

City of Carpinteria
City Council Special Meeting Agenda
Saturday, January 25, 2013, 8:00 a.m.
Council Chamber,
5775 Carpinteria Avenue, Carpinteria

CALL TO ORDER

ROLL CALL

**PUBLIC COMMENT CONCERNING THE AGENDIZED ITEM FOR THIS
SPECIAL MEETING**

CITY COUNCIL WORKSHOP

The City Council will meet for the following purpose:

1. Annual Work Programs and Strategic Planning Session

Recommendation: Receive staff presentation and consider the 2013 Work Plan for approval.

ADJOURNMENT

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

This agenda was posted on Wednesday, January 23, 2013 in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

City of Carpinteria

DRAFT Annual Work
Program
Strategic Planning Session
January 26, 2013



City of Carpinteria
2013 Annual Work Program
Strategic Planning Session

TABLE OF CONTENTS

Introduction	1
Strategic Issues	4
General Government	11
Legislative & Policy	15
Economic Vitality	24
Records Management	28
Risk Management	30
Staff Recruitment & Retention	34
Emergency Preparedness / Volunteer Services	40
Law Enforcement	50
Administrative Services	56
Central Services	59
Community Development	60
Advanced Planning / Development Review & Building / Housing	63
Public Works	74
Administration	77
Street Maintenance	90
Capital Improvements	94
Parks & Recreation	101
Administration	104
Appendices	
I. 2012 Work Plan Review	121

I. INTRODUCTION

The City's annual Work Program and Strategic Planning Session is an important aspect of the ongoing implementation of the Community's defined mission and vision. The process allows the City Council to revisit those statements of community intent within the context of organizational values and real world information, e.g., demographics, economic conditions, progress on the prior year's work, and to then direct changes or take on new initiatives as necessary for the City organization to respond to the evolving needs and expectations of the community.

The product of the City's strategic planning process is an annual Work Program that sets out Goals and specific work activities, i.e., Objectives, within each Department that will require City resources in order to be carried out during the calendar year.

This document includes three parts: **Strategic Initiative, Annual Work Programs**, and the **Table of 2012 Work Program** items completed. Taken together, these components are intended to provide an understanding of how the City's annual work is incrementally achieving long range, strategic goals. The expected outcome of the Annual City Council Workshop is an agreed upon strategy for influencing factors that affect the efficiency and effectiveness of the City organization, and the quality and quantity of services it delivers, and that affect what projects and programs are to be prioritized given the context in which the organization annually conducts its work and the limited resources to which it has access.

II. MISSION STATEMENT

A mission statement conveys the purpose of the organization, the essential reasons for its existence; serving as the foundation for policy and resource allocation decisions.

City of Carpinteria Mission Statement January 25, 1993

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.

III. VISION STATEMENT

A vision statement describes the desired future; the collective understanding of the ideal situation.

Carpinteria in the Year 2020
Community Vision Statement
September 1997

Carpinteria is a vibrant but easy going, family oriented small town with an economically and ethnically diverse population, working together for the common good of all residents and visitors.

Framed by the mountains and the Pacific Ocean beaches, Carpinteria's unusually mild climate provides a beautiful setting in which to live, to work and to play.

It has safe and attractive commercial, agricultural and residential areas. It benefits from an outstanding local school system. Walkways and bike paths link centers of interest in the town. The automobile is a choice rather than a necessity. Excellent local and regional transportation connects Carpinteria to nearby cities. Opportunities for the enjoyment of recreation and the arts are widely available.

The community maintains a balance between effective growth and open space through sensitive, area-wide planning which ensures that the small town, rural identity of Carpinteria will flourish.

IV. STRATEGIC INITIATIVES

The Strategic Initiatives identified and discussed below are high level policy areas that have been determined to be strategic because they represent more than a current crisis and are not easily resolvable or entirely within the control of the City. Also, strategic issues have the potential to prevent or make difficult the City's ability to accomplish its stated Mission and will raise fundamental policy questions concerning the provision of services. Strategic Initiatives are interdependent and in some cases overlap. Each Strategic Initiative below sets out related goals that are annually implemented through the objectives of the Work Program.

1.) The Organization

A stable, reliable, and professional local government organization is critical in order for the City to provide the community with the variety and level of services expected. In particular, the City's ability to deliver the quality of local government services needed and expected by the community is influenced significantly by its workforce, policies and procedures, facilities, and financial resources.

A. Public Facilities and Systems: The City manages public properties with significant value that must be maintained and improved in order to continue to meet community needs and expectations. The City has recently conducted studies to assess the adequacy of its street paving, storm water management system, street trees, and City Hall facilities and found that significant investment will be required over the next 30 years. The City's neighborhood parks are of a similar age and have similar needs for increased annual investment in order to continue to meet community needs and expectations. Investing incrementally and consistently in public facilities, leveraging limited revenues through grants and other means, will allow the City to provide civic facilities and improvements that continue to meet the needs of local residents, businesses, and visitors.

In the digital age, local governments have the opportunity to communicate effectively with more residents, business operators and visitors than ever before. Also, the public's expectations are rapidly changing. The City will need to continue to strategically invest in upgrading and/or replacing telephone, computer software systems, and other technologies, in order to ensure that communication with the public is efficient and effective.

Public Facilities and Systems, 2013 Goals

- **Completion of another phase of City Hall facility improvements and upgrading of various hardware and software systems.**
- **Develop plans for the prioritization/funding of street and parkway major maintenance projects, e.g., paving and tree replacements, and initiate process of completing annually at least one major pavement maintenance project and one Special Conditions Street project.**
- **Completion of one or more Carpinteria Coastal Trail links and rehabilitation of at least one park playing field and/or playground.**
- **Establishment of a concrete plan for expansion/improvement of local public transit to include better east/west connectivity.**

B. Policies and Procedures: Establishing and maintaining appropriate policies and procedures is a part of the support that City staff needs in order to do their jobs. In a dynamic local government environment with limited resources, keeping policies and procedures up to date can be an ongoing challenge. City policies and procedures cover subjects that vary from employment and workplace safety to land use and development permitting.

Policies and Procedures, 2013 Goals

- ***Complete updates of the City's Zone Code and Map as implementation of the General Plan/Local Coastal Land Use Plan.***
- ***Complete comprehensive update of the Public Works Engineering Division Permits and Procedures, including necessary fee studies.***
- ***Establish Annual Employee Training Schedules, overall and specifically for emergency operations.***
- ***Complete update of administrative and workplace safety policies.***
- ***Organize/Update Administrative Procedures Manual***

C. Workforce: Changes in state public pension law will require implementation in 2013 and the City's last comprehensive compensation study is nearly seven years old and in need of update. Law enforcement contract costs continue to represent the most significant General Fund expenditure and growth has outpaced other compensation costs in recent years demanding continued attention. Similarly, the City's employee health insurance benefit costs will require further attention as costs continue to rise. Staffing and resource demands of both the Public Works and Administrative Services program will require attention in 2013 in order to ensure that internal and external service needs continue to be met in the future.

Workforce, 2013 Goals

- ***Establish up to date comparable compensation information and implement AB340 retirement plan changes.***
- ***Coordinate and advance work with Sheriff, County and other contract law enforcement cities to control costs.***
- ***Plan for and meet human and technology resource needs of Public Works and Administrative Service Departments.***

D. Finances: The City remains financially strong and the recent passage by voters of an increase in the hotel bed tax rate, a rebound of key revenue sources, and positive results from the City's application of various cost control measures, all bode well for the future. However, the issues of the stagnation of Right-of-Way and Park Maintenance Funds and a projection of a steep rise in public facilities maintenance and law enforcement services costs, are expected to continue to create challenges to delivering necessary and desired services, projects and programs to the Carpinteria community.

Finances, 2013 Goals

- ***Continue to develop diverse revenue sources in order to allow for stability in the event of decline in one or more revenue areas.***
- ***Continue to seek to improve cost recovery for City services.***

- ***Support development opportunities consistent with City land use policies that promote growth of property, sales, and transient occupancy tax, and support the needs of local business interests, including the promotion of the local economy.***
- ***Establish sufficient funding sources for parks and parkway maintenance functions.***
- ***Seek to minimize the potential for volatile and/or unexpected increases in expenses, e.g., law enforcement and health insurance.***

2.) A Sustainable Community

The concept of a sustainability community is commonly understood as meeting existing needs of a community without compromising the ability of future generations to meet their own needs. Many of the projects, programs and services of the City can be understood as promoting this approach to local government operations and public policies, programs and services. More specifically, three areas of service: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, provide a structure that supports a variety of important local services from public safety to energy conservation to tourism promotion.

A. **Economic Vitality:** The local economy appears to be emerging from the effects of the recession with strength in the growth of tourism and related sales and hotel bed taxes. Carpinteria continues to thrive as a destination of choice for those that value a real small beach town experience with abundant natural resources and a safe, attractive built environment. Also, tourism continues to be a complement to the community rather than to overrun it, thus supporting long-term residential property values for local residents. However, the lack of diversity in the economy, sales tax leakage, weak retail sales, and unrealized potential in hospitality development (which will take years from proposal to completion for nearly any hotel project), leaves the local economy and City coffers more exposed to economic volatility than most would choose.

Economic Vitality, 2013 Goals

- ***Establishment of a more diversified local economy with improved products and services for residents.***
- ***Attract and retain downtown retailers, hotels, corporate headquarters and R&D uses that can be successful in, and complementary to, the community.***
- ***Establish support for small business development.***
- ***Improve off-season visitorship.***
- ***Establish expanded local hiking and biking trails and public transit that are attractive and convenient to employees and visitors.***
- ***Encourage new investment through private development in the City's neighborhoods, districts and major street corridors by establishing appropriate and clear policies and regulations and implementing them through a thorough, professionally administered and cost effective process.***
- ***Move further toward a balance of jobs and housing in the community with housing types available to those with varied household incomes, especially aiming to improve the availability of low and moderate income housing that meets the needs of the local workforce.***

B. Environmental Stewardship: The coastal location of Carpinteria presents unique responsibilities and opportunities. The City is required by myriad state and federal laws to establish policies, regulations and implementing programs and services that protect unique natural resources such as the Salt Marsh, creeks, coastal bluffs and beaches. The City is also required to collaborate with state and federal agencies to ensure that water and air quality does not represent a threat to people or the environment, and that the amount of waste generated in the community is minimized. It is also in the City's interest to conserve electricity, gas and water resources to reduce costs and ensure the long-term availability of affordable utilities.

Environmental Stewardship, 2013 Goals

- ***Implement the latest storm water management mandates via updated City Storm Water Management Program and creek protection policies.***
- ***Through the new waste hauling franchise agreement, implement new and expanded waste stream reduction and recycling programs.***
- ***Complete implementation of the new single-use bag regulations.***
- ***Continue projects to reduce energy use at City Hall, the Community Pool and through equipment replacement.***

C. Health, Safety and Wellness: People make communities function well and achieve success. In order for people to succeed they need to feel safe, have access to good housing, healthy food, education and health and human services for children and families. Carpinteria has a wealth of facilities and services that support a healthy and safe community. The City's role in this varies from little involvement to providing services directly. As the demographics of the City of Carpinteria evolve over time, the City will need to continue to monitor the service needs of its residents. For example, the last US Census suggests that the City's population is getting older on average. Considering how this affects services and opportunities for the City is important for meeting community needs and expectations.

Health, Safety and Wellness, 2013 Goals

- ***Stabilize law enforcement services in order to promote the continuation of a very safe place for residents, business operators and visitors.***
- ***Implement recommendations of the Neighborhood Preservation Committee that can serve to promote interaction and communication between neighbors.***
- ***Continue to expand and improve the City's emergency preparedness program in order to promote resilient households, neighborhoods and businesses.***
- ***Continue to expand and improve the City's disaster planning and response program including staff training, sea level-rise adaptation, and other initiatives.***
- ***Through the zone code update and development/implementation of other land use and development policies, maintain Carpinteria as compact and accessible City where walking and bicycling are viable options for going about daily routines and commuting to work/school.***
- ***Maintain and expand access to public parks, open spaces, trails, and recreation programs and services that encourage an active lifestyle.***
- ***Establishment of a community garden program that along with the local farmer's market and other businesses, allows for convenient access to locally grown fruits and vegetables.***

- ***The continued effective implementation of development regulations and code compliance services that help to ensure safe housing, protection from flooding and other hazards, and livable neighborhoods.***
- ***Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective education, health and human services to the Carpinteria community. In this regard the City supports the South Coast Task Force on Youth Gangs, THRIVE,***

3.) Interagency Cooperation/Coordination

As coastal regions in southern and central California continue to grow, including Ventura and Santa Barbara Counties, the ability of a city or county to independently have a positive effect on issues such as traffic congestion, housing affordability, or business retention, is made more difficult. This is true in Carpinteria today as the City cannot, by itself, effectively address traffic congestion on Highway 101, the cost of housing in the market, or important factors that may influence a business to move out of the City or not move here in the first place. There are several issue areas that are central to the City's need to work cooperatively with other agencies at the County, state and federal level.

A. Housing and Employment: Important industries in Carpinteria, hospitality and agriculture include relatively low wage jobs. In conjunction with a high cost of living, affordable housing is a critical need in the region. Also, as a small city situated in an area where a significant portion of the affordable housing demand is generated in the neighboring unincorporated County, Carpinteria must work cooperatively with other public agencies and non-government organizations in order to address the affordable housing need in the community.

Carpinteria is not immune from societal problems that frustrate workforce development including lack of education and experience, and involvement in criminal activities, which retard gainful employment and active citizenship. In order to effectively develop Carpinteria youth for employment and active citizenship, the City must work cooperatively with local schools, County and state government, and non-government organizations in the region in order to make needed family and youth services available and convenient to the Carpinteria community.

Housing and Employment, 2013 Goals

- ***Continue to collaborate with People's Self-Help Housing and the Santa Barbara Housing Trust to increase affordable housing opportunities through the Dahlia Court expansion, Casa de Las Flores, and the first time buyer down-payment program.***
- ***Continue cooperation/collaboration with other public agencies and NGO's, e.g., Carpinteria Unified School District, County Schools, Workforce Investment Board, the Council on Alcohol and Drug Abuse's Teen Court program, South Coast Task Force on Youth Gangs, Carpinteria Cares for Youth, Boys Club and Girls Inc., promote the cultivation and employment of youth in the community.***

B. Open Space: Carpinteria is situated on the California coast line and the City is a steward of the unique and important coastal resources that exist here. But the City does not work alone in this effort. There are myriad public agencies (county, state and federal), that have some responsibility for resources located within City limits. From marine mammals to the Salt Marsh, to public access to the coast and mountains, the City works in partnership with county, state and federal agencies as well as many non-government organizations to both protect and preserve these resources. The City must continue and expand this role as a partner in these efforts in order to gain access to the resources, i.e., funding and expertise, needed to be an effective steward of open space resources in the area and to maximize the benefits of those resources to residents, business, and visitors.

Open Space, 2013 Goals

- ***Protect and improve coastal resources through cooperation with responsible agencies such as the California Coastal Commission, State Department of Fish and Game, California Water Board, UCSB Extension, and County of Santa Barbara.***
- **Develop a Sea Level Rise Adaptation Plan that is capable of addressing protection of coastal open spaces such as the Salt March and Carpinteria Creek Lagoon.**
- **Complete the next phase of the Carpinteria Shoreline Feasibility Study and present an update to the City Council.**

C. Transportation: Regional transportation facilities in the City include Highway 101, the railroad corridor, and the Santa Barbara Metropolitan Transportation District public transit system. The freeway is currently undergoing a significant expansion. With widening and interchange improvement projects currently either in the planning stage or under construction, these projects will be ongoing for the next decade. The City of Carpinteria must remain engaged as a partner in order to ensure that the improvements are compatible with the City's interests and character.

The Union Pacific Railroad line represents both a physical barrier in the Community and an opportunity. In order to improve public access to Carpinteria beaches and trails, grade separated crossings will need to be designed, funded, and constructed with the help of the railroad and the California Public Utilities Commission. Plans are also be made to develop a commuter rail system using the UPRR tracks and this effort is expected to involve working on siding projects and redeveloping the existing Amtrak platform.

Carpinteria is geographically small and travel around town is generally convenient. Public transportation services available in Carpinteria include the Seaside Shuttle and MTD bus services, regional commuter bus service, para-transit service for the disabled and dial-a-ride service for seniors. However, improving public transit connections between east and west outlying areas of Carpinteria has been identified as an important need, along with improving connections between Downtown, the Amtrak station, and local hotels. Expanding shuttle service to meet these needs remains an elusive goal at this time.

Finally, all of these transportation efforts involve the Santa Barbara County Association of Governments (SBCAG) the regional transportation authority for Santa Barbara County and the receiver of state and federal transportation funds. The City is represented on the Board of SBCAG by a Councilmember, currently Councilmember Clark, who works in part to further the transportation interests of the City of Carpinteria.

Transportation, 2013 Goals

- ***Working with Caltrans, SBCAG and the California Coastal Commission, complete project development and permitting for the Linden-Casitas Interchanges project as necessary to ensure that the project meets City policies, and participate in the other 101 Improvement Projects affecting Carpinteria, including ensuring ped/bike connections between Santa Claus Lane and Carpinteria Avenue (west), and Rincon County Park and Carpinteria Avenue (east).***
- ***Working with Caltrans, SBCAG, UPRR, Coastal Conservancy, Coastal Commission, and private property owners, complete planning and permitting for at least two links needed to complete the Carpinteria Coastal Vista Trail.***
- ***Reach agreement with MTD on plan and funding for improving convenience and use of local public transit for east/west outlying areas of the City.***
- ***Working cooperatively with the County, CUSD, Friends of Franklin Trail, and private property owners, permit and open the Franklin Trail into the Santa Ynez Mountains.***
- ***Complete the City's Bicycle Master Plan and gain Bicycle Friendly Community status.***

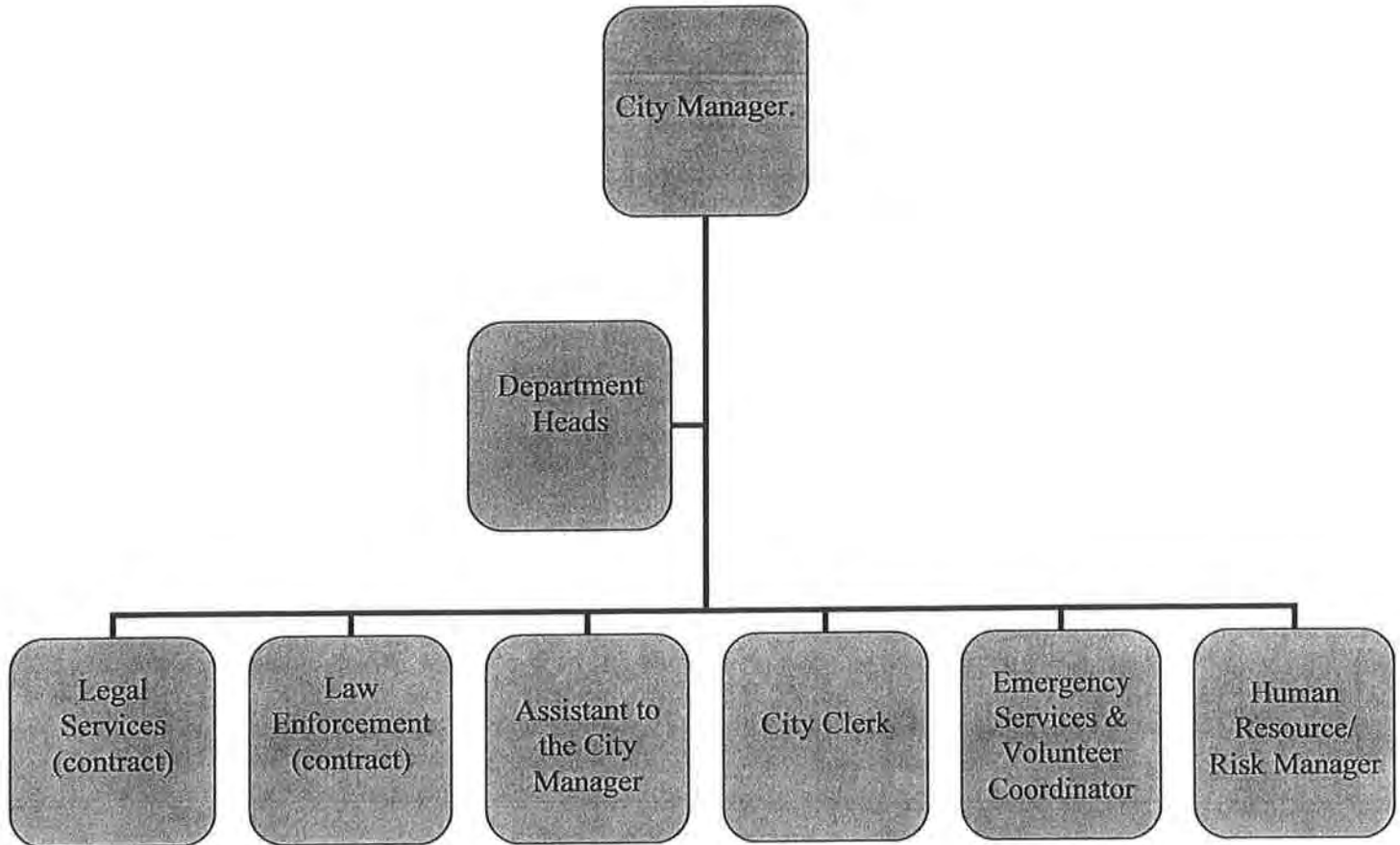
D. **Education, Health and Human Services:** Public education, health and human services are provided to the City of Carpinteria by the Carpinteria Unified School District, County Office of Education, and County of Santa Barbara. In each instance, Carpinteria residents being served are a subset of a larger geographic area served by the District and County agencies. The City can serve as an advocate for ensuring that adequate services are provided in the City area and as a partner on grants and other cooperative/collaborative initiatives aimed at delivering a quality and quantity of services appropriate for the Carpinteria community.

Education, Health and Human Services, 2013 Goals

- ***Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective education related services to the Carpinteria community, including but not limited to THRIVE, CalGRIP grant services, Friends of the Library, and South Coast Task Force on Youth Gangs.***
- ***Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective health and human services to the Carpinteria community, including but not limited to County mental and public health services, Central Coast Collaborative on Homelessness, Restorative Policing, and other initiatives as determined appropriate.***

Department: General Government

Department Organizational Chart:



Mission Statement:

To provide effective leadership to the City organization, transparency and accountability to the public, assistance to the City Council in developing and implementing effective public policy and municipal budgets, and to ensure the delivery of essential and desired City services in an efficient and effective manner, with integrity and professionalism.

Description of Department programs and services:

The General Government Department includes support to the Legislative & Policy functions of the City, including the City Council and City Attorney, and management of general City Administration. The City Manager is directly responsible for functions in of the Department pursuant to Carpinteria Municipal Code and policy and program direction as provided by the City Council. The following is a brief description of each function of the Department:

Legislative and Policy Support

(Advisory Boards & Commissions and Legal Services) This function includes providing direct staff support to the City Council, coordination of City Council agenda development, coordination with the City Attorney's office and special legal counsel, research and response to state and federal laws, ballot measures, and other changes in conditions that affect City programs and services, and draft local legislation and policies for consideration.

City Administration

This function includes Council meeting agenda management, strategic planning, budget development and presentation, public relations, service delivery satisfaction, management of contract City services such as Law Enforcement and the City Attorney, and management of City employees including the conduct of performance reviews with Department Heads, and agreement on performance measures.

Records Management

Maintain City records in an identifiable and accessible manner in order to fulfill public, legal, and historical requirements for preservation of information. Prepare and coordinate legal and promotional publications and posting of ordinances, resolutions, public hearings advisory board vacancies, legal noticing, and researching legislative data. Coordinate and schedule City Council agenda items, reviewing, assembling and distributing reports. Administer oaths of office, attesting and sealing official documents, notarizing City documents. Administering requirements of the Fair Political Practices Commission and Brown Act.

Elections

Conduct the General Municipal Election in coordination with the Santa Barbara County Elections Division including preparation of all required resolutions, legal notices, candidate manuals, and candidate filing forms. Process and review required campaign financial statements and candidate conflict of interest filings. Assist candidates throughout the pre-election, election and post-election period.

Staff Recruitment, Retention and Development

Coordination of staff recruitment, selection, training and evaluation of employees; coordination of compensation and employee benefit programs; employer-employee labor

negotiations, implementation of City's personnel management goals and objectives; implementing new personnel policies and procedures as required by Federal and State regulations.

Risk Management

Identify and analyze loss exposures and examine alternative techniques to minimize the City's liability exposure and financial risk. The City participates in the California Joint Powers Insurance Authority (CJPIA). The self-insuring and loss pooling programs for Property Insurance, Workers' Compensation, Commercial Crime Policy including Public Official and Employee Bonds, and General and Automobile Liability offer advantages to the City in terms of cost, protection, risk management and loss control advice and assistance.

Communications & Community Promotions

Emphasizes importance of citizen participation through a City-sponsored Volunteer Program, presentations and transmission of City and public meetings, special events and the Community Scroll on Government Access Television Channel 18, distribution of a City Newsletter and the City's website.

Economic Vitality

Economic Development activities include efforts to assist in the retention of existing businesses and recruitment of new companies to the City. These activities also serve the purpose of representing the City on issues associated with economic development opportunities as well as communicating business issues with City representatives.

The purpose of this program is to consider business needs and evaluate and develop strategies to retain and attract businesses that will stimulate the local economy creating increased revenue through retail sales, business-to-business sales tax generation, transient occupancy tax generation, and area employment opportunities.

Community Service Programs

Provides financial assistance to various community groups that offer social service and/or recreational programming. Assistance has been allocated to agencies that have demonstrated, in the view of the City Council, the ability to fulfill a community need.

Public Safety

Provides law enforcement services to the community through contract with the Santa Barbara County Sheriff's Department. Also, provides staff training, exercises and interagency coordination relative to all aspects of emergency management, and public education on emergency preparedness and recovery.

Volunteer Services

The Volunteer Program is designed to coordinate and manage volunteer efforts which support existing services and encourage and provide an opportunity to all segments of the community to participate in local government.

Program: Legislative & Policy Regional Programs Collaboration and Cooperation

Project Description

City Council members and staff participate on a number of regional committees and groups. Council member assignments to these entities are listed on the City Council agenda and include Joint Committees of elected representatives of the City and School Board, Sanitary District and Water District for example, as well as representatives to formal regional organizations such as the Air Pollution Control District (APCD), and the Santa Barbara County Association of Governments (SBCAG).

This 2013 work item involves City Council member and staff participation in the South Coast Task Force on Youth Gangs, CalGRIP grant administration, as well as cooperative programs/efforts with the Carpinteria Unified School District, the Chamber of Commerce, and others.

Objective and Policy Consistency

The City will collaborate and cooperate in program and service delivery with other agencies where those agencies deliver services to the Carpinteria community and/or make resources and expertise available to other agencies. This effort is consistent with the City's policy interest in maintaining a healthy, safe and positive environment for residents and visitors to the community.

Previous and Ongoing Work

- City Manager, Councilmembers attend quarterly meetings of the Executive and Leadership Committees of the South Coast Task Force on Youth Gangs.
- City Council Committees: This work involved staff support from the City Manager and Department Heads for the various City Council committee meetings held in 2012, including meetings with the Chamber of Commerce, School District and Fire District.
- Central Coast Collaborative on Homelessness: The City has agreed to participate in this recently formed regional effort to address issues of homeless persons. A Council member has been appointed to the group that will begin meeting in February 2013. This effort replaces a number of other groups addressing the homeless issue including the South Coast Homeless Advisory Committee, which the City participated in.
- School Services: The City is working cooperatively with the School District to administer a CalGRIP grant and in promoting and developing the new THRIVE program involving extended education and family services.

General Government

- Freeway Interchanges: The City, Caltrans and SBCAG completed Design Review Team meetings in 2012 and updated traffic data analysis in order to prepare for processing of the Linden-Casitas Interchanges project application in 2013.
- South Coast Business Forum: The Assistant to the City Manager attends regular meetings of this regional economic development group.

Tasks

1. Continue participation in meetings
2. Identify and facilitate bringing youth related services and programs to Carpinteria
3. Schedule any funding requests for City Council consideration
4. Schedule City Council Committee meetings with School District, Chamber of Commerce, Fire District, etc., as determined necessary.

Products

N/A

Staff Requirements

- City Manager, Assistant to the City Manager, City Clerk, Department Heads
- City Council members

Budget/Source

General Fund

Program: Legislation & Policy Legislative Advocacy

Project/Program Description

Establishing and maintaining good communication and working relationships with county, state and federal officials including elected representatives. This may include conducting advocacy and/or building supportive coalitions for City positions, drafting legislation, making presentations, and providing testimony before other agencies or directly to legislators.

Objective and Policy Consistency

In carrying out its legislative and policy making responsibilities, the City Council seeks to maintain channels of communication with county, state and federal officials and to keep abreast of established and proposed laws and other regulations that could impact City programs and services. This work is consistent with the City's Mission Statement, including the interest in providing services consistent with community needs as well as protecting the social and physical environment.

Previous and Ongoing Work

- League of Cities: Membership and participation in the League of California Cities, including its Grass Roots Network and educational opportunities is ongoing. Councilmembers, appointed officials and staff typically attend one or more League conferences/seminars each year where important information on City issues is communicated. The City also has the opportunity to participate in Channel Counties Division meetings and through various policy committees of the League. Further, the City Council and staff receive email notices and updates from the Regional Representative of the League's Channel Counties Division concerning topical issues and state legislation that may require City Council consideration. Updates are also provided by the Regional Representative at quarterly Santa Barbara County Managers & Administrators meetings
- Coastal Commission Matters: The City of Carpinteria is located entirely within the Coastal Zone and is subject to regulations of the California Coastal Act. Although the City is a permitting agency, amendments and updates to the City's Local Coastal Plan and appeals of certain Coastal Permits issued by the City, routinely come before the California Coastal Commission. The City must also acquire Coastal Development Permits for some projects including the annual sand berm construction on the City Beach. This year it's anticipated that the comprehensive Zone Code update will be submitted as a major amendment to the City's Local Coastal Plan. As such, the City has occasion to advocate for City positions before the Commission and through individual Commissioners and Commission staff.
- Freeway Interchanges and widening: The City is currently working with Caltrans and SBCAG staff on three freeway related projects: Linden/Casitas Interchanges project; Highway 101 HOV Project (Mussel Shoals to Carpinteria Creek); and the Hot Springs to Casitas Pass 101 Widening Project. The City staff and Council

General Government

members advocate for ongoing and gap funding from the State and federal government to complete these important projects and to work through the project development and permit review processes to ensure projects are built that are appropriate for the Carpinteria Community.

- Parks and Trails: The Carpinteria State Beach is located entirely within the City and occupies a key location along the coast and adjacent Linden Avenue, the Downtown thoroughfare. The City will work cooperatively with State Parks to look at options for the Linden Field and the Linden street-end that can best meet the needs of the community and visitors. Also, the City is responsible for advocating better public access along the coast and completion of the City's Coastal Vista Trail and establishing access across the rail corridor requires cooperation with multiple public and quasi-public agencies including Caltrans, Coastal Commission, County of Santa Barbara, Union Pacific Railroad and the Public Utilities Commission.
- Oil & Gas Development: Significant oil and gas resources and associated extraction and transportation facilities are within and adjacent to Carpinteria. The City monitors projects and legislation related to oil and gas operations that may affect the City. The Carone project Draft EIR is expected to be issued for public comment in early 2013 and it is possible that Venoco and the State Lands Commission will announce changes to its Paredon application that will require City staff time to review/analyze for potential effects on the City.
- Property Tax Administration Fee: A number of Santa Barbara county cities, including Carpinteria, made claims to Santa Barbara County in 2008 related to how the County was charging cities for the handling of property tax. Ultimately, the cities entered into a tolling agreement while the same issue was being litigated in Los Angeles County. In *Alhambra v. County of Los Angeles*, the City prevailed and the State Supreme court has recently upheld the ruling. Currently, the City Attorneys and City Managers representing the cities have requested information from the County of Santa Barbara about reimbursing the cities. This work is expected to continue in 2013 and until payment is received.

Tasks

1. Identify appropriate officials to contact concerning identified projects/issues requiring advocacy
2. Arrange for formal/informal contacts as determined appropriate
3. Prepare for meetings including, as appropriate, briefing Councilmembers
4. Follow-up on contacts made.

Products

- N/A

Date

Ongoing

Staff Requirements

- City Manager, Assistant to the City Manager, City Attorney, Department Heads

Budget

Funding Source

General Government

None

General Fund and other
Sources of personnel/contract
funding

Program: Legislative & Policy Legislative & Policy Research & Development

Project/Program Description

Local legislative and policy responses to new/changed federal and state laws, legal or practical mandates, and changing community needs/expectations.

Objective and Policy Consistency

- Awareness of new and/or changing laws, mandates or conditions
- Research of local legislative options in response to community needs and expectations
- Understanding of the ramifications of new and/or changing laws or conditions on City finances, practices, programs and services
- Compliance with or adjustment to, new laws, legislative mandates.

Previous and Ongoing Work

- **Local Legislation:** Each year, based on important local issues coming to the City's attention or new or changed state or federal law, the City Council directs staff to research options for the adoption of local legislation. This work cannot be planned for but can be expected to demand staff time. Examples of issue areas that are currently being monitored and/or analyzed include:
 - a. Implementation of AB 340, Public Employees Pension Reform Act of 2013
 - b. San Francisco single-use plastic bag restaurant preemption case
 - c. Requirements to establish and/or maintain design immunities.
 - d. Establishment of Trench Cut Regulations
 - e. Update of Integrated Waste Management provisions
 - f. Local regulations of Medical Marijuana Dispensaries and related litigation statewide.
- **Pension Reform:** In late 2012 the State passed AB 340, the Public Pension Employees Pension Reform Act of 2013. This new law will require changes to the City's contract with CalPERS and to its terms of employment as established through Memorandums of Understanding.
- **Zone Code Update:** The City has completed an administrative draft of a comprehensive update to the City's zoning regulations, Chapter 14 of the Municipal Code. It is anticipated that work involving the City Attorney's review of various chapters that raise legal issues will continue in early 2013. The work will culminate with public hearings, adoption of the update by ordinance and application to the California Coastal Commission for inclusion in the City's LCP.
- **Storm Water Management:** The State Regional Water Quality Control Board recently issued rules for local governments to handle Post Construction Requirements, which are to be implemented by September 2013. The City monitored and participated in the development of the rules with other affected agencies through the Central Coast Joint Effort for Low Impact Development and Hydromodification. In response to the issuance of the new rules, the California Coastal Commission has

General Government

also notified cities with approved Coastal Plans that the implementation of the new regulations will require a Local Coastal Plan Amendment.

- **Greenhouse Gas Emissions, AB32 and SB375:** The Santa Barbara County Association of Governments (SBCAG) has begun the process of implementing SB375, a California law requiring regional plans and programs to reduce greenhouse gas emissions by reducing vehicle miles travelled. Community Development staff is participating in the SBCAG process to ensure that City interests are reflected in the approach to regional/agency compliance with these laws.

Tasks

1. Establishing/maintaining effective communications in order for staff and decision-makers to be aware of new and changing laws, or any condition that may negatively affect the City carrying out policies, programs and services.
2. Analysis of new or changing law as it may affect City policies, practices, programs and services.
3. Research of legislative and/or policy options in response to community needs and expectations, and drafting of local legislation and policies
4. Education, training, and local legislative responses.

Products

Memorandums, staff reports
Resolutions and/or ordinances

Date

Ongoing

Staff Requirements

City Manager, Assistant to the City Manager, City Attorney, Department Heads

Budget

None

Funding Source

General Fund and other sources of personnel/contract funding

Program: Legislative & Policy Sustainability Program

Project Description

Development of an overarching policy and implementing plan relating to energy conservation, clean water, waste reduction/recycling, economic vitality, and climate change. This work will involve assessing best practices, implementing best practices through various City programs, projects and services, and presenting the policy and plan documents to the City Council.

Objective and Policy Consistency

- This program aligns with the City's Mission that includes protecting the physical environment, ensuring community health, safety and wellness, reducing City operating costs, conserving resources and protecting the environment.

Previous and Ongoing Work

- Comprehensive assessment of City programs and services has been completed and updated and is reflected in a table that documents existing programs and services that benefit the environment, e.g., Curbside Recycling, Anti-Freeze, Battery, Oil and Paint (ABOP) collections, Annual HHW collection, Water Conservation, Styrofoam Ban, South Coast Energy Efficiency Partnership, Storm Water Management Program, Recycled Rubber-Asphalt Grant program participation, Retrofitting LED Lighting project; Shuttle Bus system, Bike and walking path system development and maintenance, Land Use policies that encourage mixed-use development and development within existing City boundaries; fuel efficient/hybrid vehicle purchasing policy; City Street Tree program.
- Expanding programs to encourage greater recycling, protecting water quality, conserving energy, and promoting energy efficient building/construction. The completion of a new Waste Hauling Franchise agreement in 2012 will lead to new waste stream diversion projects being implemented in 2013. Also, it is expected that the City will be implementing a new element of its Storm Water Management plan concerning Post-Construction Requirements for minimizing private development storm water runoff.
- Participation in implementation of SB375 through SBCAG.
- Implementation of the Green Building Code through plan check services
- Implementation of the Water Efficient Landscape Ordinance and development of the Sustainable Landscaping Guidelines.
- Purchased subscription to software that will allow the City to calculate its baseline greenhouse gas emissions (agency GHG's), in order to measure results of policy action items.

General Government

- Convened Department Head meetings and established a responsible person (Assistant Planner Shanna Farley) for coordinating the creation of the policy.
- Gathering and reviewing sustainable economic development policies with a subcommittee of Carpinteria First
- Community Development is leading efforts for City participation in sea-level rise adaptation work, including potential effects on the Carpinteria Salt Marsh.
- Completed administrative draft of Sustainability Policy.

Tasks

Completed Draft Sustainability Policy and implementing Sustainability Policy and present for City Council consideration.

Products

Date

Policy document

June 2013

Staff Requirements

- Assistant Planner, CM, Department Heads, Assistant to the City Manager, Intern

Budget/Source

General Fund, Department Budgets

**Program: Economic Vitality
Business Development Support**

Project Description

Build on the work of the Carpinteria First Committee with continued promotion of shopping and dining in Carpinteria.

Objective and Policy Consistency

City Mission Statement

...Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community.

Carpinteria First Mission Statement

“Carpinteria First is a City endorsed committee comprised of Carpinteria Valley Chamber of Commerce representatives and local business leaders, committed to enhance economic vitality in Carpinteria by supporting a framework of events, activities and promotions, which maintain the special character that makes Carpinteria a welcome destination for tourists and locals alike.”

- Increase shoppers/visitors to Carpinteria by continued marketing of First Friday / Saturday events and Shop Carpinteria promotions

Previous and Ongoing Work

- Carpinteria First Committee continues to hold on-going First Friday events that include participation of merchants in the Downtown “T”, Casitas Plaza, Shepards Place Shopping Center, and the Carpinteria Business Park.
- First Friday and Saturday events held during the year included a Medieval May event, Snow Day, Recycled Fashion Show, Holiday Craft Faire at Casitas Plaza, Chalk the Walk at the Seal Fountain, and performance by the Curtis Studio of Dance.
- The Committee worked with a local firm which produced a “Shop Carpinteria” television commercial that is being played on KEYT 3 and various channels through Cox Media (e.g., A&E, Food Network, and the Golf Channel)
- The committee held 39 meetings throughout the year.

Tasks

1. Develop updated First Friday and create new “Shop Carpinteria” print advertisements
2. Continue to provide staff support to the Carpinteria First committee. The primary work of the committee is promoting, organizing and holding First Friday and Saturday events.
3. Prepare annual Carpinteria First budget.

General Government

Products

Date

- Updated Carpinteria First and new “Shop Carpinteria” advertisements 1/13--2/13
- Carpinteria First budget for FY 2013-14 4/13
- First Friday and Saturday events throughout the year On-going

Staff Requirements

Assistant to the City Manager, City Manager

Budget

Funding Source

This work would be included as part of the General Fund / Economic Vitality budget.

Priority

High

Program: Economic Vitality Business Attraction & Retention

Project Description

Work to enhance the local economy by undertaking activities that address key vacancies and that provide business assistance.

Objective and Policy Consistency

City Mission Statement

...Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community.

Vision 2020 Document--Land Use and Growth Management Team Report,
Economic Vitality. Goal: To identify and promote the financial resources that will support the small town quality of life for our coastal community of Carpinteria through the year 2020.

- Work to fill commercial real estate property vacancies
- Identify key hotel development sites for promotion assistance
- Establish additional material(s) for business retention and attraction efforts

Previous and Ongoing Work

- Staff met with prospective developers, purchasers, and property owners (or their representative(s)) that included: Bluffs II, Bluffs III, Bluffs 0-Venoco, Scott Smigel-Torrey Pine site, potential purchaser/tenant for the Lagunitas R&D development site, Verna Carter Warehouse site/Linden Avenue, 3M/proposed project at Holly and Carpinteria Avenue
- City / Chamber committee meetings included discussion of tourism promotion activities, business support programs, etc. Developed new business Welcome Wagon and lodging Welcome Packet programs.
- Maintained on-line database of commercial real estate buildings and sites in the community available for businesses. E-mailed periodic inventory updates to (primarily) real estate agents.
- Maintained dialogue with owner representative regarding former Austin's Hardware store vacancy on Linden Avenue.

General Government

Tasks

1. Identify top three potential hotel development sites in the City of Carpinteria
2. Update vacant and underutilized parcel information
3. Develop materials to assist existing and prospective businesses including implementation of a City / Chamber Welcome Wagon program for new businesses to Carpinteria.
4. Initiate/continue discussions with property owners of key vacancies in the City (e.g., Hickey Bros.—700 Linden Avenue, etc.) regarding providing any needed business assistance efforts.
5. Assist prospects, real estate agents, building owners, etc., by maintaining a database of buildings and sites in the community available for businesses. E-mail periodic inventory updates to real estate agents.
6. Provide general business assistance to prospect inquiries

Products

Date

- List of top three available prospective hotel development sites in Carpinteria, property owner contact information, and developer/buyer information 4/13
- Update list of vacant and underutilized parcel information 9/13
- Contract for the creation of a State of the Carpinteria Economy report and explore retail resource materials to be available to local and prospective businesses as well as City staff. The report would be presented to the City Council. 5/13
- Welcome Wagon packet program On-going
- Updated commercial real estate inventory On-going

Staff Requirements

City Manager, Assistant to the City Manager, CD Planning staff

Budget

Funding Source

This work would be included as part of the General Fund / Economic Vitality budget.

Priority

High

General Government

Program: Records Management Administrative Policy & Procedures Manual Update

Project Description

Organize and complete the City's Administrative Policies & Procedures in a format that is easy to use and accessible to staff.

Objective and Policy Consistency

To provide information and guidelines that will assist employees in executing their duties in the most effective manner and on an ongoing basis.

Previous and Ongoing Work

Manual will be updated as policies and/or procedures are expanded, supplemented and revised due to internal or external factors.

Tasks:

- Organize the documents that are part of the manual in a logical order
- Create an index of documents
- Maintain Administrative Policy & Procedure Manual in binder for easy updating
- Create an electronic version accessible to all employees

Products:

Date

- | | |
|--|----------------|
| • Updated Administrative Policy & Procedure (APP) Manual | July 2013 |
| • Electronic version of APP Manual | September 2013 |

Staff Requirements:

City Clerk
HR Administrator
Intern

Budget:

None

Funding Source:

Priority:

Low

**Program: Records Management
Relocation of Off-site Records**

Project Description

As part of the facility expansion of the Public Works Garage, enact efficiency measure for relocation and storage of records. The storage containers previously considered have now been determined as undesirable. The direction of this project continues to be to relocate in the most efficient and cost effective manner records stored off-site to on-site storage. Relocating these records would involve identifying and cataloging all records and the destruction of obsolete records. The inactive records would be stored in their new location in such a way that will allow for quick and easy retrieval.

Objective and Policy Consistency

The purpose of this work is to support records relocation and on-site storage capacity improvements and reduction of storage costs.

Previous and Ongoing Work

Looked at purchasing portable storage units to be located at City Hall but that was determined to be undesirable because of logistical issues. To help manage the current need for increased storage capacity, an additional storage unit has been rented in the interim as a temporary measure. Records continue to be relocated to off-site storage units and disposed of according to their retention schedule.

Tasks

- Ongoing identification and destruction of obsolete records
- Relocate inactive records rental units
- Once onsite storage is available through the Garage Expansion Project, records will be relocated onsite

Products

- Inventory of inactive records

Date

September 2013

Staff Requirements

- All Department Heads
- City Clerk

Budget

General Fund/City Clerk's time

Funding Source

Priority:

Medium

**Program: Risk Management
Complete Implementation of CJPIA
Loss Control Action Plan (LossCAP)
and become an Agency Exemplar (Good Risk Management)**

Project Description

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

LossCAP is a comprehensive program designed to assist the City in addressing risk exposure areas, examine key areas of operations, including services, personnel and property or loss data and support the need for change in operations or activities.

On December 1, 2009, an independent Risk Management Evaluation (RME) for the City of Carpinteria was conducted on behalf of the California Joint Powers Insurance Authority (CJPIA). The resulting report includes recommendations for various City operations and programs.

The Loss CAP recommendations are 80% complete. The City's objective is to be an Agency Exemplar.

Objective and Policy Consistency

The City's objective is to be recognized by CJPIA as an Agency Exemplar. An Agency Exemplar has a structure in place to effectively lead agency-wide risk management policies and practices.

It is the City's objective to conduct its operation in a manner that minimizes risks to public employees as well as practices on public health and safety.

Tasks

1. Examine feasible alternative for addressing exposures.
2. Select and implement best risk management techniques.
3. Monitor results of the chosen techniques to ensure effectiveness and modify if necessary.

General Government

An Agency Exemplar must also view risk management holistically by recognizing its broad scope which will overlap with other City tasks:

1. Casualty and/or hazard risk (e.g. Training programs)
2. Cash flow risk (e.g. Reserve policies)
3. Operational risk (e.g. Workplace Safety and Design Immunity)
4. Political and Technological risk (e.g. Business Continuity Plan)

Previous and Ongoing Work

A majority of the CJPIA action items/recommendations have been implemented and are a part of department's responsibilities.

HR Administrator/Risk Manager will ensure that action items, programs and processes in each department are completed, reported and implemented/institutionalized.

Staff Requirements

Human Resources Administrator
City Manager and Department Heads

Budget

Cost allocated with specific activities/capital projects required to implement LossCAP recommendations are a part of the responsible department's operating budget.

Funding Source

General Fund

Priority

High – Completion and implementation of the LossCAP Action Plan will reduce risk on key areas of operations.

Medium – Agency Exemplar Status

General Government

Program: Staff Recruitment & Retention

Compensation Survey

Project Description

Conduct a total compensation survey with other comparable coastal cities to include wages and benefits.

Objective and Policy Consistency

The completion of a compensation study will allow the city to have a report to compare City compensation with employee compensation and benefits information from comparable public agencies.

This work plan is consistent with the City's interest in monitoring employee compensation and benefits. The report will also ensure that the City is competitive with other cities in order to retain current employees and attract applicants for recruitment purposes.

Previous and Ongoing Work

In 2006, the City of Carpinteria contracted Reward Strategy Group (RSG), a third party company to conduct total compensation surveys with comparable coastal cities in Ventura and Santa Barbara counties. Additionally, as a result of RSG's compensation survey, the City adjusted its compensation matrix in FY 2007-2008. The City's compensation matrix has not been adjusted since 2008.

Tasks

The Human Resources Administrator will conduct a total compensation survey, research and analyze results of the survey.

Product

Total Compensation Survey Document

Due Date

December 2013

Staff Requirements

Human Resources Administrator
City Manager

General Government

Budget

N/A

Priority

High

Funding Source

General Government

Program: Staff Recruitment & Retention

Employee Hand Book Update

Project Description

To update the general personnel rules, regulations and policies of the City of Carpinteria as they relate to employees and to define the obligations, rights, privileges, benefits and prohibitions of employees.

The City of Carpinteria Employee Handbook is based on specific updated human resources rules and regulations as approved and adopted by the City Council including, but not limited to, the Personnel System Rules and Regulations Resolution, the Employer-Employee Relations Resolution, and the Memorandum of Understanding.

Each Article in the Handbook references the document giving authority to the City. Any function which affects wages, hours and/or other terms and conditions of employment is subject to the meet and confer process pursuant to the Meyers-Milias-Brown Act. The City retains all rights not specifically given to an employee through this process.

Objective and Policy Consistency

The Employee Handbook is developed to provide employees with information regarding the City and its functions, employee benefits and regulations. The Handbook outlines personal conduct and work performance standards expected of employees and serves as a reference manual.

The Employee Handbook is closely tied to the personnel rules and regulations and will be cross-referenced to the appropriate documents

Previous and Ongoing Work

- Preparation of administrative draft of the handbook.
- Consultation with special counsel.

Tasks

- Complete draft handbook update.
- Review by the City Manager and special counsel prior to distribution to employees.
- The handbook will be printed or copied.
- Human Resources Administrator will conduct an All Employee Handbook re-orientation training prior to the distribution of the handbook. Employees will be required to attend the training and acknowledge receipt of the handbook.

General Government

Product

Updated Employee Handbook

Due Date

April 2013

Staff Requirements

Human Resources Administrator
City Manager
Special Counsel

Budget

\$3,000.00

Funding Source

General Fund

Priority

High - The City employee handbook needs to be updated. The employee handbook will ensure that City employees are informed of the City's MOU, Personnel Rules and Regulations and Employer-Employee Relations Resolution.

General Government

Program: Staff Recruitment & Retention

Employee Training and Development

Project Description

Train managers and supervisors in various leadership skills which include effective performance evaluation of employees, cross training team building workshops for managers and supervisors and a formal new employee orientation program.

The HR Administrator will develop a schedule of mandated, leadership, safety and other development training for City Staff. Using resources such as California Joint Powers Association (CJPIA), Lynda.com and other 3rd party training company, the HR Administrator will conduct, facilitate and coordinate a yearlong management and employee training. Additionally, the Lunch and Learn training series will provide employees computer training on site.

Objective and Policy Consistency

Design and develop a Training Schedule to provide management and supervisors leadership skills to mentor and lead employees and accomplish City goals.

Previous and Ongoing Work

In 2012, the City of Carpinteria has conducted and facilitated seven on-site employee trainings. Trainings conducted were as follows:

- Preventing Discrimination and Harassment
- Safe Work Place – “When Being Nice Isn’t Enough”
- Staff Report Writing – Part I & II
- Preventing Substance Abuse in the Workplace
- Payroll Information for Public Works Department
- Performance Evaluation for Managers and Supervisor
- Lunch and Learn Series – How to Conduct Effective Meetings Part I & II

Tasks

- Assess training and development needs for the City.
- Develop a yearlong leadership skills and employee training.
- Conduct, facilitate and coordinate the training.

Product

Trained managers and supervisors
On time employee performance evaluation

Due Date

December 2013

General Government

Staff Requirements

Human Resources Administrator

Budget

\$7,000.00

Funding Source

General Fund

Priority

High - Trained managers and supervisors are crucial in communicating and accomplishing the goals and mission of the City, as well as setting performance goals for employees.

General Government

Program: Staff Recruitment & Retention

Update Administrative and Workplace Safety Policies and Procedures

Project Description

Write and update City policies and procedures.

Objective and Policy Consistency

To ensure that the City's policies and procedures are revised and updated in accordance with the law.

Previous and Ongoing Work

The Human Resources Administrator has drafted policies on Blood borne Pathogens Exposure Control Plan, Confined Space Entry Program, Code Enforcement Manual, Social Media for employees and the City and Staffing Procedures. Additional policies and procedures will be written as indicated below.

Tasks

The Human Resources Administrator will write and update the following policies and procedures:

- Social Media
- Staffing Procedures
- Complaint Procedures against City staff
- Code Enforcement Manual
- Pregnancy Leave
- Telecommunications
- Dress Code
- Blood borne Pathogens Exposure Control Plan
- Confined Space Entry Program

Product

Nine new and updated policies and procedures

Due Date

December 2013

Staff Requirements

Human Resources Administrator
City Manager
Management Staff

General Government

Budget

This would be included in the current General Fund budget as part of the General Government budget.

Priority

Medium

Funding Source

General Fund

Program: Emergency Preparedness StormReady/TsunamiReady

Project Description: Through the National Oceanic & Atmospheric Association's (NOAA) StormReady and TsunamiReady programs, the National Weather Service works with community leaders and emergency managers to strengthen their local emergency operations. In receiving a designation as a StormReady and TsunamiReady community, the City will be demonstrating its commitment to better planning, education and awareness regarding severe weather and tsunamis in our local community.

Objective and Policy Consistency: To develop a public education campaign designed to reach City residents and visitors with vital information on severe weather preparedness and to promote the City's StormReady and TsunamiReady status.

Previous and Ongoing Work

- Hosted a NOAA Weather Spotter course to increase the number of trained weather spotters in the City and encouraged CERT members to complete the online version of the course.
- Acquired tsunami zone and evacuation route signs from County OEM and worked with Public Works on sign placement.
- Posted tsunami zone and evacuation route signs in key locations within and around the tsunami inundation zone.

Tasks

- Complete and submit StormReady and TsummaiReady applications.
- Establish date for NOAA site visit to certify Carpinteria as StormReady.
- Design a public education campaign to reach residents with severe weather preparedness information as well as to describe the benefits of being StormReady and TsunamiReady.
- Continue to send CERT graduates and other volunteers to NOAA's Weather Spotter training.
- Develop a plan for working with the business community in the tsunami inundation area to explain the TsumamiReady program and to gather input on their preparedness needs.
- Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.

Products

- Receive StormReady and TsummaiReady status

Date

June

Staff Requirements

- Volunteer & Emergency Services Coord.
- NOAA
- County OEM
- Carp-Summerland Fire Protection District
- Santa Barbara County Sheriff's Department

Budget

\$1,250

Funding Source

General Fund

Priority: High. Receiving StormReady and TsumamiReady status will send a message to residents that the City of Carpinteria is committed to citizen safety and education regarding this matter.

Program: Emergency Preparedness Emergency Response Capacity Building

Project Description: To ensure effective and efficient response to local emergencies, strategic and long-term emergency planning and capacity building is critical. Through the development of new plans, revising previous plans and acquiring resources that will aid emergency responders and citizens, the City will be taking active steps to ensure we are ready to respond when an emergency occurs.

Objective and Policy Consistency: To ensure the City is prepared to effectively respond to natural disasters and other emergencies, capacity building activities will be undertaken, which will include the updating of the City's Emergency Operations Plan, the development of a Business Continuity Plan and the identification and acquisition of emergency supplies.

Previous and Ongoing Work

- Emergency Operations Center (EOC) kits went through a revision in 2012 and several new tools and resources were developed to aid staff in EOC operations. As a result of the 2012 citywide drill, additional revisions were identified for the kits.
- The City's Emergency Operations Plan was last revised in 2009.

Tasks

- Create a Business Continuity Plan to identify and prioritize City operational functions, identify threats to "normal" operations and outline how the City will respond to events that may disrupt City operations, such as a natural disaster, public health outbreak or other emergency.
- Update the City's Emergency Operations Plan.
- Create an EOC Activation Handbook to quickly identify critical steps that need to be taken to activate the EOC during an emergency.
- Develop and update EOC tools and resources, such as EOC kits, maps and flow charts.
- Identify basic supplies needed to create an emergency supplies cache at City Hall and work with City employees, local businesses and vendors to acquire supplies.
- Work with the Carpinteria Unified School District to create a long-term management plan for the School District's Emergency Sheds and identify a funding source to enable the restocking of the sheds.

Products

- Business Continuity Plan
- Emergency Operations Plan
- EOC Activation Handbook
- EOC tools and resources
- City Hall Emergency Supplies
- School District Emergency Sheds

Date

July
July
October
November
December
December

Staff Requirements

- Volunteer & Emergency Services Coord.
- City Staff
- City Manager
- Carpinteria Unified School District

General Government

Budget

\$800

\$25,000

Funding Source

General Fund

Grant Funding, Local Businesses

Priority: Medium.

Program: Volunteer Services Neighbor-to-Neighbor

Project Description: Develop a program that will create partnerships between the City and its residents with the goal of:

- Strengthening the social fabric of the City's neighborhoods and building community.
- Facilitating effective communication between the City, residents and within neighborhoods.
- Enhancing and maintaining the appearance, character, value and safety of neighborhoods.
- Using existing programs and services, e.g., emergency preparedness, storm water management, code compliance, landlord/tenant mediation services, Community Development Block Grant, crime prevention, etc., to help build neighborhood partnerships and increase neighborhood's ability to respond to, withstand and recover from adverse situations.

Objective and Policy Consistency

- To build a network of neighborhood leaders capable of engaging residents for purposes of addressing neighborhood problems, promoting effective communication with City Hall and creating more prepared and disaster resilient neighborhoods.
- To create resources to educate and support neighborhood leaders and residents in promoting effective communication and community building.
- To transition the City's "Don't Panic! Prepare!" grant program to a sustainable ongoing neighborhood education and outreach program.

Previous and Ongoing Work

- Neighborhood Preservation Committee (NPC) report dated July 2010, included recommendations concerning neighborhood services.
- Conducted research and presented information to the NPC and City Council on neighborhood services programs within other California cities.
- Developed educational and informational materials related to various programs including emergency preparedness, storm water management, etc.

Tasks

- Develop and implement a pilot program within the City's Volunteer Services Department.
- Organize a team of City staff to define responsibilities within the neighborhood program.
- Create materials to support the neighborhood program, e.g., brochures, handouts and presentation materials suitable for use during neighborhood meetings as well as to post on the City website, provide to local media and distribute to the general public.
- Create timeline for program implementation.

Products

- Timeline for program implementation
- Neighborhood Map(s)
- Instructional materials for program start-up
- Pilot program outreach materials
- Advertising and press releases
- Educational materials for distribution
- Pilot program rollout/neighborhood meeting

Date

February
March
August
August
November
November
November

General Government

Staff Requirements

- Volunteer & Emergency Services Coord.
- City Manager
- Public Works Director
- Community Development Director
- Environmental Coordinator
- Code Compliance Supervisor

Budget

\$6,100

Funding Source

General Fund

Priority: Medium. This matter was a priority recommendation of the Neighborhood Preservation Committee and has the potential, as a framework program, to facilitate other important projects and programs of the City such as street and parkway improvement/maintenance, emergency preparedness, storm water management and waste stream reduction. This will be an ongoing project throughout this year.

Program: Emergency Preparedness
“Don’t Panic! Prepare!” / “¡No Te Asustes! ¡Prepárate!”

Project Description: *Don’t Panic! Prepare!* is a public education and awareness campaign designed to increase emergency preparedness at home, work and school. The campaign includes the distribution of a Carpinteria-specific survival guide in English and Spanish, a starter emergency supplies kit for each household and customized emergency preparedness trainings.

Objective and Policy Consistency: To hold emergency preparedness trainings and deliver *Don’t Panic! Prepare!* survival guides and starter emergency kits to households in Carpinteria.

Previous and Ongoing Work

- Since 2010, we’ve reached over 2,020 residents with emergency preparedness information and starter emergency supplies kits.
- Planned and hosted a successful multi-agency community preparedness event at Casitas Plaza that reached an estimated 1,200 local residents and involved 31 agencies and 11 volunteers.

Tasks

- Create timeline and action plan for grant completion.
- Reach remaining 1,500 residents with preparedness information, starter emergency supplies kits and survival guides (per the terms of the grant).
- Coordinate multi-agency community preparedness event in September.
- Establish relationship with Carpinteria Unified School District to reach staff and students with critical preparedness information.
- Create post-grant preparedness outreach plan.
- Coordinate Community Preparedness Education Presenter training program with the countywide Public Education Committee.

Products

- | | |
|---|-------------------------------|
| • Project timeline and action plan | <u>Date</u>
January |
| • Post-grant preparedness outreach plan | June |
| • Multi-agency community preparedness event | September |
| • Community Preparedness Education Presenter training | Ongoing |
| • Community preparedness presentations | Ongoing |
| • Emergency Kit and Survival Guide distribution | Ongoing |

Staff Requirements

- | | |
|---|--|
| • Volunteer & Emergency Services Coord. | • Carp-Summerland Fire Protection District |
|---|--|

Budget

\$5,500
Aware & Prepare Grant

Funding Source

General Fund

Priority: High. Distributing emergency supplies kits and survival guides are a high priority, per the term of the grant. Additionally, developing a post-grant preparedness outreach plan for the City will be critical to continuing to provide quality preparedness programming to residents.

Program: Emergency Preparedness City Staff Training & Exercise

Project Description: As mandated by FEMA and CalEMA, City Staff will participate in trainings to maintain their FEMA certifications and to increase their ability to effectively operate the City's Emergency Operations Center (EOC). Additionally, to test the City's Emergency Operations Plan (EOP), a city-wide disaster exercise will be held, involving County OEM and First Responders.

Objective and Policy Consistency: To ensure City staff are prepared to lead the community in event of a disaster/emergency, a series of training programs, including a functional exercise, will be developed to reinforce the knowledge, skills and abilities needed to operate the City's EOC.

Previous and Ongoing Work

- 27 City employee have completed FEMA certification in IS-100, 200, 700 and 800.
- 28 employees attended a Critical Employee Preparedness & Planning session to discuss important steps employees can take to prepare their families before a disaster strikes and to clarify what their role as a Disaster Services Worker means to them.
- 25 employees attended an Emergency Response Operations & Evacuation Overview to discuss critical emergency response protocols at City Hall and how to safely respond to incidents.
- 7 members of the Management Team participated in a WebEOC training to learn how to use the new crisis management software system that provides secure real-time information sharing to help managers make sound decisions quickly.
- 11 employees and 7 representatives from local agencies participated in a multi-agency earthquake tabletop drill.
- Continue to foster supportive working relationships with local First Responders and County OEM.

Tasks

- Host Public Information Officer (PIO) training for City staff identified as PIOs during a disaster response.
- Train City staff on NIMS, SEMS, WebEOC and video conferencing, as well as other critical disaster response topics as appropriate.
- Develop and implement a yearly training calendar for City staff.
- Create Disaster Service Worker tools and resources for employees to use to better understand their roles and responsibilities as disaster workers.
- Design, implement and evaluate a city-wide Disaster Exercise with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.
- Offer continuing education for Elected Officials.

Products

- City staff training calendar
- PIO Training
- Disaster Service Worker tools
- City-wide Disaster Exercise
- FEMA, WebEOC, Video Conferencing training

Date

February
April
September
December
Ongoing

General Government

Staff Requirements

- Volunteer & Emergency ServicesCoord.
- City Manager
- City Staff
- County OEM
- Carp-Summerland Fire Protection District
- Santa Barbara County Sheriff's Department

Budget

\$1,550

Funding Source

General Fund

Priority: Medium. The training program will be ongoing throughout the year.

Program: Volunteer Services Volunteer Management

Project Description: Over 200 active volunteers assist City Departments in a variety of capacities. Volunteers provide critical support through the HOST and CERT Programs, as dog walkers and data entry clerks, as docents and more. To continue to manage and sustain a growing and dynamic volunteer corps, critical steps will continue to be taken to create practices and procedures for managing, recognizing, training and communicating with volunteers and minimizing risk within the program.

Objective and Policy Consistency: To provide consistent management practices and procedures for the engagement, training and recognition of volunteers.

Previous and Ongoing Work

- Manages the City HOST Program, the Carpinteria Emergency Response Team (CERT) Programs and facilitates volunteerism within the Public Works, Community Development, Parks & Recreation and City Administration Departments.
- Implemented a citywide Volunteer Management Database to track all City volunteers, manage volunteer contact information and positions, record volunteer activity, maintain program rosters and facilitate ongoing communication with volunteers.
- Created formal volunteer position descriptions for active City volunteer positions.
- Developed relationship with the Retired Seniors Volunteer Program (RSVP), which provides unique opportunities for City volunteers to be recognized for their voluntary services.
- Registered as a Certifying Organization for the President's Volunteer Service Award. City volunteers are now eligible to receive Presidential recognition for meeting the minimum service requirements of the award.

Tasks

- Maintain the volunteer management database, which includes updating volunteer contact information, recording volunteer activity and maintaining program rosters.
- Develop and implement a standardized New Volunteer Orientation for all City volunteers.
- Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.
- Develop strategy for creating more consistent communications with City volunteers and implement communications plan.

Products

- New Volunteer Orientation
- Volunteer Communications Plan
- Volunteer Recognition Program

Date

April
June
December

Staff Requirements

- Volunteer & Emergency Services Coord.
- Human Resources Administrator

Budget

\$3,350

Funding Source

General Fund

General Government

Priority: Medium. Due to the growing number of volunteer programs being run by the City and the growing complexity regarding the management of these volunteers, it is imperative that critical resources be put in place to ensure effective program management. Completing these items will lead to a more connected and committed volunteer corps.

General Government

Program: Law Enforcement Community Outreach

Project Description

As part of our efforts to become more involved within our community and to look for solutions to some of the problems within our community, we intend on increasing our community outreach. With that, we will attend more of the community functions and we are looking at the development of a new program, "Citizens' Academy". The new program is a joint program with the City and works at increasing citizen awareness and understanding of the workings of the Santa Barbara County Sheriff's Office.

In an attempt to increase awareness and ownership between the community and the Sheriff's Department, we will be joining the city in recognizing those deputies that have been assigned to the City of Carpinteria contract for specified service periods (5 plus years, 10 plus years, 15 plus years, and 20 plus years). Additionally, the Sheriff's Department will be selecting one Sheriff's employee to profile and include in the City's quarterly newsletter.

Objective and Policy Consistency

The overall objective to this program is to increase the knowledge and understanding between the Sheriff's Office and the citizens of Carpinteria. We also hope to improve the relationships between the community and law enforcement as a whole.

Previous and Ongoing Work

This is a new program to this area and will require some adaptation of an already existing program within the Sheriff's Office.

Tasks

1. Citizens' Academy
 - a. Adapt lessons plans to fit the unique needs of Carpinteria
 - b. Identify facilities for presentations
 - c. Establish schedules for classes
2. Increase the number of Neighborhood Watch programs
3. Expand the City Council's Fire Committee to include regular law enforcement representation and re-name the committee to the Public Safety Committee
4. The Sheriff's Department will take advantage of the Neighbor-to-Neighbor program and make Sheriff's Department resources available to them. This would allow Neighbor-to-Neighbor to customize each meeting

General Government

to the specific needs of the neighborhood by expanding their access to law enforcement to address those specific needs (e.g. Neighborhood Watch, or Emergency Preparedness).

Products

Citizens' Academy
Neighborhood Watch

Date

May 31, 2013
July 1, 2013

Staff Requirements

Sheriff's Lieutenant, various Sheriff's and City Staff members to act as presenters, and community leaders

Budget

There is no expected expense with this program, with the exception of staff time.

Funding Source

Existing General Fund expenditures (Staff time)

General Government

Program: Law Enforcement Police Department Building and City EOC Strategic Plan

Project Description

It has been identified there is a need to build a new Police Services and City Emergency Operations Center building on the existing City Hall campus. This is a multi-year project that will look at the specific needs, funding and building of this facility. It is anticipated this project will take a minimum of 5 five years and more realistically 10 years to complete. However, this portion of the project is to establish a committee that will establish a strategic plan for the completion of this project in the timeliest manner.

Objective and Policy Consistency

To provide a modern emergency services complex that will meet the law enforcement mission and serve as the emergency operations center in the case of a large scale emergency. Additionally, with the completion of this project, we will meet a significant portion of the space needs analysis completed a few years ago for this campus.

Previous and Ongoing Work

In years past, the city has completed a space needs analysis that identified the need to expand and modernize the police facilities. While the need has been identified, the cost has been prohibitive. The initial stage of this project is to identify a path where we can complete this project.

Tasks

1. Establish a project committee
2. Accept concept plans/establish a timeline for the completion of the project.
3. Locate funding sources
4. Establish a Capital Project account for this project to designate funds that could be used for funding and/or matching funds for identified grants.
5. Produce a status report for the City Council

Products

Date

Project Committee
Establish Capital Project Account
Plans and timeline
Identify potential funding sources
Status Report for City Council

March 30, 2013
April 8, 2013
April 30, 2013
June 30, 2013
September 30, 2013

General Government

Staff Requirements

Sheriff's Lieutenant, City Manager, Public Works Director, and City Council Members

Budget

To be determined based upon the recommendations and the options chosen

Funding Source

To be determined

General Government

Program: Law Enforcement Emergency Preparedness Exercises/Planning

Project Description

This is an ongoing project that will work closely with the city's Emergency Coordinator's position to plan and implement emergency preparedness exercises; and to ensure there is a coordinated response between the Sheriff's Department and the City in the case of a large scale emergency.

Objective and Policy Consistency

To work closely with the City to identify training and planning needs for city personnel to enhance their capabilities and comfort levels as they relate to emergency and disaster response management.

Previous and Ongoing Work

During 2012 we held several training workshops to establish a baseline of knowledge and skills for emergency response and management. We also participated in a large scale earthquake exercise to evaluate our capabilities.

Tasks

1. Review the lessons learned from the exercise and identify a training need assessment.
2. Conduct training based on the needs assessment
3. Participate in several small scale exercises and at least one large scale exercise before year's end.
4. Conduct an evaluation of our needs for the next year's workplan.

Products

Comprehensive training plan
Small Scale Exercises
Large Scale Exercise
Yearend Evaluation/needs assessment

Date

January 31, 2013
Quarterly
December 15, 2013
December 31, 2013

Staff Requirements

City Manager, Sheriff's Lieutenant, and City Emergency Services Coordinator.

Budget

Minimal; to include staff hours and some minor supplies

Funding Source

General fund (administrative costs)

General Government

Program: Law Enforcement Staffing Requirements

Project Description

Enter into discussion to establish mutually agreed upon minimum staffing levels for law enforcement personnel.

Objective and Policy Consistency

To establish a mutually agreed upon appropriate/minimum staffing levels within the City of Carpinteria that provide for the safety of the citizens and the law enforcement personnel to the contract services.

Previous and Ongoing Work

Over the past year there have been several talks about what are the appropriate levels of law enforcement personnel to ensure the public safety, as well as the safety of the law enforcement personnel. The City reduced its staffing of law enforcement personnel by three deputies during F/Y 2011/2012. In January 2012 the City Council reinstated a deputy and created a position that combined the duties of the Community Resource Deputy and a detective. During F/Y 2012/2013 the city eliminated the Administrative Office Professional and the Administrative Sergeant positions due to budgetary concerns.

Tasks

1. Identify a working group of City and Sheriff Staff
2. Explore the options
3. Complete a staff report with recommendations and implementation plan
4. Implement accepted course of action

Products

Date

Staff Report and Presentation

To Be Determined by Working Group

Staff Requirements

Sheriff's Lieutenant, City Manager, various Sheriff's and City personnel for the workgroup.

Budget

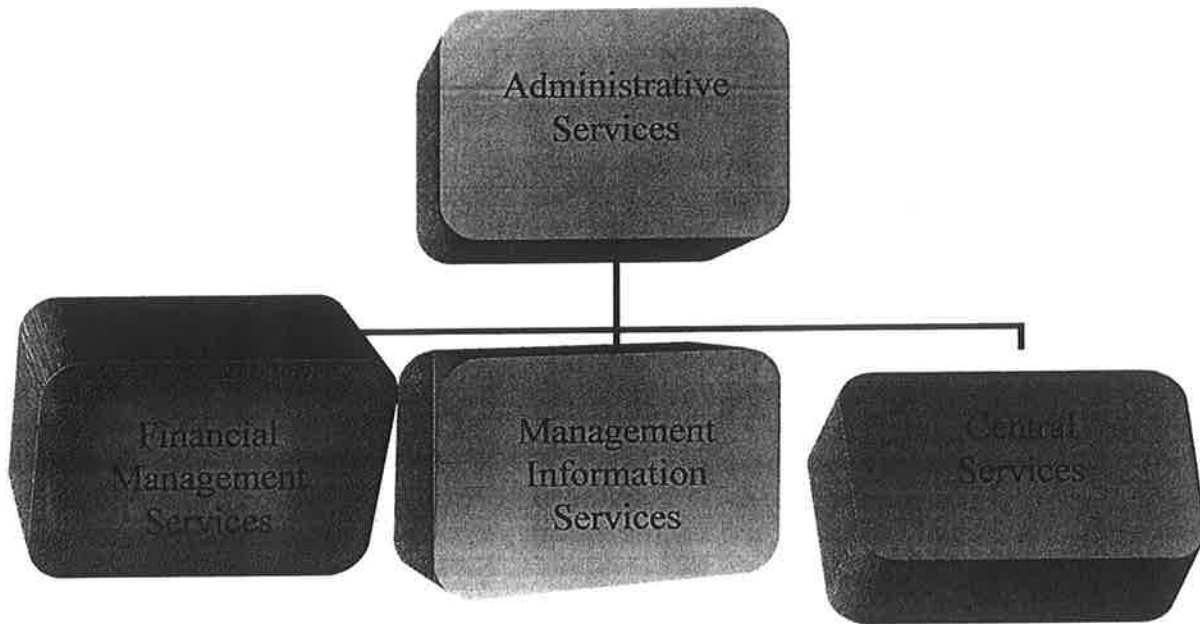
To be determined based upon the accepted recommendations.

Funding Source

To be determined by the workgroup, but potentially the City General Fund.

Department: Administrative Services

Department Organizational Chart:



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.

Description of Department programs and services:

To carry out its mission the department is organized under three major programs as follows:

I. Financial Management Services

1. **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.
2. **Auditing:** Various government codes, debt instruments of the City and grantor agencies require the preparation of annual financial reports audited by an independent certified public accountant. In addition the county requires an annual audit of the Measure D and Local Transportation funds and the state periodically conducts an audit of the Gas Tax fund to ensure compliance with the restricted use of those monies. These audits conducted by independent staff provide additional assurance concerning the accuracy and completeness of the City's financial reporting and control programs. Staff must remain knowledgeable of changes in accounting or auditing standards, respond to auditor's requests for information, schedules, explanations etc. and adapt the accounting and recording systems to effectively and efficiently expedite these audits.
3. **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.
4. **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.
5. **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.
6. **General Administration:** Includes attendance at Council, advisory board, staff, safety and miscellaneous meetings; keeping informed on finance issues; advocating finance issues to Council and to staff; responding to inquiries from members of the public and the press; conducting personnel reviews. Also included are the production of budgets and performing other duties as assigned.

II. Central Services

1. **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.
2. **Vehicle Operations & Maintenance:** Provides fuel and maintenance activities for the City's vehicle fleet.
3. **Phone Operations:** One full time receptionist is utilized to assist callers and augment the voice mail system.
4. **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.
5. **City Hall Non-routine Maintenance and Improvements:** Carpinteria City Hall is approximately 50 years old. As with any facility of this age, repairs and modifications to keep the building safe and in good condition are 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.

III. Management Information Services

1. **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
2. **Backup:** Securing files for restoration, storage and saving.
3. **Security:** Determining, implementing and maintaining user's rights to avoid file loss and corruption. Conduct regular scanning for viruses and maintain virus definition files.
4. **Website Maintenance:** Monitoring the website and creating additional resources for internet viewers.
5. **Training and Instruction:** Training and Instruction is the key for successful use and increasing productivity.

Program: Central Services Public Facilities Access

Project Description

Develop and implement tracking and documentation of accessible public facility improvements.

Objective and Policy Consistency

- Creation of a data base outlining completed accessible projects
- Creation of a data base outlining the existing inventory of public right-of-way (ROW) accessible improvements and improvement needs
- City compliance with state and federal accessibility standards

Previous and Ongoing Work

- ADA Coordinator facilitated an accessibility related meeting that included the Public Works Director, Public Works Supervisor, Parks & Recreation Director, and Building Inspector. Discussion included recent as well as current accessibility improvements and projects.
- Followed up on the accessibility items related to the California Joint Powers Insurance Authority (JPIA) Loss CAP program. They were determined to be complete.
- Staff continues to complete/oversee various accessibility improvements throughout the year

Tasks

1. Complete system to track various completed accessibility improvements and begin to input data / information
2. Input information related to existing ROW accessible improvements

Products

- Completion of an Excel spreadsheet for City Department use to formally track accessible related improvements
- Formal tracking of completed accessible improvements
- Begin inputting / assembling information related to the existing inventory of accessible ROW improvements

Date

4/13

5/13--On-going

6/13

Staff Requirements

Assistant to the City Manager, City Manager, Public Works Director, Public Works Supervisor, Park & Recreation Director, Building Inspector.

Budget

Funding Source

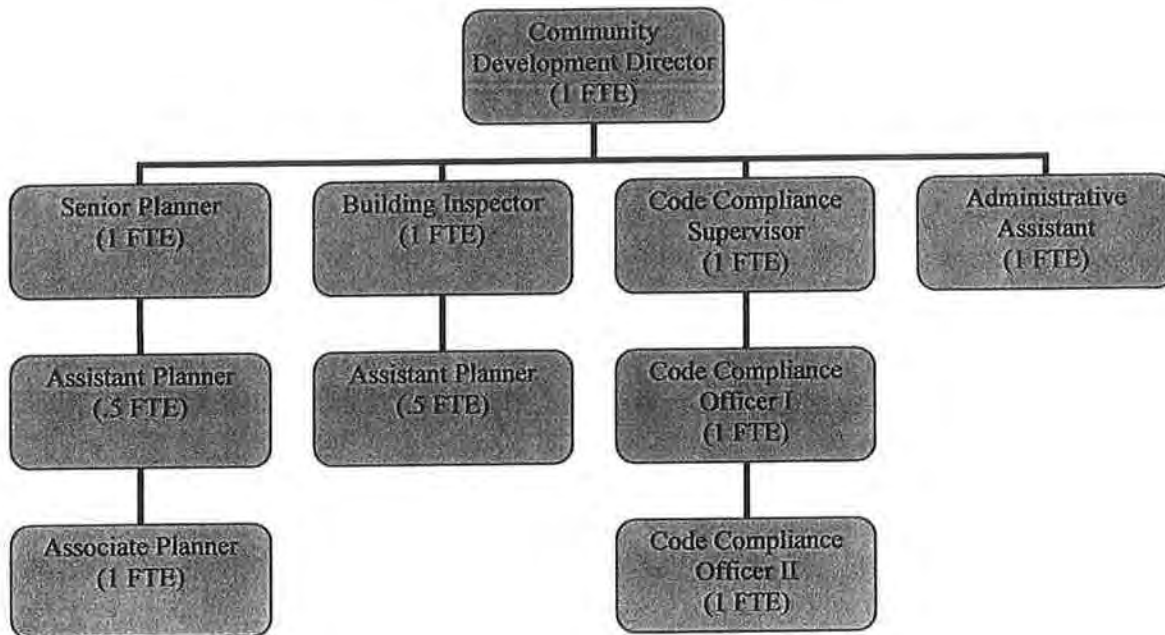
This would be included in the current General Fund budget as part of the General Government budget.

Priority

High

Department: Community Development

Department Organizational Chart:



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.

Description of Department Programs and Services: 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 other boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, Parking and Business Improvement Advisory Board, Technical Planning Advisory Committee and Joint Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the County jurisdiction as well as those proposed by Special Districts within and surrounding the City boundaries. All work is done with the goal of implementing the Department's Mission Statement.

Other Work Items: A conceptual review application for a resort hotel on one of the two Bluffs III properties has been submitted and is currently on hold. When the developer works out a financing deal with the property owner, we expect to move the application forward through the review process. We have also met with a local architect who is working on plans for a hotel on the easternmost parcel of the Bluffs III properties. Either of these projects would constitute a major work effort for the Planning Division in 2013. Additionally, Community Development Department staff will review and provide comments on the draft Environmental Impact Report for the proposed Carone Project, which includes a proposal to drill up to 25 new wells from Platform Hogan into state tidelands leases offshore of Bluffs II. Staff will prepare a comment letter for Council review in early 2013. This work on oil and gas matters will be in addition to any reinstituted processing of Venoco's Paredon Project application, whether such a proposal is made in the City or in the County area adjacent to the City boundary.

Work Plan Schedule: A graphic representation of the Work Plan schedule is shown in the spreadsheet on the following page.

Community Development Department Work Program 2013

Updated 1/16/2013

Activity	Planned		Actual		% Comp	Show Timeline for											
						2013											
						Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Climate Change Adaptation Policy	1	6	1	1	40%	1	2	3	4	5	6	7	8	9	10	11	12
Downtown Design Guidelines	5	8			0%												
Housing Element Update	9	18			0%												
Tobacco Retailers License Regulations	2	3			0%												

Community Development

Program: Advance Planning Climate Change Adaptation Policy

Project Description: This effort will create an adaptation strategy for the City to manage the effects of long term climate change that is expected to generate more severe weather events that may result in significant flooding in parts of the City and may ultimately affect local beaches and habitat areas.

Objective and Policy Consistency: Most agree that climate change is occurring and that more severe weather can be expected, along with sea level rise. A pending bill (AB 752) would require all cities that receive more than \$250,000 in revenues from state tidelands leases to prepare a Sea Level Action Plan by July 1, 2013. This bill has been tabled, but brings up an important planning issue for our low-lying coastal community. Preparing an Adaptation Strategy that addresses and responds to climate change in terms of flooding impacts and sea level rise constitutes good planning for the City as much of the City's economy relies upon tourism inspired by our beaches and other coastal resources. Many developed residential properties in the Beach Neighborhood are vulnerable to impacts from extreme storms, as are important local resources such as the Salt Marsh, which are predicted to be more common over time, especially when coupled with high tides and sea level rise.

Previous and Ongoing Work

- Conducted Literature Review including reference materials such as: A Report on Sea Level Rise Preparedness (State Lands Commission 2009), State of California Sea Level Rise Interim Guidance Document (October 2010), California Climate Adaptation Strategy (California Resources Agency 2009), Rising to the Challenge – Results of the 2011 California Coastal Adaptation Needs Assessment, Adapting to Sea Level Rise: A Guide for California's Coastal Communities (2012)
- Ongoing coordination with Cal Poly SLO Master's Candidate Jean Long as City Intern
- Research of other cities/counties' approach to Climate Change Adaptation Strategies such as the City of Santa Cruz Climate Adaptation Plan (2012)
- Attended NOAA Conference "Coastal Habitat Conservation in a Changing Climate"
- Ongoing participation in regional Sea Grant study on Climate Change Impacts on Coastal Habitats
- Served as a pilot project site for the Draft Adaptation Planning Guide (California Emergency Management Agency and California Natural Resources Agency, 2012)

Tasks

1. Review Draft Adaptation Policy
2. Present to Planning Commission
3. Gain City Council approval

Products

- Adaptation Policy

Date

Summer 2013

Community Development

Staff Requirements

- Community Development Director
- Cal Poly SLO Master's Candidate Intern Jean Long

Budget: Existing Program – CDD Personnel Allocation and volunteer intern

Funding Source: This work effort is funded through the General Fund for CDD personnel allocation.

Priority: This item is a medium priority.

Community Development

Program: Advanced Planning Consistency Rezoning - Mapping

Project Description: The City's mapped zoning designations on certain properties has not been updated since the General Plan/Coastal Land Use Plan was certified by the Coastal Commission in 2003, leaving an inconsistency between the zoning and the land use map designation on several parcels. This effort will update the mapped zoning designations to be consistent with the land use designations reviewed and adopted by the City and the Coastal Commission in 2003.

Objective and Policy Consistency: The purpose of this effort is to implement Government Code §65862 and General Plan Policy LU-3j.

Previous and Ongoing Work: As part of the Zoning Code Update, various parcels that have mapped zoning designations that are not consistent with the mapped land use designations have been identified.

Tasks

1. Mapping Effort to Identify Parcels to be Rezoned
2. Planning Commission Hearings
3. City Council Hearings
4. Submittal to Coastal Commission

Products

- | | |
|---|-------------|
| • Draft Rezoning Map | Spring 2013 |
| • Planning Commission and City Council Hearings | Summer 2013 |
| • Submittal to Coastal Commission | Winter 2013 |
| • Final Zoning Map (after CCC review) | 2014 |

Date

Staff Requirements

- Community Development Director, Senior Planner, Associate Planner
- City Attorney

Budget: CDD Staff costs are ongoing as part of the CDD budget.

Funding Source: This is an ongoing program funded through the General Fund for CDD personnel allocation.

Priority: Medium. This work effort would be beneficial to complete to eliminate an inconsistency created when the General Plan was updated in 2003. In particular, this effort would benefit the City given the purchase of the UPRR property on Fifth Street and the Carpinteria Bluffs property acquisition. This effort would also benefit the Fire District and its plans to renovate the Fire Station on Walnut Avenue.

Community Development

Program: Advance Planning Downtown Design Guidelines

Project Description: The Downtown Design Guidelines is a planning document that will be used to refine the policies adopted in the General Plan and develop conceptual improvement plans for public and private infrastructure in the central business district or the Downtown T. The document formerly known as the Specific Plan has been separated into various components, with the Design Guidelines for the Beach Neighborhood Completed in 2012 and the zoning regulations being updated in the Zoning Code Update. The document will promote a customized set of guidelines for the downtown, addressing both private and public realms and focusing on aesthetic treatments for façade improvements.

Objective and Policy Consistency: The Design Guidelines will be customized to the issues raised by new development and redevelopment in the Downtown. The Guidelines will build on the policies developed in the General Plan/ Coastal Plan document to support the “sense of place” that exists on Linden and Carpinteria Avenues and to energize the economic vitality of our downtown. This effort implements General Plan Policies CDS1-a, CDS2-1 and C-4b.

Previous and Ongoing Work

- Public Draft Downtown and Beach Neighborhood Specific Plan released September 2007
- Public Workshop held April 2008
- Street Design Revisions in Progress through Public Works Department
- Beach Neighborhood Design Guidelines adopted in 2012
- Envision Downtown Public Workshops and three Vision Plans

Tasks

1. Architectural Review Board Hearing
2. Planning Commission Hearing
3. City Council Hearing

Products

- Public Draft Downtown Guidelines
- Staff Report/Public Workshop
- Final Beach Neighborhood Design Guidelines

Date

Spring 2013
Summer 2013
Fall 2013

Staff Requirements

- Community Development Staff
- City Manager

Budget: Ongoing staff costs are part of the City’s overall budget for personnel allocation.

Funding Source: The funding source is the General Fund.

Priority: Medium. Many of the private development concerns will be addressed in the Zoning Code Update. Public infrastructure development is included in the City’s Capital Improvements Projects List.

Community Development

Program: Development Review & Building Highway 101 Improvement Projects

Project Description: There are three major Caltrans projects currently in the project development process, each of which requires review and permitting through the Community Development Department:

1. Median HOV (Car Pool) Lane from Mussel Shoals to Carpinteria Creek Bridge
2. Casitas Pass and Linden Avenue Interchanges and Via Real Extension
3. South Coast HOV Lane from Carpinteria Creek Bridge to Montecito.

City staff continues to participate in ongoing meetings with Caltrans and SBCAG staff regarding these projects that will improve traffic circulation through the City relative to the function of Highway 101 and its interchanges. The City Planning Commission approved permits for the Carpinteria segment of the HOV Lane from Mussel Shoals to just north of the Bailard Overcrossing currently under construction.

Objective and Policy Consistency: These coordination efforts with Caltrans, SBCAG and the Public Works Department implement the goals, objectives and policies in our Circulation Element, particularly policies C1-a, C1-c and C1-d.

Previous and Ongoing Work

- Attend PDT meetings
- Participate in environmental review process
- Communicate City policies and concerns
- Supervise Contract Planner Jonathan Leech of DUDEK
- Permits issued for Mussel Shoals to Carpinteria US 101 HOV Lane
- Conducted workshops for Linden/Casitas Interchanges Project
- ARB review ongoing for Linden/Casitas Interchanges Project
- Design Review Team (DRT) for Linden/Casitas - recommendations to Council in 2013
- Comment Letter for South Coast HOV Lane Draft EIR
- Public stakeholder meetings for South Coast HOV Lane EIR

Tasks

Mussel Shoals to Carpinteria:	Ongoing Construction Monitoring
Linden/Casitas Interchanges:	Process LCP Amendments and Project Permits
South Coast 101 HOV Lane:	Review FEIR

Products

- Local Coastal Program Amendments (Linden/Casitas)
- Final EIR (South Coast HOV Lane)
- LCPA Submittal to Coastal Commission (L/C)

Date

Throughout 2013
Summer 2013
Fall 2013

Community Development

Staff Requirements

- City Manager
- Public Works Director
- Community Development Director
- Contract Planner

Budget: Existing Program – CDD Personnel Allocation

Funding Source: This is an existing program funded through the General Fund for CDD personnel allocation. Permit fees will be charged to offset staff/contractor costs for Local Coastal Program Amendments and permit processing.

Priority: High – These three projects collectively comprise a very large expenditure of state funds in our local region and are integral to reducing congestion and improving operations on our local roadways and Highway 101.

Community Development

Program: Housing Housing Element Update

Project Description: Under this Work Plan item, Community Development staff and its consultant will prepare the City's Housing Element Update for the period from 2014 to 2022 and submit the document to the State Housing and Community Development (HCD) Department for certification.

Objective and Policy Consistency: State law requires that the City update its Housing Element every eight years.

Previous and Ongoing Work

- Submitted Required Annual Housing Report to State HCD
- Participated in SBCAG Regional Housing Needs Allocation Process

Tasks

1. Solicit and Hire Housing Element Consultant
2. Identify and analyze housing need by type, with sensitivity to local demand
3. Review Draft Housing Element Update with Planning Commission and Council
4. Submit Draft Housing Element to State Housing and Community Development
5. Respond to State HCD comments on Draft Housing Element
6. Prepare Environmental Document
7. Planning Commission Approval
8. City Council Approval

Products

- Draft Housing Element
- Final Housing Element
- State HCD Certification

Date

Fall/Winter 2013
Summer 2014
Fall 2014

Staff Requirements

- Community Development Director
- Housing Consultant

Budget: The consultant budget is expected to be approximately \$50,000 - \$60,000.

Funding Source: Costs for the Housing Element Update will be paid for from the Socio-Economic Monitoring Program (SEMP) Fund. There is \$89,175.01 in the SEMP Fund at this time. Additional funding for CDD staff time will be provided from the General Fund.

Priority: High: This is a state mandate to complete the Housing Element Update.

Community Development

Program: Advanced Planning SB 375: Sustainable Communities Strategy

Project Description: Participate through SBCAG in preparing and adopting regulations to implement the requirements of SB 375, the Sustainable Communities and Climate Protection Act of 2008.

Objective and Policy Consistency: The objective of the Sustainable Communities Strategy is to reduce overall greenhouse gas emissions by coordinating the Regional Housing Needs Allocation (RHNA) process with the Regional Transportation Planning (RTP) process. The requirement is vested in state law.

Previous and Ongoing Work

- Attend Joint Technical Advisory Committee Meetings
- Regional Growth Forecast Approved by SBCAG Board in December 2012
- Land Use and Traffic Models Updated
- Public Stakeholder Meetings Conducted
- Draft Regional Housing Needs Assessment (RHNA) – Completed in 2012

Tasks

- Comment on Draft Regional Transportation Plan with Sustainable Communities Strategy and EIR

Products

- Draft RTP and SCS and EIR
- Final RTP and SCS and EIR

Date

Summer 2013
Fall 2013

Staff Requirements

- Community Development Director
- Public Works Director
- City Manager

Budget: No money has been budgeted for this work item.

Funding Source: General Fund.

Priority: High. This item is a state mandate and must be implemented by deadlines set forth by the California Air Resources Board and State Department of Housing and Community Development.

Community Development

Program: Advance Planning Tobacco Retailers License Regulations

Project Description: Adopt regulations to require tobacco retailers to obtain a license for the sale of cigarettes, tobacco products and smoking paraphernalia.

Objective and Policy Consistency: The objective is to reduce the incidence of sales of tobacco and/or other nicotine products to minors.

Previous and Ongoing Work

- Researched other cities' regulations
- Met with County Public Health Department
- Reviewed sample ordinance
- County Adopted Cost Study in December 2012

Tasks

1. Create Draft Ordinance
2. Present to City Council
3. Outreach and education to businesses that sell tobacco and/or nicotine products

Products

- Draft Ordinance
- City Council Staff Report
- Municipal Code Update
- Educational Brochure

Date

Winter 2013
Spring 2013
Summer 2013
Fall 2013

Staff Requirements

- Code Compliance Supervisor/Senior Planner
- Law Enforcement
- City Attorney
- County of Santa Barbara Public Health Department

Budget: No money has been budgeted for this work item.

Funding Source: General Fund.

Priority: Medium. This item is associated with the completed work effort to amend the City's public smoking regulations and will address the incidence of underage buyers purchasing cigarettes at local retail establishments.

Community Development

Program: Advanced Planning Zoning Code Update

Project Description: The City's Zoning Regulations have not been comprehensively updated. This effort will modernize the Code, update regulations and make it more adaptable to online use.

Objective and Policy Consistency: The purpose of this effort is to implement Government Code §65800 and General Plan Policy LU-3j.

Previous and Ongoing Work

- Administrative Draft Code returned to consultants in September 2007
- Second Draft reviewed in December 2008
- Specific Plan zoning regulations incorporated into Zoning Code (design matters for public and private development are treated separately in the Downtown Design Guidelines Work Program item. The Beach Neighborhood Design Guidelines were completed in 2012.
- Consider prohibition on oil drilling within the City
- Coastal Plan Policies Effectuation has been incorporated into the Zoning Update

Tasks

1. Joint Public Workshop with ARB, PC and City Council
2. Architectural Review Board Hearings
3. Planning Commission Hearings
4. City Council Hearings
5. Submittal to Coastal Commission

Products

- Public Draft Zoning Code
- Staff Report/Public Workshops
- Planning Commission and City Council Hearings
- Submittal to Coastal Commission
- Final Zoning Code (after CCC review)

Date

Spring 2013
Summer 2013
Fall 2013
Winter 2013
2014

Staff Requirements

- Community Development Director and all staff
- City Attorney
- Bruce Jacobsen, Zoning Code Consultant

Budget: CDD Staff costs are ongoing as part of the CDD budget. Remaining consultant costs are approximately \$25,000. Of this amount, \$15,000 has been budgeted.

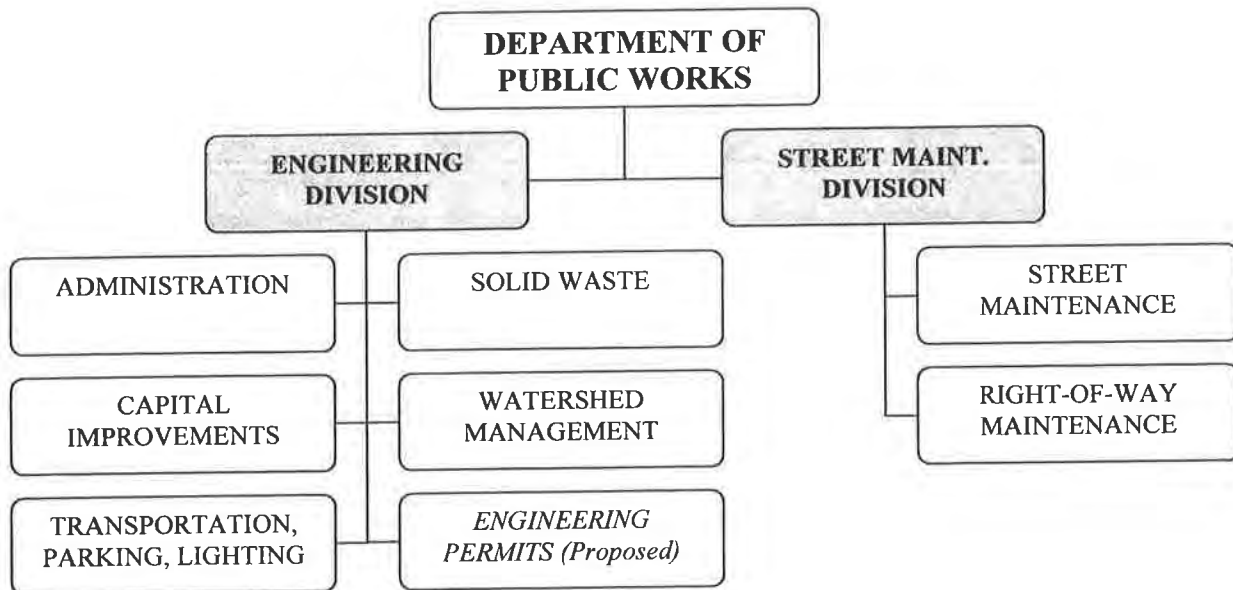
Funding Source: This is an ongoing program funded through the General Fund for CDD personnel allocation and consultant costs.

Community Development

Priority: High. This work effort has been lingering for several years, however, it is still a high priority and must be done to implement General Plan/Coastal Plan land use policies and to accomplish other aspects of the work program, such as effectuating Coastal Plan policies and implementing recommendations from the Neighborhood Preservation Committee.

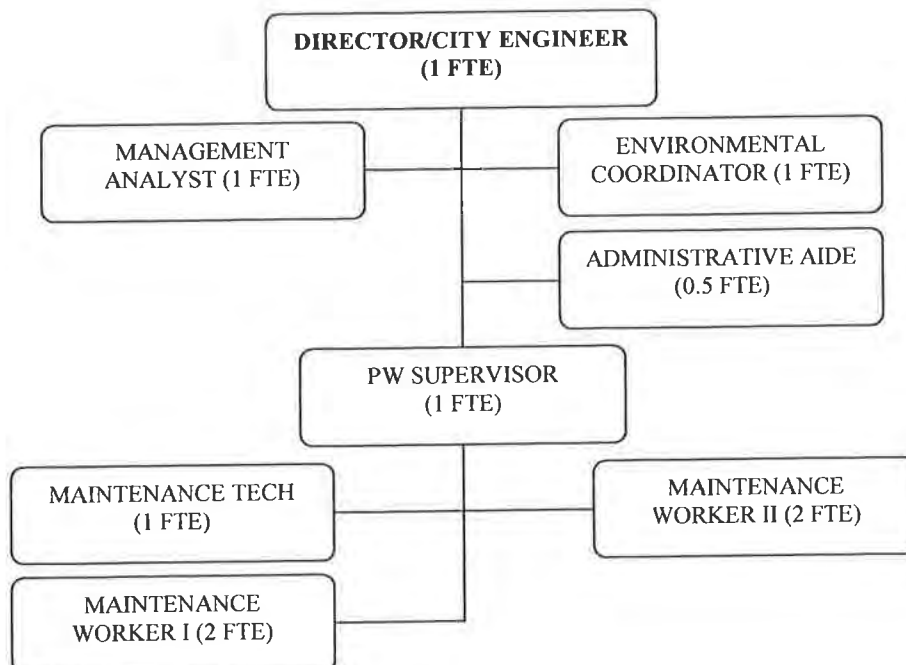
Department: Public Works

Department Organizational Chart:



Mission Statement: The City of Carpinteria Department of Public Works employees are committed to efficiently providing, operating, and maintaining public infrastructure, facilities and services to make everyday life as safe, convenient and successful as possible for the community and public we serve.

Staffing Chart:



Description of Department Programs and Services: The Department of Public Works is responsible for a wide range of activities. The Department manages many of the City's physical assets, the construction of new capital improvements, and supports transportation and other many services to the Community. The Administration Program is responsible for planning, organizing and directing all of the services that are provided by the Department. Traffic Operations, Floodplain Management, Pavement Management and bidding and awarding construction contracts are among the many tasks performed under the Administration Program. Other programs in the Department include Street Maintenance, Right-of-Way Maintenance, Capital Projects, Solid Waste, Transportation, Parking and Lighting, and Watershed Management.

Additional Work Items

In addition to the work items presented in this Work Plan, the Department of Public Works will continue to work on several other significant projects in 2013:

- Bicycle Master Plan
- Concha Loma Drive/Calle Ocho Intersection
- Carpinteria Avenue/Seventh Street
- Santa Ynez Ave. Overcrossing Guardrail
- Santa Ynez Ave. Accessibility Improvements
- Ash Avenue Improvements
- Linden Ave. at Third Street Improvements
- Pavement Maintenance Project
- Santa Claus Lane Multi-use Trail
- Construction Documents Update

Public Works - Work Plan 2013

Updated 12/18/2012

[illegible]

Program: Administration Public Works Organization

Project Description

The purpose of this Work Plan item is to reorganize the Department of Public Works' engineering permits process. Currently, engineering permits are processed through the Department of Public Works Administration Program. Engineering permits issued by the Department include grading, street construction, excavations, traffic control, truck haul routes, and physical encroachments in the public right of way. Under the current engineering permits process, Public Works consultants coordinate with staff to review and inspect public and private development projects for consistency with requirements of the City's General Plan/Local Coastal Plan, Municipal Code, Engineering Standards and the Stormwater Management Plan. These services are typically provided by consultants under contract with the City due to fluctuations in work load and limited in-house staffing. However, with increased demand from the public for engineering services, the Department of Public Works now contracts out a significant amount of these cost recoverable engineering services to various consultants. Since many of these services are cost recoverable to the City, this program would primarily focus on reducing costs to the public while increasing departmental service hours. This will be accomplished by establishing a formal Engineering Permits Program, permit tracking system, online services, and providing enhanced staff assistance for developers. This effort will also include updating municipal code, permit forms, standard conditions of approval, and the creation of formal applicant guidelines. This work item includes researching commercial database systems designed for permit tracking, coordinating efforts between departments, and financial tracking of permit costs and fees. The permit tracking systems will likely be internet based with various levels of access for applicants, staff, and the public.

As part of the process of developing an Engineering Permits Program, the Department will provide an analysis of the cost and service hours to the public. Currently, the Department of Public Works spends approximately \$200,000 a year on consultants for general engineering permit program management, review, approval and inspections associated with engineering permits and capital project construction management and inspection. A preliminary analysis indicates that by establishing a full-time engineering position to perform most of these tasks in-house, the Department of Public Works would continue to have very little impact on the General Fund while increasing service hours to the public at a lower cost.

Objective and Policy Consistency

The objective of this Work Plan item is to update and modernize the Department of Public Works engineering permit services. The goal in creating an Engineering Permits Program will be to reduce costs, increase service to the public, increase consistency in permit processing and increase consistency in quality of construction work and finished products. This Work Plan item is consistent with the City's intent to deliver services to the public as efficiently and effectively as possible.

Previous and Ongoing Work

- Establish permit tracking and financial database – Ongoing

Public Works

- Revise engineering permit forms and guidelines – Ongoing
- Establish engineering permit records management system – Ongoing

Tasks:

- Continue to update permits for policy, accessibility and consistency
- Update Municipal Code for consistency with revised permitting process
- Continue to work on permit processing guidelines
- Perform cost and hours of service analysis of existing system and updated system with engineering inspector position in the Department established
- Establish formal Engineering Permits Program and develop Program Budget
- Evaluate the need for in-house staffing for full time cost recoverable services.

Products:

- Engineering Permits Program cost and hours of service analysis
- City Council Staff Report for establishing the Engineering Permits Program

Date:

June 2013

June 2013

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst

Budget:

This item is not directly budgeted for in the City of Carpinteria 2012-2013 Budget. Work will be performed as part of the general work load assigned to the Director of Public Works and the Management Analyst

Funding Source:

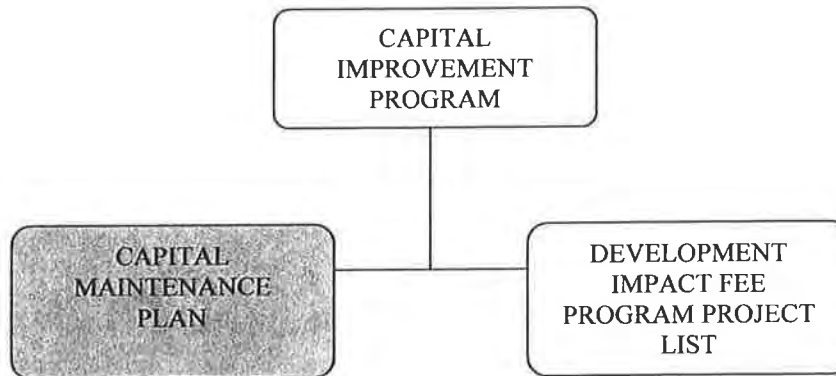
The work effort in the Work Plan item will be funded by Gas Tax, Measure A, and General Fund. Future Public Works staff positions, if established, would be funded by Gas Tax, Measure A and several other Public Works funding sources that are appropriate for the assigned work tasks. A significant portion of any new staff position funding would come from fees for services. For example, applicants that are proposing development projects within the City reimburse the City for the cost of processing, reviewing and permitting the projects.

Priority: This item is a high priority

Program: Administration Capital Maintenance Plan

Project Description

The purpose of this Work Plan item is to develop a Capital Maintenance Plan for the Department of Public Works. As shown below, the new Capital Maintenance Plan will be a portion of the City's Capital Improvement Program. The Capital Improvement Program also includes the Development Impact Fee (DIF) Program Project List. A discussion regarding updating the DIF Program with its associated Project List is provided in a separate 2013 Annual Work Program item. The Capital Maintenance Plan will consist of a prioritized list of Department of Public Works major maintenance projects. The plan will include for each project a description, identification of funding sources and current expenditures, if any, a proposed schedule and the project's priority.



Objective and Policy Consistency

The objective of this Work Plan item is to develop a new ongoing Capital Maintenance Plan that assists the Department of Public Works with work planning and budgeting. The plan will be based on ongoing public infrastructure maintenance needs assessments and is ultimately intended to implement policies in the City's various plans such as the General Plan/Local Coastal Plan. For example, the City's Pavement Maintenance System is used to identify the condition of the City's streets. The street pavement is the City's single largest asset with an estimated replacement value of \$60 to \$80 million. The Pavement Maintenance information is then used to develop pavement maintenance budgets, projects and priorities. This Work Plan item is consistent with California Government Code Section 65401. Section 65401 requires that a program of proposed public works projects for the following budget year be submitted to the City Planning Commission for review and to report as to the conformity with the adopted general plan.

Previous and Ongoing Work

- Development of the Capital Maintenance Plan is a new work item
- The Pavement Maintenance System inspections and database are updated every two years
- Ongoing inspections and inventories of City infrastructure assets

Public Works

Tasks

1. Prepare the Capital Maintenance Plan – Identify Projects, prepare preliminary cost estimates and propose priorities
2. Prepare a Staff Report for the Planning Commission for a “65401” hearing
3. Prepare Staff Report and Presentation to the City Council

Note: California Government Code Section 65401 requires that the City’s Planning Commission find that the proposed Capital Improvement Plan is in conformance with the General Plan.

Products

- Capital Maintenance Plan
- Planning Commission Staff Report
- City Council Staff Report

Date

February 2013
March 2013
April 2013

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst

Budget:

This Work Plan item is not directly included in the annual budget. Work will be performed as part of the general work load assigned to the Director of Public Works and Management Analyst.

Funding Source:

This work item will be funded by Gas Tax, Measure A, and General Fund.

Priority: This item is a high priority

Program: Administration
Public Parking Management Plan

Project Description

The purpose of this Work Plan item is to develop a parking management plan for the City of Carpinteria. The Parking Management Plan is intended to be a tool to assist the Department of Public Works and other City departments and divisions such as the Code Enforcement Division by establishing a concept, goals and objectives for the City's public parking. To create the Parking Management Plan, an inventory of parking spaces and parking restrictions in and around the City's commercial district and beach neighborhood, such as time limited spaces, will be conducted. The Plan will incorporate parking demand studies that were conducted by the City in 2001 and 2009. The Parking Management Plan will also reference engineering and American's with Disabilities Act standards for parking design. Ultimately, the Plan will be used to manage the current inventory, plan maintenance efforts and plan future improvements. The Parking Management Plan will also assist with the update of the Parking Development Impact Fee program and may be a tool to assist the Parking and Business Improvement Area Advisory Board with maintenance and operations of the City's three parking lots.

Objective and Policy Consistency

The objective of this Work Plan item is to develop a plan for managing public parking in the City of Carpinteria. The Parking Management Plan will focus primarily on the Downtown and Beach areas of the City. As the Plan is developed, the focus area may be expanded as needed. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

Previous and Ongoing Work

- Development of the Parking Management Plan is a new work item

Tasks

1. Inventory of Parking and Parking Restrictions in the Downtown and Beach areas
2. Study opportunities for increasing public parking such as expansions of City parking lots
3. Produce the Parking Management Plan that includes near and long-term solutions
4. Update the Parking Development Impact Fee Program

Products

- Parking Inventory
- Parking Management Plan
- Parking Development Impact Fee Program
- Include potential capital improvements in the City's Capital Improvement Plan

Date

Spring 2013
Summer 2013
Fall 2013
As-needed

Public Works

Staff Requirements:

- Director of Public Works
- Public Work Management Analyst
- Consultant(s)

Budget:

This Work Plan item was not directly included in the 2012-2013 City of Carpinteria Budget. The cost of this work effort will be determined as the Department of Public Works develops the scopes and costs for the consultant contracts

Funding Source: This Work Plan item will likely be funded by the General Fund and Measure A revenues

Priority: This item is a low priority

Program: Administration Municipal Code Updates

Project Description

The purpose of this Work Plan item is to update Carpinteria Municipal Code (CMC). Many sections of CMC pertain to and often guide the Department of Public Works. Both state and federal government codes require the City to adopt implementing code. As state and federal regulations change and are updated, the City often has to respond by updating its code. The Department of Public Works is working on the following Municipal Code updates:

- Solid Waste Management Program – Updates to the Solid Waste sections of code will reflect changing state regulations. The solid waste code will also be updated to be consistent with the newly adopted solid waste franchise agreement for waste hauling services in the City.
- Watershed Management Program – CMC pertaining to clean water regulations will be updated to reflect recent policies adopted by the Regional Water Quality Control Board.
- Trench Cuts – The Department is working on a Trench Cut ordinance that is designed to recover costs associated with street deterioration caused by trenching. For example, when a utility cuts into the street to trench, the pavement life in that area is reduced. The proposed ordinance will likely establish fees associated with trenching in a street. The ordinance may also establish a period of time that trenches are prohibited after a street has been rehabilitated.
- Floodplain Management – Recently CMC was updated to reflect that the City is now required to have its own Floodplain Administrator. The County of Santa Barbara no longer provides this service. References in CMC to the County providing this service will be removed. The City Engineer has now been designated the Floodplain Manager.
- Bonds and Improvement Securities – CMC requires bonds to cover 100% of an applicant's obligations. Typically, bonds are required for development projects. Public Works will propose that applicants acquire bonds or other securities for 50% of private improvements and 100% of public improvements.
- Blanket Engineering Permits – CMC requires utilities companies to obtain blanket encroachment permits on an annual basis for regular work under \$500. The utility must obtain an individual encroachment permit for work of value over \$500. Public Works will propose to increase the value of the blanket permitted work to \$5,000.
- Speed Zones – Every five years the City Traffic Engineer must perform an Engineering and Traffic Survey (ETS) for all of the non-prima facie. The ETS must be performed by a Traffic Engineer and adopted by the City Council for the speed limit to be enforceable by radar. The Traffic Engineer has to follow the methodologies outlined in the California Vehicle Code and the California Manual on Uniform Traffic Control Devices.

Objective and Policy Consistency

The objective of this Work Plan item is to update several sections of Carpinteria Municipal Code. This Work Plan item is consistent with goals and interests of the City.

Public Works

Previous and Ongoing Work

- Development of the Municipal Code Update Work Plan item is a new.

Tasks

1. Prepare Ordinances for the CMC updates discussed above
2. Prepare Staff Reports and Presentations for the CMC updates discussed above
3. Perform the Engineering and Traffic Survey for the Speed Zones in the City

Products

- Speed Zone ETS
- Preparation of ordinances, staff reports and presentations for CMC updates

Date

May 2013

2013

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst
- Consultants

Budget:

With the exception of the Speed Zone CMC update, this Work Plan item is not directly included in the annual budget. Work will be performed as part of the general work load assigned to the Director of Public Works and Management Analyst. The Speed Zone Update is included as a line item in the 2012-2013 City of Carpinteria Budget.

Funding Source:

Funding for this Work Plan item will come from Measure A, Gas Tax and General Fund

Priority: This item is a medium priority

Program: Administration Floodplain Management

Project Description

The purpose of this Work Plan item is to enroll the City of Carpinteria in the Federal Emergency Management Agency's (FEMA) Community Rating System (CRS). The City of Carpinteria participates in FEMA's National Flood Insurance Program. The City Engineer is the Floodplain Manager. As many as 600 property owners in the City of Carpinteria purchase flood insurance. The City's participation in the National Flood Insurance Program greatly reduces the premiums that property owner have to pay to obtain flood insurance. The CRS program is a voluntary incentive program that encourages communities to exceed the minimum requirements of the National Floodplain Insurance Program. As a result, flood insurance premium rates are further discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the CRS program. The goals are:

1. Reduce flood damage to insurable property,
2. Strengthen and support the insurance aspects of the National Flood Insurance Program, and
3. Encourage a comprehensive approach to floodplain management.

For CRS participating communities, flood insurance premium rates are discounted in increments of 5%; i.e., a Class 1 community would receive a 45% premium discount, while a Class 9 community would receive a 5% discount (a Class 10 is not participating in the CRS and receives no discount). The CRS classes for local communities are based on 18 creditable activities, organized under four categories:

1. Public Information,
2. Mapping and Regulations,
3. Flood Damage Reduction, and
4. Flood Preparedness.

Objective and Policy Consistency

The objective of this Work Plan item is to enroll in the CRS program. This Work Plan item is consistent with goals, objectives and policies included in the Flood Hazards Section of the Safety Element of the General Plan/Local Coastal Plan

Previous and Ongoing Work

- Responded to a review of the City's floodplain management practices by FEMA. Provided FEMA information for the audit, answered specific questions regarding permitted development project, and updated Municipal Code based on FEMA's comments
- Floodplain Manager attended FEMA 5-day seminar on "Managing Floodplain Development through the National Flood Insurance Program"

Public Works

Tasks

1. Create Floodplain Development Permit
2. Enroll in CRS Program and take steps to increase City's classification
3. Floodplain manager to attend FEMA National Flood Insurance Program CRS seminar

Products

- Floodplain Development Permit

Date

June 2013

Staff Requirements:

- Director of Public Works/Floodplain Manager

Budget:

This Work Plan item is not directly included in the annual budget. Work will be performed as part of the general work load assigned to the Director of Public Works and is expected to cost between \$7,500 and \$15,000.

Funding Source:

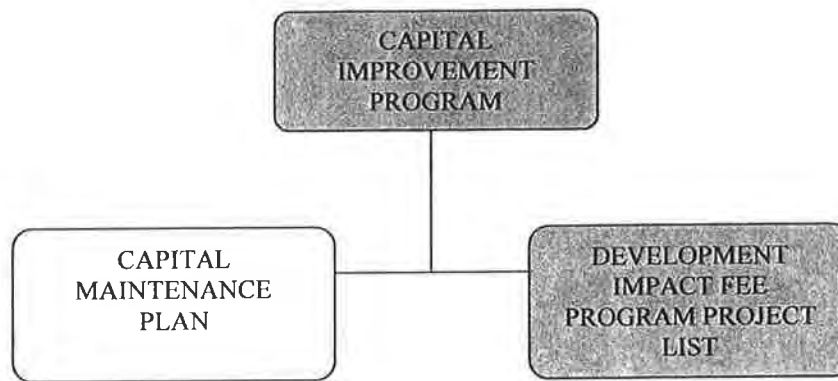
This work item will be funded by General Fund

Priority: This item is a medium priority

Program: Administration
Capital Improvement Program/Development
Impact Fee Program Update

Project Description

The purpose of this Work Plan item is to update the City of Carpinteria Capital Maintenance Plan (CIP) and Development Impact Fee Program (DIFs). The CIP consists of the Capital Maintenance Plan and the Development Impact Fee Program Project List. A discussion regarding updating the Capital Maintenance Plan is provided in a separate 2013 Annual Work Program item.



A capital improvement program typically identifies needed projects, project descriptions, a project schedule, funding, and staffing requirements. Capital improvement programs serve as a link between planning activities such as administrative strategic planning and land use planning, and the City's annual department work planning and City budget.

The Development Impact Fee program is authorized by the California Mitigation Fee Act (commonly referred to as "AB 1600"). The purpose of the Development Impact Fee program is to offset the demands on public facilities generated by new development. The City of Carpinteria collects eleven categories of Development Impact Fees. The fee amounts are based on projects that mitigate the demands on public facilities. The projects are identified in the Development Impact Fee Program Project List. The fees are based on a "fair share" portion of the cost of those projects, i.e., that portion of overall demand for new facilities that is attributable to the development.

The City's current Capital Improvement Program and Development Impact Fee Program were developed in 2002. The cost estimates for the projects listed in the Capital Improvement Program were updated in 2007. A report on the program is submitted to City Council annually. The fees are also adjusted each year based on an inflationary index. For example, Development Impact Fees for Street Improvements are adjusted each year based on the California Department of Transportation Construction Cost Index.

Public Works

Objective and Policy Consistency

The objective of this Work Plan item is to update the Capital Improvement Program and Development Impact Fee Program. The Capital Improvement Program will include the Capital Maintenance Plan and the Development Impact Fee Program Project List. To update the DIF Program a nexus study will need to be completed that analyzes available land use for development within the City, including redevelopment. The study will then determine the associated impacts on public facilities. Ultimately, the nexus study will identify development impact fees that are based on a fair share portion of identified projects and their costs. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

The City of Carpinteria General Plan/Local Coastal Plan includes goals, objectives and policies. Projects included in the Capital Improvement Program address many portions of the Plan. For example, transportation infrastructure projects, including stormwater projects, meet the goals, objectives and policies in the Community Design, Circulation, and Safety elements.

Previous and Ongoing Work

- Development of the Capital Improvement Plan/Development Impact Fee Program is a new work item

Tasks

1. Develop a request for proposals, preliminary scope of work and estimate study cost
2. Solicit proposal from consultants. Review proposals, select consultants and negotiate the scopes of work and costs
3. Prepare consultant contracts, City Council Staff Report and funding request
4. Work with the consultant to produce a nexus study that includes the methodology for the calculation of development impact fees based on the capital improvement program
5. Work with the engineering consultant to identify capital projects and prepare cost estimates

Products

- Consultant Procurement
- City Council Staff Report for Contacts and Funding Request
- Development Impact Fee Program Nexus Study
- Project List including Cost Estimates
- Capital Improvement Program

Date

Winter 2013
Winter 2013
Spring 2013
Summer 2013
Summer 2013

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst
- Consultant(s)

Public Works

Budget:

No funds have been budgeted for this Work Plan item at this time. A funding request will be made after the scope and cost of producing the Capital Improvement Plan/Development Impact Fee Program is developed.

Funding Source:

This Work Plan item will be funded by the General Fund

Priority: This item is a high priority

**Program: Street Maintenance
Annual Street Tree Maintenance and
Special Condition Streets**

Project Description

The purpose of this Work Plan item is to manage the City's urban forest. The Department of Public Works maintains approximately 3,000 street trees. Maintenance including inspections, trimming, replacements trees, and filling of vacancies is performed by City maintenance staff, West Coast Arborists, and the City Arborist. The City's Tree Advisory Board (TAB) makes recommendations to the Department regarding implementation of the Street Tree Management Plan and annual street tree work plan. The TAB makes decisions regarding the removal of trees. Typically, a replacement tree is recommended when street trees are removed. The Street Tree Management Plan includes a list of Special Condition Streets. These streets have mature trees that provide an aesthetic look to the street and neighborhood but may also be damaging public facilities such as the adjacent sidewalks. The Public Works Department is in the process of developing a series of workshops to address the Special Condition Streets. The purpose of the workshops is to discuss solutions for managing the street trees and repairing the public infrastructure.

Objective and Policy Consistency

The objective of this Work Plan item is to continue to effectively manage the City's street trees and to work with stakeholders to develop a plan for addressing the Special Condition Street. Solutions for each street may vary. Funding by various means such as benefit assessment districts will also be explored. This Work Plan item is consistent with policies included in Chapter 12.28 of Carpinteria Municipal Code.

Previous and Ongoing Work

- Linden Avenue Concrete Repair and Tree Replacement Project Phase I - Completed
- Eighth Street Tree Planting Project – Completed
- Ongoing street tree maintenance activities

Tasks

1. Camino Trillado Special Condition Street Workshop
2. Preparation of a Seventh Street Tree Evaluation Report
3. Seventh Street Special Condition Street Workshop

Products

- Camino Trillado Workshop Results
- Seventh Street Tree Evaluation Report
- Install 20 new street trees in vacancies
- Linden Avenue Concrete Repair and Tree Replacement Project Phase II

Date

Spring of 2013
Spring of 2013
By June of 2013
Fall of 2013

Public Works

Staff Requirements:

- Director of Public Works
- Public Works Administrative Aide
- Public Works Maintenance Supervisor
- Public Works Maintenance Staff
- City Arborist
- Contract Tree Maintenance Company – West Coast Arborist
- Contract Civil Engineer – Linden Avenue project plans, specifications and estimates

Budget:

This item is included in the 2012-2013 City of Carpinteria Budget. The budget includes:

Street Tree Maintenance	\$80,000
Street Tree Replacements	\$45,000
Special Condition Street Trees	\$25,000

Note: The Linden Avenue Concrete Repair and Tree Replacement Project will be included in the 2013-2014 City of Carpinteria Budget

Funding Source:

This Work Plan item will be funded by State Gas Tax and Measure A revenues. The Linden Avenue Concrete Repair and Tree Replacement Project will likely be funded by Measure A and a portion of the Measure D funds that remain on account.

Priority: This item is a high priority

Program: Street Maintenance **Downtown and Beach Area Street Maintenance**

Project Description

The purpose of this Work Plan item is to address street maintenance needs in the Downtown and Beach areas of the City. Using the street designs that were developed in 2007, several projects are in the process of being developed for the area:

- Ash Avenue Improvement Project - This project improves the parking and drainage in front of the Silver Sands Mobile Home Park
- Third Street Trail – This project is proposed to connect the Carpinteria Salt Marsh Park area with Linden Avenue near the new Tomol City Park. Public Works has submitted a grant proposal to fund this project
- Downtown Landscaping Project – This project updates the landscaping in the roadway planters in the Downtown “T” area
- Pavement Maintenance – Public Works will begin the process of developing a pavement maintenance project for Carpinteria Avenue from Arbol Verde Street to Linden Avenue. This project will also include Casitas Pass Road south of US 101 and Cactus Lane. This process will include exploring potential funding sources for pavement maintenance that may include public financing and/or assessments. The Department will also begin preliminary engineering to develop a scope of work and cost for a Beach Area pavement rehabilitation project

In addition to the projects discussed above, Public Works is working with two development projects that include improvements to the adjacent City streets. Again, both the public projects and private development project’s improvements to City streets will conform to the street designs that were developed by the City in 2007.

Objective and Policy Consistency

The objective of this Work Plan item is to complete needed street maintenance in the Downtown and Beach area of the City. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan and the 2007 Beach Area Street Design.

Previous and Ongoing Work

- Preparation of Plans, Specifications and Estimates (PS&E) for the Ash Avenue Improvement Project (Ongoing)
- Preparation and Submittal of a grant application for the Third Street Trail Project
- Inspection and Rating of Beach Area roadway pavement. This is an ongoing work effort that is part of the City’s Pavement Management System

Tasks

1. Prepare PS&E for a Carpinteria Avenue/Casitas Pass Road/Cactus Lane Pavement Rehabilitation Project
2. Complete PS&E for the Ash Avenue Improvement Project

Public Works

3. Prepare PS&E for the Downtown "T" Landscaping Project
4. Prepare preliminary engineering for a Beach Area Pavement Maintenance Project

Products

- Carpinteria Avenue/Casitas Pass Road/Cactus Lane PS&E
- Ash Avenue Improvement Project PS&E
- Downtown Landscaping Project PS&E
- Preliminary Engineering Study for Beach Area Pavements

Date

February 2013

April 2013

April 2013

Fall 2013

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst
- Consultants

Budget:

Portions of this item are included in the 2012-2013 City of Carpinteria Budget. The Third Street Trail will be included in the 2013-2014 City of Carpinteria Budget if the grant application is successful. A funding request/budget amendment for the Carpinteria Avenue/Casitas Pass Road/Cactus Lane Pavement Project will be made when the project is ready to be advertised for construction. The Beach Area Pavement Maintenance Project will be included in the budget as funding is identified.

Funding Source:

The following is a list of funding sources for the projects in this Work Plan item:

- Carpinteria Avenue/Casitas Pass Road/Cactus Lane Pavement Rehabilitation Project – Measure A and General Fund
- Ash Avenue Improvement Project - Measure A and Silver Sands Mobile Home Park Agreement
- Downtown Landscaping Project - Measure A
- Third Street Trail - Applied for a Measure A Grant in January 2013
- Beach Area Pavements - To Be Determined

Priority: This item is a medium priority

Program: Capital Improvements US 101 Projects

Project Description

The purpose of this Work Plan item address the Department of Public Works work effort on the three US 101 projects within the City of Carpinteria.

Ventura to Santa Barbara US 101 High Occupancy Vehicle Project – This project is under construction. The Department of Public Works continues to work with Caltrans to monitor the construction.

Linden Avenue and Casitas Pass Road Interchanges Project – This project will replace the US 101/Linden Avenue and US 101/Casitas Pass Road interchanges. The project includes the replacement of the US 101 freeway bridges over Carpinteria Creek and the extension of Via Real from its current terminus near Carpinteria Creek Park to Casitas Pass Road. The new Via Real extension will require a new bridge across Carpinteria Creek. A summary of project components as currently proposed is provided below:

- Replace Linden Avenue overcrossing with a new 3-lane structure
- Replace Casitas Pass Road overcrossing with a new 4 or 5-lane structure
- Replace 2 freeway bridges over Carpinteria Creek
- Extend Via Real to Casitas Pass Road including a new bridge over Carpinteria Creek
- Construct 5 new traffic signals at the roadway/freeway ramp intersections
- Construct sound walls in various locations
- Construct drainage improvements in various locations

The California Department of Transportation is the lead agency and is managing the project. Caltrans has completed the Environmental Impact Report for the project and is now working on the design plans. Caltrans is also working on obtaining environmental permits. To obtain a Coastal Development permit, Caltrans is working with the City of Carpinteria Community Development Department and the California Coastal Commission to amend the City's Local Coastal Plan. The City's Department of Public Works continues to work with Caltrans by participating in Project Delivery Team Meetings and working with Caltrans on design issues. The Department of Public Works also participated in the Design Review Team (DRT) meetings that occurred last summer.

South Coast High Occupancy Vehicle Lanes – This project will extend the High Occupancy Vehicle (HOV) lanes that are currently under construction from the City of Carpinteria to Santa Barbara. The Department of Public Works continues to participate in the delivery of this project by attending ongoing Project Development Team meetings, reviewing and commenting on project documents such as the project's Environmental Impact Report, and assisting in development of the project's plans.

Public Works

In addition to the three major freeway projects discussed above, the Rincon Trail Project and the Santa Claus Lane Trail Project will each likely be included in the project descriptions that are submitted to the California Coastal Commission for the Local Coastal Plan Amendment that must be processed for the Linden Avenue and Casitas Pass Road Interchanges Project and the South Coast HOV Lanes project, respectively. The Department of Public Works will assist in the development of these projects.

Objective and Policy Consistency

The objective of this Work Plan item is for the Department of Public Works is to continue to work with Caltrans as they proceed with design work on this project. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

Previous and Ongoing Work

Ventura to Santa Barbara US 101 High Occupancy Vehicle Project

- Continue to monitor construction

Linden Avenue and Casitas Pass Road Interchanges Project

- Completed 10 Design Review Team Public Meetings
- Provided Caltrans with the design for the Via Real Extension roadway alignment
- Continuing to work with Caltrans on detailed design of the project
- Completed updated Traffic Analysis – Analysis to assist in determining the number of vehicular lanes on Casitas Pass Road

South Coast High Occupancy Vehicle Lanes

- Continuing to participate in the Project Delivery Team meetings
- Continuing to review and comment on the project documents

Tasks

The upcoming significant tasks for the Department of Public Works primarily pertain to the Linden Avenue and Casitas Pass Road Interchanges Project. Those tasks are listed below:

1. Prepare City Council Staff Report and Presentation on the updated Traffic Analysis. The Traffic Analysis will be used to determine the number of lanes (4 or 5) for the Casitas Pass Road overcrossing
2. Prepare City Council Staff Report and Presentation on the results of the Design Review Team Public Meetings
3. Prepare City Council Staff Report and Presentation on a “Freeway Agreement.” This agreement delineates physical responsibilities for maintenance of Caltrans and City facilities
4. Prepare City Council Staff Report and Presentation on the readiness of the project to be submitted to the City’s formal Design Review Process. This will include beginning the Local Coastal Plan Amendment Process
5. Prepare Staff Report and Presentation on City assisting Caltrans with preparation of a FEMA Conditional Letter of Map Revision for floodplain development

Products

- Update Traffic Analysis
- Design Review Team Staff Report

Date

January 2013
February 2013

Public Works

- Freeway Agreement and Staff Report February 2013
 - Project Submittal Staff Report March 2013
 - Consultant Contract for FEMA Janaury 2013
- CLOMR Preparation

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst
- Consultants

Budget:

This item is included in the 2012-2013 City of Carpinteria Budget. The consultant costs for this work effort were assigned to the Engineering Retainer budget item in the Public Works Administration Program. \$25,000 was assigned for this work effort. In addition to the budget amount for consulting planning and engineering services, the work performed by the Director of Public Work and the Public Works Management Analyst is part of their general work load with a cost of \$15,000 to \$20,000.

Funding Source:

The City's work effort on this Work Plan item is funded by Measure A and Development Impact Fee funds. The Linden Avenue and Casitas Pass Road Interchanges construction project is funded by the State Transportation Improvement Program.

Priority: This item is a high priority

Program: Capital Improvements

Carpinteria Avenue Bridge Replacement Project

Project Description

The purpose of this Work Plan item is to replace the Carpinteria Avenue Bridge over Carpinteria Creek. The existing bridge is near the end of its service life and has received low structural ratings when inspected. All roadway bridges in the City of Carpinteria are inspected by the California Department of Transportation every two years. The existing bridge also fails to meet modern seismic standards. A grant for this project has been obtained from the Federal Highway Administration. The grant will pay 88.53% of all eligible expenses to replace the bridge. The project is expected to cost approximately \$10 million.

Objective and Policy Consistency

The objective of this Work Plan item is to replace the existing roadway bridge with a new bridge that meets current engineering standards. To receive the federal funding, this project must meet many federally required standards including, but not limited to, roadway geometric design, material specifications, record keeping and contract management. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan. The Community Design, Circulation, Noise, and Safety elements of the Plan will apply to this project. The project will also be consistent with the City's Creeks Preservation Program. This project is included in the current Capital Improvement Plan that was developed in 2002 and updated in 2007.

Previous and Ongoing Work

- Initiated grant process and received federal authorization to begin the Preliminary Engineering phase of the project
- Completed the several federal project steps including the Field Review and Preliminary Environmental Evaluation
- Completed a preliminary Hydrology and Hydraulic Study to verify the Bridge Inspection Reports that qualified the project
- Performed consultant team selection for the Preliminary Engineering phase of the project

Tasks

1. Negotiate Scope of Work for the consultant team that was selected for the Preliminary Engineering phase of the project
2. Prepare a City Council Staff Report for award of the Preliminary Engineering contract
3. Prepare a Project Report that incorporates Hydrology and Hydraulic Study with further required documents including the Type Selection Report and Bridge Geometry Report
4. Update programming of project in the Federal Transportation Improvement Plan with updated scope and cost once consultant team is under contract with the City

Products

- City Council Staff Report for Preliminary Engineering Consultant Contract

Date

February 2013

Public Works

- Project Report March 2013
- Federal Scope and Cost Change Submittal April 2013

Staff Requirements:

- Director of Public Works
- Management Analyst (Financial Tracking)
- Project Management Consultant
- Preliminary Engineering Consultant Team

Budget:

This item is included in the 2012-2013 City of Carpinteria Budget.

Funding Source:

This Work Plan item is funded by a federal grant (88.53%) and Development Impact Fees (11.47%).

Priority: This item is a high priority

Program: Capital Improvements
Ninth Street Pedestrian Bridge Rehabilitation

Project Description

The purpose of this Work Plan item is to rehabilitate the 9th Street Pedestrian Bridge. The pedestrian bridge is located between the two ends of 9th Street at Franklin Creek. The California Joint Powers Insurance Authority (California JPIA) noted the current condition of the 9th Street Bridge in their Loss Control Action Plan (LossCAP) review of City facilities. As noted in the report, the bridge should be considered for safety and access improvements. Prior to implementing any rehabilitation measures for the bridge, an analysis of the structure will need to be performed. The analysis will be used to determine the extent and feasibility of potential improvements.

Objective and Policy Consistency

The objective of this Work Plan item is to improve pedestrian safety and accessibility by meeting standards such as the American's with Disabilities Act requirements. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan

Previous and Ongoing Work

- A grant application was prepared and submitted for the new Measure A South Coast Bicycle and Pedestrian Grant Program. The project, with a preliminary estimated cost of \$150,000, was awarded \$100,000 under the Measure A grant program. The remainder funding will come from City of Carpinteria Measure A yearly allocation.
- Completed consultant contract for a feasibility analysis and design. The consultant is now in the process of preparing the feasibility analysis

Tasks

1. Perform structure and feasibility analysis
2. Initiate rehabilitation project with a strategy based on the structure and feasibility analysis

Products

- Structure analysis and feasibility report
- Prepare Plans, Specifications and Estimates

Date

March 2013
June 2013

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst
- Consultant

Budget:

This Work Plan item is included in the 2012-2013 City of Carpinteria Budget. The total project costs are preliminarily estimated to be \$130,000.

Public Works

Funding Source:

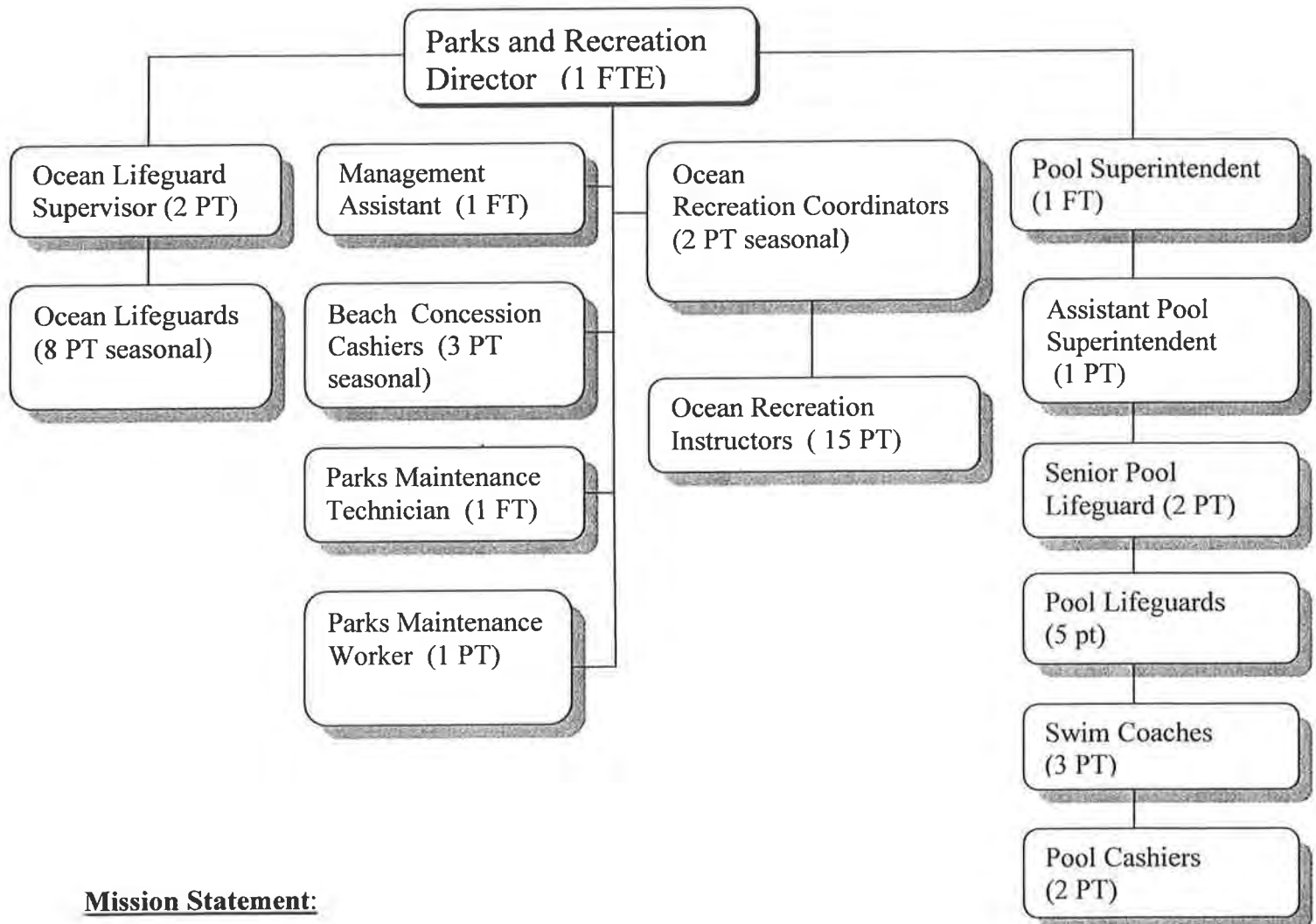
This Work Plan item will be funded by Measure A Bicycle and Pedestrian Improvements Grant Program and the City's ongoing yearly Measure A allocation.

Priority: This item is a medium priority

Parks and Recreation

Department: Parks and Recreation

Department Organizational Chart:



Mission Statement:

The City of Carpinteria Department of Parks and Recreation will protect and improve the physical and environmental health of the Carpinteria community while preserving and enhancing the community's aesthetic beauty and natural diversity through:

- ***Professional stewardship of natural open space, parks and public trails***
- ***Excellent maintenance and management of City operated sports fields.***
- ***Educational programs that promote life safety and environmental science awareness and appreciation***
- ***Planning and advocacy of projects that will meet the diverse parks & recreation needs and desires of Carpinteria into the future***

Parks and Recreation

Description of Department Programs and Services:

The Parks and Recreation Department manages a variety of parks, beaches, open spaces, a public pool and other public facilities in Carpinteria. The Department is broken down into five programs. They are as follows:

1. Parks and Recreation Administration
 - a. Grant Seeking and park and facility planning
 - b. General support for all department functions
 - c. Staffing for the Bluffs Advisory Board
2. Community Pool Services
 - a. Staff recruitment and training
 - b. Year round programming for adults and children
 - c. Facility maintenance
 - d. Swimming lessons
 - e. Youth swim team
3. Ocean Beach Services
 - a. Staff recruitment and training
 - b. Summer recreation programming
 - c. Summer beach lifeguarding
 - d. Winter protection berm program
 - e. Lifeguard tower, boathouse, restroom and beach maintenance
 - f. Ocean beach concession program. (fundraiser)
4. Special Events
 - a. Summer adult league softball
 - b. The Carpinteria Triathlon (fundraiser)
5. Parks and Facility Improvement and Maintenance
 - a. Hiking and Biking trail planning and construction
 - b. Park upgrades and maintenance
 - c. Veteran's Building upgrades and maintenance
 - d. Carpinteria City Hall Facility upgrades.
 - e. New park planning and construction

2013 Work Plan Tasks Summary and Schedule:

Parks and Recreation Department Work Program - Fiscal Year 2013																			
Updated 1/10/2013																			
Activity	Planned		Actual		% Comp	Show Timeline for												Show Status?	
						July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
	Start Month	Dur Month	Start Month	Dur Month		1	2	3	4	5	6	7	8	9	10	11	12		
Seaside Building Seaside Park	10	24	1	1	10%														
Sycamore Park Use	7	24																	
Coastal Access Tar Pits Park	7	12	1	1	10%														
Capitola City Hall Improvements	7	24	1	1	5%														
Trail System Planning	1	36	1	1	60%														
Redwood Grove Park Facilities	6	12			0%														
Community Pool Improvements	1	24	1	1	50%														
Historical Marker Site Park	2	24			0%														
Memorial Park Improvements	1	24	1	1	10%														
Irrigation Water Well	8	24			0%														
Holly Lifeguard Tower	8	12			0%														

**Program: Parks and Recreation Administration
Seaside Building Park Project**

Project Description

Design, permit and build landscape and parking improvements at the Seaside Building with high consideration of environmental protection design elements. These include practices that reduce storm water runoff, reduce energy and water consumption, and utilize recycled materials in the landscape.

Objective and Policy Consistency

- To redevelop the landscape and parking areas of the Seaside Building grounds and to create a small park setting in the downtown area. The project includes limited public parking, patio and turf areas as well as improved access into the Veteran's Building grounds. Design objectives will include permeable paving, energy efficient lighting, rain collection, drought tolerant plantings, a bioswale and the creation of patio areas conducive to small public gathering events. The project may include solar panels to generate electricity.

Previous and Ongoing Work

- Developed preliminary plan with City Council input.
- Developed preliminary concepts with landscape architect.
- Investigated design options to incorporate water quality BMPs.
- Received direction from the ARB on 5/27/2010.
- Revised drawings based upon ARB input.

Tasks

1. Seek discretionary permits
2. Obtain 100% design drawings
3. Estimate construction costs
4. Secure funding.
5. Place project out to public bid.
6. Construct project.

Products

- Renovation of the grounds and the establishment of the Seaside Building Park (Torrey Pine Park)

Date

12/13

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Priority
Medium

Parks and Recreation

Program: Parks and Recreation Administration
Holly Lifeguard Tower Project

Project Description

To replace the Holly Avenue Lifeguard station.

Objective and Policy Consistency

The Holly Avenue lifeguard station serves as the center of the lifeguard operations. Due to age and obsolete design, the tower should be replaced. A new station will provide a higher observation perspective to improve surveillance over the beach and surf zone. The station pedestal will be proposed to be a small needed storage room instead of a section of concrete pipe. The proposed design will be similar to the Lifeguard station at Ash Avenue.

The Open Space, Recreation & Conservation Element of the City's General Plan lists the following objective:

Objective OSC-14. Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Previous and Ongoing Work

- The design will be similar to the station at Ash Avenue. Consideration will be given to develop a new Lifeguard station at Linden Avenue relocating the existing one to Holly. This will depend upon budget constraints.

Tasks

1. Develop site and station plans.
2. Make application for permits.
3. Construct facility.

Products

Plans completed
Permits obtained
Project completed

Date

February 2013
June 2013
April 2014

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$75,000

Funding Source

Tideland Trust Fund

Priority

High

Parks and Recreation

Program: Parks and Recreation Administration
Sycamore Park at Fifth Street

Project Description

Generate Improvement Plans for City owned property on Fifth Street to include park amenities.

Objective and Policy Consistency

The project objective is to create a park such as a community garden and or skate park. The Fifth street site will also allow for more options in design for a pedestrian underpass of the railroad. Consideration of additional public real estate acquisition on the south side of the train tracks and reconstruction of the rail road station building will also be an important part of the planning process in this area.

The Open Space, Recreation & Conservation Element of the City's General Plan lists the following objective:

Objective OSC-14. Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Previous and Ongoing Work

- A parcel of land along Fifth Street just west of the public parking lot was purchased by the City in 2012 using park acquisition funds.

Tasks

1. Develop property park use alternatives
2. Once a project is identified, create project plans

Products

Date

- Select parcel and negotiate purchase.

October 2012

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

Funding Source

\$25,000 in FY 011/12

Parks Improvement Fund

Priority
High

Parks and Recreation

Program: Parks and Recreation Administration
Coastal Access Improvements
Tar Pits Park

Project Description

Design, permit and build landscape and trail improvements at Tar Pits Park with high consideration of environmental protection in design and materials. These improvements provide coastal access from the Carpinteria Coastal Vista Trail.

Objective and Policy Consistency

- In the south west end of Tar Pits Park, the existing trail is highly eroded and traverses a wetland area. To prevent further adverse impacts and to restore more natural conditions a trail remediation project is proposed. The trail project will reestablish and stabilize natural grades, install an elevated boardwalk over a wetland, improve coastal access and public safety, restore native plantings, and protect adjacent natural wetland resources.

Also to be considered is a bluff face staircase in the eastern part of the park where an abandoned pipeline now exists. This location is optimal to help beach walkers bypass the seasonal beach closure when Pacific Harbor Seals are pupping.

Objective C-8: Support and develop safe, direct and well-maintained bicycle and pedestrian systems and recreational boating facilities that serve all segments of the public.

Previous and Ongoing Work

- Developed preliminary plan.
- Made application for funds under the Habitat Conservation Fund

Tasks

- Author environmental study
- seek discretionary permits
- Obtain 100% design drawings
- Estimate construction costs
- Secure funding.
- Place project out to public bid.
- Construct project.

Parks and Recreation

Products

Improved trail and coastal access
Restored native plantings
Protected wetland habitat

Date

12/13

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$25,000

Funding Source

Parks Improvement Fund
Tidelands Fund
Grants

Priority

Medium

Parks and Recreation

Program: Parks and Recreation Administration
Carpinteria City Hall Campus
Improvement Project

Project Description

The Carpinteria City Hall Campus Improvement Project aims to enhance the existing facilities to better serve the public. As local government responsibilities grow, the need for administrative storage and office space also grows. Attributes such as additional parking, meeting room, and file storage space are needed. Redesigning the landscaping to achieve low water use and storm water quality objectives can also benefit the general public with lower operating costs. The comprehensive project will also showcase xeriscaping, integrated pest management, solar and storm water quality benefits that can be used by Carpinteria Businesses and homeowners.

Objective and Policy Consistency

This project has several objectives. They are as follows:

1. To create a landscape master plan for the City Hall campus that would emphasis native, drought tolerant plantings that help showcase xeriscaping and integrated pest management (IPM) design.
2. To develop a bioswale for improved storm water quality runoff.
3. Improve City Hall aesthetics.
4. To design and construct new building space that can provide additional administrative storage, office space, locker and shower facilities, and exercise facilities. The project will also result in additional covered public works shop space.

To carry out the obligations, duties and responsibilities of city government, the City must provide for adequate administrative and departmental facilities including provisions for administrative record and office space.

Previous and Ongoing Work

- Landscape Architect has been engaged.
- Preliminary site plan concepts have been developed.
- A property survey has been completed.

Tasks

1. Develop plans for site improvements including new landscaping, parking, access, signage and annex building.
2. Seek necessary permits

Products

- Approved landscape plan

June 2013

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant
- Public Works Director
- Public Works Management Analyst

Budget

150,000 in FY 13/14

Funding Source

General Facilities DIF

Priority

Medium

Parks and Recreation

Program: Parks and Recreation Administration
City Wide Hiking Biking Trail System Planning and
Construction

Project Description

Many segments of the Carpinteria Coastal Vista Trail have been constructed in past years most recently the Palm to Linden Trail. Continuation toward the completion of the trail involves many segments each with their own circumstances. This Work Program item involves dedicating further effort to perfect the project. A summary of some of the major segments to be completed is presented below.

The Carpinteria Rincon Trail Reach (CRT) will connect the eastern terminus of Carpinteria Avenue with the Ventura County line via Rincon County Park. The project will be an important connection in the California Coastal Trail and provide the eastern limit to the Carpinteria Coastal Vista Trail. A Project Study Report was prepared in 2009. Environmental review of the project is currently underway.

The Carpinteria Bluffs to Pier Parking Lot Trail Reach connects the Carpinteria Bluffs Nature Preserve to the Casitas Pier parking lot and Tar Pits Park. This segment will include access to the Carpinteria Pacific Harbor Seal Sanctuary. A large investment will be needed to complete this segment as trail easements and a railroad undercrossing is likely needed to open this segment to the public.

The Carpinteria Bluffs 2 Trail Reach connects the Lois Sidenberg Coastal Overlook with Bluffs 3 and the Carpinteria Rincon Trail. This trail segment traverses two parcels of land and in-fills existing trail segments on both its east and west side.

The Third Street Trail Reach connects the Palm to Linden trail with the network of trails in the Carpinteria Salt Marsh Nature Park. This segment is intended to be designed within the existing Third Street right of way.

Railroad under crossings at Holly Avenue and Calle Ocho to provide critical safe connections for coastal access, school routes and shopping.

Objective and Policy Consistency

- The continued pursuit of the City's vision for a completed trail system to encourage non-motorized travel, reduce motor vehicle traffic and improve public health.
- The installation of the CRT trail will provide a safer route than the unsanctioned use of the rail road corridor or the class two bike lane on southbound US 101, improving public safety.
- Completion of all the trail segments will result in a truly remarkable public asset that will provide enormous benefits in public health, safety, recreation, economics and environmentalism.

Parks and Recreation

Previous and Ongoing Work

- Completed several major trail lengths in the Carpinteria Bluffs Nature Preserve including the Lois Sidenberg Coastal Overlook.
- Completed the trail length across the Casitas Pier Parking lot and into Tar Pits Park.
- Completed trails inside the Carpinteria Salt Marsh Nature Park.
- Completed the Palm to Linden Trail.
- Obtained County Coastal Resources Enhancement Fund Grant for Rincon Trail study
- Completed Rincon Trail Project Study Report (PSR) that includes preliminary engineering.
- Obtained Coastal Conservancy Grant for Environmental Report
- Prepared administrative draft of Rincon Trail MND.
- Prepared Coastal Access and Railroad Safety study.
- Received Measure A grant for further design work.

Tasks

Coordination with Santa Barbara County
Retain consultant to prepare environmental documents
Hold necessary public meetings to allow for environmental document certification
Retain Design Engineer
Make application for CDP

Products

Date

Updated preliminary engineering plans
CDP

6/30/13
9/ 1/13

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant
- Community Development Department Staff

Budget
TBD

Funding Source
Various

Priority
Medium

Program: Parks and Recreation Administration Removal of Relic Facilities in Parks and on Tidelands

Project Description

This project involves locating, identifying and removing relic facilities that exist within the boundaries of the City of Carpinteria on City owned park or tide lands. In most cases, these facilities are related to abandoned oil and gas production or conveyance facilities that have no potential future use. The facilities may be aesthetically unpleasing, or may interfere with the public's use of these public resource lands.

For Example a surface seep of hydrocarbon tar located in the south western portion of the Carpinteria Bluffs Nature Preserve. City Staff has contacted the California State Division of Oil and Gas (DOGGR) who provided preliminary analysis of the seep that concluded it may be a leaking oil well from the very early twentieth century.

Objective and Policy Consistency

- This project is consistent with good stewardship of public lands.

Previous and Ongoing Work

- The destruction of the Kittie Bailard oil well on the Bluffs was completed in December 2012.

Tasks

Inventory the known relic equipment locations.
Identify the party that has removal responsibility, (if any)
Pursue remediation of each site.

Products

Generate a report on known remediation sites with recommended further actions.

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$5,000 for reconnaissance study work

Funding Source

General Fund

Priority
Medium

Program: Parks and Facilities Maintenance Community Pool Improvement Program

Project Description

The Community Pool provides our community with an important learn to swim facility as well as providing for fitness and youth sports. The pool was first opened in 1989. Over the years, the City has been undertaking work to keep the facility running efficiently and providing needed facility improvements including consideration of the following projects:

- Replacement of pool water sanitation system. Ozone system being considered.
- Steel pool locker replacement.
- Pool building flooring
- ADA compliance upgrades
- Consideration of therapy pool.
- Happy Hut upgrades.

Objective and Policy Consistency

This project's objectives to reduce energy consumption and to keep the Community Pool as an appealing family fitness facility is consistent with good business practices. A well run pool will encourage patronage, community health and prosperity.

Previous and Ongoing Work

- Replaced pool water heater
- Replaced pool chemical computer
- Replaced pool chlorine injector
- Replaced pool thermal blankets
- Purchased portable bleachers

Tasks

1. Continue fundraising for pool tile wall.
2. Identify Ozone system supplier
3. Identify Happy Hut improvements needed
4. Begin to install pool building floor tile.

Products

Date

New ozone system for pool

1/14

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant
- Community Pool Superintendent

Parks and Recreation

Budget

\$25,000

\$25,000

Priority

High (depending upon funding)

Funding Source

Fund raising,

Aquatics Facility DIF

Program: Parks and Recreation Administration Historical Marker #535 Pocket Park Chumash Village of Mishopshnow

Project Description

Feasibility and possible installation of a Historical Marker Pocket Park located on Concha Loma Drive.

Objective and Policy Consistency

An opportunity may exist to construct a micro park in the immediate vicinity of the Historical Marker on Concha Loma Drive. The area is about 6,000 square feet if part of the right of way is used as park area. The adjacent apartment buildings have family occupants that currently play in the street. Providing a safer place such as a micro park will improve the current situation by providing a planned play area that is safer and more aesthetically pleasing.

The City's General Plan, Open Space and Conservation Element calls for Providing adequate park and recreation facilities to meet the needs of the community and visitors. See Objective OSC-14.

Previous and Ongoing Work

None

Tasks

1. Prepare feasibility study of park improvement including on street parking and roadway analysis.
2. Prepare site plan
3. Hold public workshop and refine site plan.
4. Obtain discretionary and regulatory permits
5. Install improvements.

Products

- Approved permits
- Park Installed

Date

TBD pending funds
TBD

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

Due to current budget constraints, implementation of a plan may be deferred.
Additionally, maintenance costs will need to be considered.

\$75, 000

Funding Source

Parks Improvement Fund

Priority

Low

Program: Parks and Recreation Administration Memorial Park Improvements and Restroom Facility

Project Description

The installation of Memorial park restroom facility along with other possible park amenities such as trails, fitness equipment, BBQ's, benches, a dog friendly area and new water wise landscaping. The project will help reduce operational costs, provide a more popular park and improve park safety. These improvements may be phased in as funding is made available.

Objective and Policy Consistency

Improve Memorial Park to include amenities such as an off leash area, a jogging track, an improved play area and other amenities. These improvements will be proposed with neighborhood involvement.

A recent survey of residents in the Memorial Park neighborhood has helped to determine desired improvements.

The City's General Plan, Open Space and Conservation Element calls for Providing adequate park and recreation facilities to meet the needs of the community and visitors. See Objective OSC-14.

Previous and Ongoing Work

Completed survey of 150 adjacent residences about Memorial Park and possible improvements.

Tasks

1. Prepare site plan
2. Hold public workshop and refine site plan
3. Obtain discretionary and regulatory permits
4. Identify funding (Park Improvement Fund)
5. Install improvements.

Products

- Approved permits
- Improvements installed

Date

August 2013
August 2014

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$150, 000

Funding Source

Parks Improvement Fund

Priority

Medium

**Program: Parks and Recreation Administration
Irrigation Water Well**

Project Description

Feasibility and possible installation of an Irrigation Water Well to serve park water needs.

Objective and Policy Consistency

An irrigation water well used to irrigate City parks and having the potential to provide significant dollar savings over time.

The City's General Plan, Open Space and Conservation Element lists the following objective;

Objective OSC-14. Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Previous and Ongoing Work

Consulted with a hydro-geologist to discuss best possible locations.

Tasks

1. Prepare water well feasibility analysis.
2. Prepare site plan and Permit Applications
3. Drill well and develop it.
4. Install pipeline

Products

Date

- Approved permits
- Well Installed

6/12
11/13

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

Funding Source

\$70,000

Parks Maintenance Fund

Priority

Medium

2012 Work Plan Accomplishments

**General Government
2012 Work Plan Accomplishments**

Activity	Comments/Status
Program: Legislative & Policy	
Legislative & Policy Research & Development	Held workshop on March 26 concerning new meeting conduct procedures, i.e., Rosenberg Rules of Order, and Council adopted revised policy. Revised policy concerning use of public facilities for posting of private signs. Facilitated City Council consideration/adoption of requisite actions in support of voter consideration of Measure E2012 (approved by voters November 2012). Managed litigation relating to City's single-use bag regulations, including settlement and resulting code amendment, and monitored San Francisco case concerning alleged restaurant preemption. Worked on updating and establishing policies and procedures to maintain design immunity for public streets, etc. Established City Council/Law Enforcement Committee and initiated discussions with other contract Cities in the County and the Sheriff's office concerning impacts of realignment, other local service demands/needs, and options for controlling costs. Began evaluating impacts of AB 340, the Public Pension Reform Act of 2013, on City retirement benefits. Participated in regional work through SBCAG on implementation of State mandated reductions/controls on Greenhouse Gas emissions, i.e., AB32/SB375.
Legislative Advocacy	Councilmember representative attended League of Cities Channel Counties division meetings and City Manager received regular updates on State matters affecting cities from the League of Cities regional representative. Staff continued work with Coastal Commission, Caltrans, and SBCAG staffs concerning the Highway 101 projects; also worked with various agencies on trail development at east and west ends of town, i.e., Rincon and Santa Claus Lane connections, and worked with Coastal Commission, Caltrans and SBCAG on agricultural land mitigation program for the Linden-Casitas Interchanges Project. Also, worked with various agencies and interest groups to open Franklin Trail. Worked with private development interests and Coastal Commission staff on Bluffs III development concept/constraints analysis. Participated in meetings concerning new state/regional requirements for storm water management permits. Monitored State Lands Commission applications for the Carone and Venoco (Paredon) oil development proposals for potential impacts on City of Carpinteria.

Regional Programs and Cooperation	Meetings of the City Council - Chamber of Commerce, School and Fire District committees met during the year and staff continues to meet and work closely with other agencies including local special districts and the regional council of governments, on matters related to public utilities, infrastructure and transportation and housing programs. The City continued working with the Chamber of Commerce on a number of initiatives aimed at supporting the local businesses and the economy and also cooperating at the regional level through the UCSB Economic Forecast Project, the South Coast Business Forum and the regional Tourism Business Improvement District. The City Manager participated in a new School District/community program, THRIVE, and met its obligations in support of the CalGRIP grant. Other regional meetings staff participated in include, but are not limited to, the South Coast Business Forum, the South Coast Task Force on Youth Gangs, and the South Coast Energy Efficiency Partnership. Finally, the City has agreed to participate in a reconstituted south coast governments effort to address homelessness, the Central Coast Collaborative on Homelessness.
Transient Occupancy Tax (TOT) Revenue Measure	Completed: Measure E2012, a proposed increase in the City's hotel bed tax from 10% to 12%, was approved by voters in November and became effective January 1, 2013.
Sustainability Program	A City greenhouse gas inventory has been completed and a draft policy has been prepared and is under review that incorporates economic development and climate change considerations.
Program: Economic Vitality	
Business Attraction & Retention	• Bluffs III--staff met with a prospective project developer on several occasions regarding a proposed hotel resort. The developer has also met with Councilmembers and community members to discuss the proposed project. On-going. • Initiate/continued discussion with property owners/real estate agents of key vacancies in the City—On-going; discussions with various property representatives. • Linden Avenue Street End Improvement Plans—to be discussed/considered in conjunction with Linden Field agreement renewal • General Business Assistance—On-going • Commercial Real Estate Inventory--The City's web based available commercial real estate inventory has and will be updated at various

	times throughout the year and is available to real estate professionals, developers, building owners, and the general public 24/7. Updates include adding new inventory and removing properties as needed. To date the inventory was also emailed primarily to commercial real estate related professionals (i.e., commercial real estate agents/brokers, etc.) on 1/23/12, 5/10/12, 6/7/12, and 8/20/12.
Business Development Support • Carpinteria First Committee	The Carpinteria First Committee meets on a regular basis and has established a successful, monthly First Friday event. The Committee continues to work to encourage participation of local businesses and local non-profits as well as exploring new promotions. <u>Accomplishments include:</u> • First Friday events • Saturday promotional events (Holiday Faire at Casitas Plaza Shopping Center, and Snow Day event.) • Event Promotion—a variety of promotional venues have been used to support First Friday and Saturday events which ultimately promote our City. They include: --Radio advertising --Print media ads --City web page --Chamber of Commerce web page --Carpinteria Magazine --Chamber Destination Guide & Business Directory --City Scroll • Shop Carpinteria television commercial completed and aired on KEYT 3 (also to air on various Cox channels in 2013) • Continued collaboration with community groups • Work Plan / Budget Update—an update/review of various Carpinteria First Committee work efforts was discussed as part of the first annual Economic Vitality program update in November. • Promotion of Car Free Carpinteria—staff to continue follow-up on visitor Car Free Carpinteria status/program

Program: Records Management	
Administrative Policy & Procedures Manual Update	Records have been gathered and organized. New policies and procedures continue to be added as they are approved and adopted.
Program: Elections	
2012 Municipal Election	Staff completed the following tasks related to the certification and swearing in of two new Councilmembers. • Prepared resolutions for adoption by City Council calling the November 6, 2012 General Municipal Election, requesting consolidation of election with Santa Barbara County Elections to include placing a measure on the ballot for a proposed increase in revenue, and setting requirements for campaign statements • Prepared all required notices of election as per State Elections Code • Prepared related documents for the proposed measure (e.g. Ballot Title and Summary, Impartial Analysis and Argument/Rebuttal) • Prepared candidate handbook and candidate packets • Assisted candidates in making correct filings for office, reviewed materials submitted by each candidate for compliance with the Election Code, verified signatures on nomination papers and submitted listing of candidates to County elections • Received and reviewed required campaign financial disclosure statements throughout the election period • Prepared documents for certification of election and swearing in of new Councilmembers
Program: Records Management	
Public Meeting Web Streaming and Archival	Granicus streaming software and hardware was received and installed in November. Key Planning Department and Administrative Department personnel were trained in the use of Granicus by undergoing two software training sessions. Staff learned how to create and schedule an event, load agendas, attach documents to the agenda and edit agendas and meetings events. Staff conducted two internal tests, one for the City Council and one for Planning Commission prior to going live to the public. The project was determined to be a success and went on line to in December with no issues. The public is now able to access live and archived City Council and Planning Commission meetings in addition to have continued access to agendas, staff reports and related materials.

Relocation of Off-Site Records	Staff has hired a landscape architect to design City Hall improvements to include space for an annex building for administrative storage. Off-site records continue to be organized and destroyed per records destruction policy.
Program: Risk Management	
Implementation of CJPIA Loss Control Action Plan (LossCAP)	Approximately, 80% of the action items have been completed. Some of the CJPIA action items/recommendations have been implemented and are described within the responsible department's mid-year review work plan. A majority of the action items are ongoing or in progress. To ensure that all the action items listed in the Loss CAP Program, Risk Management Evaluation are on track, the HR Administrator/Risk Manager conducts quarterly meetings with respective department heads. The Risk Manager updates and/or meets with CJPIA Senior Risk Consultant for updates on the action items in the LossCAP Updates will be submitted to the City Manager.
Program: Staff Recruitment and Retention	
Employee Hand Book	In progress. Approximately 60% of the handbook is completed.
SEUI Local 620 Labor Negotiations	A two-year contract was negotiated and approved by SEIU Local 620. The Memorandum of Understanding (MOU) of the Service Employee International Union (SEIU) Local 620 and other unrepresented employees has been negotiated and approved. The City Council approved and adopted the MOU resolution in June 25, 2012.
Performance Evaluation & Training	A Performance Evaluation Training for supervisors and managers was conducted and facilitated by the HR Administrator on June 5, 2012. Additionally, the HR Administrator conducted a one-on-one training with the Public Works Supervisor and City Clerk.
Employee Training & Development	The HR Administrator coordinates and conducts various safety training with CJPIA, third party training organizations and the Volunteer and Emergency Services Coordinator for City employees. Approximately 15 trainings were conducted to date. The most recent training conducted was "Safe Work Place- When Being Nice Isn't Enough"; Preventing Substance Abuse in the Work; Preventing Discrimination and Harassment Training for all employees. Additionally, Lynda.com computer base training is provided to employees. A needs assessment was also conducted by the HR Administrator with department heads. Two sessions of the Lunch and Learn Training were conducted in November on "How to Conduct Effective Meetings". Also, a Code Compliance Coaching Session was facilitated for the Code Compliance employees of the City; a Code

	Compliance Officer was recertified by the National Animal Control Association Training Academy; the Environmental Coordinator received training in Hazardous Material and Waste Site for workers; A Payroll Information Training was conducted for the Public Works Maintenance Staff; Staff Report Writing was Conducted by the City Manager and City Attorney and 3 department Directors/Managers attended the Risk Management Educational Forum in November. Additional leadership and computer training will be conducted in 2013.
Program: Volunteer Services	
Volunteer Management	Volunteer Management Database: In 2012, a new volunteer management database was secured, which has allowed the City to seamlessly track volunteers, including contact information, position placement, hours of service, etc. Additionally, the Volunteer Services Coordinator worked with the HR Administrator to collect signed and completed volunteer application forms from all City volunteers. A new screening system is also in place to screen interested individuals for suitability for open volunteer positions prior to assignment in that role. Volunteer Position Descriptions: A basic department volunteer needs assessment was conducted and through this assessment, existing volunteer positions were identified and future needs were obtained. From the assessments, formal volunteer positions descriptions were created for all volunteer positions that were currently being offered. Several new volunteer positions were also created. A Volunteer Services section was created on the City's website to showcase the City's Volunteer Program, including available positions. Information was added on the benefits of volunteering, how to get involved in City volunteer functions and the open volunteer positions departments are seeking to fill. An online Volunteer Interest Form was also created and linked to the website to easily capture information from those who are interested in volunteering. Additionally, the City created an account with VolunteerMatch - one of the largest online volunteer recruitment websites available. All open City volunteer positions are posted on this site and interested individuals are forwarded directly to the Volunteer Services Coordinator for follow up. New Volunteer Orientation: This spring, a new volunteer orientation was developed and implemented for members of the HOST Program. This fall, the HOST orientation began going through an adaptation process to make it available for more general use with any prospective volunteer. The hope is that this new orientation will be available this coming spring.

	• Volunteer Communications Program: During 2012, a volunteer communications plan was not created, however, a plan will be created during 2013. • Volunteer Recognition Program: During 2012, a volunteer recognition program was not created, however, a plan will be created in 2013.
Neighbor-to-Neighbor	• During 2012, background research has been conducted on similar programs in other cities and we have received documents from these cities that may assist us in defining our program. A draft Neighborhood Map was also developed. During 2013, a more focused approach will be applied to launch this program in our community.
Program: Emergency Preparedness	
StormReady / TsunamiReady	• StormReady/Tsunami Ready Status: During 2012, steps were taken to begin the process of becoming certified as a StormReady and TsunamiReady city. The City worked with the Santa Barbara County Office of Emergency Management to secure tsunami warning signs, which is one qualification towards achieving TsunamiReady status. The signs were mapped and placed in various high-risk locations within and around the tsunami inundation zone in the city. The City also worked with the Carpinteria State Park to place tsunami warning signs within the Park. The City will continue to work with NOAA on the other requirements for these designations. We hope to receive both the StormReady and TsunamiReady designations by next spring. • Tsunami Education Program: A tsunami preparedness section was added to the City's webpage, to inform residents of the risks and how to be prepared. Additionally, we hope to implement a tsunami education program for the communities in the inundation zone by this spring. • Weather Spotter Training: CERT members were reached out to in September regarding the opportunity to become official NOAA Weather Spotters. This training will continue to be promoted during 2013.
Hazard Mitigation Plan Update	• City of Carpinteria Annex to Santa Barbara County 2011 Multi-Hazard Mitigation Plan was adopted by the City Council in April 2012 and was formally approved by FEMA in May 2012.

"Don't Panic! Prepare" (¡No Te Asustes! Prepárate)	• Don't Panic! Prepare! Outreach: Through the Aware & Prepare Initiative emergency preparedness grant, the City conducted 11 disaster preparedness workshops this year, reaching almost 400 local residents with critical disaster preparedness information. Each of these residents received a starter emergency supplies kit and a "survival guide" with life-saving tips on how to respond before, during and after a disaster occurs. A timeline and action plan for completing the grant requirements has been created and we are taking steps to fulfill the remaining requirements. • Multi-Agency Community Preparedness Event: In September 2012 the City is hosted a multi-agency community preparedness event at Casitas Plaza. This event reached over 1,200 local residents and involved 31 agencies and 11 eleven volunteers. Additionally, 14 local business donated funds, discounts and give away items to the event. • School Sheds: The Emergency Services Coordinator attended two CUSD Safety Committee Meetings during the 2011-2012 Academic Year and two during the 2012-2013 Academic Year. During 2013, the Coordinator will continue to participate in these meetings and will begin more detailed conversations regarding the school sheds and maintenance plans. • Preparedness Instructor Program: We began conversations with the Santa Barbara County Public Education Committee regarding the standardization of preparedness programming throughout the county as well as what an instructor training program might look like. We will continue to work with the Committee on these efforts and hope to roll out a training program this spring.
City Staff Training & Exercise	• Training Calendar: A 2012 Employee Emergency Response Training Calendar was drafted and released to all employees, which included critical response trainings as well as other necessary trainings and drills that will culminate in a city-wide drill in November. • Staff Trainings: This year, several trainings have been offered to City employees to increase their knowledge and ability to respond to local disasters. Focused attention was placed on training employees in the four basic FEMA courses that are required of all employees – 4 City staff are participating in these trainings. 27 employees currently have the requirement FEMA certifications. Additionally, the City partnered with the Sheriff's Department to provide a Critical Employee Preparedness & Planning session – 28 employees attended. The City also partnered with the Sheriff's

	Department to provide an Emergency Response Operations training session for all staff and training session to review critical knowledge regarding response and evacuation at City Hall – 25 employees attended. Additionally, in August, the City partnered with the County Office of Emergency Management to train 7 management team employees in the use of WebEOC, a new web-based communication tool. • Disaster Exercise: A citywide multi-agency tabletop earthquake drill was held in November 2012. The City, CSFD, Sheriff Department, Water District and Sanitary District had representatives on the planning committee. This drill tied into a larger statewide Public Health Drill that is taking place on the same day. The City Drill involved interactions with both the Public Health Department and County Office of Emergency Management and locally, engaged 11 City employees and 7 representatives from other agencies. • PIO Training: During 2012, we did not offer a Public Information Officer (PIO) training. As part of the 2013 training calendar, we will send City staff who have been identified as PIOs to a statewide training course.
Program: Law Enforcement	
Community Outreach	Det. Matt Banks has reached out to Carpinteria schools and has created a very good working relationship with them in a very short period of time. Det. Matt Banks has also worked very closely with the schools to solve the truancy problem while maintaining the direction of the City Council. We are continuing to plan for a Citizens' Academy and other programs based on funding and staffing
City Hall Security / Threat Assessment	Completed and presented to City Manager.
Command Post Vehicle Upgrade	This project has been removed from the work plan.
City Resource Manual Update	This was completed and used to update all of the deputies within the station
Station Upgrade	Due to funding this has been placed on hold until further notice.
Staffing Requirements	Continue with work with city staff to establish proper Sheriff staffing levels within Carpinteria

**Administrative Services Department
2012 Work Plan Accomplishments**

Activity	Comments
Central Services	
Public Facilities Access	Loss CAP – Per discussions with the City's Sr. Risk Consultant at the CJPIA and staff's review of the Loss CAP document it has been determined that items related to the ADA under the Loss CAP program have been completed. This has been directly communicated to the HR Administrator. Consultant Services / Transition Plan-Accessibility Needs Assessment—the City's ADA Transition Plan (i.e., DOJ Settlement Agreement) has been reviewed and determined complete. At this time staff has determined that consultant services are not needed. Additionally, Public Works Director, Park & Rec Director, Building Inspector, and ADA Coordinator met to discuss ADA accessibility projects, improvements and planning. Staff will be meeting on an on-going basis to discuss various accessibility topics such as accessibility work that has been recently completed, projects underway, possible future projects, documenting of projects/improvements, etc. Creation of Excel spreadsheet to track improvements—In process / not yet completed.
Management Information Services	
Technology Improvements	Granicus City Council video streaming project is complete. Upgrades have been made to several workstations. Laptop computers have been put into service for HR training purposes. A prioritized list of future computer replacements/upgrades has been developed within the current year's budget.

**Community Development Department
2012 Work Plan Accomplishments**

<i>Activity</i>	<i>Comments</i>
HOUSING	
Regional Housing Needs Assessment Finalize RHNA for 2014 Housing Element Update	Completed. SBCAG has issued the proposed Regional Housing Needs Assessment Allocation to all member cities and the county. The total allocation given to the County from the State Department of Housing and Community Development was 11,030. The City's share of the RHNA is 163 units. This number will be used in our next Housing Element update which will commence in 2013 and is due in 2014.
Housing Needs Assessment Prepare Housing Needs Assessment Report	Reprogrammed. This work effort will be incorporated into the Housing Element Update. The Housing Element will include an analysis of the demand for local housing by specific housing type (e.g., rental vs. ownership units, one, two or multi-bedroom units).
ADVANCED PLANNING	
Beach Neighborhood Design Guidelines • Adopt Design Guidelines	Completed. Beach Neighborhood Residential Design Guidelines were approved by the Planning Commission in November 2012 and accepted by the City Council in December 2012. The Guidelines are now being used in the review of new development projects in the Beach Neighborhood.

PUBLIC WORKS

2012 WORK PLAN ACCOMPLISHMENTS

Activity	Comments
Single-Use Bag Regulations and Implementation – Ordinance and Education	Developed ordinance for adoption by the City Council. Once adopted, the Department of Public Works and the Code Enforcement Division developed and implemented a public outreach and education program.
Franchise Agreement Revision, Adoption and Implementation	Completed this work item in its entirety. Audited current solid waste hauling services, drafted and negotiated waste hauling franchise agreement, and presented agreement to the City Council for adoption.
Year 3 Stormwater Management Plan Implementation	Completed Annual Report

Parks and Recreation 2012 Work Plan Accomplishments

Activity	Comments / Status
Parks Administration	
Palm to Linden Trail	This project has been open to the public since last May 2012 and has proven to be very popular.
IPM	The City Council adopted the IPM policy, the IPM committee has published it first annual report.
Kittie Bailard Well	Conoco Phillips has completed the destruction of an oil well on the Bluffs at no expense to the City.
Community Pool Upgrades	The Community pool has new thermal blankets, a new pool chemical computer, a new high efficiency heater, a new chlorinator, and new bleachers.

Other Work Items Completed:

Automobile Purchases. Parks Department provided assistance in the research and selection of two new automobiles for the City's motor pool. The research included a comparative analysis of conventional and hybrid automobiles as well as researching, efficiencies, critical reviews, new vehicle releases, country of origin, warranty and pricing information.

Dangerous Marine Life and Public Notification. As the service provider for the City's ocean front, the Parks Department researched adjacent area's public notification procedures and reproduced notification signage for shark sightings, bat ray stings and pinniped attacks. Due to an apparent increase in the frequency of these matters, staff is working to develop an administrative policy along with pre-produced signage to be used should future needs arise.

Preservation of Southern Pacific Building. Parks Department was contacted by local citizens regarding a small building that was judged to be an original Southern Pacific Railroad building that was targeted for demolition. The Department negotiated for the building's donation to the City, arranged for a service to move the building and obtained necessary permits. The building is now in storage at City Hall and is available to be incorporated into a future public project.

The organization of a Shark Colloquium. This event was arranged to be held at the Plaza Community Theatre. Four experts were invited to participate and event sold out with over two hundred in attendance.

Neighborhood Preservation Committee Recommendations Table

**Neighborhood Preservation Committee
Recommendations and Status of Work by Department**

- | | |
|--|--|
| Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 5. Traffic Safety, Lighting and Pedestrian Safety
Issue 7. Land Use Compatibility | Issue 2. Garages
Issue 4. Neighborhood Infrastructure
Issue 6. Leafblowers
Issue 8. Neighbor to Neighbor Programs |
|--|--|

Department	Recommendation	Status
Community Development	1.a. Pursue and encourage development of Single Room Occupancy units	2012/2013
	1.b. Work with SB County on development of affordable housing options for agriculture and hospitality industry employees	2012/2013
	1.c. Research a Parking Permit Program	2012/2013
	1.d. Limit the number of vehicles registered to a specific address	2012/2013
	1.e. Prohibit parking on the front lawn or in the front setback (other than the driveway)	Zone Code Update
	1.f. Continue the Vehicle Abatement Program	Ongoing
	1.g. Provide outreach and education about City Codes and Code Compliance (use City website, scroll, GATV, brochures, flyers, magnets and a staff contact list	Ongoing
	1.h. Encourage residents to park in garage	Ongoing
	2.a. Limit the number of vehicles permitted at each residence to not more than six	2012/2013
	2.b. Maintain requirement for two-car garage in single family zones	Current Code
	2.c. Revisit minimum garage size to allow for large vehicles and storage space	2012/2013
	2.d. Allow more than 324 square feet of paving in the front yard (toward the side property line on the driveway/garage side of the lot; encourage use of grasscrete or other permeable paving.	2012/2013
	2.e. Do not allow parking in the front yard landscaping	Zone Code Update
	2.f. Redefine "front" and "side" yards in Zoning Code	Zone Code Update
	2.g. Encourage parking of at least one car in the garage	Ongoing
	3.a. Update Zoning Code to define home occupation, reduce maximum number of visitors at a time, restrict hours to 6:00 a.m. to 10:00 p.m., relax maximum number of daily visitors, authorize one commercial vehicle in public view, revisit size and type of vehicles allowed in residential zones, prohibit radio-dispatched vehicles that create noise (such as tow trucks) and prohibit refuse vehicles or panel or stake-bed trucks	Zone Code Update
	3.c. Educate public about new codes and use neighborhood outreach programs to encourage neighbors to address issues themselves	2011 Work Program
	3.d. Send a letter to all residents with home-based businesses that includes all pertinent Municipal	2012/2013

**Neighborhood Preservation Committee
Recommendations and Status of Work by Department**

- | | |
|--|--|
| Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 5. Traffic Safety, Lighting and Pedestrian Safety
Issue 7. Land Use Compatibility | Issue 2. Garages
Issue 4. Neighborhood Infrastructure
Issue 6. Leafblowers
Issue 8. Neighbor to Neighbor Programs |
|--|--|

	Code regulations	
Community Development	3.e. Provide information about City regulations on the City website and in an informational brochure	2012
	6.a. Adopt a leafblower ordinance to regulate the hours of operation and adopt protocols for leafblower use	2011
	6.b. Provide incentives for residents to turn in old leafblower models for more eco-friendly versions	2011
	6.c. Encourage communication between neighbors about leafblower use	2011
	6.d. Create educational materials in English and Spanish	2011
	6.e. Place brochures in stores where leafblowers are sold	2011
	6.f. Distribute information on responsible leafblower use to all business license applicants for gardening and landscaping businesses	2011
	7.a. Continue and expand proactive code compliance programs to address public nuisance issues	Ongoing
	7.b. Include environmental impacts when considering safety issues in land use matters	Ongoing
	7.c. Continue to provide APCD contact information for filing of odor complaints	Ongoing
Public Works	7.d. Facilitate coordination between public agencies responsible for oversight and regulation of industrial facilities (e.g. Fire District, APCD, etc.)	Ongoing
	7.e. Minimize and mitigate noise impacts from development	Ongoing
	7.h. Use the City website and other means such as issue-specific neighborhood meeting to provide information to the public in response to complaints	
	3.b. Develop a Park and Ride Facility at Carpinteria Avenue and Highway 150	2012/2013
	4.a. Synchronize tree replacement with tree removal	2011
	4.b. Budget adequately to carry out the Street Tree Program	2011
	4.c. Support private plant of trees	2012
	4.d. Maintain/protect mature trees when possible	Ongoing
	4.e. Continue and expand the sidewalk repair and replacement program	Ongoing
	4.f. Provide education about tree replacement and the City's Master Tree Plan	Ongoing

**Neighborhood Preservation Committee
Recommendations and Status of Work by Department**

- | | |
|--|--|
| Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 5. Traffic Safety, Lighting and Pedestrian Safety
Issue 7. Land Use Compatibility | Issue 2. Garages
Issue 4. Neighborhood Infrastructure
Issue 6. Leafblowers
Issue 8. Neighbor to Neighbor Programs |
|--|--|

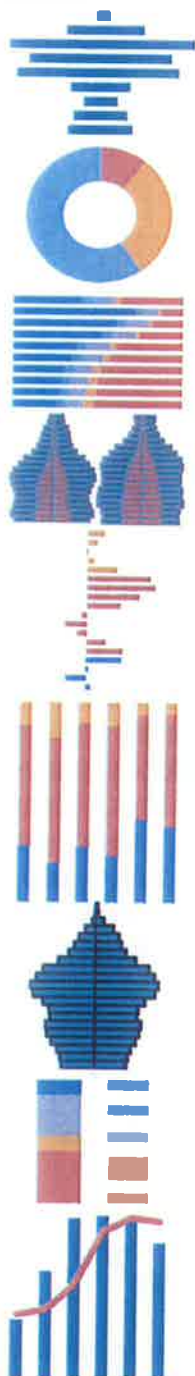
Public Works	4.g. Provide education in English and Spanish about parkway landscaping and homeowner maintenance responsibilities using the City Newsletter, "knock and talk" approach, door hangers and other means	2012
	4.h. Create an online form for reporting hazardous conditions or maintenance needs	2012
	4.i. Create a refrigerator magnet with staff names and phone numbers to report a problem or submit a request for service	2012
	5.a. Remove or trim hedges that pose a safety risk due to sight distance or visual clearance	Ongoing
	5.b. Make service requests more accessible	Ongoing
	5.c. Pursue funding to raise the level of service of street and parkway maintenance and add lighting where appropriate	2011/2012
	5.d. review and make any needed changes to the crosswalks at the intersection of Carpinteria Avenue and Holly Avenue and other intersections that create sight distance issues and at the MTD bus stop at Carpinteria Avenue and Elm Lane	
	5.e. Use the Traffic Safety Committee to study and implement traffic-calming measures as appropriate	2012/2013
	5.f. Pursue funding and partnership opportunities to retrofit street lighting with more energy efficient and night sky friendly fixtures and components	2012
	5.g. Notify Caltrans of deficiencies in highway-related safety features, including lighting and work with them to ensure that new improvements are safe and pedestrian and bicycle friendly	Ongoing
Volunteer Emergency Services	7.g. Anticipate and monitor potential health and safety risks	Ongoing
	7.f. Educate/train citizens at the neighborhood level on emergency planning and preparedness	Ongoing
	8. Development of a Neighborhood Oriented Program	2011
	Develop a Neighborhood Relations Tool Box	2011
	Hold a Kick-off Event	2011
	Organize a Clean-up Day	2011

Neighborhood Preservation Committee Recommendations and Status of Work by Department

Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 5. Traffic Safety, Lighting and Pedestrian Safety
Issue 7. Land Use Compatibility

Issue 2. Garages
Issue 4. Neighborhood Infrastructure
Issue 6. Leafblowers
Issue 8. Neighbor to Neighbor Programs

[illegible]



Carpinteria is part of the Santa Barbara Public Library jurisdiction. This individual city profile is provided for reference.



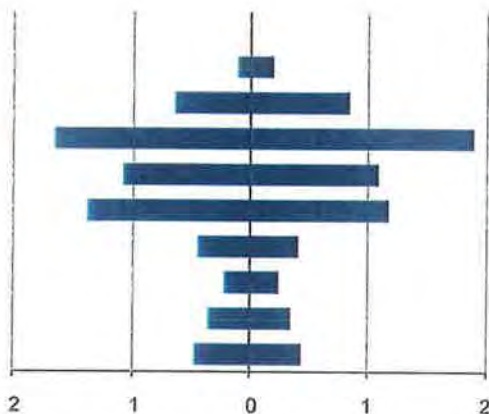
This demographic profile is part of a series of library jurisdiction profiles prepared for the California State Library by the Stanford Center on Longevity. The project, "Understanding California's Shifting Demographics," was supported in whole by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred.

Key Indicators

	2000	2010
Population Growth		
Total population	14,194	13,040
10-year growth	3.3%	-8.1%
Diversity		
% Hispanic	43.5%	48.7%
% Asian, non-Hispanic	2.3%	2.2%
% White, non-Hispanic	51.2%	46.6%
% Black, non-Hispanic	0.5%	0.6%
Aging		
% 65+	12.4%	13.8%
Median age	35.9	39.5
Households		
% Married couple with children	26.4%	20.3%
% Living alone	25.5%	25.3%

1. Population by Library-Defined Age Group, 2010

In thousands; males on left, females on right

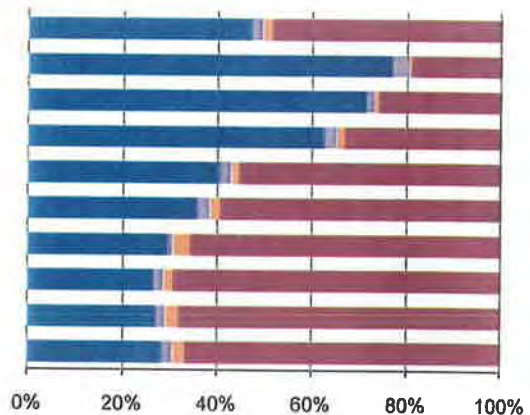


2. Race and Ethnicity by Library-Defined Age Group, 2010

White, NH Black, NH Asian, NH Other, NH Hispanic

Age group

Total
85+, Oldest
65 to 84, Older adults
46 to 64, Midlife
33 to 45, Adult
19 to 32, Young
14 to 18, Teens
11 to 13, Tweens
6 to 10, School age
0 to 5, Infants/toddlers

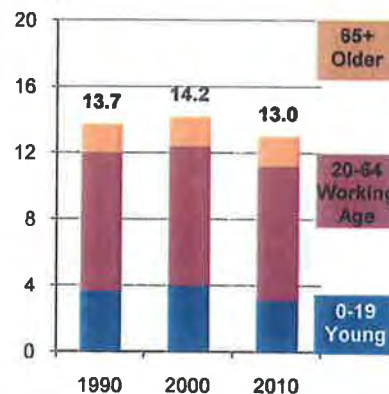


3. Population Growth by Library-Defined Age Group, 2000-10

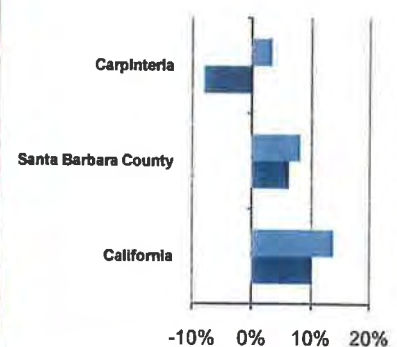
	2010	Change	% Change
Total	13,040	-1,154	-8.1%
85+	308	77	33.3%
65 to 84	1,491	-44	-2.9%
46 to 64	3,552	651	22.4%
33 to 45	2,178	-812	-27.2%
19 to 32	2,559	-137	-5.1%
14 to 18	860	-135	-13.6%
11 to 13	466	-189	-28.9%
6 to 10	709	-385	-35.2%
0 to 5	917	-180	-16.4%

4. Population Total, 1990-2010

In thousands



5. 10-Year Population Change

1990-2000
2000-2010


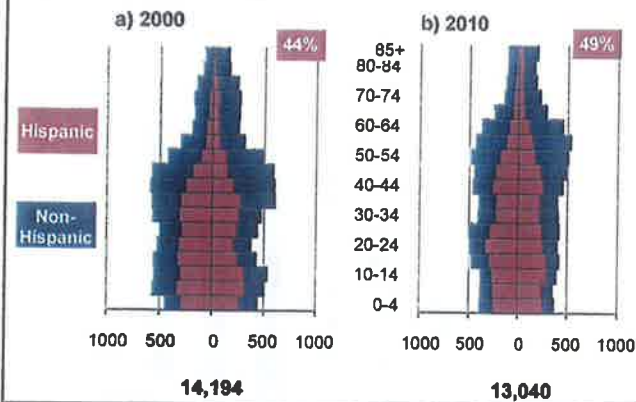
Source: US Census 2010, 2000, or 1990

Demographic Profile

Carpinteria

6. Population by 5-Year Age Brackets

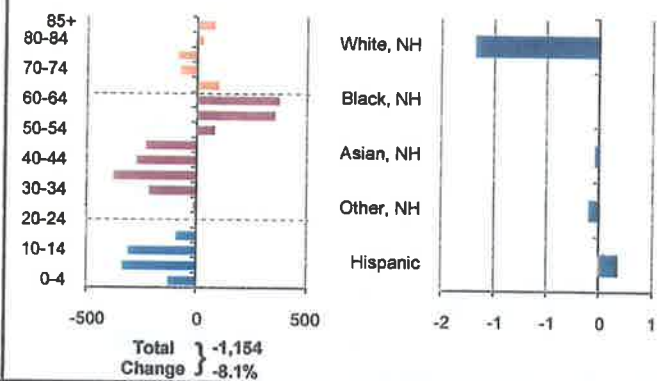
Males on left, females on right



7. 10-Year Change in Population, 2000-10

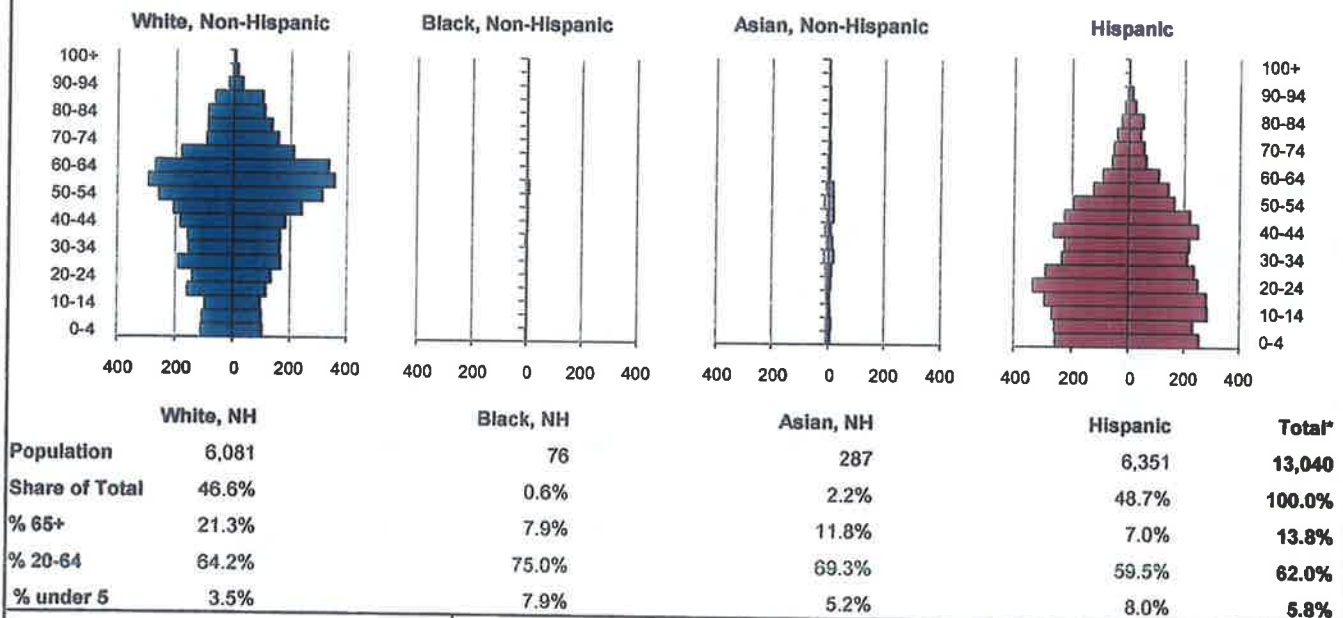
a) By Age

b) By Race and Ethnicity

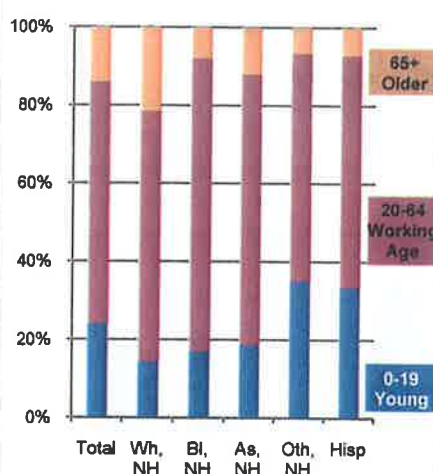


8. Population by Age, Race, and Ethnicity, 2010

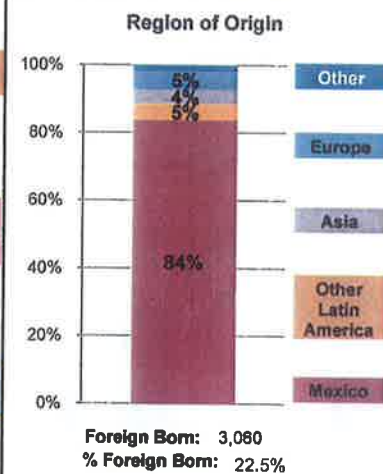
Males on left, females on right



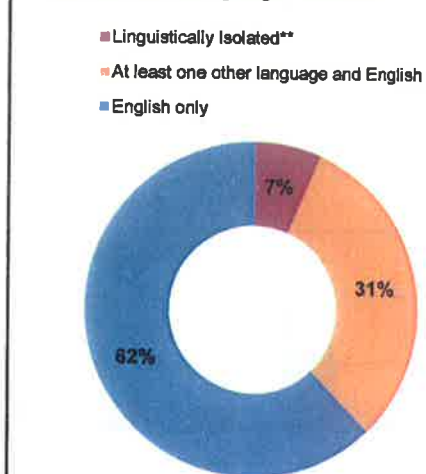
9. Age Mix by Race and Ethnicity, 2010



10. Foreign Born, 2005-09



11. Household Language, 2005-09



Wh=White; Bl=Black; As=Asian; Oth=Other Race or Two or More Races; Hisp=Hispanic; NH=Non-Hispanic; ACS=American Community Survey 2005-09

*See pages 5-6 for detail on Other, Non-Hispanic

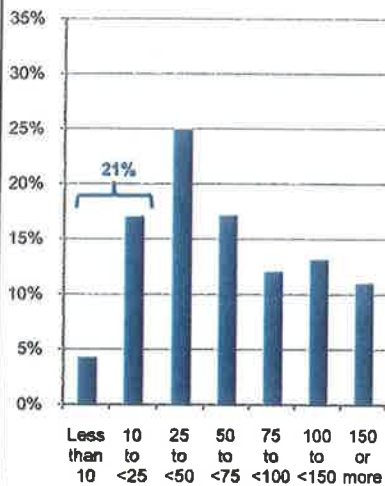
**Linguistically Isolated = No one in the household age 14 and over speaks English at least "very well"

Source: US Census 2010, unless otherwise noted

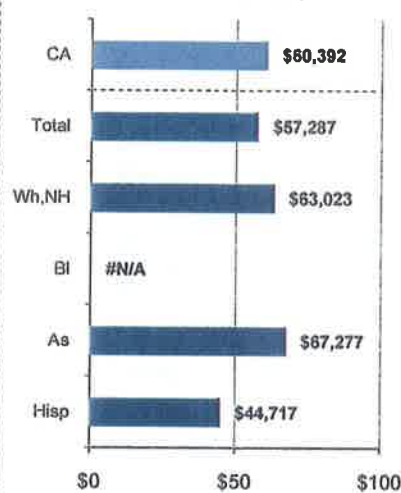
Prepared for the California State Library by Stanford Center on Longevity, 9/1/2011

12. Household Income, 2005-09 In thousands of \$ (2009)

a) Income Distribution



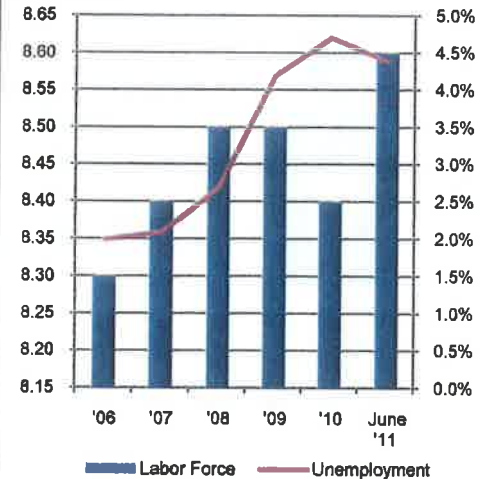
b) Median Household Income by Race and Ethnicity*



13. Labor Force and Unemployment, 2006-11

Labor Force In thousands

Unemployment Rate

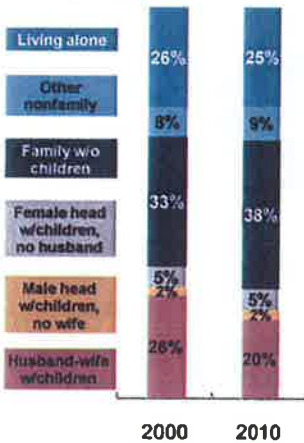


Source: ACS 2005-09

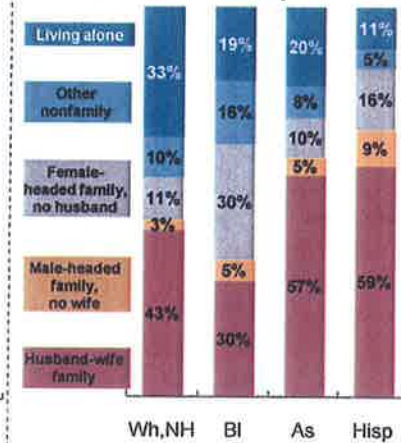
Source: CA Employment Development Department

14. Household Type, 2010 % of all households

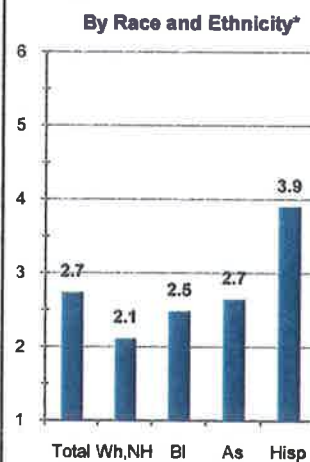
a) Total, 2000-10



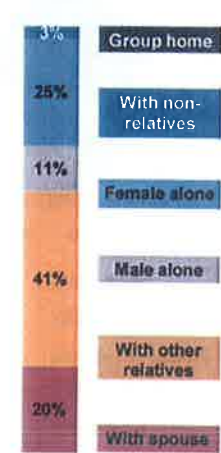
b) By Race and Ethnicity,* 2010



15. Average Household Size, 2010 By Race and Ethnicity*



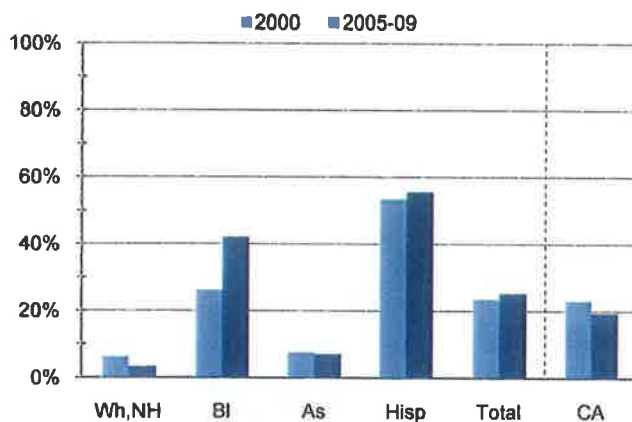
16. Living Arrangements Age 65+, 2005-09



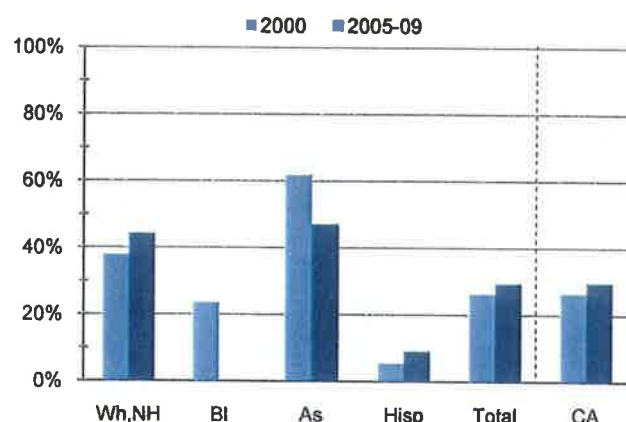
Source: ACS 2005-09

17. Educational Attainment for the Population Age 25 and Over by Race and Ethnicity*

a) % of Adults Who Did Not Complete High School



b) % of Adults Who Attained a BA or Higher



Source: Census 2000, ACS 2005-09

*Wh,NH=White,Non-Hispanic; BI=Black,Hispanic Inclusive; As=Asian,Hispanic Inclusive; Hisp=Hispanic(Includes all races); CA=California Total
Note: In the American Community Survey and for Census variables other than population, Hispanic origin is not broken out for all races.

Source: US Census 2010, unless otherwise noted

Prepared for the California State Library by Stanford Center on Longevity, 9/1/2011

	White, Non- Hispanic	Black, Non- Hispanic	Asian, Non- Hispanic	Other, Non- Hispanic	Detail for Other, Non-Hispanic				Hispanic or Latino	Total Population
					American Indian & Alaska Native	Native Hawaiian & Pacific Islander	Some Other Race	Two or More Races		
A. Total Population										
2000 Total	7,266	74	331	348	68	14	5	261	6,175	14,194
2000 % of Total	51.2%	0.5%	2.3%	2.5%	0.5%	0.1%	0.0%	1.8%	43.5%	100.0%
2010 Total	6,081	76	287	245	40	11	18	176	6,351	13,040
2010 % of Total	46.6%	0.6%	2.2%	1.9%	0.3%	0.1%	0.1%	1.3%	48.7%	100.0%
B. Population in Major Age Groups by Race and Ethnicity										
2000										
0-19	1,414	21	78	148	23	2	0	123	2,371	4,032
20-64	4,476	47	219	182	41	12	5	124	3,472	8,396
65+	1,376	6	34	18	4	0	0	14	332	1,766
85+	201	1	2	0	0	0	0	0	27	231
2010										
0-19	881	13	54	86	10	1	5	70	2,127	3,161
20-64	3,903	57	199	143	24	10	12	97	3,778	8,080
65+	1,297	6	34	16	6	0	1	9	446	1,799
85+	236	1	11	1	0	0	0	1	59	308
C. Age Mix for Each Racial and Ethnic Group										
2000										
0-19	19.5%	28.4%	23.6%	42.5%	33.8%	14.3%	0.0%	47.1%	38.4%	28.4%
20-64	61.6%	63.5%	66.2%	52.3%	60.3%	85.7%	100.0%	47.5%	56.2%	59.2%
65+	18.9%	8.1%	10.3%	5.2%	5.9%	0.0%	0.0%	5.4%	5.4%	12.4%
85+	2.8%	1.4%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	1.6%
2010										
0-19	14.5%	17.1%	18.8%	35.1%	25.0%	9.1%	27.8%	39.8%	33.5%	24.2%
20-64	64.2%	75.0%	69.3%	58.4%	60.0%	90.9%	66.7%	55.1%	59.5%	62.0%
65+	21.3%	7.9%	11.8%	6.5%	15.0%	0.0%	5.6%	5.1%	7.0%	13.8%
85+	3.9%	1.3%	3.8%	0.4%	0.0%	0.0%	0.0%	0.6%	0.9%	2.4%
D. Racial and Ethnic Mix for Each Age Group										
2000										
0-19	35.1%	0.5%	1.9%	3.7%	0.6%	0.0%	0.0%	3.1%	58.8%	100.0%
20-64	53.3%	0.6%	2.6%	2.2%	0.5%	0.1%	0.1%	1.5%	41.4%	100.0%
65+	77.9%	0.3%	1.9%	1.0%	0.2%	0.0%	0.0%	0.8%	18.8%	100.0%
85+	87.0%	0.4%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	11.7%	100.0%
2010										
0-19	27.9%	0.4%	1.7%	2.7%	0.3%	0.0%	0.2%	2.2%	67.3%	100.0%
20-64	48.3%	0.7%	2.5%	1.8%	0.3%	0.1%	0.1%	1.2%	46.8%	100.0%
65+	72.1%	0.3%	1.9%	0.9%	0.3%	0.0%	0.1%	0.5%	24.8%	100.0%
85+	76.6%	0.3%	3.6%	0.3%	0.0%	0.0%	0.0%	0.3%	19.2%	100.0%
E. Population Growth										
2000-10, Change										
0-19	-533	-8	-24	-62	-13	-1	5	-53	-244	-871
20-64	-573	10	-20	-39	-17	-2	7	-27	306	-316
65+	-79	0	0	-2	2	0	1	-5	114	33
85+	35	0	9	1	0	0	0	1	32	77
Total	-1,185	2	-44	-103	-28	-3	13	-85	176	-1,154
2000-10, % Change										
0-19	-37.7%	-38.1%	-30.8%	-41.9%	-56.5%	-50.0%	N/A	-43.1%	-10.3%	-21.6%
20-64	-12.8%	21.3%	-9.1%	-21.4%	-41.5%	-16.7%	140.0%	-21.8%	8.8%	-3.8%
65+	-5.7%	0.0%	0.0%	-11.1%	50.0%	N/A	N/A	-35.7%	34.3%	1.9%
85+	17.4%	0.0%	450.0%	N/A	N/A	N/A	N/A	N/A	118.5%	33.3%
Total	-16.3%	2.7%	-13.3%	-29.6%	-41.2%	-21.4%	260.0%	-32.6%	2.9%	-8.1%

Source: US Census 2010, 2000

	White, Non- Hispanic	Black, Non- Hispanic	Asian, Non- Hispanic	Other, Non- Hispanic	Detail for Other, Non-Hispanic				Hispanic or Latino	Total Population 2010
					American Indian & Alaska Native	Native Hawaiian & Pacific Islander	Some Other Race	Two or More Races		
F. Population by Library-Defined Age Groups, 2010										
0-5	253	7	20	23	2	0	1	20	614	917
6-10	190	1	14	19	3	0	2	14	485	709
11-13	122	1	10	9	1	0	0	8	324	466
14-18	250	4	8	30	4	1	2	23	568	860
19-32	900	16	62	54	6	0	5	43	1,527	2,559
33-45	867	13	54	33	5	5	1	22	1,211	2,178
46-64	2,202	28	85	61	13	5	6	37	1,176	3,552
65-84	1,061	5	23	15	6	0	1	8	387	1,491
85+	236	1	11	1	0	0	0	1	59	308
Total	6,081	76	287	245	40	11	18	176	6,351	13,040
G. Population by 5-Year Age Brackets, 2010										
0-4	212	6	15	18	1	0	1	16	510	761
5-9	206	2	18	19	4	0	1	14	491	736
10-14	191	2	11	17	2	0	1	14	552	773
15-19	272	3	10	32	3	1	2	26	574	891
20-24	274	3	17	20	2	0	1	17	583	897
25-29	355	7	20	19	3	0	3	13	525	926
30-34	317	7	33	16	2	3	1	10	446	819
35-39	321	7	22	8	0	2	0	6	443	801
40-44	365	4	20	19	4	0	1	14	512	920
45-49	447	5	24	11	2	1	1	7	446	933
50-54	570	8	31	23	8	1	0	14	358	990
55-59	648	13	23	17	1	1	3	12	267	968
60-64	606	3	9	10	2	2	2	4	198	826
65-69	391	2	8	8	4	0	0	4	120	529
70-74	250	2	7	3	1	0	0	2	108	370
75-79	223	1	3	2	0	0	0	2	82	311
80-84	197	0	5	2	1	0	1	0	77	281
85-89	166	1	6	0	0	0	0	0	38	211
90-94	50	0	4	1	0	0	0	1	19	74
95-99	17	0	1	0	0	0	0	0	2	20
100+	3	0	0	0	0	0	0	0	0	3
Total	6,081	76	287	245	40	11	18	176	6,351	13,040
H. Median Age, 2000-10										
	White, Non- Hispanic	Black, Hispanic Inclusive	Asian, Hispanic Inclusive		American Indian & Alaska Native, Hispanic Inclusive	Native Hawaiian & Pacific Islander, Hispanic Inclusive	Some Other Race, Hispanic Inclusive	Two or More Races, Hispanic Inclusive	Hispanic or Latino	Total Population
2000	44.3	35.2	36.3		30.5	29.5	25.9	21.9	27.0	35.9
2010	50.6	35.2	39.6		38.5	34.8	28.2	26.6	29.4	39.5

Source: US Census 2010, 2000

Note: In the American Community Survey and for Census variables other than population, Hispanic origin is not broken out for all races.

I. Income Distribution, 2005-09			J. Median Household Income by Race and Ethnicity, 2005-09 (\$2009)						
Range (ths)	Households	% of Total	White, NH	Black	Asian	Hispanic	Total	% of CA	California
<\$10	227	4.3%	\$63,023	#N/A	\$67,277	\$44,717	\$57,287	94.9%	\$60,392
\$10 to <\$25	899	17.1%							
\$25 to <\$50	1,312	25.0%							
\$50 to <\$75	904	17.2%							
\$75 to <\$100	635	12.1%							
\$100 to <\$150	693	13.2%							
\$150+	582	11.1%							
K. Household Type, 2000-10			2000	2000,%	2010	2010,%			
Total households			5,030	100.0%	4,759	100.0%			
Family Households			3,363	66.9%	3,141	66.0%			
Husband-wife w/children			1,327	26.4%	966	20.3%			
Female head, no husband, w/children			271	5.4%	257	5.4%			
Male head, no wife, w/children			96	1.9%	112	2.4%			
Without children			1,669	33.2%	1,806	37.9%			
Nonfamily households			1,667	33.1%	1,618	34.0%			
Living alone			1,285	25.5%	1,203	25.3%			
Other nonfamily			382	7.6%	415	8.7%			
Source: US Census 2010, 2000									
L. Household Type by Race and Ethnicity, 2010			White, NH	Black	Asian	Hispanic	Total		
Total households			2,978	37	109	1,576	4,759		
Husband-wife family			42.7%	29.7%	56.9%	59.3%	48.4%		
Family with male head, no wife			2.7%	5.4%	4.6%	9.3%	5.0%		
Family with female head, no husband			10.8%	29.7%	10.1%	15.7%	12.5%		
Living alone			33.4%	18.9%	20.2%	10.7%	25.3%		
Other nonfamily			10.4%	16.2%	8.3%	5.1%	8.7%	Source: US Census 2010	
M. Poverty, 2005-09									
Percentage of families and people whose income in the past 12 months is below the poverty level								California	
All families							8.7%	9.8%	
Families w/ related children under 18 years							16.2%	14.5%	
Families w/ female householder, no husband present							25.6%	24.2%	
Families w/ female householder, no husband present w/ related children under 18 years							48.1%	32.2%	
All people							13.0%	13.2%	
Under 18 years							16.4%	18.3%	
18 to 64 years							13.1%	11.9%	
65 years and over							7.2%	8.4%	
N. Educational Attainment, 2005-09			% at each level of educational attainment						
			White, NH	Black	Asian	Hispanic	Total		
Population 25 years and over			4,601	45	212	3,572	8,606		
Less than high school			3.3%	42.2%	7.1%	55.8%	25.4%		
High school graduate (includes equivalency)			14.9%	0.0%	7.1%	19.0%	16.3%		
Some college or associate's degree			37.4%	57.8%	38.7%	16.2%	28.9%		
Bachelor's degree or higher			44.4%	0.0%	47.2%	9.1%	29.5%		
O. Employment Status, 2010-11			2010	June 2011					
In civilian labor force			8,400	8,600					
Employed			8,100	8,200					
Unemployed, % of labor force			4.7%	4.4%	Source: CA Employment Development Department				
P. Occupation, 2005-09					Estimate	Percent			
Civilian employed population, 16 yrs & over					7,097	100.0%			
Management, professional, and related occupations					2,284	32.2%			
Service occupations					1,705	24.0%			
Sales and office occupations					1,563	22.0%			
Farming, fishing, and forestry occupations					476	6.7%			
Construction, extraction, maintenance, and repair occupations					588	8.3%			
Production, transportation, and material moving occupations					481	6.8%			
Q. Class of Worker, 2005-09					Estimate	Percent			
Civilian employed population, 16 yrs & over					7,097	100.0%			
Private, for profit, wage and salary employee					4,714	66.4%			
Private, not for profit, wage and salary employee					702	9.9%			
Private, for profit, wage and salary self-employed in own business					193	2.7%			
Government workers					892	12.6%			
Self-employed in own not incorporated business					596	8.4%			
Unpaid family workers in family business					0	0.0%			

Source: American Community Survey 2005-09, unless otherwise stated

ProfileTemplate 9-8-11.xlsr 9/12/2011 12:11

Note: In the American Community Survey and for US Census variables other than population, Hispanic origin is not broken out for all races. White, NH represents White, Non-Hispanic. Black and Asian are Hispanic inclusive.

