venues were used throughout the year to promote events / Carpinteria including the Coastal View News, Carpinteria Magazine, Carpinteria Valley Chamber of Commerce Destination Guide &amp; Business Directory, radio, City scroll and Government Access Television (GATV).</p> |
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**General Government**  
**Program: Community Services Support**

**Accomplishments 2015-2016**

| <b>Objectives</b>                                                                                | <b>Performance Measures</b>                                                                                                                                                                                         | <b>Results/Status</b>                                                                                                                                                                                                      |
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| ◆ Timely submittal of Community Service applications to providers for the 2015-2016 fiscal year. | Submit Community Service applications to the various providers 90 days prior to the first 2015-2016 City budget hearing.                                                                                            | Grant applications sent to Community Service providers on May 14, 2015, 24 days prior to budget hearing. (Contract providers were not required to submit an application.)                                                  |
| ◆ Timely submittal of 2015-16 contracts/grant agreements to Community Service providers.         | Forward contracts/grant agreements 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 2014-15 City budget. | Majority of new grant agreements sent to recipients on August 27, 2015, 80 days (one submitted on January 22, 2016, 228 days). Contract Project Descriptions sent to contract recipients on September 18, 2016 (102 days). |
| ◆ Complete Community Service contracts/grant agreements with service providers.                  | Obtain appropriate signatures and transmit completed contracts to service providers.                                                                                                                                | Majority of 2015-16 agreements finalized and transmitted; remaining two contracts anticipated to be completed in June.                                                                                                     |

**General Government**  
**Program: Records Management**

**Accomplishments 2015-2016**

| Objectives                                                                                                                                        | Performance Measures                                                                                                                                                                                                                                                                                                                                           | Results/Status                                                                                                                                                                                                                                                                                                               |
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| <p>◆ Insure that the City conducts their business in an open manner in compliance with the California Brown Act</p>                               | <ol style="list-style-type: none"> <li>1. Prepare 80 public notices for publication in newspaper, post at required locations, and mail to all required parties/agencies.</li> <li>2. Provide written notice to all property owners within 300' radius of projects as required.</li> <li>3. Prepare notices of vacancies for all boards/commissions.</li> </ol> | <p>Prepared, published, posted and mailed 69 notices.</p> <p>Completed for all noticing.</p> <p>Prepared, posted and published five vacancy notices.</p>                                                                                                                                                                     |
| <p>◆ Provide for the complete and timely publishing of City Council meeting agenda packets.</p>                                                   | <ol style="list-style-type: none"> <li>1. Publish, distribute, and post minimum of 24 City Council agenda packets (139 reports).</li> <li>2. Publish and post 4-6 agenda packets for special meetings.</li> </ol>                                                                                                                                              | <p>Completed.</p> <p>Completed for 3 special meetings.</p>                                                                                                                                                                                                                                                                   |
| <p>◆ Maintain the City records in an organized and accessible manner.</p> <p>◆ Insure timely compliance with all Public Records Act Requests.</p> | <ol style="list-style-type: none"> <li>1. Process packets for distribution</li> <li>2. Attend and transcribe 24 sets of minutes and 4-6 special meetings</li> <li>3. Respond to 10 Public Records Act Requests</li> </ol>                                                                                                                                      | <ol style="list-style-type: none"> <li>1. Packets for all public meetings were prepared and timely distributed pursuant policy.</li> <li>2. Minutes for each City Council meeting were timely completed for action by City Council, including those of special meetings.</li> <li>3. Responded to 25 PRA requests</li> </ol> |



| Objectives                                                                                                     | Performance Measures                                                                                    | Results/Status                                                                                                           |
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| ◆ Implement the City's Records Retention Program by preparing old records in off-site storage for destruction. | Process for destruction 75 records (files) annually.                                                    | Processed and destroyed 21 files and 805 pages of duplicate records related to Mobile Home Rent Stabilization Ordinance. |
| ◆ Insure compliance with requirements of the Fair Political Practices Commission.                              | Process required 67 Statements of Economic Interest Form 700 for Council, Boards/Commissions and staff. | Processed total of 61 Form 700 and 6 Campaign Statement filings.                                                         |
| ◆ Provide for the City's processing of Agreements.                                                             | Retain 125 various types of agreements and process 8 new agreements annually.                           | Processed 57 new agreements this year.                                                                                   |

**General Government  
Program: Elections**

**Accomplishments 2015-2016**

| Objectives                                                        | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p>◆ Conduct a general municipal election on November 8, 2016</p> | <ol style="list-style-type: none"> <li>1. Prepare for adoption by the City Council, all required resolutions calling, requesting consolidation and setting guidelines for candidate statements. Following Council Adoption process documents for approval by the Santa Barbara County Board of Supervisors.</li> <li>2. Prepare candidate Election Guide and assemble candidate packets of all required forms and/or information.</li> <li>3. Coordinate entire election process with Santa Barbara County Elections Division.</li> <li>4. Work with candidates to assure that all required filings are completed in a timely manner.</li> <li>5. Provide assistance to all candidates during the election process.</li> </ol> | <ol style="list-style-type: none"> <li>1. Resolutions have been completed and adopted on May 9 and are in the process of being forwarded to Santa Barbara County Board of Supervisors with a request for consolidated Election Services.</li> <li>2. Candidate Guide is completed.</li> <li>3. Elections coordination with the County of Santa Barbara has begun and will continue until canvass of election is completed.</li> <li>4. &amp; 5. Process has begun and will be on-going until end of municipal election cycle.</li> </ol> |

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| <p>◆ Provide for the timely assuming of office by all elected councilmembers.</p> | <ol style="list-style-type: none"> <li>1. Work with the County Elections to complete canvass of election.</li> <li>2. Prepare resolutions certifying election for Council Adoption.</li> <li>3. Administer oaths of office and file final required documents for newly elected officials.</li> </ol> | <ol style="list-style-type: none"> <li>1. To be completed by November 2016.</li> <li>2. &amp; 3. Anticipated completion date is December 2016</li> </ol> |
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**Accomplishments 2015-2016**

| <b>Goals</b>                                                                                                        | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Results/Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| ◆ Establish and monitor recruitment, testing and selection process for full-time, part-time and seasonal positions. | <ol style="list-style-type: none"><li>1. Within five days of first notice of any position vacancy, meet with City Manager and Department Head regarding potential vacancy.</li><li>2. Place recruitment ads for 100% of open positions to be filled through open recruitment.</li><li>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.</li><li>4. Prepare testing and interview materials for 100% of open positions.</li><li>5. Select minimum of three qualified individuals to serve on Oral Board for each interview process.</li><li>6. Schedule the most qualified applicants to participate in selection process within 60 days of first notice.</li><li>7. Confer with Oral Board and Department Head to establish eligibility list.</li><li>8. Check minimum of three references on successful candidate.</li></ol> | The HR/Risk Manager, together with the Management Assistant of Parks and Recreation, were involved in the selection process of applicants for seasonal part-time employees in the Recreation Department which included review of applications, scheduling oral board interviews, checking references, scheduling health screens, criminal background check and employee orientation. 19 individuals have been hired to join 34 returning employees for positions in the beach and community pool recreation programs. |

| Goals                                                          | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                | <ol style="list-style-type: none"> <li>9. Send letter of offer to successful candidate within 10 days of Oral Board and appropriate letters advising each candidate of status.</li> <li>10. Upon acceptance, schedule required pre-placement medical examination depending on protocol for position.</li> </ol>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>◆ Coordinate and administer Employee Benefits Programs.</p> | <ol style="list-style-type: none"> <li>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.</li> <li>2. Coordinate and monitor annual sign up of 100% of full-time employees and Council members in AFLAC Flexible Benefit Program and Transamerica Insurance.</li> </ol> | <p>Eligible employees were informed of the employee benefit program appropriate to their position. One-on-one employee meetings were conducted with employees. The representative of AFLAC and Transamerica also had one-on-one employee meetings.</p> <p>Worked with the City's insurance broker to improve benefits and ensure premium insurance rates are competitive.</p> <p>Annual employee one-on-one meetings were conducted in November.</p> |

| Goals                                                                                                                | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>◆ Review and update position descriptions for conformance with responsibilities and duties being performed.</p>   | <ol style="list-style-type: none"> <li>1. Within ten days of first notice of a position vacancy, analyze staffing needs for affected department and review job description.</li> <li>2. Conduct on-going review of job descriptions for conformance with duties being performed.</li> </ol>                                                                                                                                                                                                                                                                                                 | <p>The City operates on a very limited staff and staffing needs are reviewed and analyzed on an on-going basis</p> <p>The Program Manager, Building Inspector, Assistant Planner and Management Analyst job descriptions were revised and updated.</p>                                                                                                                                                                                                                                                                          |
| <p>◆ Assist Supervisors in preparing annual employee performance evaluations.</p>                                    | <ol style="list-style-type: none"> <li>1. Assist Supervisors in preparing formal annual employee performance reviews on 100% of 32 full-time employees between May and June 30, 2016, matching performance to department goals and objectives.</li> <li>2. Help foster better communication between supervisors and employees.</li> <li>3. Assure that appointment and promotion of employee is based on merit and performance evaluation.</li> <li>4. Confer with Parks and Recreation Director to ensure annual evaluations are completed on part-time and seasonal employees.</li> </ol> | <p>The City uses the Performance Pro Computer Software Program to conduct annual performance reviews on thirty-three full time employees. Promotion and salary increases are based on performance evaluation.</p> <p>Seasonal part-time employees are evaluated at the end of the summer season.</p> <p>A series of performance evaluation trainings on Performance Pro were conducted for all employees. Additionally, a one-on-one training was conducted by the HR/Risk Manager for managers, supervisors and employees.</p> |
| <p>◆ Maintain appropriate information and secure files documenting the employment records of each City employee.</p> | <ol style="list-style-type: none"> <li>1. Maintain appropriate documentation in a confidential personnel file for 100% of full-time, part-time and seasonal City employees.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Personnel files are confidential and maintained in the Human Resources offices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |



| Goals                                                                                                                                                                                                | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                            | Results/Status                                                                                                                                                                                                |
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|                                                                                                                                                                                                      | <ol style="list-style-type: none"> <li>2. Control confidentiality of all applications and personnel files.</li> <li>3. Maintain file on Student Volunteers earning hours for graduation requirement for community service.</li> </ol>                                                                                                                                                                                           |                                                                                                                                                                                                               |
| <p>◆ Continue to review Administrative and Personnel Rules and Regulations and Employer-Employee Relations Policy for any new updates necessary to ensure compliance with Federal and State law.</p> | <ol style="list-style-type: none"> <li>1. Periodically review policies to ensure compliance with Federal and State laws.</li> </ol>                                                                                                                                                                                                                                                                                             | <p>On-going. Personnel policies are reviewed periodically to ensure compliance with Federal and State laws.</p> <p>The leave bank policy was revised to be in compliance with the new Paid Sick Time Law.</p> |
| <p>◆ Update of Employee Handbook for distribution to employees.</p>                                                                                                                                  | <ol style="list-style-type: none"> <li>1. Finalize revisions to the Employee Handbook, referencing current administrative and personnel rules and regulations.</li> <li>2. Prepare handbook for distribution to regular, full-time employees and Council members in order to provide updated information regarding the City, its functions, benefits, regulations and basic information in areas of common interest.</li> </ol> | <p>On-going. Personnel policies are reviewed periodically to ensure compliance with Federal and State laws.</p> <p>The draft of the revised handbook is currently being reviewed by legal counsel.</p>        |

| Goals                                                                                                                                                                                                                     | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Results/Status                                                                                                                                                                                                                                                                          |
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| <p>◆ Encourage employee participation in training opportunities, including safety, technical and computer training classes, attending workshops sponsored by CJPIA and other 3<sup>rd</sup> party training workshops.</p> | <ol style="list-style-type: none"> <li>1. Maintain a well-trained professional and responsive organization by providing a minimum of at least two training opportunities for 100% of 32 full-time employees consistent with the training goals established for each classification.</li> <li>2. Encourage attendance at computer training classes, safety training programs and EAP programs on current personnel-related issues.</li> <li>3. Monitor on-the-job training for 100% of new hires at 3 months, six months and one year.</li> <li>4. Monitor safety training and certification program for recreation personnel.</li> </ol> | <p>To date, the HR/Risk Manager coordinated, and facilitated approximately 19 various safety, leadership, management and customer service trainings for employees.</p> <p>Additionally, some of the management staff attended the CJPIA Risk Management Conference in October 2015.</p> |

| Goals                                                                                                                                                                              | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Results/Status                                                                                                                                                                                                                                                                                                                       |
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| <p>◆ Provide guidance and assistance to City Manager and Department Heads on Personnel-related issues and establish and maintain procedures for dealing with personnel issues.</p> | <ol style="list-style-type: none"> <li>1. Provide on-going counseling and technical assistance to City Manager, four Department Directors and appropriate management staff on personnel-related issues and ensure staff's understanding of existing policies and rules</li> <li>2. Interpret personnel policies and procedures and ensure compliance with FLSA and employment law and regulations affecting local governments.</li> <li>3. Attend training programs and workshops on personnel and health-related issues, benefit programs and legislative up-date seminars.</li> </ol> | <p>All employees are encouraged to take advantage of the training opportunities available to them. In addition to the workshops sponsored by CJPIA, computer classes through Lynda.com and Lunch and Learn training classes are available for employees.</p> <p>The HR/Risk Manager attended a Labor Law update in January 2016.</p> |
| <p>◆ Provide orderly procedure for resolving disputes regarding wages, hours and terms and conditions of employment.</p>                                                           | <ol style="list-style-type: none"> <li>1. Respond to 100% of inquiries regarding wages, hours and terms and conditions of employment and coordinate process for handling disputes.</li> <li>2. Meet with City Manager and representatives from the Public Works and General Service employee units to review and discuss for discussion and/or clarification of issues covered under the Memorandum of Understanding, effective fiscal years 2014 - 2017.</li> </ol>                                                                                                                    | <p>HR/Risk Manager and City Manager together with the representatives from Public Works and General Service employee units met and conferred to discuss the new Paid Sick Time Law. A side letter was added to the Memorandum of Understanding 2014-17 to be in compliance with the law.</p>                                         |

| Goals                                                                                                                                                                                                                                                                                                                                                                                                                                  | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Results/Status                                                                                                                                                                                                                                                                                                                                            |
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| <p>◆ Review Memorandum of Understanding between the City of Carpinteria and the Service Employees International Union (SEIU) Local 620 representing Public Works and General Service Units.</p> <p>◆ Review non-negotiable Agreement for Conditions of Employment for Management and Miscellaneous Personnel and the non-negotiable document outlining conditions of employment for hourly rated part-time and seasonal employees.</p> | <ol style="list-style-type: none"> <li>1. Review conditions of the current Memorandum of Understanding between the City and SEIU and meet with City Manager to discuss renewal of current contract.</li> <li>2. Confer with City Manager and labor attorney, when appropriate, regarding negotiation process and related personnel issues. Upon agreement prepare documents and resolution for Council approval following negotiations.</li> </ol><br><ol style="list-style-type: none"> <li>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.</li> </ol> | <p>Document clarification re-interpretation of the Memorandum of Understanding.</p><br><p>Document was reviewed with the City Manager and labor attorney. The Conditions of Employment for Management and Miscellaneous Employees were revised and updated to be compliant with the new Paid Sick Time Law. It was also approved by the City Council.</p> |
| <p>◆ Develop reciprocity with other agencies concerning classification and compensation surveys</p>                                                                                                                                                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. Respond to approximately ten surveys from other agencies relating to personnel-related issues, job classifications, compensation and benefits.</li> <li>2. Respond to personnel related surveys from CJPIA.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Human Resources responded to a number of surveys from other agencies on various personnel issues.</p>                                                                                                                                                                                                                                                  |

| Goals                                                              | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Results/Status                                                                                                                                                                                           |
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| <p>◆ Coordinate Employee Service and Recognition Programs.</p>     | <ol style="list-style-type: none"> <li>1. Coordinate and administer Employee Service Award Program recognizing five, ten, fifteen, twenty, twenty-five and thirty years of service for City staff members with presentations made twice a year; acknowledge leadership and service of citizens on City Boards, Commissions and City Council.</li> <li>2. Send floral arrangements from City staff and Council as appropriate throughout the year and arrange presentation of wreath at the Memorial Day Services held at the Carpinteria Cemetery.</li> </ol> | <p>Employee service awards were presented in January 2016. Another Service awards presentation is scheduled in July.</p> <p>Floral arrangements were sent throughout as appropriate.</p>                 |
| <p>◆ Monitor Contract Services under Human Resources Division.</p> | <p>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. Additionally, Transamerica Insurance and AFLAC were offered to employees for supplemental accident, cancer and critical illness supplemental insurance.</p>                                                                                                                                                                                   | <p>On-going.</p> <p>Dental insurance premium increase is at one percent for fiscal year 2016-17. Life, short-term and long-term disability insurance and vision premiums were kept at the same rate.</p> |

| Goals                                                                                     | Performance Measures                                                                                    | Results/Status                                                                                                                                                                                                                      |
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| <p>◆ Evaluate and improve procedures for maintaining computerized personnel programs.</p> | <p>1. Strive to enhance computer programs to input and reconcile data for personnel record-keeping.</p> | <p>Renewed and administered Lynda.com web-based computer training and scheduled a Lunch and Learn employee training.</p> <p>A training data base as well as employee data base was updated by the Human Resources/Risk Manager.</p> |





**General Government**  
**Program: Risk Management**

**Accomplishments 2015-2016**

| Goals                                                                                                                                            | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p>◆ Follow proven practices of risk management in order to minimize the City's liability exposure.</p>                                          | <ol style="list-style-type: none"> <li>1. Ensure that liability claims are reported to CJPIA claims adjuster Carl Warren &amp; Company within required time frame and review monthly summary reports.</li> <li>2. Schedule safety inspections in accordance with the City's Injury and Illness Prevention Program.</li> <li>3. Coordinate annual Risk Management Evaluations and audit inspections.</li> <li>4. Maintain confidential DMV pull-notice driving reports.</li> </ol>                | <p>Eight new claims were submitted to Carl Warren &amp; Company. 14 claims were closed as of the May 31, 2016 report.</p> <p>The safety committee conducts quarterly safety inspections.</p> <p>We continue to monitor driving records of those individuals required to drive City vehicles in accordance with the DMV pull notice program.</p> <p>The HR/Risk Manager became a CJPIA Capstone Award Finalist in October 2015. The award was given to individual who best exemplified the practice of risk management.</p> |
| <p>◆ Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and in monitoring transitional return to work policy</p> | <ol style="list-style-type: none"> <li>1. Follow required reporting procedures to ensure that 100% of workers' compensation claims forms are submitted in a timely manner.</li> <li>2. Review monthly summary reports.</li> <li>3. Monitor transitional return to work policy and work with Department Heads to identify restricted work duties.</li> <li>4. Confer with Supervisor to ensure follow-up safety measures are taken.</li> <li>5. Reduce lost time from injuries by 50%.</li> </ol> | <p>Three workers' compensation claim was reported to CJPIA.</p> <p>In October 2015, because of continuous employee training on working safely and other safety programs implemented by the City Manager and the HR/Risk Manager, the City received its first CJPIA "Best Overall Performance in Workers' Compensation Program.</p>                                                                                                                                                                                         |

**Program: Risk Management**

| Goals                                                                                                                                                                             | Performance Measures                                                                                                                                                                                                                                                                                                                                                                        | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p>Implement a comprehensive safety and loss prevention program for all City employees. Schedule and encourage employees to attend training workshops sponsored by the CJPIA.</p> | <ol style="list-style-type: none"> <li>1. Facilitate and coordinate training programs toward implementation of a comprehensive safety and loss prevention program.</li> <li>2. Work with Public Works Supervisor to schedule annual First Responder, Safety, HazMat and other OSHA required training.</li> <li>3. Schedule at least 6-10 CJPIA safety training classes annually.</li> </ol> | <p>The City continues to schedule extensive training for employees, including workshops and training through the California Joint Powers Insurance Agency (CJPIA). The Public Works maintenance staff received monthly safety training throughout the fiscal year. Other training conducted for all employees were: Harassment and Discrimination, CPR, AED and First Aid Training, Workers' Compensation 101, and Driving Awareness, Backing, Parking and Intersections. Additional safety trainings will be scheduled with CJPIA and other 3<sup>rd</sup> party training companies before the end of the fiscal year. Also, the HR/Risk Manager conducted a Lunch and Learn training to all employees, e.g. Business Writing Fundamentals and Effective Listening.</p> |
| <p>◆ Advise staff of changes in safety regulations and provide loss prevention information and direction to other City departments.</p>                                           | <ol style="list-style-type: none"> <li>1. Attend CJPIA annual Risk Management Training Workshops and Seminars as required to keep abreast of current regulations and standards.</li> <li>2. Encourage staff attendance at training workshops.</li> <li>3. Apprise staff of new Federal and Cal OSHA regulations and standards.</li> </ol>                                                   | <p>Some Management staff attended the annual CJPIA Risk Management Conference in October 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>◆ Conduct annual review of Department Emergency Procedures</p>                                                                                                                 | <p>Coordinate annual Department Emergency Procedure meetings to instruct employees on actions to be taken at the time of an emergency.</p>                                                                                                                                                                                                                                                  | <p>Annual Emergency Procedure meetings are held by each Department Head with their employees. Additionally, monthly safety topics are provided by the Risk Manager</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Program:** Risk Management

| Goals                                                                                                                                                                                                                           | Performance Measures                                                                                                                                                                                                                                                                                                           | Results/Status                                                                       |
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|                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                | to be included in the department meetings.                                           |
| <p>◆ Review Fire Prevention Plan consistent with the requirements of Title 8 CCR GISO, Section 3221 as recommended by CJPIA.</p>                                                                                                | <ol style="list-style-type: none"> <li>1. Facilitate annual Fire Prevention Plan.</li> <li>2. Conduct annual fire extinguisher training for employees.</li> <li>3. Expenditures and goals related to emergency preparedness and response training can be found in the Emergency Preparedness Section of the budget.</li> </ol> | <p>Fire extinguisher training will be provided before the end of 2016.</p>           |
| <p>◆ Work with City Clerk and Department Heads to incorporate appropriate risk transfer elements in developing contract documentation and tracking procedures to monitor contractor compliance as recommended by the CJPIA.</p> | <p>Confer annually with City Clerk and Department Heads to ensure documentation of contract compliance and monitoring of contracts.</p>                                                                                                                                                                                        | <p>Currently the City Clerk has the original City contracts for all departments.</p> |
| <p>◆ Work with Parks and Recreation and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety</p>      | <ol style="list-style-type: none"> <li>1. Meet with Parks and Recreation Director and Public Works Director once a year to review compliance with safety guidelines for playground equipment</li> <li>2. Provide Playground Safety training/certification for Parks and Maintenance Facilities Technician.</li> </ol>          | <p>On-going.</p>                                                                     |

**Program:** Risk Management

| Goals                                                                                                                                                                                                                                                                               | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Commission as recommended by the CJPIA.                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>◆ Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions.</p>                                                                                                                                          | <ol style="list-style-type: none"> <li>1. Annually review with Public Works staff protocol for performing periodic inspections of City facilities and streets and sidewalks to identify and document hazardous conditions and deficiencies.</li> <li>2. Ensure that tree-trimming maintenance programs are established as claim prevention measures.</li> <li>3. Monitor liability claims with a goal to reduce by 50%.</li> </ol>                                                                                                | <p>Annual street and sidewalk inspections are conducted by Central Coast Surface. A computer database is set up to track inspections.</p> <p>Database is established for tracking tree trimming and maintenance programs.</p>                                                                                                                                                                                                                                                                                          |
| <p>◆ Schedule meetings with Employer/Employee Occupational Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy.</p> <p>◆ Coordinate review of planned and on-going ADA related projects</p> | <ol style="list-style-type: none"> <li>1. Schedule Health and Safety Committee meetings on a quarterly or as-needed basis.</li> <li>2. Have minutes of meeting recorded, identify safety risks, respond to safety concerns reported by employees, counsel employees on safety measures, rules and regulations and provide loss prevention direction</li> <li>3. Monitor ADA compliance.</li> <li>4. Meet annually, or as needed, with applicable department heads regarding planned and on-going ADA related projects.</li> </ol> | <p>The Health and Safety Committee meetings are held on a quarterly and as-needed basis. The Management Safety Committee meets quarterly to ensure proper communication between the Public Works and Parks and Recreation Departments on special tasks and projects. The City Manager, Public Works Director, Parks and Recreation Director and Human Resources/Risk Manager are members of the committee.</p> <p>Minutes of the Safety Committee meetings were recorded and safety issues, measures, training and</p> |

**Program:** Risk Management

| Goals                                                                                                                                                                                                   | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                           | Results/Status                                                                                                                                                                                                                                                            |
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|                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                | incentive programs are discussed.                                                                                                                                                                                                                                         |
| ◆ Complete insurance renewal application forms as required; submit information for insurance coverage on new equipment, vehicles and property. Prepare and monitor budget for Risk Management Division. | <ol style="list-style-type: none"><li>1. Coordinate with Administrative Services Director to determine Retro and Primary Deposit figures and budgeted expenses.</li><li>2. Complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance and Property Insurance. Maintain Vehicle Schedules and property inventory.</li><li>3. Prepare and monitor Division's annual budget.</li></ol> | <p>The Administrative Services Director and Human Resources Administrator/Risk Manager work together to determine the Retro and Primary Deposit figures.</p> <p>All applications for coverage through the CJPIA have been completed and submitted in a timely manner.</p> |

# General Government

## Program: Law Enforcement Accomplishments 2015-2016

| Goals                                                                                                                                                                                                                                                           | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p>◆ 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.</p>                                    | <p>Tracking Mechanisms</p> <ol style="list-style-type: none"> <li>1. Number of UCR Part 1 crimes per patrol FTE</li> <li>2. Number of UCR Part 1 crimes cleared</li> <li>3. Number of Reports per patrol FTE</li> <li>4. Number of Citations per patrol FTE</li> <li>5. Number of Calls total</li> <li>6. Number of Calls per patrol FTE</li> </ol>                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• 23.8 per *FTE (July 1, 2015 to April 30 2016)</li> <li>• Clearance rate unavailable</li> <li>• 110 reports per FTE (July 1, 2015 to April 30, 2016)</li> <li>• 11.3 citations per FTE (July 1, 2015 to April 30, 2016)</li> <li>• 10,154 calls for service (July 1, 2015 to April 30, 2016)</li> <li>• 846 calls per FTE</li> </ul> <p>*FTE = Full Time Patrol Deputy</p> |
| <p>◆ The Sheriff's Department in concert with the City will conduct an on-going survey to determine customer satisfaction. This survey will be the result of contacts at community outreach events and public meetings attended by Sheriff's or City staff.</p> | <p>Survey Measures</p> <ol style="list-style-type: none"> <li>1. Residents reporting contact with the Sheriff's Department within the past 12 months; How they rated the quality of their contact(s)</li> <li>2. Citizen ratings of their safety in their neighborhoods during the day</li> <li>3. Citizen ratings of their safety in their neighborhoods during the night</li> <li>4. Citizen ratings of safety in the business areas during the day</li> <li>5. Citizen ratings of safety in the business areas after dark.</li> </ol> | <p>The Sheriff's Office did not conduct any formal survey programs to track community satisfaction during this period. At the same time, efforts to attend public meetings, make informal public contacts and explain the purpose of law enforcement actions to persons who were contacted were almost all favorable.</p>                                                                                          |

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| <p>◆ 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.</p> | <p style="text-align: center;">Community Outreach</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The Sheriff's Department will conduct 1 Community out-reach forum per quarter.</li> </ol> | <ol style="list-style-type: none"> <li>1. The Sheriff's Office continues to respond to and attend public meeting requests including schools, faith based organizations, community groups, special interest groups, neighborhood meetings and other similar gatherings.</li> <li>2. Casual events without agendas are conducted on an ongoing basis in the form of Coffee with a Cop. These informal gatherings have proved highly successful and are well received by the public.</li> </ol> |
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**General Government**  
**Program: Emergency Preparedness**

**Accomplishments 2015-2016**

| Objectives                                                                                                                                                                                                              | Performance Measures                                                                                                                                         | Results/Status                                                                                                                                                                                                                                                                                                                           |
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| <p>Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.</p>                                                | <p>1. Reach 1,100 Carpinteria residents with <i>Don't Panic! Prepare!</i> preparedness information, starter emergency supplies kits and survival guides.</p> | <p>Over a multi-year period the Carpinteria Aware &amp; Prepare Initiative has resulted in thousands of residents receiving starter emergency supplies kit and a "survival guide" with life-saving tips. Outreach efforts have continued through presentations to community groups, adult school classes, and the Child Safety Fair.</p> |
| <p>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.</p> | <p>1. Attend quarterly School Safety Committee meetings.<br/> 2. Develop plan to update four School Emergency Sheds.</p>                                     | <p>The Program Manager for Emergency Services attended CUSD Safety Committee meetings during the 2015-2016 academic year. A project proposal is being developed through the committee to start a Teen Community Emergency Response Team (CERT) club at the high school to assist with drills and the School Emergency Sheds.</p>         |
| <p>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.</p>                           | <p>1. Reach 80% of businesses and residents in the tsunami inundation zone with vital tsunami preparedness information.</p>                                  | <p>The tsunami preparedness section of the City's webpage continues to be monitored to inform residents of the risks and how to be prepared.</p> <p>A tsunami awareness</p>                                                                                                                                                              |

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|                                                                                                                                                                                     |                                                                                                                                                                                                                                                                           | <p>presentation was developed and is available to be delivered to community groups, upon request. Outreach was put on hold until a new person was hired in November. The outreach to this population will continue in 2016-2017.</p> <p>Tsunami evacuation route signs were refreshed.</p>                                                                                                                                                                                                                                                   |
| Collaborate with the Santa Barbara County CERT Committee to strengthen CERT outreach, training and participation.                                                                   | <ol style="list-style-type: none"> <li>1. Participate in the planning and implementation of a county-wide CERT drill in Carpinteria.</li> <li>2. Facilitate the development and growth and implementation of the Santa Barbara county CERT Corps.</li> </ol>              | <p>The Program Manager for Emergency Preparedness sits on the Santa Barbara County CERT Committee attending monthly meetings.</p> <p>Twenty Carpinteria CERT graduates attended an update meeting in March. A CERT basic training was held graduating ten new CERTs and updating skills for three former CERT graduates.</p> <p>A CERT Train the Trainer class is scheduled for November 2016.</p> <p>The county-wide CERT drill will be in Santa Ynez in October. Holding the county-wide drill in Carpinteria will be visited in 2017.</p> |
| Develop and implement a yearly training calendar for City staff that addresses critical training needs as well as other initiatives mandated by Federal, State and County agencies. | <ol style="list-style-type: none"> <li>1. Facilitate four City staff trainings on NIMS, SEMS, WebEOC, video conferencing and other critical disaster preparedness and response topics annually.</li> <li>2. Host Public Information Officer (PIO) training for</li> </ol> | <p>A new training calendar is being developed by the Program Manager and the director of Human Resources for the 2016-2017 year.</p> <p>This fiscal year, we did not offer a PIO training;</p>                                                                                                                                                                                                                                                                                                                                               |

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|                                                                                                                                                                                                                  | <p>City staff who are bilingual and/or have a background in public information.</p> <p>3. Create Disaster Services Worker tools and resources for City staff.</p> | <p>however, three employees attended PIO training offered by the Santa Barbara County Office of Emergency Services.</p>                                                                                                                                                                                                                                    |
| <p>Design, implement and evaluate internal and city-wide disaster exercises with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.</p> | <p>1. Facilitate one multi-jurisdiction disaster exercise annually.</p>                                                                                           | <p>A multi-agency emergency response exercise did not take place in FY15-16.</p>                                                                                                                                                                                                                                                                           |
| <p>Offer continuing education for Elected Officials.</p>                                                                                                                                                         |                                                                                                                                                                   | <p>A special training session was held in Carpinteria on April 16, 2016 for elected and appointed officials of Carpinteria. Eleven people attended.</p>                                                                                                                                                                                                    |
| <p>Develop and update critical emergency response plans.</p>                                                                                                                                                     | <p>1. Update the City's Emergency Response Plan.</p> <p>2. Create a Continuity of Government Plan.</p> <p>3. Create an EOC Activation Handbook.</p>               | <p>1. Completed</p> <p>2. Not completed</p> <p>3. Completed</p>                                                                                                                                                                                                                                                                                            |
| <p>Design public education campaign to reach residents with emergency alert information and describe the benefits of being StormReady and TsunamiReady.</p>                                                      | <p>1. Achieve StormReady and TsunamiReady status.</p>                                                                                                             | <p>This fiscal year, continued steps were taken in the process to become certified as a StormReady and TsunamiReady city. The City will continue to work with NOAA on the requirements to receive this designation.</p> <p>A personal preparedness notification/brochure was mailed to every resident in the Concha Loma/Arbol Verde neighborhood with</p> |

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|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                        | information on alerts & warnings, evacuation, shelter-in-place, and household preparedness.                                                                                              |
| 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.          |
| Increase emergency response capabilities at City Hall.                                                                                               | <ol style="list-style-type: none"> <li>1. Update City's Emergency Response Plan</li> <li>2. Create a Continuity of Government Plan.</li> <li>3. Create an EOC Activation Handbook</li> <li>4. Create an Employee Notification &amp; Reporting Plan.</li> <li>5. Create a Shelter Response Plan.</li> <li>6. Create a Tsunami Response Plan.</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Not Completed</li> <li>3. Completed</li> <li>4. Completed</li> <li>5. Not Completed</li> <li>6. Not Completed</li> </ol> |
| 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                                                                                                                                                                                                                                                                                                          | Partially completed/work in progress                                                                                                                                                     |
| Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami information.                                      | 1. Meet with State Parks administrators annually to discuss tsunami preparedness and response information for visitors.                                                                                                                                                                                                                                | Completed                                                                                                                                                                                |
| Increase emergency                                                                                                                                   | 1. Develop and update                                                                                                                                                                                                                                                                                                                                  | 1. EOC boxes were                                                                                                                                                                        |

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| response capabilities at City Hall.                                                                                                                                                         | <p>EOC tools and resources.</p> <p>2. Assess City Emergency communications needs (radios) and create a plan for meeting identified needs.</p>                                                                                                                                                                                                  | <p>updated.</p> <p>2. Assessment is in progress.</p> |
| Develop relationship with local, regional, state and federal agencies to address critical hazardous materials, transportation and oil and gas related issues that may impact the community. | <p>1. Meet regularly with County Hazardous Materials Unit representatives to review local hazards</p> <p>2. Initiate/Coordinate a meeting with railroad and Caltrans authorities to review emergency procedures involving State Highway and railway facilities.</p> <p>3. Host Oil &amp; Gas Systems Safety Review Group meeting annually.</p> | Not completed. Has been moved to 2016-2017 calendar. |

**Administrative Services****Program: Financial Management Services****Accomplishments 2015-2016**

| Objectives                                                                            | Performance Measures                                                                                                                                                                                                                                                                                                                            | Results/Status                                                                                                                                                                                                  |
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| <b>Accounting</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                 |
| ◆ Provide for the complete, accurate and timely recording of accounting transactions; | <ol style="list-style-type: none"><li>1. Process, review, sign and file 2,000 A/P checks</li><li>2. Process IRS Forms 1099 on time for eligible vendors</li><li>3. Process 80 petty cash transactions</li><li>4. Process quarterly fund interest allocation calculations</li><li>5. Process semi-annual cash bond interest allocation</li></ol> | <ol style="list-style-type: none"><li>1. Processed 2,191 A/P checks</li><li>2. Processed 231 IRS Forms 1099</li><li>3. Processed 40 petty cash transactions</li><li>4. Completed</li><li>5. Completed</li></ol> |
| ◆ Safeguard City assets                                                               | <ol style="list-style-type: none"><li>1. Maintain fixed assets accounting system</li><li>2. Complete 12 bank reconciliations</li></ol>                                                                                                                                                                                                          | <ol style="list-style-type: none"><li>1. \$1,112,675 in capital purchases and equipment</li><li>2. Completed</li></ol>                                                                                          |

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| <p>◆ Provide for the City's cash flow needs</p> | <ol style="list-style-type: none"> <li>1. Process 36 bank wire transfers</li> <li>2. Process 2,700 cash receipts transactions</li> <li>3. Prepare 248 bank deposits</li> <li>4. Process monthly Community Development private projects accounting statements</li> <li>5. Perform collections on 147 PBIA assessments</li> <li>6. Process SB90 mandate reimbursement claims</li> <li>7. Collect City Business License Taxes</li> <li>8. Prepare monthly cash receipts, disbursements and cash balance by fund report for Council</li> </ol> | <ol style="list-style-type: none"> <li>1. Processed 72 bank wire transfers</li> <li>2. Processed 2,864 cash receipts transactions</li> <li>3. Prepared 279 bank deposits</li> <li>4. Currently 72 active projects</li> <li>5. Seven of 118 assessments, (\$1,492) of \$29,582 levied remain uncollected. 29 are vacant or closed</li> <li>6. Received \$52,813</li> <li>8. Completed</li> </ol> |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Objectives | Performance Measures | Results/Status |
|------------|----------------------|----------------|
|------------|----------------------|----------------|

#### Auditing

|                                                          |                                                                                                                                                                                                                                                                        |                                                                                                                                                                                    |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Obtain unqualified audit opinions on all audits</p> | <ol style="list-style-type: none"> <li>1. Complete annual financial audit</li> <li>2. Complete Measure D audit</li> <li>3. Complete LTF audit</li> <li>4. Receive the Government Finance Officers Association's award for Excellence In Financial Reporting</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed with unqualified opinion</li> <li>2. Completed, no findings</li> <li>3. Completed, no findings</li> <li>4. Received</li> </ol> |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



| Objectives                                                                                             | Performance Measures                                                                                                                                                                                                                                                    | Results/Status                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payroll</b>                                                                                         |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                          |
| ◆ Provide for the timely payment of employees                                                          | <ol style="list-style-type: none"> <li>1. Process 26 biweekly payrolls for 33 full time and approximately 55 part-time employees</li> <li>2. Provide personnel cost information to assist in development of the budget</li> </ol>                                       | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Provided</li> </ol>                                                                                                                                                                      |
| ◆ Provide for the timely payment of taxing authorities                                                 | <ol style="list-style-type: none"> <li>1. Process 26 biweekly payments of federal, state and state disability deposits</li> <li>2. Process quarterly tax withholding reports</li> <li>3. Process annual W-2 forms for each employee</li> </ol>                          | <ol style="list-style-type: none"> <li>1. Processed 26 biweekly payments of federal, state and state disability deposits</li> <li>2. Processed quarterly tax withholding reports</li> <li>3. Processed 116 annual W-2 forms for each employee</li> </ol> |
| ◆ Ensure compliance with the Fair Labor Standards Act (FLSA) and employee memorandums of understanding | <ol style="list-style-type: none"> <li>1. Review time cards</li> <li>2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations</li> </ol>                                                                            | <ol style="list-style-type: none"> <li>1. Reviewed time cards</li> <li>2. Provide instruction and guidance to employees and supervisors regarding overtime FLSA and MOU regulations</li> </ol>                                                           |
| ◆ Provide financial administration for retirement programs                                             | <ol style="list-style-type: none"> <li>1. Process 26 bi-weekly payments for the Public Employees Retirement System (PERS), International City Manager's Association and Voya Services 457 Plan</li> <li>2. Reconcile quarterly retirement program statements</li> </ol> | <ol style="list-style-type: none"> <li>1. Processed</li> <li>2. Reconciled</li> </ol>                                                                                                                                                                    |

| Objectives                                                                           | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                | Results/Status                                                                                                                                    |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Budgeting</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                   |
| <p>◆ Provide a plan to ensure the short and long term financing of City programs</p> | <ol style="list-style-type: none"> <li>1. Produce a five year long term financial plan document</li> <li>2. Produce a one year program/performance budget</li> <li>3. Produce a detailed line item appropriation budget</li> <li>4. Receive the California Society of Municipal Finance Officers' Excellence in Budgeting Award</li> <li>5. Produce monthly reports to monitor actual versus budgeted results and take corrective action</li> </ol> | <ol style="list-style-type: none"> <li>1. Produced</li> <li>2. Produced</li> <li>3. Produced</li> <li>4. Received</li> <li>5. Produced</li> </ol> |

| Objectives                                                                       | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Results/Status                   |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <p>◆ Comply with all County, State, and Federal financial reporting mandates</p> | <p><b><u>Annual Reports:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete the Franchise Tax Board's annual sales tax remittance report</li> <li>2. Conduct the annual Carpinteria Public Improvement Corporation meeting and report</li> <li>3. Complete the annual appropriation limit computations for the City of Carpinteria and the City of Carpinteria Street Lighting District and hold the necessary public hearings</li> <li>4. Complete the State Controller's Annual Street Report</li> <li>5. Complete all Certificates of Participation Continuing Disclosure notifications</li> <li>6. Complete the State Controller's Annual Report of Financial Transactions</li> <li>7. Complete the 6 staff reports and 2 public hearings necessary to continue the Street Lighting District, and the Right of Way Assessment District</li> <li>8. California Department of Conservation's Strong Motion Instrumentation and Seismic Hazard Mapping Fee report</li> </ol> <p><b><u>Quarterly Reports:</u></b></p> <ol style="list-style-type: none"> <li>1. Investment reports to Council and the California Debt Advisory Commission</li> </ol> | <p>Completed<br/>(items 1-8)</p> |

| Objectives                                                                                                              | Performance Measures                                                                                                                                                                                                                              | Results/Status                                                         |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>◆ Provide informational reports per local ordinances</li> </ul>                  | <ol style="list-style-type: none"> <li>1. Provide expenditures report for review by Council at regular meetings</li> <li>2. Assist with the annual Development Impact Fee review</li> </ol>                                                       | <p>Provided<br/>Completed</p>                                          |
| <b>General Administration</b>                                                                                           |                                                                                                                                                                                                                                                   |                                                                        |
| <ul style="list-style-type: none"> <li>◆ Administer the Department in an efficient and cost effective manner</li> </ul> | <ol style="list-style-type: none"> <li>1. Attend City Council meetings as required</li> <li>2. Attend required safety meetings</li> <li>3. Attend 48 staff meetings</li> <li>4. Complete performance review for the Finance Supervisor</li> </ol> | <p>Attended<br/><br/>Attended<br/><br/>Attended<br/><br/>Completed</p> |
| <ul style="list-style-type: none"> <li>◆ Keep informed on finance issues</li> </ul>                                     | <ol style="list-style-type: none"> <li>1. Attend monthly CSMFO chapter meetings</li> <li>2. Attend annual CSMFO conference</li> </ol>                                                                                                             | <p>Did not attend meetings or conference for budget concerns</p>       |
| <ul style="list-style-type: none"> <li>◆ Perform all other duties as assigned</li> </ul>                                |                                                                                                                                                                                                                                                   | <p>Performed</p>                                                       |

## Program: Central Services 2015-2016

### Accomplishments 2015-2016

| Goals                                                                                                         | Performance Measures                                                                                                                        | Results/Status           |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ◆ Provide a safe, comfortable work environment for employees and for members of the public attending meetings | Manage utility and contract costs under budgeted amounts<br>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 2015-2016

### Accomplishments 2015-2016

| Goals                                                              | Performance Measures                                                                                                                                                                                     | Results/Status                                                                                                       |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Provide technological hardware and software productivity resources | <ol style="list-style-type: none"><li>1. Upgrade workstations</li><li>2. Increase memory and speed</li></ol>                                                                                             | Completed                                                                                                            |
| Ensure system reliability and data security                        | <ol style="list-style-type: none"><li>1. Perform daily tape backups</li><li>2. Providing security for shared data</li><li>3. Protect data by developing a backup strategy for individual users</li></ol> | <ol style="list-style-type: none"><li>1. Performed</li><li>2. Provided</li><li>3. Developed and maintained</li></ol> |
| Maximize the ease of use of system programs                        | <ol style="list-style-type: none"><li>1. Facilitate cross training</li><li>2. Monitor individual requirements</li></ol>                                                                                  |                                                                                                                      |
| Manage network applications                                        | Modify changes as needed                                                                                                                                                                                 | Completed                                                                                                            |

## Community Development

### Accomplishments 2015-2016

| Objectives                                                                                                                                                              | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                 | Results/Status                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administration</b>                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                    |
| ◆ Respond to State mandated reporting requirements for the General Plan and the Housing Element.                                                                        | Submit annual progress report for the Housing Element by April 2016 and the General Plan by May 2016.                                                                                                                                                                                                                                                                                                                                                | The Housing Element Annual Report was submitted to the State in March 2016 and the General Plan Annual Progress Report was submitted in April 2016. Both documents were 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 2015 and January 2016.                                                                                                                                                                                                                                                                                                                                          | The cumulative projects mapping effort was timely completed along with several other maps related to land use.                                                                                                                                                                                                                                                                                     |
| <b>Advanced Planning</b>                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                    |
| ◆ Complete comprehensive update to Title 14 (Zoning) to bring regulations into conformance with General Plan/Coastal Plan, including a Historic Preservation Ordinance. | <ol style="list-style-type: none"> <li>1. Circulate draft for public review in summer 2015.</li> <li>2. Hold two public work sessions to obtain input.</li> <li>3. Present draft to Architectural Review Board and Planning Commission within 45 days of release of public draft.</li> <li>4. Forward Architectural Review Board and Planning Commission recommendation to City Council within 45 days from date of final recommendation.</li> </ol> | <p>The draft Zoning Code Update was reviewed by the City Attorney in late 2015.</p> <p>Additional work is being conducted to address signs and telecommunication facilities.</p> <p>Staff is performing a final review with the aid of a consultant. A draft is expected to be released in late summer 2016. The performance measure will be carried forward into the 2016 – 2017 budget year.</p> |



## Community Development

### Accomplishments 2015-2016

| Objectives                                                                          | Performance Measures                                                                               | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ Maintain up to date regulations that respond to community needs and expectations. | Complete updates to the Municipal Code regulations for various issues such as massage regulations. | <p>The massage regulations update was not completed in the 2015 – 16 year as recent legislation regarding state licensing may obviate the need for additional licensing by the City. In either case, the City will continue to regulate massage establishments through our zoning regulations.</p> <p>Code updates related to the Housing Element were processed through City decision makers and recommended for approval by the Coastal Commission in April 2016. The City Council will consider the modifications requested by the Coastal Commission in June 2016.</p> <p>The Planning Commission and City Council reviewed and approved amendments to the Municipal Code regarding medical marijuana and spay-neuter regulations in 2015.</p> <p>The Planning Commission and City Council reviewed and approved amendments to the Zoning Code regarding short-term rentals, sending the proposal to the Coastal Commission in May 2016. The project will be continued into the 2016 – 17 budget year awaiting approval from the Coastal Commission.</p> |

## Community Development

### Accomplishments 2015-2016

| Objectives                                                                                                                | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>◆ Revise zoning to match General Plan Land Use Designations through approval of a Local Coastal Program Amendment.</p> | <ol style="list-style-type: none"> <li>1. Accept Coastal Commission recommendations within 45 days of action.</li> <li>2. Complete mapping effort for all updated zoning and land use designations within 60 days of certification.</li> </ol>                                                                                                                                                                                                                                                                                        | <p>The consistency rezones were recommended for approval by the Coastal Commission in April 2016. The City Council will consider the Coastal Commission's approval in June 2016.</p> <p>The mapping effort for all updated zoning and land use designations is expected to be completed within 60 days of certification.</p>                                                                                                                         |
| Development Review and Building                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>◆ Implement an efficient and informative development review process.</p>                                               | <ol style="list-style-type: none"> <li>1. Provide accurate and timely noticing for 100% of approximately 25 annual Planning Commission and ARB items.</li> <li>2. Issue an application complete or incomplete letter to 100% of approximately 10 annual project applications for Planning Commission review within 28 days of submittal.</li> <li>3. 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. 356</li> </ol> | <p>In 2015 – 2016, the ARB considered 27 different projects while the PC considered 15. All noticing was completed in a timely manner.</p> <p>For the PC projects, all of the 15 letters were issued within 28 days. This equates to a success rate of 100%.</p> <p>Of 27 ARB items, 20 were issued a letter. Of the 20 letters, 19 were issued within the 25-day goal, or 95%. ARB applications are not subject to the Permit Streamlining Act.</p> |

## Community Development

### Accomplishments 2015-2016

| Objectives                                                                  | Performance Measures                                                                                                                                                                                                                                                                                                                                                                                                                                              | Results/Status                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◆ 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, 7 of 8 projects that did not require ARB were through the planning process within 30 days for a success rate of 86%.                                                                                                                                                                               |
| ◆ Maintain prompt plan check review process.                                | <p>Complete first review of 95% of approximately 50 small addition or alteration projects within seven days of submittal.</p> <p>Complete first review of 95% of approximately 20 moderately complex projects within 14 days of submittal.</p> <p>Complete first review of 90% of approximately 10 complex projects within 21 days of submittal.</p> <p>Complete first review of 100% of approximately two very complex projects within 30 days of submittal.</p> | <p>As there is no permit tracking system to evaluate compliance with this measure, no statistics are available.</p> <p>The Department approved 244 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.</p> |
| ◆ 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 244 Building Permits were issued, and each requires at least one inspection and the more complicated projects require many inspections, we estimate that there were 960 inspections last fiscal year.                                                   |
| <b>Housing</b>                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                        |
| ◆ Use City housing funds and staff efforts to leverage the greatest benefit | Continue communication with a non-profit organization that is committed to complete construction                                                                                                                                                                                                                                                                                                                                                                  | In April 2016 the Planning Commission approved the proposal from Habitat for Humanity of Southern Santa Barbara County to construct a                                                                                                                                                                                                                  |

## Community Development

### Accomplishments 2015-2016

| Objectives                                                                                                                                                                  | Performance Measures                                                                                                                                         | Results/Status                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| possible for local residents.                                                                                                                                               | of three units of the City's affordable housing obligation for low income households.                                                                        | three-unit condominium affordable ownership project for low and very-low income households (40-80% AMI) on Sawyer Avenue.                                                                                                                                                                                                                                                           |
| ◆ 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. Grant funds were awarded to local social service providers to support homelessness prevention programs and after-school education for students living in low and very-low income households. Staff also contributed to revising the HOME and CDBG Agreements with the County for the next three federal fiscal years. |
| ◆ Implement the Workforce Homebuyer Down Payment Loan Program in partnership with the Housing Trust Fund of Santa Barbara County.                                           | Assist three lower and above-moderate income households in purchasing a residence.                                                                           | Information regarding the program is posted on the City website and transmitted to local real estate agents and mortgage brokers. Three loans have been secured since program inception. This program will carry over into the 2016 -17 budget year with additional outreach and education to generate more interest in the program.                                                |
| 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 100% of 37 formal complaints within three days of the complaint being filed; with approximately 95% of the site visits occurring within two business days of the complaint. Compliance Orders were issued to nine property owners addressing incidents of building and zoning code violations.                                               |
|                                                                                                                                                                             | 358                                                                                                                                                          | Several cases related to properties owned by Dario Pini                                                                                                                                                                                                                                                                                                                             |

## Community Development

### Accomplishments 2015-2016

| Objectives                                                                                                                 | Performance Measures                                                                                                                                                       | Results/Status                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                            |                                                                                                                                                                            | were not resolved within the 60-day timeline due to the high number of violations and the owner's failure to comply in a timely manner. Further remedies are being sought through legal action to address these matters.                                                                                               |
| ◆ 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 130 incidents of reported graffiti are removed from private property within 10 days. | There were 38 documented graffiti calls (down from last year's 132), of which 14 sites were on private property. Of these 14 sites, all were abated within 10 days or less.                                                                                                                                            |
| ◆ Abate abandoned or inoperable vehicles on private property.                                                              | Abate 100% of approximately 15 vehicles throughout the City.                                                                                                               | Approximately 41 vehicles were abated by contacting property owners who voluntarily removed vehicles to proper storage locations or registered the vehicles to make them legal. Staff is in the process of abating the four vehicles that have received a first notice in May 2016. One older case is outstanding.     |
| ◆ Implement the Single Family Rental Housing Inspection Program for Zones 6 and 1.                                         | Notice, schedule and complete inspections throughout these two zones by July 2016.                                                                                         | Notices for inspections will be completed for Zones 6 and 1 in July 2016. This effort resulted in numerous violations being identified and abated in single family neighborhoods.                                                                                                                                      |
| <b>Animal Care and Control</b>                                                                                             |                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                        |
| ◆ Increase public awareness for dog licensing by contacts at City parks and by following up when licenses are not renewed. | Maintain a steady number of dogs in the dog license database through active outreach and compliance efforts.                                                               | There are currently 777 dogs licensed in the City, approximately 60 fewer licenses than last year. Dog owners who do not re-license are contacted directly via mail and phone to try to increase the number of dogs licensed in the City. The change in the number of licensed dogs may be due to better recordkeeping |

## Community Development

### Accomplishments 2015-2016

| Objectives                                                                               | Performance Measures                                                                                                                                            | Results/Status                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                          |                                                                                                                                                                 | associated with the iWorq Database that was put into full use in the 2014 – 15 fiscal year to track dog licenses.                                                                                                                                                                                 |
| ◆ Provide prompt response to calls for animal control services.                          | Respond to 100% of approximately 275 annual calls for animal control services within the same day the call is received.                                         | Code Compliance Officers documented and responded to 450 calls for animal control service over the past fiscal year (up from 275 calls last year). Approximately 95% of responses occurred within one day of the request for service. Staff responded to 100% of 28 “911” calls this fiscal year. |
| ◆ 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.                                                 | Over the past fiscal year, there were two dogs adopted through the City. All dogs were adopted into permanent homes, within the 60-day goal. One pit bull is in long-term foster care.                                                                                                            |
| ◆ 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. | Staff made approximately 120 contacts with people for off-leash dog violations and issued 19 warnings, as well as issuing 32 Administrative Citations for various animal regulations violations.                                                                                                  |

**Public Works****Program: Public Works Administration****Accomplishments 2015-2016**

| <b>Goals</b>                                                                            | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Results/Status</b>                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revise Street Tree Management Plan                                                      | <ol style="list-style-type: none"> <li>1. Prepare draft plan.</li> <li>2. Submit plan to City Council for adoption in 2015.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> </ol>                                                                                                                                |
| Revise the Capital Improvement Program.                                                 | <ol style="list-style-type: none"> <li>1. Prepare Development Impact Fee Nexus Study.</li> <li>2. Prepare Development Impact Fee Program Project List with Descriptions and Cost Estimates.</li> <li>3. Develop Capital Maintenance Plan for City owned infrastructure.</li> <li>4. Combine Development Impact Fee Program and Capital Maintenance Plan into a prioritized Capital Improvement Program.</li> </ol>                                                                                                                                                                                                                                           | <ol style="list-style-type: none"> <li>1. On-going – Prepared Consultant RFP</li> <li>2. On-going</li> <li>3. Incomplete</li> <li>4. Incomplete</li> </ol>                                                      |
| Increase public awareness of Department of Public Works programs and operations.        | <ol style="list-style-type: none"> <li>1. Contribute Department articles to the City newsletter quarterly.</li> <li>2. Provide updated and on-going project information on the Department's web page.</li> <li>3. Provide updated and on-going project bidding and award results for capital projects on the Department's web page.</li> <li>4. Provide important documents to the public on the Department's web page.</li> <li>5. Provide capital and other Public Works project information to the Coastal View newspaper.</li> <li>6. Track and obtain a 2:1 or better ratio of Public Works halo's and pitchforks in Coastal View newspaper.</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Completed</li> <li>5. Completed</li> <li>6. Tracked – achieved approximately a 1:1 ratio</li> </ol> |
| Improve response time and customer service approach to complaints and service requests. | <ol style="list-style-type: none"> <li>1. Utilize new computer based service request and work order tracking system (iWorQ).</li> <li>2. Monitor and track service requests with a 5 day maximum time between the request and the response.</li> <li>3. Monitor and track all PW phone and email requests responses by the next business day.</li> </ol>                                                                                                                                                                                                                                                                                                     | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> </ol>                                                                                                      |



|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optimize Department operations.                                                                                   | <ol style="list-style-type: none"> <li>1. Conduct weekly staff meetings and additional meetings as necessary to ensure assignments, roles, responsibilities, and expectations are clearly communicated.</li> <li>2. Perform annual evaluations of all Public Works staff.</li> <li>3. Coordinate with Finance Department to monitor Department of Public Works budget on a monthly basis.</li> <li>4. Conduct Annual Public Works Staff Retreat to prioritize work, strengthen staff and develop future Departmental goals and performance measures.</li> </ol>                                                                                                                                                                                                                | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Completed</li> </ol>                                             |
| Communicate Department of Public Works accomplishments and future work plan to the City Manager and City Council. | <ol style="list-style-type: none"> <li>1. Provide staff reports at City Council meetings on all Departmental "action items."</li> <li>2. Set "office" hour for the Director dedicated to City Council members twice monthly.</li> <li>3. Director meets with City Council members individually at a minimum twice a year for more detailed Departmental briefings.</li> <li>4. Director to meet with City Manager weekly to discuss workload and upcoming matters.</li> <li>5. Provide monthly Departmental status reports to the City Manager and City Council.</li> <li>6. Provide year-end report to the City Council on Departmental accomplishments and success toward meeting the City Council goals established in their annual strategic planning workshop.</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Completed</li> <li>5. Completed</li> <li>6. Completed</li> </ol> |
| Create Updated Engineering Permits Program.                                                                       | <ol style="list-style-type: none"> <li>1. Create Engineering Permits Program in Municipal Code.</li> <li>2. Budget for new program in Fiscal Year 2014-15 City Budget.</li> <li>3. Track Fees for Service and Expenditures using iWorQ.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ol style="list-style-type: none"> <li>1. Incomplete</li> <li>2. Incomplete</li> <li>3. In progress – iWorQ installed and being used</li> </ol>                              |

**Public Works****Program: Street Maintenance****Accomplishments 2015-2016**

| <b>Goals</b>                                                                                    | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                     | <b>Results/Status</b>                                                                                                                                           |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide cost effective on-going maintenance of street markings and legends throughout the City. | <ol style="list-style-type: none"><li>1. Re-paint roadway and street striping yearly in the late spring.</li><li>2. Re-paint school crosswalks and legends yearly in August.</li></ol>                                                                                                                                                                                          | <ol style="list-style-type: none"><li>1. On-going</li><li>2. On-going</li></ol>                                                                                 |
| Maintain condition and safety of streets.                                                       | <ol style="list-style-type: none"><li>1. Make minor repairs to asphalt concrete roadways.</li><li>2. Repair potholes in a timely manner.</li><li>3. Perform one annual pavement maintenance/rehabilitation project as funds are available.</li></ol>                                                                                                                            | <ol style="list-style-type: none"><li>1. Completed</li><li>2. Completed</li><li>3. Completed (Carpinteria Ave/Casitas Pass Rd Pavement Rehab Project)</li></ol> |
| Minimize number of trip and fall claims and associated hazards within the street right-of-way.  | <ol style="list-style-type: none"><li>1. Continue to determine potential hazards and alleviate hazards within three working days.</li><li>2. Monitor and track hazards for future annual comparison.</li><li>3. Develop priority list of concrete repairs Citywide.</li><li>4. Conduct annual repairs based on a prioritized list of locations requiring maintenance.</li></ol> | <ol style="list-style-type: none"><li>1. On-going</li><li>2. On-going</li><li>3. On-going</li><li>4. On-going</li></ol>                                         |
| Minimize incidents of flooding and damage from flooding during rainy season.                    | <ol style="list-style-type: none"><li>1. Inspect and clear all storm drain pipes, ditches, and culverts prior to October each year.</li><li>2. Minimize flood hazards during rainy season (October to April).</li></ol>                                                                                                                                                         | <ol style="list-style-type: none"><li>1. Completed</li><li>2. Completed</li></ol>                                                                               |

**Public Works****Program: Right-of-Way Maintenance****Accomplishments 2015-2016**

| <b>Goals</b>                                                                                                                  | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Results/Status</b>                                                                                                      |
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| Provide safe sidewalks that are free of uplifted sections and potential trip hazards.                                         | <ol style="list-style-type: none"><li>1. Complete \$50,000 in contract work devoted to concrete repair and replacement funded by Measure A.</li><li>2. Perform annual inspection of 100% of sidewalks in public right-of-way and update work list accordingly.</li><li>3. Contract with a vendor to provide sidewalk inspections including grinding operations and an inventory of all locations requiring surfacing grinding on the City's GIS system.</li></ol> | <ol style="list-style-type: none"><li>1. In Progress (Via Real/Cravens)</li><li>2. On-going</li><li>3. Completed</li></ol> |
| Provide cost effective management of City street trees, enhance inventory and minimize claims from falling branches or trees. | <ol style="list-style-type: none"><li>1. Remove 100% of dead and/or diseased trees located in the City's right-of-way.</li><li>2. Plant new trees per Tree Advisory Board recommendations and the Street Tree Management Plan.</li><li>3. Inspect and trim 871 trees per year. 871 is one-third of the 2,613 trees in the right-of-way.</li></ol>                                                                                                                 | <ol style="list-style-type: none"><li>1. On-going</li><li>2. In progress</li><li>3. In progress</li></ol>                  |
| Reduce clutter and improve the aesthetics of the Downtown T and Beach Area.                                                   | <ol style="list-style-type: none"><li>1. Hire Part-Time Maintenance Worker with the focus on trash clean-up, painting, and general maintenance of the street furniture along Linden Avenue and the Downtown Beach Area and supplement restroom janitorial services.</li></ol>                                                                                                                                                                                     | <ol style="list-style-type: none"><li>1. Completed</li></ol>                                                               |

**Public Works****Program: Transportation, Parking, and Lighting****Accomplishments 2015-2016**

| <b>Goals</b>                                                   | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                     | <b>Results/Status</b>                                                                                   |
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| Provide cost effective management of signalized intersections. | <ol style="list-style-type: none"><li>1. Maintenance target cost equals \$20,000 per traffic signal or \$60,000.</li><li>2. Review new battery backup system performance.</li><li>3. Review Traffic Signal Timing and Performance.</li></ol>                                                                                    | <ol style="list-style-type: none"><li>1. Completed</li><li>2. Completed</li><li>3. Completed</li></ol>  |
| Promote Electric Shuttle Service.                              | <ol style="list-style-type: none"><li>1. Increase total one-way passenger trips by 1% for fiscal year by studying and then implementing more efficient routes.</li><li>2. Continue to utilize the quarterly newsletter and community scroll.</li></ol>                                                                          | <ol style="list-style-type: none"><li>1. On-going</li><li>2. Completed</li></ol>                        |
| Install, replace and/or upgrade City owned Public Lighting.    | <ol style="list-style-type: none"><li>1. Install new and upgrade existing Parking Lot No. 2 Lighting.</li><li>2. Upgrade remaining traffic signals with LED lighting and replace loop detectors with video detection.</li><li>3. Replace, where possible, incandescent street light bulbs with LED bulb replacements.</li></ol> | <ol style="list-style-type: none"><li>1. Incomplete</li><li>2. Incomplete</li><li>3. On-going</li></ol> |
| Complete Parking Lot 2 Lighting and Maintenance Study.         | <ol style="list-style-type: none"><li>1. Complete conceptual plan for lighting and maintenance upgrades to Parking Lot 2 including conceptual review by ARB.</li></ol>                                                                                                                                                          | <ol style="list-style-type: none"><li>1. Incomplete</li></ol>                                           |

**Public Works****Program: Solid Waste****Accomplishments 2015-2016**

| <b>Goals</b>                                                                                                                                                                                                | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Results/Status</b>                                                                                                        |
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| Provide and promote safe collection, disposal, and recycling of a City Household Hazardous Waste (HHW), E-waste, and Universal E-waste Collection Program.                                                  | <ol style="list-style-type: none"><li>1. Conduct Annual Household Hazardous/Household goods, Universal E-waste and E-waste collection event. (April).</li><li>2. Present options to expand Household Hazardous Waste collection service in Carpinteria.</li><li>3. Advertise ABOP, E-Waste, and HHW collection events monthly.</li><li>4. Continue to update and distribute educational materials targeting restaurants, automotive and other businesses, as well as residents and construction and demolition specialists.</li></ol> | <ol style="list-style-type: none"><li>1. Completed</li><li>2. Incomplete</li><li>3. Completed</li><li>4. Completed</li></ol> |
| 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). | <ol style="list-style-type: none"><li>1. Work with the School District and local businesses to increase Commercial Diversion rates using commercial composting and education among students and employees to exceed the 50% goal.</li><li>2. Revise educational materials and work with waste hauler, property owners, and property managers, to educate residents of multi-family complexes.</li></ol>                                                                                                                               | <ol style="list-style-type: none"><li>1. Completed</li><li>2. Completed</li></ol>                                            |
| Work with waste haulers and other departments to enforce the 65% diversion requirement for construction and demolition projects.                                                                            | <ol style="list-style-type: none"><li>1. Use building and dumpster permits to better track roll-off diversion rates from individual projects. Require all applicants to submit a waste management summary upon completion of project certifying the diversion goals have been met.</li></ol>                                                                                                                                                                                                                                          | <ol style="list-style-type: none"><li>1. Completed</li></ol>                                                                 |
| Prepare and submit Progress Reports of City's Recycling Program to State Agencies.                                                                                                                          | <ol style="list-style-type: none"><li>1. Submit an annual Form 303 report to the California Integrated Waste Management Board the first week of October each year.</li><li>2. Prepare and submit an Annual Report on the City's Diversion Rate.</li></ol>                                                                                                                                                                                                                                                                             | <ol style="list-style-type: none"><li>1. Completed</li><li>2. Completed</li></ol>                                            |

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| Multi-Jurisdictional<br>Coordination. | <ol style="list-style-type: none"> <li>1. Continue ongoing coordination with the Santa Barbara County by attending the Local Solid Waste Task Force (LTF) meetings quarterly.</li> <li>2. Coordinate with other South Santa Barbara County agencies to develop and distribute clear and informative education materials.</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> </ol> |
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**Public Works****Program: Watershed Management****Accomplishments 2015-2016**

| <b>Goals</b>                                                                      | <b>Performance Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Results/Status</b>                                                                                                                                                                                                                                                                    |
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| Implement requirements of the NPDES Phase II MS4 Permit (effective July 1, 2013). | <ol style="list-style-type: none"> <li>1. Public Education.</li> <li>2. Public Outreach – 4 volunteer participation creek cleanups/restoration projects annually.</li> <li>3. Illicit Discharge Detection and Elimination.</li> <li>4. Construction Runoff Control implementation.</li> <li>5. Post-Construction Storm Water Control Measures.</li> <li>6. Good Housekeeping/Pollution Prevention on Municipal activities.</li> <li>7. Program Management.</li> <li>8. Water Quality Monitoring and Sampling (quarterly).</li> <li>9. Program Effectiveness Assessment (annually).</li> <li>10. Total Maximum Daily Load Compliance.</li> <li>11. Annual Reporting Program.</li> </ol>                                                                                        | <ol style="list-style-type: none"> <li>1. On-going</li> <li>2. On-going</li> <li>3. On-going</li> <li>4. On-going</li> <li>5. On-going</li> <li>6. On-going</li> <li>7. On-going</li> <li>8. On-going</li> <li>9. On-going</li> <li>10. Not applicable</li> <li>11. Completed</li> </ol> |
| Regional Coordination Performance Measures.                                       | <ol style="list-style-type: none"> <li>1. Continued participation in Santa Barbara County Association of MS4 Managers (SBCAMM), Joint Effort Review Team (JERT), and Integrated Regional Water Management (IRWM) meetings.</li> <li>2. Update development review procedures to incorporate new Post-Construction Storm Water Control Measures (SCMs).</li> <li>3. Finish development of Technical Guide for SCMs and conduct training workshops.</li> <li>4. Continue to work with the County of Santa Barbara and other local agencies to develop and implement a water quality monitoring program, which will include stormwater testing at locations with specific land uses throughout the County during storm events in compliance with the States MS4 Permit</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Completed</li> </ol>                                                                                                                                                         |



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|                                                                                   | requirements, as well as development of a regional monitoring and pollutant loading model.                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                        |
| Development of a Program Effectiveness Assessment and Implementation Plan (PEAIP) | 1. The PEAIP is to be developed and submitted to the Regional Water Quality Control Board by the end of FY 15/16. The City is following the California Storm Water Quality Associations guidance documents to develop this plan.                                                                                                                                                                                                                                                      | 1. Completed                                                                                                                                           |
| Storm Drain Maintenance.                                                          | <ol style="list-style-type: none"> <li>1. Update of storm drain system map to include sub-drainage areas and GPS located outfalls and make available to the public.</li> <li>2. Cleaning of CDS units bi-annually.</li> <li>3. Upgrade/repair damaged storm drain units.</li> <li>4. Repair/replace thermoplastic 'Drains to Ocean' labels on storm drains prior to wet season.</li> <li>5. Install catch basins on high-priority drain inlets (prioritize 5-10 annually).</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. On-going</li> <li>4. Completed</li> <li>5. Incomplete</li> </ol> |
| Flood Management                                                                  | <ol style="list-style-type: none"> <li>1. Continue to prioritize projects that reduce flooding, sediment and pollution discharge into Carpinteria's creeks and Salt Marsh.</li> <li>2. Secure funding for and implementation of projects in high-priority areas.</li> </ol>                                                                                                                                                                                                           | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. In progress</li> </ol>                                                                 |

## Parks and Recreation

### Accomplishments 2015-2016

| Parks and Recreation Administration                                                                                                                        |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Objectives                                                                                                                                                 | Performance Measures                                                                                                                                      | Results/Status                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Increase participation in recreation programming through promotion and public relations.                                                                   | <p>Survey no less than 100 program participants for feedback and satisfaction level.</p> <p>Increase program revenues</p>                                 | <p>Program surveys were conducted for the Carpinteria Junior Lifeguard Program, The Carpinteria Triathlon and Ocean Recreation Programming. Over 200 participants were surveyed.</p> <p>Junior Lifeguard attendance in the summer of 2015 was record setting for the Carpinteria Program. .</p> <p>Program revenues rose with the following programs;<br/>Swim Team Tuitions<br/>Junior guards<br/>Kayaking revenue ( includes rentals)<br/>Day Pass sales @ pool</p> |
| Provide administrative support for capital projects in the Ocean Beach Services, Parks and Facilities Maintenance and the Community Pool Services Program. | <p>Obtained permits for the Carpinteria Community Garden.</p> <p>Develop design for Skate Park.</p> <p>Develop concept design for new park land uses.</p> | <p>Hired a consultant to refine the drawings.</p> <p>New concept design for Skate Park has been drawn.</p> <p>Civil survey of possible park project at Arbol Verde is underway.</p>                                                                                                                                                                                                                                                                                   |

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| Prepare a preliminary site plan for a select railroad crossing.                 | Research street plans, prepare background information and draw railroad crossing schematics.                                                                                                                                                       | A consulting engineer has begun to prepare an analysis of an undercrossing at Holly or Ash Avenue.                                                                                                                                                                                                                                                  |
| Recreation Staff and Lifeguard Retention and Training/ Professional Development | <p>Provide training as needed to lifeguard and recreational staff in time for summer season.</p> <p>Each department full time staff member shall attend at least two training seminars before June 2016 to improve skills and professionalism.</p> | <p>A 40+ hour lifeguard training class is scheduled to be completed in June with all ocean beach lifeguards and recreation staff completing the course. Pool Lifeguards completed all required Red Cross certifications to qualify as Pool Lifeguards.</p> <p>Conducted weekly staff meeting where pool and departmental safety were discussed.</p> |
| Park and Beach Safety                                                           | The Parks Department shall visually inspect park and beach facilities at least monthly.                                                                                                                                                            | <p>Such inspections are performed at least monthly. Written reports are indexed by date and location and electronically filed.</p> <p>Deficiencies discovered during these inspections are remediated immediately.</p>                                                                                                                              |
| Provide prompt and quality administrative services.                             | Process requests for parks and recreation services within 5 days of receipt.                                                                                                                                                                       | Completed                                                                                                                                                                                                                                                                                                                                           |

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| Prepare a fair and consistent evaluation, with employee input, of individual employees in this department.                                                                 | Complete 100% of all employee evaluations on time as defined by the Human Resources Department.                                                                                      | Completed                                                                                                                                                                                                                                |
| <b>Ocean Beach Services</b>                                                                                                                                                |                                                                                                                                                                                      |                                                                                                                                                                                                                                          |
| <b>Objectives</b>                                                                                                                                                          | <b>Performance Measures</b>                                                                                                                                                          | <b>Results/Status</b>                                                                                                                                                                                                                    |
| Maintain the Carpinteria City Beach free of litter, hazardous debris and dead marine animals in order to promote beach safety and visitorship from residents and tourists. | Daily litter pick-up from June 12th to September 5th including trash, cigarette butts and sharps.<br>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.<br>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. |

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| <p>Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the favorable Carpinteria coastline conditions with fun, physical fitness and education.</p> | <p>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.</p> | <p>Completed.</p> <p>Junior Lifeguard Program had over 220 enrolled. Over 200 youth participated in boating safety classes.</p> |
| <p>Continue the Army Corps of Engineering Study on the feasibility of a shoreline storm wave damage reduction project.</p>                                                                                   | <p>Provide 100% of beach related empirical data and new field data to ACOE as requested including beach profile data.</p>                                                                                                                                                               | <p>Completed. The study continues as funding is made available.</p>                                                             |

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| <p>Obtain new permits for the winter protection berm from the ACOE, RWQCB and the CA Coastal Commission.</p> <p>Install, maintain and remove the winter protection berm in the winter of 2015</p> | <p>File all applications in late summer so the regulatory agencies could issue permits in time for the El Nino winter.</p> <p>Build the berm prior to December 2015</p> <p>Monitor and if needed, maintain the berm until spring of 2016</p> <p>Remove the berm and restore the beach to a summer like profile prior to mid April 2016.</p> | <p>The berm was erected in late November 2014. The berm was removed in early March 2015.</p> <p>New ACOE permit and RWQCB permit have been obtained.</p> <p>Berm was constructed and removed in 2015/16 on schedule and in compliance with permit conditions.</p> |
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| Community Pool Services                                                                                                                                                                                   |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                    |
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| Objectives                                                                                                                                                                                                | Performance Measures                                                                                                                                                                                                                                          | Results/Status                                                                                                                                                                                                                                                                     |
| Increase pool patronage through promotions, good customer service and quality programming.                                                                                                                | <p>Increase pool patronage revenues by 5%.</p> <p>Promote Pool Programs in City newsletters and other media.</p>                                                                                                                                              | <p>Conducted community Pool fundraiser where 120 attended.</p> <p>Swim club participation increased, up 20%</p>                                                                                                                                                                    |
| Provide high quality, cost effective, safe and efficient safe youth recreation programming that incorporates the high quality Carpinteria Community Pool facility, fun, physical fitness and recreation.. | <p>Hire and train a sufficient number of recreation staff.</p> <p>Enroll over 300 hundred youth to participate in pool recreation programming.</p> <p>Meet or exceed all cost recovery standards as set forth in CMC 3.34.040 for recreation programming.</p> | <p>The pool was adequately staffed with trained personnel.</p> <p>Over the course of the year, swim lesson programming and swim team programming had participation that exceeded 300 persons.</p> <p>Cost recovery percentages for programming were met.</p>                       |
| Continued high quality maintenance protocol.                                                                                                                                                              | Have four pool staff meetings where facility maintenance and safety procedures are reviewed.                                                                                                                                                                  | Completed                                                                                                                                                                                                                                                                          |
| 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 quarterly on Saturday mornings at the Community Pool. Safety, facility cleanliness and other pertinent topics are discussed including needed course work to maintain staff required certifications. |



| <p>High standards of maintenance and cleanliness at the Carpinteria Community Pool. The facility has a high volume of users and therefore cleanliness of showers, restrooms and other public areas is of extreme importance.</p> | <p>Clean locker rooms daily.</p> <p>Inspect mechanicals daily</p> <p>Respond to Customer concerns with prompt response.</p> <p>Pass all health Inspections</p>                                                       | <p>Locker rooms, shower and toilet areas are cleaned daily.</p> <p>Customer concerns and complaints are responded to immediately and any corrections needed are implemented.</p> <p>Pool Locker Rooms have been kept in good order and cleanliness.</p> <p>All health Inspections passed.</p> |
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| <p align="center"><b>Parks &amp; Facilities<br/>Improvement &amp; Maintenance</b></p>                                                                                                                                            |                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                               |
| <b>Objectives</b>                                                                                                                                                                                                                | <b>Performance Measures</b>                                                                                                                                                                                          | <b>Results/Status</b>                                                                                                                                                                                                                                                                         |
| <p>Be water efficient in the park system.</p>                                                                                                                                                                                    | <p>Minimize water consumption and costs.</p> <p>Reduce irrigated turf areas in Franklin Creek Park, Memorial Park, Heath Ranch Park</p> <p>New drought tolerant landscaping has been installed in Memorial Park.</p> | <p>Have decreased use of water in the parks.</p>                                                                                                                                                                                                                                              |
| <p>Plant 50 native trees</p>                                                                                                                                                                                                     | <p>1. Identify 50 locations for native trees.</p> <p>2. Procure trees.</p> <p>3. Install trees.</p>                                                                                                                  | <p>50 oak trees were planted in Franklin Creek Park.</p> <p>6 Sycamore trees were planted in Palm to Linden Trail.</p>                                                                                                                                                                        |

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| Athletic Field maintenance                                                     | Procure and distribute 140 Cubic yards of organic amendment to select athletic fields to improve turf.                                            | 140 cubic yards of Harvest Blend compost was added to Viola Fields and El Carro Park immediately after aeration.                                |
| Complete CEQA and engineering for the Carpinteria Rincon Trail                 | Identify a design engineer to complete 95% of the drawings for the project                                                                        | Project drawings are now at 50% .<br>CEQA is complete for the project.                                                                          |
| Complete Memorial Park concept design                                          | Complete concept design for Memorial Park is ready.<br><br>Seek Coastal Development permit<br><br>Completion Date to be determined.               |                                                                                                                                                 |
| Carpinteria City Hall Landscape                                                | 1. Obtain site survey<br>2. Prepare site plan<br>3. Conduct ARB review<br>4. Project bids have been too high.<br>5. Currently re-scoping project. | 1. Complete<br>2. Complete<br>3. Complete<br>4. Have executed door purchase agreement.                                                          |
| Integrated Pest Management Program                                             | 1. Evaluate requests for pesticide applications<br>Authorize pesticide applications if warranted.                                                 | Have received and processed one request to use insecticide not on the green list for street trees.<br>Annual Report has been completed.         |
| Provide tree inspection to City Parks and process recommendations of arborists | Had three arborists reports prepared for Heath Ranch Park Eucalyptus trees.                                                                       | Presented arborist reports findings to Santa Barbara Historical Commission, the City's Tree Advisory Board and to the Carpinteria City Council. |
| <b>Special Events</b>                                                          |                                                                                                                                                   |                                                                                                                                                 |
| <b>Objectives</b>                                                              | <b>Performance Measures</b>                                                                                                                       | <b>Results/Status</b>                                                                                                                           |

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| Attract 12 or more teams to the Adult Softball League      | Attract 180 adults to play<br>Generate funds to offset fields operations and maintenance.                                                                                                  | 12 teams have registered for the 2016 season.                                                                                                                                                                          |
| Plan, publicize, and conduct triathlon.                    | Attract over seven hundred participants<br><br>Provide funds to allow for over 50 youth scholarships to City recreation programs or to support the community pool and youth programming. . | The 2015 Carpinteria Triathlon attracted over 675 participants.<br><br>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.                                                                                                                                              |
| Participate in City's 50th Anniversary planning            | Assist 50 <sup>th</sup> Anniversary Committee in preparations and planning for 50th anniversary.                                                                                           | Attend planning committee meetings<br>Provide staff support<br>Manufacture Time Capsule and collect contents. Bury it.                                                                                                 |