

City of Carpinteria
City Council Regular Meeting Agenda
Monday, August 12, 2013
Council Chamber, 5775 Carpinteria Avenue

5:30 p.m. Regular Session

INFORMATION ABOUT CITY COUNCIL MEETINGS:

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

**ESTIMATED
TIME:**

5:30 p.m. **CALL TO ORDER**

ROLL CALL

PLEDGE OF ALLEGIANCE

5:32 p.m. **INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS**

1. Presentation of the City's Summer 2013 Outstanding Community Partner award to the California Avocado Festival, Inc.
2. Presentation of an analysis on skate park site options by Carpinteria Skate Park Foundation representatives.

5:47 p.m. **PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS**

5:48 p.m. **CITY MANAGER'S REPORT**

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

5:50 p.m. **PRESENTATIONS BY CITIZENS/PUBLIC COMMENT**

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

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

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

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

6:05 p.m.

CONSENT CALENDAR (to be approved by roll call vote on one motion with all resolutions and ordinances as read by title only). Individual items may be removed and considered separately at the request of a Councilmember. Any item, which is removed from the Consent Calendar, will be added to the end of the agenda under Other Business.

3. Minutes of the regular meeting held July 22, 2013.
4. Expenditures for the period ending August 6, 2013.
5. Resolution No. 5475 entitled, A Resolution of the Carpinteria City Council Authorizing Destruction of Certain Accounts Payroll, Cash Receipts, and Business License Records.

ADMINISTRATIVE MATTERS:

6:07 p.m.

6. Letter of Support for County of Santa Barbara's Grant Application to the California Coastal Conservancy

Recommendation: Consider public comments and submit a letter of support to the California Coastal Conservancy as requested by the County of Santa Barbara relative to its grant application for funding to model and study potential sea level rise and climate related changes in the region.

Staff presenter: Jackie Campbell, Community Development Director
Public Works Director

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

PUBLIC HEARINGS:

- 6:22 p.m. 7. Approving the Issuance of Tax Exempt Bonds by the Independent Cities Finance Authority for the Purchase, Maintenance and Operation by Millennium Housing, LLC, of the Vista de Santa Barbara Mobile Home Park Located at 6180 Via Real, and Approving the City's Membership in the Authority for the Limited Purpose of Facilitating the Tax Exempt Bond Financing.

Recommendation: Adopt Resolution No. 5478, as read by title only, thereby approving issuance of tax-exempt bonds by the Independent Cities Finance Authority for the purpose of acquisition, maintenance and operation of the Vista de Santa Barbara Mobile Home Park, and the Associate Membership Agreement between the Independent Cities Finance Authority and the City of Carpinteria.

Staff presenter: Dave Durflinger, City Manager

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

- 6:37 p.m. 8. Annual Review of the City's Development Impact Fee Program and Capital Improvement Plan

Recommendation: City Council adopt Resolution No. 5478, as read by title only, updating the City's Capital Improvement Plan and Approving and Accepting the Annual Report on the City's Development Impact Fee Program.

Staff presenter: Charlie Ebeling, Public Works Director

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

OTHER BUSINESS:

- 6:52 p.m. 9. Sheriff's Department Annual Report on Law Enforcement

Recommendation: Receive and file report.

Staff presenter: Lt. Brad McBride, Sheriff's Department

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

7:07 p.m. 10. 2013 Work Program Status Report

Recommendation: Receive the report and direct the City Manager as determined appropriate concerning Work Program items and priorities.

Staff presenter: Dave Durflinger, City Manager

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

7:27 p.m. 11. Ninth Street Pedestrian Bridge Replacement Project Update

Recommendation: City Council authorize the City Manager to sign Agreement Amendments for the Ninth Street Pedestrian Bridge Replacement with Wallace Group.

Staff presenter: Charlie Ebeling, Public Works Director

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

7:37 p.m. **COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS
PRESENTED BY COUNCILMEMBERS**

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

1. Representatives to Regional Agencies and Committees

- a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Shaw/Alt. Carty)
- b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Shaw)
- c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw)
- d. Santa Barbara Association of Governments (SBCAG)(Clark/Alt. Nomura)
- e. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura)
- f. Santa Barbara Joint Housing Task Group (Carty & Shaw)
- g. Central Coast Collaborative on Homelessness (C3H) (Carty)
- h. South Coast Task Force on Youth Gangs Leadership and Executive Council (Carty & Clark)

2. Joint and Special Committees

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

3. Ad Hoc Committees

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

4. City Representatives on other Committees

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

7:40 p.m.

ADJOURNMENT

The next regular meeting to be held on **Monday, September 9, 2013**, at **5:30 P.M.**, in the Council Chamber, City Hall, 5775 Carpinteria Avenue, Carpinteria, California.

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

This agenda was posted on Wednesday, August 7, 2013, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

STAFF REPORT
COUNCIL MEETING DATE:
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION:

Presentation of the City's Summer 2013 Outstanding Community Partner award to the California Avocado Festival, Inc.

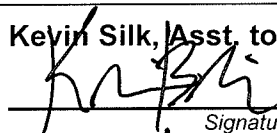
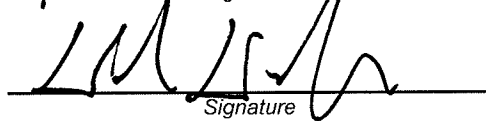
Report prepared by:

Kevin Silk, Asst. to the City Manager

Department: Administration

Reviewed by:

City Manager


Signature

Signature

STAFF RECOMMENDATION:

Action Item ☐ ; Non-Action Item ☒

Present the City's Spring 2013 Outstanding Community Partner award to the California Avocado Festival, Inc.

I. BACKGROUND:

From 1997 to 2012 the City of Carpinteria recognized 43 businesses in the community as Outstanding Business Partner Award Winners. The Business Partner program has evolved and is now the Outstanding Community Partner program, which can include businesses, non-government organizations, or individuals making contributions to the Carpinteria community.

The California Avocado Festival, Inc. has been selected as the City's Summer 2013 Community Partner Award recipient. The Avocado Festival, one of the largest free festivals in California, was an idea that resulted from a meeting of community leaders in 1986. The annual festival is organized by a committee consisting of volunteers and a part-time staff person.

As we get ready to celebrate the 27th Avocado Festival, it's worth noting that the California Avocado Festival is not only a time for music, food, fun, and guacamole, but also supports primarily local non-profit and service organizations, and a youth scholarship program. The festival also promotes Carpinteria and is conducted in an environmentally friendly way.

In 2012 there were 24 non-profit and service organizations that participated in the event and, according to the California Avocado Festival Board Executive Officer Debra McCarty, more will participate this coming year. The most common benefit of the festival for non-profits and service organizations is the ability to raise funds for their organization. For many the Avocado Festival represents their largest fund raising effort of the year.

The California Avocado Festival also recently (2012) started a scholarship fund. This year two Carpinteria High School students were the recipients of \$1,000 scholarships. It is anticipated that additional scholarships will be awarded in 2014.

Additionally, in 2012 the California Avocado Festival, in partnership with E.J. Harrison & Sons, achieved the designation as a Zero Waste event. Also, for the last few years, the festival has used bio-diesel fuel for their generators and is a No Styrofoam Zone.

The City congratulates the California Avocado Festival, Inc., their Board members, committee members, and volunteers as the City's Summer 2013 Outstanding Community Partner Award Recipient.

II. PRINCIPAL PARTIES EXPECTED AT MEETING:

California Avocado Festival Board President, Leo Fortunato
California Avocado Festival Executive Officer Debra McCarty.
California Avocado Festival Board Member(s)

**City of Carpinteria
City Council Minutes
Regular Meeting
Council Chambers
Monday, July 22, 2013**

CALL TO ORDER

The meeting was called to order by Mayor Stein at 4:46 p.m.

ROLL CALL

Councilmember Wade Nomura, Council Member Fred Shaw, Council Member Al Clark, Vice Mayor Gregg Carty, and Mayor J. Bradley Stein were present. Arlene Balmadrid, Human Resources Manager and Dave Durflinger City Manager, were also present.

CLOSED SESSION

Mayor Stein announced that the City Council would temporarily adjourn to a Closed Session for the purpose of the following item:

- a. Public Employee Performance Evaluation – Government Code Section 54957

Title: City Manager Dave Durflinger

PUBLIC COMMENT ON CLOSED SESSION MATTERS: NONE

TEMPORARY ADJOURNMENT TO CLOSED SESSION

The City Council recessed to Closed Session at 4:47 p.m.

CALL BACK TO ORDER

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

CLOSED SESSION REPORT

Peter Brown, City Attorney, reported that there was no reportable action from the Closed Session Item.

Council Members present:

Councilmember Wade Nomura
Councilmember Fred Shaw
Councilmember Al Clark

Vice Mayor Gregg Carty
Mayor J. Bradley Stein

Staff members present:

Dave Durlinger, City Manager
Peter Brown, City Attorney
Fidela Garcia, City Clerk
Charles Ebeling, Public Works Director
Arlene Balmadrid, Human Resources Manager

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. Employee Service Awards.

Mayor Stein presented Employee Service Awards to Public Works Maintenance Technician Manny Gonzales for five years of service; Code Compliance Officer and Animal Control Officer David Hernandez for five years of service; Public Works Supervisor Paul Medel for five years of service; Pool Superintendent Tamara Cloud for ten years of service; and Administrative Assistant Lorena Esparza for 25 years of service.

2. Presentation by representatives of Metropolitan Transportation District regarding its service reduction plan.

Sheri Fisher, General Manager of Metropolitan Transportation District (MTD) provided introductory remarks for a PowerPoint Presentation of MTD's Emergency Transit Service Reduction Plan. She stated that the plan was based on an issue related to the U. S. Department of Labor and MTD's ongoing transit funding involving the Teamster's Union and other unions. She also stated that MTD was facing the possibility of not receiving funding in a timely manner or not receiving funding at all. She indicated that this funding is approximately one-quarter of what is needed to run the transit service and MTD was looking at a 30 percent service loss. She encouraged the City Council and the community to bring forth their thoughts and ideas. She noted that the MTD Board would make a decision in mid-August regarding the reduced plan and the earliest it would go into effect would be October; however, they believed it would not take effect until January.

Jerry Estrada, MTD Assistant General Manager, continued the presentation. He spoke regarding Federal Transit Law, which requires employee protections to be in place before the U.S. Department of Labor can release half of the federal transit funds. He

also spoke regarding the California Public Employees' Pension Reform Act (PEPRA) and AB 160, which would exempt transit employees from PEPRA.

George Moon, MTD Planning Manager, spoke regarding the methodology for the 30 percent service reduction target. He stated that factors considered included ridership by route, transportation corridors, job access, hospitals, low-income populations, seniors and persons with disabilities, effects on traffic congestion, and remaining transit services. He noted that MTD staff put together two options with the preferred option being elimination of the low ridership lines and supplemental type lines; weekend service limited to trunk lines; reduced span and frequency of service during weekdays on most non-trunk lines and most lines serving University of California Santa Barbara and Santa Barbara City College. He reviewed the summary of service revisions district-wide including services not affected, elimination of services, and reduced services. He reviewed the routes that would affect Carpinteria: Line 20 would have no proposed changes; Line 21X was proposed for elimination of service; and Line 26 Seaside Shuttle was proposed for elimination of service.

Ms. Fisher stated that another MTD meeting would be held on July 29 at 11:00 a.m. in the Council Chambers to receive community input. She suggested that the community contact Federal, State, and local government representatives to ask that the PEPRA issue with the U.S. Department of Labor be resolved quickly, ask that MTD's grant request for half of its funding be certified immediately, and provide input on the Emergency Service Reduction Plan.

Mayor Stein noted that he had a sample letter to Secretary of Labor Thomas Perez that he would like the City to forward, as well as forwarding the letter to local representatives. He inquired whether the meeting in the Council Chambers could be scheduled in the evening. Ms. Fisher responded that she would need to verify the City's schedule.

Ms. Fisher also introduced Chuck McQuary and Dick Weinberg from the MTD Board.

Mr. Estrada noted that the reduction in service could occur sooner than planned if funding is not released. He noted that the MTD Transit Talk Meeting would be held July 24 at 5:30 p.m. at their headquarters, and the July 29 meeting in Carpinteria would be televised and taped.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lynda Lang invited the community to the Chamber of Commerce's After Hours Multi-member Mixer on July 24 from 5:30 to 7:30 p.m. at the Carpinteria State Beach day use area. She noted that food would be catered by Cabos Restaurant and the cost would be \$5 for members and \$10 for non-members. She stated that the theme would be Shop 'Til You Drop.

CITY MANAGER'S REPORT

- Mobile Home Rent Stabilization Board on July 23 at 4:00 p.m. in the Council Chambers to consider an agreement between residents and management of Vista de Santa Barbara Mobile Home Park to set new rent structure
- Street Tree Workshop on July 25 at 5:30 in the Council Chambers to review special conditions streets
- Tree Board Meeting on August 1 at 5:30 p.m. in the Council Chambers to review recommendations from the Street Tree Workshop

PRESENTATIONS BY CITIZENS/PUBLIC COMMENT

Jason Lesh, representing Carpinteria Skate Foundation, requested an opportunity to present an alternative site analysis for a skate park at a City Council meeting. He stated that the PowerPoint presentation could be presented in nine minutes or less. Mr. Durflinger stated that he would work with Mr. Lesh to schedule the presentation.

AGENDA MODIFICATIONS: NONE

CONSENT CALENDAR

Motion by Councilmember Shaw, seconded by Councilmember Clark, to approve the Consent Calendar with all resolutions and ordinances as read by title only.

Councilmember Nomura inquired whether any of the Councilmembers had a conflict of interest for Item 10 due to proximity of the project. Mayor Stein and Vice Mayor Carty indicated they would abstain from this item due to a conflict of interest. Mayor Stein stated that Councilmember and former Mayor Clark would sign the agreement in the place of the Mayor and Vice Mayor.

Upon voice vote, motion carried. Mayor Stein and Vice Mayor Carty abstained from Item 10.

3. Minutes of the special meeting held June 17, regular meeting held June 24, and special joint meeting with Planning Commission held July 8, 2013.
4. Expenditures for the period ending July 16, 2013.
5. Cancellation of the Regular City Council Meeting of August 26, 2013.
6. Designation of a Voting Delegate for League of California Cities Annual Conference.

7. Nomination and Approve Appointment of Foster Markolf to the County Library Advisory Committee.
8. Review of Quarterly Investment Results and Certifications Concerning Compliance with Investment Policy and Cash Flow Needs for the Next Six Months.
9. Approve Closeout Agreement and Release of Claims for City Maintenance Project No. 15003 El Carro Lane Sidewalk In-fill Project Phase 2 with Shaw Contracting; and authorize the City Clerk to release the Performance Bond No. 1941267.
10. Approve Closeout Agreement and Release of Claims for City Maintenance Project No. 15039 Third Street Drainage Improvement Project with DPM Company; and authorize the City Clerk to release the Performance Bond No. 024048210.

ADMINISTRATIVE MATTERS: NONE

OTHER BUSINESS:

11. Approval of Contract Amendment No. 1 with Drake Haglan and Associates for Professional Engineering Services for Carpinteria Avenue Bridge Replacement Project

Recommendation: To approve the Contract Amendment and to authorize the Mayor to sign Amendment No.1 to the agreement with Drake Haglan and Associates, Inc. for additional related hydraulics engineering services for the Carpinteria Avenue Bridge Replacement Project.

Charlie Ebeling, Public Works Director, presented the staff report and PowerPoint presentation.

Councilmember Shaw stated that he assumed once the bridge over the freeway is replaced that the idea was the flow would be greater in case of a flood and the Federal Emergency Management Agency (FEMA) would require that mapping and hydrological are reviewed to ensure it does not impact the bridge across Carpinteria Avenue. Mr. Ebeling responded that this was correct and stated that the Linden Avenue/Casitas Pass Road Interchanges Project would replace the two freeway mainline bridges over Carpinteria Creek. He noted that currently it was modeled that during a 100-year flood a portion of the flows gets up into the freeway corridor because the bridges do not pass the 100-year flood zone and they act as a dam. He stated that the flow is modeled to get up into the freeway corridor, travel to the west, and create flooding issues around the center of town, Franklin Creek, and the U.S. 101 area. He indicated that with the replacement of the freeway bridges it is hoped that this amount of flooding and the

mapping of that flooding will be greatly reduced if not eliminated; however, the flow then will go downstream and the first thing the flow impacts is the Carpinteria Avenue Bridge. He stated that fortunately the City is already in the process of replacing the Carpinteria Avenue Bridge and this becomes one of the reasons for replacing the bridge because not only is the bridge aging and has structural issues, it will also not pass the 100-year flood. He also stated that the City wants to study the hydrology and hydraulics of the creek to determine if there are any significant changes in the flood plain downstream, and if there are significant changes then the City will produce the Conditional Letter of Map Revision and finally a Letter of Map Revisions that changes the flood insurance rate map that FEMA uses to determine homeowner flood insurance in that area.

Councilmember Clark inquired whether this becomes the rationale for the Linden Avenue/Casitas Pass Road Interchanges Project sharing in the funding for the replacement of the Carpinteria Bridge. Mr. Ebeling responded that this was correct and this was the reason staff believes both projects have a share in producing the Conditional Letter of Map Revision and conducting the associated hydrology and hydraulic research.

Councilmember Nomura inquired whether the cost estimate that was originally presented and the cost of developing the studies and plans were included. Mr. Ebeling responded that this was actually above and beyond the cost and this was something staff had been working on to get through the federal aid process in order that this project may become an eligible expense under the Highway Bridge Program.

No public comment.

Motion by Councilmember Nomura, seconded by Councilmember Shaw, to approve the Contract Amendment and authorize the Mayor to sign Amendment No.1 to the agreement with Drake Haglan and Associates, Inc. for additional related hydraulics engineering services for the Carpinteria Avenue Bridge Replacement Project.

Upon voice vote, motion carried.

Mayor Stein acknowledged Jean Bailard who has served as the City's long-time representative on the County Library Advisory Committee. He noted that Mrs. Bailard had resigned and the City was lucky to have Foster Markolf take her place. He thanked them both for their service.

12. Increase of 1.3 Percent to the Salary Range Grade Structure for all Full-Time Unrepresented Employees

Recommendation: Adopt Resolutions Nos. 5476 and 5477, as read by title only, establishing the revised salary ranges for the City of Carpinteria by an increase of 1.3 percent.

Arlene Balmadrid, Human Resources Manager, presented the staff report.

No public comment.

Motion by Councilmember Clark, seconded by Councilmember Shaw, to adopt Resolution Nos. 5476 and 5477, as read by title only, establishing the revised salary ranges for the City of Carpinteria by an increase of 1.3 percent.

Upon voice vote, motion carried.

13. City Manager's Reinstated and Amended Employment Agreement, Effective July 22, 2013

Recommendation: Approve the attached Restated and Amended Employment Agreement for the City Manager and authorize implementation effective July 22, 2013.

Arlene Balmadrid, Human Resources Manager, presented the staff report.

No public comment

Motion by Councilmember Nomura, seconded by Councilmember Clark, to approve the Restated and Amended Employment Agreement for the City Manager and authorize implementation effective July 22, 2013.

Upon voice vote, motion carried.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE ANNUAL MEETING OF THE CARPINTERIA PUBLIC IMPROVEMENT CORPORATION

The City Council temporarily adjourned at 6:40 p.m. for the purpose of holding the annual meeting of the Carpinteria Public Improvement Corporation.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

The City Council reconvened the regular meeting of the City Council at 6:49 p.m.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Shaw reported that he attended the Transportation Committee Meeting. He urged the community who uses public transit to attend the July 29 meeting to voice their concerns regarding a possible loss of Line 36 and Line 21X. He also reported that he attended the annual Joint Powers Insurance Authority Meeting where they elected a

new Executive Committee. He noted that Curtis Morris was elected as the President and John Ray was elected as the Vice President. He stated that they discussed the development of a cyber liability insurance to protect cities from Internet issues. He also reported that he attended the Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) meeting where they voted on contractual issues and discussed the issue in Port Hueneme where they are losing much of their beach. He explained that in order to do any dredging the City must use a specific machine. He noted that the machine must be trucked from the East Coast and currently it is being used in San Diego. He stated that this dredging machine is needed in Port Hueneme because when the Navy developed the harbor the sand shifted, and they need to re-dredge the Channel Islands Harbor because it is eroding the Port Hueneme beaches. He also stated that they discussed finding a way to have a dredging machine on the West Coast permanently. Lastly, he stated that they issued a letter of support for a Sea Level Rise Modeling and Vulnerability Assessment.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m. by Mayor Stein.

J. Bradley Stein, Mayor

ATTEST:

Fidela Garcia, CMC, City Clerk

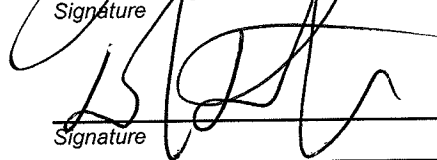
STAFF REPORT
COUNCIL MEETING DATE
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION

EXPENDITURES FOR THE PERIOD ENDING **AUGUST 6, 2013**

Report prepared by: John Thornberry,
Administrative Services Director


Signature


Signature

Reviewed by: Dave Durflinger, City Manager

STAFF RECOMMENDATION

Action Item X; Non-Action Item ___

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

I. DISCUSSION

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

II. FINANCIAL CONSIDERATIONS

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

III. ATTACHMENT

A. Warrant Register for the period ending August 6, 2013

1:14 PM
08/06/13

CITY OF CARPINTERIA
Warrant Register
July 18 through August 6, 2013

Trans #	Entered/Last Modified	Date	Num	Name	Source Name	Memo	Account	Paid Amount
99442	07/29/13 10:56:08	7/23/13	80901	USA SWIMMING	USA SWIMMING	VOID: SWIM-A-THON 2013	100010...	
TOTAL								0.00
99497	07/24/13 11:29:54	7/24/13	80902	ALAMO SELF STORA...	ALAMO SELF ...	AUGUST 2013 STORAGE FEES	100010...	
99451	07/24/13 10:19:31	7/13/13	AUGUST ...		ALAMO SELF ...	AUGUST 2013 STORAGE FEES	101322...	-295.00
TOTAL								-295.00
99498	07/24/13 11:29:55	7/24/13	80903	ALLIANT INSURANC...	ALLIANT INSU...		100010...	
99452	07/24/13 10:22:35	7/18/13	SALT MA...		ALLIANT INSU...	SALT MARSH EVENT INSURANCE	100015...	-81.00
99453	07/24/13 10:23:34	7/18/13	RODS & R...		ALLIANT INSU...	RODS & ROSES INSURANCE 2013	100015...	-332.00
TOTAL								-413.00
99499	07/24/13 11:29:56	7/24/13	80904	AT & T MOBILITY	AT & T MOBILI...	ACCOUNT #828848611	100010...	
99455	07/24/13 10:25:56	7/5/13	828848611		AT & T MOBILI...	POOL SUPT	486630...	-94.85
					AT & T MOBILI...	ASP/AC	486830...	-11.18
					AT & T MOBILI...	PARK MTC	286230...	-11.18
					AT & T MOBILI...	JR GUARDS	286230...	-11.18
TOTAL								-128.39
99500	07/24/13 11:29:57	7/24/13	80905	BARBER-FORD, R.E.	BARBER-FOR...	INVOICE #156471	100010...	
99456	07/24/13 10:26:24	7/11/13	156471		BARBER-FOR...	VEHICLE MAINTENANCE	253130...	-51.52
TOTAL								-51.52
99501	07/24/13 11:29:58	7/24/13	80906	BELSON OUTDOORS	BELSON OUTD...	LITTER BAG DISPENSER	100010...	
99457	07/24/13 10:32:01	7/18/13	LITTER B...		BELSON OUTD...	TRIATHLON 2013 LITTER BAG DI...	486330...	-161.00
TOTAL								-161.00
99502	07/24/13 11:29:59	7/24/13	80907	CARPINTERIA VALL...	CARPINTERIA ...	ACCOUNT 164	100010...	
99445	07/24/13 10:16:53	6/30/13	JUNE 201...		CARPINTERIA ...	STREET LIGHTING	292322...	-53.25
					CARPINTERIA ...	SWIM PLATFORM	286230...	-6.96
					CARPINTERIA ...	ROW	333230...	-4.19
					CARPINTERIA ...	SEAL FOUNTAIN	333222...	-48.14
					CARPINTERIA ...	ROW	333230...	-138.52

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					CARPINTERIA ...	BEACH	286230...	-55.30
					CARPINTERIA ...	CITY HALL	101322...	-11.89
					CARPINTERIA ...	UNIT 320	253130...	-14.70
					CARPINTERIA ...	PARKS	236122...	-68.95
					CARPINTERIA ...	SHOP	253130...	-209.38
					CARPINTERIA ...	BEACH	286430...	-7.10
					CARPINTERIA ...	BEACH	286430...	-18.81
					CARPINTERIA ...	BEACH	286230...	-38.17
					CARPINTERIA ...	ROW	333230...	-10.24
					CARPINTERIA ...	VEGA SAFETY ACCOUNT	253119...	-29.15
					CARPINTERIA ...	BEACH	286230...	-27.17
					CARPINTERIA ...	FRANKLIN TRAIL	236122...	-281.20
					CARPINTERIA ...	ROW	333230...	-13.17
					CARPINTERIA ...	BEACH	286230...	-198.03
					CARPINTERIA ...	CITY HALL	101322...	-12.05
					CARPINTERIA ...	GRAFFITI	333222...	-9.90
					CARPINTERIA ...	FRANKLIN TRAIL	236122...	-69.90
					CARPINTERIA ...	STREETS	253130...	-8.60
					CARPINTERIA ...	BANNER REPAIR	292322...	-31.83
								-1,366.60
TOTAL								
99503	07/24/13 11:30:01	7/24/13	80908	CARPINTERIA VALL...	CARPINTERIA ...	JUNE 2013 BILLING	100010...	
99459	07/24/13 10:35:16	6/28/13	JUNE 201...		CARPINTERIA ...	UTILITIES - CIVIC CENTER	101331...	-600.39
					CARPINTERIA ...	UTILITIES - PARKING/STREETS	333231...	-2,139.79
					CARPINTERIA ...	UTILITIES - PARKS	236131...	-9,052.34
					CARPINTERIA ...	UTILITIES - POOL	486631...	-788.16
					CARPINTERIA ...	UTILITIES - VETS HALL	486530...	-166.16
					CARPINTERIA ...	PROJ 4865 - VETS HALL	100025...	-337.35
								-13,084.19
TOTAL								
99504	07/24/13 11:30:02	7/24/13	80909	CENTRAL COAST IM...	CENTRAL COA...		100010...	
99460	07/24/13 10:35:42	7/1/13	AR24667		CENTRAL COA...	COPIES	101822...	-350.71
99461	07/24/13 10:36:11	7/9/13	AR24721		CENTRAL COA...	COPIES	101822...	-1,192.93
								-1,543.64
TOTAL								
99505	07/24/13 11:30:03	7/24/13	80910	COASTAL VIEW NEWS	COASTAL VIE...		100010...	
99462	07/24/13 10:36:36	6/28/13	41283		COASTAL VIE...	LEGAL NOTICES	101130...	-94.50
99463	07/24/13 10:37:02	7/11/13	41366		COASTAL VIE...	LEGAL NOTICES	101130...	-80.50
99464	07/24/13 10:37:21	7/11/13	41367		COASTAL VIE...	LEGAL NOTICES	101130...	-84.00
99465	07/24/13 10:37:44	7/11/13	41343		COASTAL VIE...	PET ADS	104730...	-140.00
99466	07/24/13 10:38:13	7/11/13	41349		COASTAL VIE...	OIL PAYMENT PROGRAM	200026...	-215.00

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TOTAL								-614.00
99506	07/24/13 11:30:04	7/24/13	80911	COUNCIL ON ALCOH...	COUNCIL ON A...	INVOICE 063013CALGRIP	100010...	
99467	07/24/13 10:39:00	7/24/13	063013CA...		COUNCIL ON A...	CALGRIP GRANT	200026...	-12,446.57
TOTAL								-12,446.57
99507	07/24/13 11:30:05	7/24/13	80912	DISCOUNT MUGS	DISCOUNT MU...	ORDER #DM1086887	100010...	
99468	07/24/13 10:40:32	7/24/13	DM1086887		DISCOUNT MU...	TRIATHLON WATER BOTTLES	486330...	-3,220.00
TOTAL								-3,220.00
99508	07/24/13 11:30:05	7/24/13	80913	EDD-SDI	EDD-SDI	ACCT #776-5147-9	100010...	
99446	07/24/13 10:17:37	7/24/13	PAYROLL...		EDD-SDI	PAYROLL 07-25-13	100022...	-926.27
TOTAL								-926.27
99509	07/24/13 11:30:06	7/24/13	80914	EDD-SIT	EDD-SIT	ACCT #932-0283-6	100010...	
99447	07/24/13 10:17:56	7/24/13	PAYROLL...		EDD-SIT	PAYROLL 07-25-13	100022...	-4,124.90
TOTAL								-4,124.90
99510	07/24/13 11:30:07	7/24/13	80915	FEDEX	FEDEX	ACCOUNT 3004-2941-6	100010...	
99469	07/24/13 10:41:06	7/12/13	2-334-36198		FEDEX	SHIPPING CHARGES	101630...	-25.96
TOTAL								-25.96
99511	07/24/13 11:30:08	7/24/13	80916	HASLER	HASLER	ACCOUNT 7900-0110-3770-5400	100010...	
99470	07/24/13 10:42:22	7/7/13	AUGUST ...		HASLER	POSTAGE	101330...	-1,000.00
TOTAL								-1,000.00
99512	07/24/13 11:30:08	7/24/13	80917	HRN PERFORMANC...	HRN PERFOR...	INVOICE #36776	100010...	
99496	07/24/13 11:16:07	6/13/13	36776		HRN PERFOR...	PERFORMANCE PRO ONLINE	101822...	-494.10
TOTAL								-494.10
99513	07/24/13 11:30:09	7/24/13	80918	IMPULSE INTERNET ...	IMPULSE INTE...	INVOICE 738944	100010...	

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99471	07/24/13 10:42:46	7/12/13	738944		IMPULSE INTE...	WEBHOSTING	101822...	-89.95
TOTAL								-89.95
99514	07/24/13 11:30:10	7/24/13	80919	KELLOGG, SOFIE	KELLOGG, SO...	REFUND INSPECTION FEES	100010...	
99472	07/24/13 10:44:04	7/12/13	REFUND I...		KELLOGG, SO...	REFUND INSPECTION FEE	101018...	-245.00
TOTAL								-245.00
99515	07/24/13 11:30:11	7/24/13	80920	LIFE ASSIST	LIFE ASSIST	INVOICE #637453	100010...	
99276	07/17/13 10:07:44	6/28/13	637453		LIFE ASSIST	FIRST AID SUPPLIES @ BEACH	286230...	-42.99
TOTAL								-42.99
99516	07/24/13 11:30:11	7/24/13	80921	PVST AUGUST MEET	PVST AUGUST ...	MEET ENTRY FEES	100010...	
99474	07/24/13 10:46:02	7/10/13	MEET EN...		PVST AUGUST ...	CAC MEET ENTRY FEES	486830...	-207.25
TOTAL								-207.25
99517	07/24/13 11:30:13	7/24/13	80922	SANSUM CLINIC	SANSUM CLINIC		100010...	
99476	07/24/13 10:51:51	7/3/13	98365-001		SANSUM CLINIC	HEALTH SCREEN - NUNEZ	101632...	-105.00
99477	07/24/13 10:52:22	7/3/13	98365-002		SANSUM CLINIC	HEALTH SCREEN - NUNEZ	101632...	-20.00
99478	07/24/13 10:52:49	7/3/13	98442-001		SANSUM CLINIC	HEALTH SCREEN - PULICE	286232...	-105.00
99479	07/24/13 10:53:13	7/3/13	98442-002		SANSUM CLINIC	HEALTH SCREEN - PULICE	286232...	-20.00
99480	07/24/13 10:53:41	7/3/13	98445-001		SANSUM CLINIC	HEALTH SCREEN - FRANCO	101632...	-105.00
99481	07/24/13 10:53:59	7/3/13	98445-002		SANSUM CLINIC	HEALTH SCREEN - FRANCO	101632...	-20.00
TOTAL								-375.00
99518	07/24/13 15:43:06	7/24/13	80923	SEUI LOCAL 620	SEUI LOCAL 620	VOID: UNION DUES	100010...	
TOTAL								0.00
99519	07/24/13 11:30:15	7/24/13	80924	SO CA GAS COMPANY	SO CA GAS CO...		100010...	
99484	07/24/13 11:00:22	7/8/13	140-914-3...		SO CA GAS CO...	PROJ 4865 - UTILITIES VETS HA...	100025...	-69.98
99485	07/24/13 11:01:20	7/8/13	014-914-3...		SO CA GAS CO...	UTILITIES VETS HALL	486530...	-21.03
99486	07/24/13 11:02:06	7/8/13	006-514-2...		SO CA GAS CO...	SEASIDE	486530...	-1.04
					SO CA GAS CO...	POOL	486631...	-1,000.18
TOTAL								-1,092.23

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99520	07/24/13 11:30:16	7/24/13	80925	SOUTHERN ADVERTI...	SOUTHERN AD...	INVOICE I-23919	100010...	
99487	07/24/13 11:02:50	6/11/13	I-23919		SOUTHERN AD... SOUTHERN AD...	POOL RESALE ITEMS BEACH RESALE ITEMS	486630... 286230...	-313.99 -313.99
TOTAL								-627.98
99521	07/24/13 11:30:17	7/24/13	80926	STAPLES ADVANTAGE	STAPLES ADV...		100010...	
99194	07/10/13 11:03:51	6/28/13	3203102380		STAPLES ADV...	PW SUPPLIES	253130...	-18.35
99195	07/10/13 11:04:17	6/28/13	3203102379		STAPLES ADV...	PW SUPPLIES	253130...	-35.84
99197	07/10/13 11:05:38	6/28/13	3203102378		STAPLES ADV...	OFFICE SUPPLIES	101330...	-512.04
99198	07/10/13 11:06:05	6/28/13	3203102377		STAPLES ADV...	OFFICE SUPPLIES	101330...	-10.79
99199	07/10/13 11:06:23	6/28/13	3203102376		STAPLES ADV...	OFFICE SUPPLIES	101330...	-10.79
99200	07/10/13 11:06:55	6/28/13	3203102375		STAPLES ADV...	POOL SUPPLIES	486630...	-55.88
TOTAL								-643.69
99522	07/24/13 16:44:36	7/24/13	80927	STOCKTON, LINDA	STOCKTON, LI...	VOID: PAYROLL REPLACEMENT...	100010...	
TOTAL								0.00
99523	07/24/13 11:30:19	7/24/13	80928	SWIMCAPZ.COM	SWIMCAPZ.COM	INVOICE 0002665	100010...	
99488	07/24/13 11:03:39	7/17/13	0002665		SWIMCAPZ.COM	JR GUARDS	286232...	-454.00
TOTAL								-454.00
99524	07/24/13 11:30:20	7/24/13	80929	THE ARK PET SHOP	THE ARK PET ...	INVOICE #28	100010...	
99454	07/24/13 10:24:37	7/15/13	28		THE ARK PET ...	PET SUPPLIES	104730...	-131.84
TOTAL								-131.84
99525	07/24/13 11:30:20	7/24/13	80930	UNITED WAY OF SA...	UNITED WAY O...	PAYROLL CONTRIBUTION	100010...	
99449	07/24/13 10:18:34	7/24/13	PAYROLL...		UNITED WAY O...	PAYROLL 07-25-13	100022...	-20.00
TOTAL								-20.00
99526	07/24/13 11:30:21	7/24/13	80931	VANTAGEPOINT TRA...	VANTAGEPOIN...	PAYROLL DEPOSIT PLAN #303555	100010...	
99450	07/24/13 10:18:50	7/24/13	PAYROLL...		VANTAGEPOIN...	PAYROLL 07-25-13	100010...	-814.86
TOTAL								-814.86

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99527	07/24/13 11:30:22	7/24/13	80932	VERIZON CALIFORNIA	VERIZON CALL...	01-1711-1213449928-03	100010...	
99489	07/24/13 11:04:40	7/7/13	01171112...		VERIZON CALL...	TELEPHONE AT BEACH	286230...	-185.88
TOTAL								
								-185.88
99528	07/24/13 11:30:23	7/24/13	80933	VERIZON WIRELESS	VERIZON WIR...	INVOICE #9707900119	100010...	
99490	07/24/13 11:05:19	7/9/13	9707900119		VERIZON WIR...	CELL PHONE - BUILDING INSPE...	104230...	-134.69
TOTAL								
								-134.69
99529	07/24/13 11:30:23	7/24/13	80934	WEST GROUP	WEST GROUP	565-139-500	100010...	
99493	07/24/13 11:08:13	6/4/13	827421841		WEST GROUP	SUBSCRIPTION PRODUCT CHA...	105130...	-427.68
TOTAL								
								-427.68
99530	07/24/13 11:30:24	7/24/13	80935	WISSING, ALICE	WISSING, ALICE	PC 07-01-13	100010...	
99494	07/24/13 11:10:38	7/22/13	PC 07-01-13		WISSING, ALICE	PROJ 1662 - MARSHALL	100025...	-68.75
					WISSING, ALICE	PROJ 1654 - CVAC	100025...	-96.25
					WISSING, ALICE	MISCELLANEOUS MINUTES	104122...	-55.00
TOTAL								
								-220.00
99531	07/24/13 11:35:00	7/24/13	80936	AED BRANDS	AED BRANDS	INVOICE #33939	100010...	
98842	06/25/13 11:12:34	7/1/13	33939		AED BRANDS	FIRST AID SUPPLIES	286230...	-289.90
TOTAL								
								-289.90
99532	07/24/13 11:35:01	7/24/13	80937	ALL AROUND LANDS...	ALL AROUND ...	CUSTOMER #354	100010...	
99287	07/17/13 10:19:11	7/3/13	S1667141...		ALL AROUND ...	PW SUPPLIES	286230...	-0.76
TOTAL								
								-0.76
99533	07/24/13 11:35:02	7/24/13	80938	BIG GREEN CLEANI...	BIG GREEN CL...		100010...	
99290	07/17/13 10:23:23	7/1/13	431758		BIG GREEN CL...	SEASIDE BUILDING	486522...	-165.00
99342	07/17/13 12:40:14	7/1/13	431760		BIG GREEN CL...	CITY HALL	101322...	-805.00
					BIG GREEN CL...	VETS HALL	486522...	-725.00
99343	07/17/13 12:41:23	7/1/13	431763		BIG GREEN CL...	ASH AVE	286122...	-347.00
					BIG GREEN CL...	PARKING LOTS	333222...	-694.00
					BIG GREEN CL...	PARKS	236122...	-1,390.00
99339	07/17/13 12:36:16	7/2/13	432264		BIG GREEN CL...	LINDEN AVE	333222...	-133.59

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TOTAL								
99534	07/24/13 11:35:03	7/24/13	80939	CAMPBELL GEO, INC	CAMPBELL GE...	INVOICE #060313-2696	100010...	-4,259.59
99296	07/17/13 10:30:18	7/3/13	070313-26...		CAMPBELL GE...	MONTE VISTA PARK WELL	237961...	-266.80
TOTAL								
								-266.80
99535	07/24/13 11:35:04	7/24/13	80940	FLAG FACTORY, THE	FLAG FACTOR...		100010...	
99302	07/17/13 11:31:52	7/2/13	19410		FLAG FACTOR...	JR GUARDS FLAGS	286230...	-94.50
99283	07/17/13 10:15:22	7/3/13	19420		FLAG FACTOR...	JR GUARDS FLAGS	286232...	-308.45
TOTAL								
								-402.95
99536	07/24/13 11:35:05	7/24/13	80941	GRAINGER	GRAINGER	ACCT #838183929	100010...	
99336	07/17/13 12:33:01	6/30/13	9180521735		GRAINGER	TOWERS	333230...	-23.17
TOTAL								
								-23.17
99537	07/24/13 11:35:06	7/24/13	80942	REAL GREEN GARD...	REAL GREEN ...		100010...	
99315	07/17/13 11:49:16	6/30/13	1022		REAL GREEN ...	PALM TO LINDEN TRAIL GRANT	200026...	-600.00
99322	07/17/13 12:10:44	6/30/13	JUN 2013 ...		REAL GREEN ...	PALM TO LINDEN TRAIL GRANT	200026...	-600.00
					REAL GREEN ...	PARKS	236130...	-540.00
					REAL GREEN ...	PARKS	236122...	-540.00
					REAL GREEN ...	LIBRARY	100025...	-75.00
					REAL GREEN ...	PARKS	286122...	-450.00
					REAL GREEN ...	PARKS	236122...	-1,335.00
					REAL GREEN ...	SEASIDE	486522...	-180.00
					REAL GREEN ...	PARKS	286122...	-360.00
					REAL GREEN ...	PARKS	286122...	-450.00
					REAL GREEN ...	PROJ 4865	100025...	-120.60
					REAL GREEN ...	VETS HALL	486522...	-59.40
					REAL GREEN ...	PARKS	236130...	-720.00
TOTAL								
								-6,030.00
99538	07/24/13 11:35:07	7/24/13	80943	SO CA EDISON	SO CA EDISON		100010...	
99482	07/24/13 10:55:40	7/18/13	2-27-939-9...		SO CA EDISON	HOCKEY RINK	101331...	-25.91
99483	07/24/13 10:59:11	7/18/13	2-25-126-2...		SO CA EDISON	VIOLA FIELDS	236131...	-50.40
TOTAL								
								-76.31

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99539	07/24/13 11:35:08	7/24/13	80944	STAPLES ADVANTAGE	STAPLES ADV...		100010...	
99204	07/10/13 11:18:25	7/2/13	3203605558		STAPLES ADV...	PARKS	236122...	-123.93
99320	07/17/13 12:02:22	7/4/13	3203702812		STAPLES ADV...	CITY HALL	101330...	-52.27
					STAPLES ADV...	OFFICE SUPPLIES	101330...	-256.24
TOTAL								-432.44
99540	07/24/13 11:35:09	7/24/13	80945	SWRCB FEES	SWRCB FEES	APPLICATION #439172	100010...	
99028	07/03/13 10:58:42	7/1/13	439172		SWRCB FEES	SWRCB FEES 7-01-13 TO 06-30-14	107221...	-7,279.00
TOTAL								-7,279.00
99541	07/24/13 11:35:09	7/24/13	80946	THE WHARF	THE WHARF	JUNE 2013 STATEMENT	100010...	
99341	07/17/13 12:39:36	6/30/13	JUNE 201...		THE WHARF	KEISER	253119...	-140.07
					THE WHARF	MENDOZA	333219...	-268.97
					THE WHARF	GONZALEZ	101319...	-167.43
TOTAL								-576.47
99542	07/24/13 11:35:10	7/24/13	80947	TOMMY'S DESIGNS I...	TOMMY'S DESI...	INVOICE 078157	100010...	
99179	07/10/13 10:21:20	7/2/13	078157		TOMMY'S DESI...	BEACH RESALE ITEMS	286430...	-351.82
TOTAL								-351.82
99543	07/24/13 11:35:10	7/24/13	80948	TRI-CO BLUE PRINT ...	TRI-CO BLUE ...	JUNE 2013 BILLING	100010...	
99323	07/29/13 11:37:33	6/30/13	JUN 2013 ...		TRI-CO BLUE ...	0278026-IN	101530...	-14.04
					TRI-CO BLUE ...	0277503-IN	101530...	-27.19
					TRI-CO BLUE ...	0278026-IN	277962...	-44.82
					TRI-CO BLUE ...	0277612-IN	101018...	-10.84
					TRI-CO BLUE ...	0277290-IN	101018...	-14.04
TOTAL								-110.93
99544	07/24/13 11:35:11	7/24/13	80949	WALLY'S WORLD OF...	WALLY'S WOR...	INVOICES 3592, 3779	100010...	
99491	07/24/13 11:06:42	7/1/13	3592, 3779		WALLY'S WOR...	CIVIC CENTER	101322...	-505.63
TOTAL								-505.63
99545	07/24/13 11:35:12	7/24/13	80950	WATER GEAR INC	WATER GEAR I...	INVOICE 00228874	100010...	
99330	07/17/13 12:29:35	7/2/13	00228874		WATER GEAR I...	POOL RESALE ITEMS	486635...	-110.23

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TOTAL								-110.23
99546	07/24/13 15:44:21	7/24/13	80951	SEUI LOCAL 620	SEUI LOCAL 620	UNION DUES	100010...	
99448	07/24/13 15:43:37	7/24/13	PAYROLL...		SEUI LOCAL 620	PAYROLL 07-25-13	100022...	-146.19
TOTAL								-146.19
99547	07/24/13 16:47:48	7/24/13	80952	STOCKTON, LINDA	STOCKTON, LI...	PAYROLL REPLACEMENT CHECK	100010...	
99443	07/24/13 16:45:51	7/1/13	PAYROLL...		STOCKTON, LI...	PAYROLL REPLACEMENT CHEC...	100010...	-1,212.94
TOTAL								-1,212.94
99549	07/29/13 10:57:58	7/29/13	80953	USA SWIMMING	USA SWIMMING	SWIM-A-THON 2013	100010...	
99441	07/29/13 10:56:35	7/1/13	SWIM-A-T...		USA SWIMMING	CARPINTERIA AQUATICS GRANT	200026...	-193.23
TOTAL								-193.23
99614	07/31/13 13:34:47	7/31/13	80954	ACCESS CONTROL ...	ACCESS CONT...	INVOICE #0017499	100010...	
99554	07/30/13 12:28:00	7/15/13	0017499		ACCESS CONT...	VETS HALL SECURITY	484835...	-113.40
TOTAL								-113.40
99615	07/31/13 13:34:48	7/31/13	80955	AFLAC	AFLAC	AUGUST 2013 WELLNESS	100010...	
99555	07/30/13 12:29:00	7/12/13	553697		AFLAC	WELLNESS AUGUST 2013	236119...	-48.80
					AFLAC	WELLNESS AUGUST 2013	101619...	-75.30
					AFLAC	WELLNESS AUGUST 2013	104119...	-24.10
					AFLAC	WELLNESS AUGUST 2013	105119...	-43.30
					AFLAC	WELLNESS AUGUST 2013	486819...	-63.80
					AFLAC	WELLNESS AUGUST 2013	101219...	-62.60
					AFLAC	WELLNESS AUGUST 2013	103019...	-43.30
					AFLAC	WELLNESS AUGUST 2013	102219...	-23.60
					AFLAC	WELLNESS AUGUST 2013	104219...	-43.30
					AFLAC	WELLNESS AUGUST 2013	104119...	-32.20
					AFLAC	WELLNESS AUGUST 2013	102219...	-35.10
					AFLAC	WELLNESS AUGUST 2013	253119...	-48.80
					AFLAC	WELLNESS AUGUST 2013	104219...	-63.10
					AFLAC	WELLNESS AUGUST 2013	103019...	-69.80
					AFLAC	WELLNESS AUGUST 2013	253119...	-52.10
					AFLAC	WELLNESS AUGUST 2013	333219...	-106.80
					AFLAC	WELLNESS AUGUST 2013	106919...	-30.70
					AFLAC	WELLNESS AUGUST 2013	106919...	-76.00

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CITY OF CARPINTERIA

Warrant Register

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Trans #	Entered/Last Modified	Date	Num	Name	Source Name	Memo	Account	Paid Amount
TOTAL								
99616	07/31/13 13:34:49	7/31/13	80956	ANIMAL MEDICAL C...	ANIMAL MEDIC...	INVOICE 127116	100010...	
99557	07/30/13 12:30:13	7/15/13	127116		ANIMAL MEDIC...	VET SERVICES	104721...	
TOTAL								
99617	07/31/13 13:34:50	7/31/13	80957	ATT	ATT	ACCOUNT 030-149-5366-001	100010...	
99558	07/30/13 12:31:16	7/19/13	030-149-5...		ATT	CIVIC CENTER	101330...	-459.43
					ATT	PW	253130...	-20.48
					ATT	BEACHES	286230...	-74.62
					ATT	POOL	486630...	-81.94
TOTAL								-636.47
99618	07/31/13 13:34:50	7/31/13	80958	BIANCA MARTINEZ	BIANCA MARTI...	INVOICE 101	100010...	
99559	07/30/13 12:42:46	7/29/13	101		BIANCA MARTI...	INDESIGN UPDATING ADOPTED ...	101430...	-425.00
TOTAL								-425.00
99619	07/31/13 13:34:51	7/31/13	80959	CITY OF SANTA BAR...	CITY OF SANT...	APR - JUN RHMTF 2013	100010...	
99561	07/30/13 12:47:54	7/19/13	APR-JUN ...		CITY OF SANT...	APR-JUN 2013 RHMTF	420027...	-2,000.00
TOTAL								-2,000.00
99620	07/31/13 13:34:51	7/31/13	80960	COASTAL VIEW NEWS	COASTAL VIE...		100010...	
99562	07/30/13 12:48:26	7/18/13	41446		COASTAL VIE...	CITY HALL NEWS	104530...	-2,682.00
99563	07/30/13 12:49:11	7/18/13	41441		COASTAL VIE...	PET ADS	104730...	-60.00
TOTAL								-2,742.00
99621	07/31/13 13:34:52	7/31/13	80961	COUNTY OF MARIN	COUNTY OF M...	INVOICE #7052	100010...	
99560	07/30/13 12:46:22	7/1/13	FY13-14 ...		COUNTY OF M...	2013-2014 MEMBERSHIP DUES	103030...	-900.00
TOTAL								-900.00
99622	07/31/13 13:34:52	7/31/13	80962	DATA TICKET INC	DATA TICKET I...	INVOICE 47784	100010...	

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99564	07/30/13 12:49:36	7/31/13	47784		DATA TICKET I...	CITATION PROCESSING	102221...	-200.00
TOTAL								-200.00
99623	07/31/13 13:34:53	7/31/13	80963	DUDEK	DUDEK	INVOICE 20132590	100010...	
99565	07/30/13 12:50:28	7/11/13	20132590		DUDEK	PROJ 1522 - CALTRANS LINDEN...	100025...	-3,209.69
TOTAL								-3,209.69
99624	07/31/13 13:34:53	7/31/13	80964	EVERSHADE EXTERI...	EVERSHADE E...	INVOICE 6280	100010...	
99566	07/30/13 12:50:59	7/18/13	6280		EVERSHADE E...	POWER WASHING/STEAM CLEA...	333222...	-225.00
TOTAL								-225.00
99625	07/31/13 13:34:54	7/31/13	80965	FEDEX	FEDEX	ACCOUNT 3004-2941-6	100010...	
99567	07/30/13 12:51:42	7/19/13	2-241-26521		FEDEX	SHIPPING CHARGES	104530...	-39.07
TOTAL								-39.07
99626	07/31/13 13:34:55	7/31/13	80966	FULLER, JANE	FULLER, JANE	JULY 2013 FIRST FRIDAY	100010...	
99568	07/30/13 12:53:11	7/19/13	JULY 201...		FULLER, JANE	07-05-13 FIRST FRIDAY ENTERT...	104430...	-250.00
TOTAL								-250.00
99627	07/31/13 13:34:55	7/31/13	80967	JEAKLE, JULIE	JEAKLE, JULIE	MEETING REIMBURSEMENT	100010...	
99569	07/30/13 12:54:40	7/23/13	REIMBUR...		JEAKLE, JULIE	MEETINGS & TRAVEL REIMBUR...	102421...	-51.72
TOTAL								-51.72
99628	07/31/13 13:34:56	7/31/13	80968	LINCOLN FINANCIAL...	LINCOLN FINA...	AUGUST 2013 BILLING	100010...	
99570	07/30/13 12:56:13	7/20/13	AUG 2013...		LINCOLN FINA...	JULY 2013	105119...	-66.15
					LINCOLN FINA...	JULY 2013	101119...	-85.93
					LINCOLN FINA...	JULY 2013	101219...	-122.49
					LINCOLN FINA...	JULY 2013	101319...	-32.07
					LINCOLN FINA...	JULY 2013	101419...	-160.96
					LINCOLN FINA...	JULY 2013	101619...	-158.72
					LINCOLN FINA...	JULY 2013	103019...	-197.90
					LINCOLN FINA...	JULY 2013	253119...	-176.73
					LINCOLN FINA...	JULY 2013	104119...	-370.69
					LINCOLN FINA...	JULY 2013	104219...	-183.15

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					LINCOLN FINA...	JULY 2013	106919...	-158.07
					LINCOLN FINA...	JULY 2013	102219...	-129.06
					LINCOLN FINA...	JULY 2013	333219...	-73.64
					LINCOLN FINA...	JULY 2013	104419...	-91.90
					LINCOLN FINA...	JULY 2013	236119...	-58.71
					LINCOLN FINA...	JULY 2013	486819...	-33.44
								-2,099.61
99629	07/31/13 13:34:57	7/31/13	80969	MARBORG INDUSTRI...	MARBORG IND...	INVOICE 3011510	100010...	
99571	07/30/13 12:57:01	6/30/13	3011510		MARBORG IND...	RESTROOMS FOR CITY HALL	101322...	-315.00
								-315.00
99630	07/31/13 13:34:58	7/31/13	80970	MCCORMIX CORP	MCCORMIX C...	INVOICE 876333	100010...	
99572	07/30/13 12:57:27	7/15/13	876333		MCCORMIX C...	PUBLIC WORKS FUEL	333230...	-113.20
								-113.20
99631	07/31/13 13:34:58	7/31/13	80971	METLIFE	METLIFE	AUGUST 2013 DENTAL	100010...	
99573	07/30/13 12:59:36	7/15/13	AUG 2013...		METLIFE	DENTAL PREMIUM AUGUST 2013	105119...	-540.55
					METLIFE	DENTAL PREMIUM AUGUST 2013	101119...	-160.09
					METLIFE	DENTAL PREMIUM AUGUST 2013	101219...	-224.23
					METLIFE	DENTAL PREMIUM AUGUST 2013	101319...	-172.45
					METLIFE	DENTAL PREMIUM AUGUST 2013	101419...	-344.90
					METLIFE	DENTAL PREMIUM AUGUST 2013	101619...	-108.31
					METLIFE	DENTAL PREMIUM AUGUST 2013	103019...	-332.54
					METLIFE	DENTAL PREMIUM AUGUST 2013	253119...	-450.34
					METLIFE	DENTAL PREMIUM AUGUST 2013	104119...	-502.12
					METLIFE	DENTAL PREMIUM AUGUST 2013	104219...	-172.45
					METLIFE	DENTAL PREMIUM AUGUST 2013	106919...	-224.23
					METLIFE	DENTAL PREMIUM AUGUST 2013	102219...	-211.87
					METLIFE	DENTAL PREMIUM AUGUST 2013	333219...	-277.89
					METLIFE	DENTAL PREMIUM AUGUST 2013	104419...	-172.45
					METLIFE	DENTAL PREMIUM AUGUST 2013	236119...	-172.45
					METLIFE	DENTAL PREMIUM AUGUST 2013	486819...	-51.78
								-4,118.65
99632	07/31/13 13:34:59	7/31/13	80972	NIMMER PICTURES, ...	NIMMER PICT...	INVOICE 71113	100010...	
99574	07/30/13 13:00:09	7/11/13	71113		NIMMER PICT...	PROJ 4863 - EDUCATIONAL PRO...	100025...	-400.00
								-400.00

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Trans #	Entered/Last Modified	Date	Num	Name	Source Name	Memo	Account	Paid Amount
99633	07/31/13 13:49:24	7/31/13	80973	PAVEMENT ENGINE...	PAVEMENT EN...	VOID: INVOICE #1306-047	100010...	
TOTAL								0.00
99634	07/31/13 13:35:01	7/31/13	80974	PRECISION CONCRE...	PRECISION CO...		100010...	
99576	07/30/13 13:46:03	6/30/13	CRP 0630...		PRECISION CO...	SIDEWALK HAZARD REMOVAL	333222...	-7,590.24
99577	07/30/13 13:46:48	6/30/13	CRP 0630...		PRECISION CO...	SIDEWALK HAZARD REMOVAL	333222...	-3,424.66
99578	07/30/13 13:54:38	6/30/13	CRP 0630...		PRECISION CO...	SIDEWALK HAZARD REMOVAL	333222...	-2,715.32
TOTAL								-13,730.22
99635	07/31/13 13:35:01	7/31/13	80975	PROFESSIONAL WA...	PROFESSIONA...	INVOICE 4475	100010...	
99579	07/30/13 13:55:28	7/10/13	4475		PROFESSIONA...	BANNERS	333230...	-17.50
TOTAL								-17.50
99636	07/31/13 13:35:02	7/31/13	80976	RADIOSHACK	RADIOSHACK	ACCT. 403062193	100010...	
99580	07/30/13 13:56:14	6/11/13	021077		RADIOSHACK	POOL	486630...	-18.89
TOTAL								-18.89
99637	07/31/13 13:35:02	7/31/13	80977	RILEY, CHRISTOPHER	RILEY, CHRIST...	TRAVEL REIMBURSEMENT	100010...	
99589	07/31/13 10:34:56	7/31/13	TRAVEL...		RILEY, CHRIST...	TRAVEL REIMBURSEMENT	286232...	-209.91
TOTAL								-209.91
99638	07/31/13 13:35:03	7/31/13	80978	SANTA BARBARA C...	SANTA BARBA...		100010...	
99583	07/30/13 14:00:13	7/5/13	14-002		SANTA BARBA...	SUMMER AUGMENTATION	102121...	-3,125.38
99584	07/30/13 14:02:07	7/5/13	14-003		SANTA BARBA...	SHERIFF OVERTIME	102121...	-364.40
TOTAL								-3,489.78
99639	07/31/13 13:35:04	7/31/13	80979	SATCOM GLOBAL FZE	SATCOM GLO...	INVOICE AX07130373	100010...	
99590	07/31/13 10:35:45	7/1/13	AX071303...		SATCOM GLO...	IRIDIUM TRADE-UP	102430...	-42.75
TOTAL								-42.75
99640	07/31/13 13:35:04	7/31/13	80980	ST JOSEPH CHURCH	ST JOSEPH CH...		100010...	

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99581	07/30/13 13:57:25	7/23/13	PROJ 130...	ST JOSEPH CH...	ST JOSEPH CH...	PROJ 1309 REFUND CLEANING ...	100025...	-500.00
99582	07/30/13 13:58:33	7/23/13	BP 10928 ...	ST JOSEPH CH...	ST JOSEPH CH...	BP 10928 REFUND	101017...	-137.50
				ST JOSEPH CH...	ST JOSEPH CH...	BP 10928 REFUND	100020...	-0.50
				ST JOSEPH CH...	ST JOSEPH CH...	BP 10928 REFUND	100022...	-1.00
TOTAL								-639.00
99641	07/31/13 13:35:05	7/31/13	80981	TOMMY'S DESIGNS I...	TOMMY'S DESI...	INVOICE 078180	100010...	
99281	07/17/13 10:13:58	7/5/13	078180		TOMMY'S DESI...	BEACH RESALE ITEMS	286430...	-235.11
TOTAL								-235.11
99642	07/31/13 13:35:05	7/31/13	80982	ZEILINGER, TERRY ...	ZEILINGER, TE...	VETS HALL DEPOSIT REFUND	100010...	
99613	07/31/13 13:28:53	7/15/13	VETS HA...		ZEILINGER, TE...	SECURITY REFUND	484835...	-33.25
					ZEILINGER, TE...	CLEANING DEPOSIT REFUND	100023...	-300.00
TOTAL								-333.25
99643	07/31/13 14:04:57	7/31/13	80983	ALL AROUND LANDS...	ALL AROUND ...	VOID: CUSTOMER #354	100010...	
TOTAL								0.00
99644	07/31/13 13:47:09	7/31/13	80984	BIG GREEN CLEANI...	BIG GREEN CL...	INVOICE 432440	100010...	
99458	07/24/13 10:33:50	7/10/13	432440		BIG GREEN CL...	ASH	286122...	-240.00
					BIG GREEN CL...	LOT 3	333222...	-240.00
					BIG GREEN CL...	LOT 1	333222...	-240.00
					BIG GREEN CL...	EL CARRO	236122...	-90.00
					BIG GREEN CL...	EL CARRO	236122...	-90.00
					BIG GREEN CL...	MONTE VISTA	236122...	-90.00
					BIG GREEN CL...	VIOLA	286122...	-90.00
TOTAL								-1,080.00
99645	07/31/13 13:47:10	7/31/13	80985	C & W CONSTRUCTI...	C & W CONST...	CLIENT # 647	100010...	
99335	07/17/13 12:32:30	7/10/13	13088		C & W CONST...	PW SUPPLIES	253122...	-1,276.85
TOTAL								-1,276.85
99646	07/31/13 13:47:11	7/31/13	80986	LAMOTTE COMPANY	LAMOTTE CO...	INVOICE #1314404	100010...	
99473	07/24/13 10:44:43	7/10/13	1314404		LAMOTTE CO...	CHEMICALS	486633...	-114.58

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Trans #	Entered/Last Modified	Date	Num	Name	Source Name	Memo	Account	Paid Amount
TOTAL								
99647	07/31/13 13:47:11	7/31/13	80987	PRAXAIR	PRAXAIR	INVOICE #46605713	100010...	-114.58
99575	07/30/13 13:43:46	7/8/13	46605713		PRAXAIR	PW SUPPLIES	253130...	-295.83
TOTAL								
99648	07/31/13 13:47:12	7/31/13	80988	SO CA EDISON	SO CA EDISON		100010...	
99595	07/31/13 10:46:29	7/24/13	2-00-378-2...		SO CA EDISON	CIVIC CENTER ROW	101331...	-3,037.69
					SO CA EDISON	PARKING	333231...	-361.42
					SO CA EDISON	PARKS	333231...	-240.01
					SO CA EDISON	POOL	236131...	-632.93
					SO CA EDISON	STREETS	486631...	-1,405.78
					SO CA EDISON	BIKEWAYS	292322...	-475.96
					SO CA EDISON	9TH STREET	292322...	-69.67
					SO CA EDISON	1 CARP AVE	292322...	-30.91
99592	07/31/13 10:40:47	7/26/13	2-19-146-8...					-54.21
99593	07/31/13 10:41:46	7/26/13	2-17-070-7...					-6,308.58
TOTAL								
99649	07/31/13 13:47:13	7/31/13	80989	STAPLES ADVANTAGE	STAPLES ADV...		100010...	
99599	07/31/13 13:08:52	7/9/13	3204231211		STAPLES ADV...	OFFICE SUPPLIES	106930...	-32.38
99600	07/31/13 13:09:33	7/9/13	3204231212		STAPLES ADV...	OFFICE SUPPLIES	101330...	-160.41
99597	07/31/13 13:07:24	7/10/13	3204280998		STAPLES ADV...	OFFICE SUPPLIES	101330...	-190.24
99601	07/31/13 13:10:47	7/11/13	3204325668		STAPLES ADV...	POOL	486630...	-73.41
99602	07/31/13 13:11:31	7/11/13	3204325669		STAPLES ADV...	OFFICE SUPPLIES	101330...	-78.80
99603	07/31/13 13:12:15	7/11/13	3204325670		STAPLES ADV...	OFFICE SUPPLIES	101330...	-86.38
TOTAL								
99650	07/31/13 13:47:14	7/31/13	80990	TOMMY'S DESIGNS I...	TOMMY'S DESI...	INVOICE 078243	100010...	
99280	07/17/13 10:12:09	7/9/13	078243		TOMMY'S DESI...	BEACH RESALE ITEMS	286430...	-348.50
TOTAL								
99651	07/31/13 13:47:14	7/31/13	80991	VENCO POWER SW...	VENCO POWE...	INVOICE 0041849-IN	100010...	
99612	07/31/13 13:26:40	7/15/13	0041849-IN		VENCO POWE...	STREET SWEEPING SERVICE - ...	253122...	-3,318.60
TOTAL								
99652	07/31/13 13:47:15	7/31/13	80992	WALLACE GROUP	WALLACE GR...	INVOICE #35411	100010...	

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Trans #	Entered/Last Modified	Date	Num	Name	Source Name	Memo	Account	Paid Amount
99329	07/17/13 12:28:55	7/11/13	35411		WALLACE GR...	9TH ST BRIDGE	417961...	-108.00
TOTAL								-108.00
99653	07/31/13 13:47:15	7/31/13	80993	ZEP SALES & SERVI...	ZEP SALES & ...	INVOICE #9000392480	100010...	
99495	07/24/13 11:11:13	7/9/13	9000392480		ZEP SALES & ...	POOL SUPPLIES	486630...	-566.18
TOTAL								-566.18
99654	07/31/13 13:50:55	7/31/13	80994	PAVEMENT ENGINE...	PAVEMENT EN...	INVOICE #1306-047	100010...	
99475	07/31/13 13:50:20	7/5/13	1306-047		PAVEMENT EN...	PROJ 15057	277222...	-2,228.75
TOTAL								-2,228.75
99655	07/31/13 14:06:17	7/31/13	80995	ALL AROUND LANDS...	ALL AROUND ...	CUSTOMER #354	100010...	
99556	07/31/13 14:05:29	7/10/13	S1668424....		ALL AROUND ...	JR GUARDS	286430...	-219.02
TOTAL								-219.02

TOTAL \$124,155.50

STAFF REPORT
COUNCIL MEETING DATE:
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION:

DESTRUCTION OF CERTAIN ACCOUNTS PAYABLE, PAYROLL, CASH RECEIPTS, AND BUSINESS LICENSE RECORDS.

Report prepared by: John Thornberry, Administrative Services Director

Department: Administrative Services

Reviewed by:

City Manager

Signature

Signature

STAFF RECOMMENDATION:

ACTION ITEM x; NON-ACTION ITEM

STAFF RECOMMENDATION: Adopt the attached Resolution No. 5475, as read by title only, authorizing the destruction of certain accounts payable, payroll, cash receipts, State Controller's reports and business license records as specified in Exhibit A.

MOTION: None Required

I. BACKGROUND:

In a continuing effort to purge files that are no longer needed and in accordance with historical practice, the Administrative Services Department wishes to destroy certain accounts payable, payroll, cash receipts and business license documents from fiscal year 2005-06.

II. POLICY:

The practice of the finance department has been to retain records for seven years plus the current year. All other non-duplicate departmental records, such as General Ledgers, are retained permanently. These retention periods meet or exceed levels required by law and by City Council Resolution 4873, adopted April 12, 2004, concerning Rules and Regulations Governing the Policy and Procedure for the Retention and Disposition of Records for the City.

III. FINANCIAL CONSIDERATIONS:

Retention of records beyond the historical practice will result in additional storage costs.

IV. LEGAL ISSUES:

The City Attorney has reviewed and approved the list of documents to be destroyed, shown as Exhibit A, attached to the resolution.

V. ALTERNATIVE :

Continue to retain the records for a longer period of time or indefinitely.

VI. PRINCIPAL PARTIES EXPECTED AT MEETING:

None

VII. ATTACHMENTS:

Resolution No. 5475
Exhibit A, Records List

RESOLUTION NO. 5475

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF CARPINTERIA
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS
(July 2013)**

WHEREAS, California Government Code Section 34090 permits the destruction of certain records subject to certain conditions; and

WHEREAS, the Administrative Services Department has recommended that certain records in the department be destroyed and the City Manager has approved said recommendation; and

WHEREAS, said records have now been retained for periods of time that meet or exceed levels required by law and by City Council Resolution 4873 adopted April 12, 2004 concerning Rules and Regulations Governing the Policy and Procedure for the Retention and Disposition of Records for the City; and

WHEREAS, the City Attorney has issued his consent in writing to said recommendation and approval; and

WHEREAS, a list of records to be destroyed is attached hereto as Exhibit "A" consisting of one page.

NOW, THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that those records identified in Exhibit A: attached hereto are approved for destruction as recommended.

PASSED, APPROVED AND ADOPTED this 12th day of August, 2013, by the following called vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCILMEMBERS:

Mayor, City of Carpinteria

ATTEST:

City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held this 12th day of August, 2013.

City Clerk, City of Carpinteria

APPROVED AS TO FORM:

City Attorney

**CITY OF CARPINTERIA
TO DESTROY OBSOLETE
EXHIBIT A
RESOLUTION NO. 5475**

The Administrative Services Department requests authority to destroy obsolete records as detailed below.

Note: Unless otherwise noted all records are located at the City's Storage Facility.

[illegible]

CITY OF CARPINTERIA
REQUEST TO DESTROY OBSOLETE RECORDS
Page 2

I hereby certify that:

- The record(s) are under the management or control of the Department head.
- To the best of his/her knowledge, the descriptive titles, information, and classifications contained in the request form are true and accurate.
- The minimum retention time periods required by City Resolution No. 4873 Retention Schedule) have been satisfied for all records included in the request form.
- Retention of the record is no longer required for operation of the department, or to satisfy a city council policy adopted by resolution, or a city Council request, or by the city for administrative, historical, research, fiscal, legal, or cultural purposes.
- The destruction or other disposition of the record will not violate state law, these Rules, or other applicable law.
- Destruction of the record(s) is hereby recommended.

Date: August 12, 2013

Job Title: Administrative Services Director

Signature of Department Head or
authorized Designee, requesting destruction
of records

Approved for Destruction:

City Attorney

Date: _____

Approved for destruction at City Council meeting held August 12, 2013.

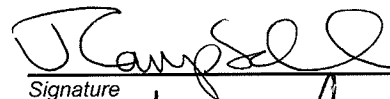
Exhibit A

STAFF REPORT
COUNCIL MEETING DATE
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION

Letter of support for the County of Santa Barbara's grant application to the California Coastal Conservancy

Report prepared by:
Jackie Campbell, Community Development Director


Signature

Reviewed by:
Dave Durlinger, City Manager


Signature

STAFF RECOMMENDATION

Action Item X ; Non-Action Item

Consider public comments and submit a letter of support to the California Coastal Conservancy as requested by the County of Santa Barbara relative to its grant application for funding to model and study potential sea level rise and climate related changes in the region

Motion: I move to authorize the Mayor to sign the letter of support dated August 13, 2013 to be transmitted to the California Coastal Conservancy.

I. BACKGROUND

The County of Santa Barbara's has submitted a grant request to the California Coastal Conservancy to support a proposal titled "Santa Barbara County Sea Level Rise Modeling and Vulnerability Assessment." If funded, the County proposal would model and map multiple coastal hazards resulting from a variety of climate scenarios including sea level rise (SLR), storm events and changes to coastal flooding for the entire coastline of Santa Barbara County. The County Planning and Development Department has requested letters of support from south coast cities to improve their chances of receiving funding.

II. PROJECT INFORMATION

The modeling of physical processes to identify changes in future coastal erosion and coastal flooding by looking at storm event scenarios for the two creeks that flow into the Carpinteria Salt Marsh will be valuable to the City in its long-term climate planning efforts. Recently, staff worked with a graduate student from Cal Poly San Luis Obispo to draft a scoping document that outlines a strategy for Carpinteria to begin to assess and plan for climate change impacts and hazard mitigation planning.

The draft scoping document can provide a foundation for future development of a Climate Adaptation Plan for Carpinteria, a starting point for the City's climate initiatives. A Climate Adaptation Plan recognizes the urgency of climate change impacts and presents strategies to address them, while incorporating sound planning practices that support the vitality of the City. The draft scoping document also contains background information on Carpinteria, a preliminary vulnerability assessment (an investigation of climate change impacts on the community and the community's ability to respond to these impacts) and a list of potential strategies for future implementation. The draft scoping plan recognizes the need for more data, and input from the community. It is expected that the scoping document will be presented to the Council as part of the City's overall Sustainability Program as outlined in the 2013 Work Program. This matter is tentatively scheduled to be reviewed by the Council in fall/winter 2013 - 14, with presentation of a draft Sustainability Policy that covers many aspects of the City's long term planning for conservation, clean water, waste reduction/recycling, economic vitality and climate change.

Objectives of the County proposal that are beneficial to the City of Carpinteria and will help in our future sustainability efforts include:

1. A database of vulnerable social, economic, infrastructure and ecological resources;
2. A coastal hazard planning policies, ordinances and planning tools database; and
3. Development of adaptation policies using current information on coastal hazards and vulnerabilities that also integrate social, ecological and economic considerations.

Future useful objectives, requiring additional funding sources once this first component of the work effort is completed, would include:

1. Development of a mapping tool to address socio-economic and ecological vulnerability and the role of ecosystems in protecting coastal resources; and
2. Development of an interactive decision support system that can evaluate various management scenarios and study cost implications.

Given the extent of development in coastal Santa Barbara County, climate change impacts could have far-reaching social, economic and ecosystem consequences. Impacts from coastal hazards can lead to the degradation of natural habitats, specifically beaches, dune systems and wetlands, all of which are important to Carpinteria. Therefore, the results from the SLR Modeling and Vulnerability Assessment will be valuable to our planning efforts in the arena of sustainability and will improve our capacity to adapt to climate change and become more resilient as a community and a region.

III. ATTACHMENT

Draft Support Letter dated August 13, 2013

CITY of CARPINTERIA, CALIFORNIA



August 13, 2013

California Coastal Conservancy
1330 Broadway, 13th Floor
Oakland, CA 94612

Dear Selection Committee:

Please accept this letter in support of the County of Santa Barbara's proposal titled "Santa Barbara County Sea Level Rise Modeling and Vulnerability Assessment." The County proposal to model and map multiple coastal hazards resulting from a variety of climate scenarios including sea level rise (SLR), storm events and changes to coastal flooding for the entire coastline of Santa Barbara County is supported by the City of Carpinteria. Specifically, the modeling of physical processes to identify planning level changes in future coastal erosion and coastal flooding by looking at the two creeks that flow into the Carpinteria Salt Marsh will be valuable to us in our long-term climate planning efforts. Additional objectives of the proposal that are beneficial to the City of Carpinteria include:

1. A database of vulnerable social, economic, infrastructure and ecological resources;
2. A coastal hazard planning policies, ordinances and planning tools database; and
3. Development of adaptation policies using current information on coastal hazards and vulnerabilities that also integrate social, ecological and economic considerations.

Future useful objectives, requiring additional funding sources, would include:

1. Development of a mapping tool to address socio-economic and ecological vulnerability and the role of ecosystems in protecting coastal resources; and
2. Development of an interactive decision support system that can evaluate various management scenarios and study cost implications.

Given the extent of development in coastal Santa Barbara County, climate change impacts could have far-reaching social, economic and ecosystem consequences. Impacts from coastal hazards can lead to the degradation of natural habitats, specifically beaches, dune systems and wetlands, all of which are important to Carpinteria. By removing the benefits that healthy ecosystems provide, people and property may be further exposed to the effects of erosion, flooding and inundation. Damage to recreational resources, infrastructure and development including homes and businesses can have significant associated economic effects, including costs associated with rebuilding and the loss of industry and tourism. Therefore, the results from the SLR Modeling and Vulnerability Assessment will be valuable to our planning efforts in the arena of sustainability and will improve our capacity to adapt to climate change and become more resilient as a community and a region.

In closing, we strongly urge you to fund this work. We are eager to participate in the project and will benefit from the results. If you have any questions or comments regarding this letter of support and statement of participation, please contact Community Development Director Jackie Campbell at (805) 684-5405 x451. Jackie will be available to attend meetings and participate in the County's work effort as needed to represent Carpinteria.

Sincerely,

Brad Stein
Mayor

STAFF REPORT
COUNCIL MEETING DATE
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION

Approving the issuance of tax exempt bonds by the Independent Cities Finance Authority for the purchase, maintenance and operation by Millennium Housing, LLC, of the Vista de Santa Barbara Mobile Home Park located at 6180 Via Real, and approving the City's membership in the Authority for the limited purpose of facilitating the tax exempt bond financing.

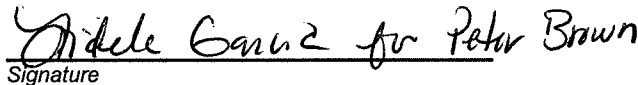
Report prepared by:

Dave Durfingher, City Manager


Signature

Reviewed by:

Peter Brown, City Attorney


Signature

ACTION ITEM X; NON-ACTION ITEM

STAFF RECOMMENDATION: Adopt Resolution No. 5478, as read by title only, thereby approving issuance of tax-exempt bonds by the Independent Cities Finance Authority for the purpose of acquisition, maintenance and operation of the Vista de Santa Barbara Mobile Home Park, and the Associate Membership Agreement between the Independent Cities Finance Authority and the City of Carpinteria.

Sample Motion: I move to: Adopt Resolution No. 5478, as read by title only, thereby approving issuance of tax-exempt bonds by the Independent Cities Finance Authority for the purpose of acquisition, maintenance and operation of the Vista de Santa Barbara Mobile Home Park, and the Associate Membership Agreement between the Independent Cities Finance Authority and the City of Carpinteria.

I. BACKGROUND:

The Vista de Santa Barbara Mobile Home Park is located at 6180 Via Real and includes 124 rental spaces, a clubhouse and various other common amenities for the use of residents. As a rental park, i.e., where tenants pay space rent for the placement of mobile homes that they own within the Park, it is subject to the rent stabilization provisions of Chapter 5.69, Mobile Home Parks, of the Carpinteria Municipal Code. The Park is also subject to State law that regulates mobile home park operations and development, including the application of space rent controls.

For several years, the Park tenants (Residents) and management (Owner) have been engaged in litigation related to various disputes over the Owner's application of rents at the Park. A proposed settlement of the litigation includes the sale of the Park to Millennium Housing, LLC, a non-profit housing operator. In support of the sale of the property to Millennium, Residents and Millennium Housing, LLC, acting as authorized agent for the Owner, entered into an Agreement requesting that the City's Mobile Home Park Rent Stabilization Board increase rents for the Park, contingent on sale of the Park to Millennium and dismissal of the pending litigation. On July 23, 2013, the Rent Stabilization Board approved the requested revised rent schedule for the Park; the resolution adopted by the Board approving the new rent schedule, which includes as an exhibit the detailed agreement between Millennium and the tenant majority in the Park, is attached as Attachment D to this staff report. Millennium is seeking tax exempt public bond financing for the project, in part because this type of financing allows the project to be maintained at affordable levels for existing and future Park residents.

Approval of the recommended Resolution will contribute to securing the financing necessary for the sale of the Vista de Santa Barbara Mobile Home Park to a non-profit organization, Millennium Housing, LLC. The proposed financing will also result in a total of 50% of the Park spaces being restricted to rental to households that qualify as Low and Very Low Income under federal guidelines, and ensure that the Park remains a rental mobile home park during the projected 35 year life of the bond.

II. ANALYSIS:

Millennium Housing LLC, is proposing to acquire project financing in the amount of \$17 million necessary, in part, to finance the acquisition and improvement of the Vista De Santa Barbara Mobilehome Park. The funding would also pay costs associated with litigation settlement in the amount of approximately \$3 million, and provide revenue for a Repair and Replacement Fund for the Park and a Financial Assistance Fund to assist lower-income residents in paying the new rents.

California law, pursuant Chapter 8, Part 5 of Division 31 of the Health and Safety Code, authorizes Joint Powers Authorities to issue bonds to finance the acquisition of mobile home parks for the purpose, in part, of providing affordable housing. The Independent Cities Finance Authority (Authority), consisting of various California city members, is proposed to be the financing authority for issuance of the bonds for this project. Attached to this report is the draft Regulatory Agreement and Declaration of Restrictive Covenants (Attachment C) that would govern the agreement between the various parties involved in the bond financing. The City is not a party to that agreement but, if authorized by the City Council through approval of the resolution attached to this staff report, it would join the Authority as an associate member, thus facilitating the financing of the sale of the Park. There is no requirement that the City remain as a member of the Authority for any minimum time period, nor is there any impediment to the City withdrawing from membership after the Millennium transaction is completed, should that be your Council's decision. The proposed membership agreement between the City and the Authority is attached to this report as Attachment B.

The type of tax exempt financing proposed requires that the City (1) conduct a public hearing on the proposed bond issuance (this is based on federal tax law, known as the Tax Equity and Fiscal Responsibility Act of 1982, which requires that project funding through tax exempt bond proceeds be considered by the City Council at a public hearing), and (2) approve the issuance of the bonds after conducting the hearing. The City's approval of the financing is not approval of the sale of the property, and the City is not a party to that private transaction.

II. POLICY

The City has a role as a public agency to ensure that certain tax exempt bond debt for projects within the City be issued in a manner that is consistent with local policies, and that existing housing for all segments of the community and public property in the City are protected for the public good.

The use of tax exempt revenue bonds for the financing of the subject project is expected to result in the maintenance of an important housing type, i.e. rental mobile home parks, which is affordable by design, and to guarantee that 50% of the units in the Park be income restricted, available to households that qualify as very low and low income. This latter requirement will help the City to meet local housing needs as identified in its Housing Element policies.

III. LEGAL CONSIDERATIONS

The Independent Cities Finance Authority is a Joint Powers Authority, whose stated purposes are to assist in development of programs to raise capital to finance the capital needs of local agencies, including the construction of affordable housing and making loans to tax-exempt organizations to finance the acquisition of multi-family rental housing, including mobile home parks. Millennium Housing is such a tax-exempt organization. The ICFA has nine Member cities; only Member cities sit on the Executive Board of the ICFA and hold the voting power within the JPA. The Member cities are all located in Southern California, and consist of Baldwin Park, Compton, Hawthorne, Hermosa Beach, Huntington Park, Lynwood, San Fernando, South Gate, and Vernon. There are 60 Associate Members, located both in Northern and Southern California. Associate members may participate in the JPA's programs, but do not sit on the Executive Board of the Agency and have no voting power. Carpinteria would be an Associate Member of the ICFA should your Council approve the attached resolution.

There are a variety of liability protections for the City should Carpinteria become an Associate Member of the ICFA. Pursuant to the Associate membership Agreement with the ICFA, the City would have no liability for the debts, liabilities, and obligations of the Authority (i.e. including the bond transaction involving Millennium). Millennium Housing will hold the City harmless from any liability associated with the operation, maintenance and ownership of Vista de Santa Barbara Park. The City is not a party to the Regulatory Agreement or the bond documents entered into by Millennium and the Authority. Finally, no impediment is created by the proposed Vista de Santa Barbara bond issuance that would prevent the City withdrawing from the ICFA at any time, were that to be the City's decision. However, there is no participation in a JPA that can be completely risk-free, and there is always the possibility, however remote, that members of a JPA could become liable for any negligent or wrongful acts or omissions (i.e. torts) that occur during the JPA's performance of its duties. The fact that the ICFA is made up of a large number of public agencies probably serves to mitigate such possible liability.

IV. PRINCIPAL PARTIES EXPECTED AT MEETING

Representatives of the residents of Vista de Santa Barbara Mobile Home Park
James Ballantine, esq., representing Vista de Santa Barbara Homeowners Association
George Turk, Millennium Housing, LLC.

V. ATTACHMENTS

- A. Resolution No. 5478
- B. Associate Member Agreement
- C. Regulatory Agreement and Declaration of Restrictive Covenants
- D. Resolution No. MHR SB-01, including the Agreement between Millennium Housing and Tenant Majority

Attachment A

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RESOLUTION NO. 5478

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING, AUTHORIZING, AND DIRECTING EXECUTION OF AN ASSOCIATE MEMBERSHIP AGREEMENT WITH THE INDEPENDENT CITIES FINANCE AUTHORITY AND APPROVING THE ISSUANCE OF BONDS BY THE AUTHORITY WITH RESPECT TO THE VISTA DE SANTA BARBARA MOBILEHOME PARK

WHEREAS, certain cities of the State of California (collectively, the “Members”) have entered into a Joint Powers Agreement (the “Joint Powers Agreement”) establishing the Independent Cities Finance Authority (the “Authority”) and prescribing its purposes and powers, and providing, among other things, for associate members of the Authority (an “Associate Member”); and

WHEREAS, the Authority has been formed for the purpose, among others, of assisting its Members and Associate Members in the raising of capital to finance the capital improvement needs of Local Agencies (as defined in the Joint Powers Agreement), to provide for home mortgage financing with respect to those Members or Associate Members that are either a city, a county or a special district of the State of California, to provide financing in connection with the improvement, construction, acquisition, creation, rehabilitation and preservation of affordable housing within the boundaries of the Members and Associate Members, and to provide financing in accordance with the provisions of applicable law in connection with other projects and programs that are in the public interest and which benefit Members and Associate Members including making loans to tax-exempt organizations from the proceeds of mortgage revenue bonds to finance the acquisition of multifamily rental housing, including mobile home parks, under the provisions of Chapter 8 of Part 5 of Division 31 (commencing with Section 52100) of the Health and Safety Code; and

WHEREAS, the City of Carpinteria (the “City”) has determined that it is in the public interest and for the public benefit that the City become an Associate Member of the Authority in order to facilitate the sale of the Vista de Santa Barbara Mobile Home Park within the City pursuant to the terms of an Agreement between a majority of Park residents and Management’s authorized agent, Millennium Housing LLC, a California limited liability company (the “Owner”); and

WHEREAS, there is now before this City Council (the “City Council”) the form of an associate membership agreement; and

WHEREAS, the Authority proposes to issue its Mobile Home Park Revenue Bonds (Vista De Santa Barbara Mobilehome Park) in one or more series (the “Bonds”); and

WHEREAS, The Owner has requested that the Authority issue and sell the Bonds in an aggregate principal amount of not to exceed \$17,000,000 to (i) finance the acquisition and renovation of a 124-space mobile home park known as the Vista de Santa Barbara Mobilehome

Park located at 6180 Via Real, Carpinteria, CA (the "Project"), (ii) finance additional renovations to be made to the Project, (iii) finance a repair and replacement reserve fund and a resident assistance fund (Financial Assistance Program) and (iv) finance certain costs of issuing the Bonds; and

WHEREAS, the Owner will be the sole owner of the Project; and

WHEREAS, the City Council of the City has determined that the operation of the Project by the Owner, in accordance with the laws and ordinances of the City, the Agreement between a majority of tenants and the Owner, and a proposed regulatory agreement to be recorded on the Project, shall help the City meet identified affordable housing needs in the community and will lessen the burden on the City to plan for the provision of a broad range of housing types that can serve all members of the Carpinteria community; and

WHEREAS, the Bonds will be qualified "private activity bonds" for purposes of the Internal Revenue Code of 1986 (the "Code"); and

WHEREAS, pursuant to Section 147(f) of the Code, the proposed issuance of private activity bonds is required to be approved by the "applicable elected representative" of the governmental unit having jurisdiction over the area in which the Project is to be located, after a public hearing held after reasonable public notice; and

WHEREAS, the members the City Council are the applicable elected representatives of the City; and

WHEREAS, there has been published, at least 14 days prior to the date hereof, in a newspaper of general circulation within the City, a notice that a public hearing regarding the proposed issuance of the Bonds would be held on the date hereof; and

WHEREAS, such public hearing was conducted on the date hereof by the City Council at which time an opportunity was provided to interested parties to be heard with respect to the proposed issuance of the Bonds and financing of the Project; and

WHEREAS, it is intended that this resolution shall constitute the approval of the proposed issuance of the Bonds required by Section 147(f) of the Code.

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

Section 1. The City Council hereby approves the City's membership in the Authority as an Associate Member and the Associate Membership Agreement, in substantially the form on file with the City Clerk, pursuant to which the City shall become an Associate Member of the Authority. The Mayor, City Manager, City Clerk, and any other proper officers and officials of the City, are hereby authorized and directed to take all actions and do all things necessary or desirable hereunder with respect to the Associate Membership Agreement including, but not limited to, the execution and delivery of any agreements, certificates, instruments and other documents which they, or any of them, may deem necessary or desirable and not inconsistent with the purposes of this Resolution.

Section 2. The City Council hereby approves the issuance of the Bonds by the Authority for the purpose of facilitating the sale of the Vista de Santa Barbara Mobile Home Park within the City pursuant to the terms of an Agreement between a majority of Park residents and Management's authorized agent. It is the purpose and intent of this City Council that this resolution constitutes approval of issuance of the Bonds for the purposes of Section 147(f) of the Code.

Section 3. The issuance of the Bonds shall be subject to the approval of the Authority of all financing documents relating thereto to which the Authority is a party. Pursuant to the Authority's Joint Powers Authority Agreement and Bylaws, the Associate Membership Agreement approved herewith, and the documentation approved for issuance of the Bonds, the City shall have no responsibility or liability whatsoever with respect to the Bonds or the Project.

Section 4. Pursuant to the Authority's Joint Powers Authority Agreement and Bylaws, the Associate Membership Agreement approved herewith, and the documentation approved for issuance of the Bonds, the adoption of this Resolution shall not obligate the City or any department thereof, nor does the City express any intent, to (i) provide any financing to acquire or construct the Project or to provide any refinancing of the Project; (ii) approve any application or request for or take any other action in connection with any planning approval, permit or other action necessary for the acquisition or operation of the project; (iii) make any contribution or advance any funds whatsoever to the Authority; or (iv) take any further action with respect to the Authority or its membership therein.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 12th day of August, 2013, by the following called vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

Mayor, City of Carpinteria

ATTEST:

City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 12th day of August, 2013.

City Clerk

Approved as to form:

City Attorney

Attachment B

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ASSOCIATE MEMBERSHIP AGREEMENT
by and between the
INDEPENDENT CITIES FINANCE AUTHORITY
and the
CITY OF CARPINTERIA

THIS ASSOCIATE MEMBERSHIP AGREEMENT is dated as of _____, 2013
by and between THE INDEPENDENT CITIES FINANCE AUTHORITY (the "Authority")
and the CITY OF CARPINTERIA, a municipal corporation (the "City").

WITNESSETH:

WHEREAS, certain public agencies of the State of California (collectively, the "Members") have entered into a Joint Powers Agreement Creating the Independent Cities Finance Authority (the "Joint Powers Agreement"), establishing the Authority and prescribing its purposes and powers and providing, among other things, for associate members of the Authority (an "Associate Member");

WHEREAS, the Authority has been formed for the purpose, among others, of assisting its Members and Associate Members in the raising of capital to finance the capital improvement needs of Local Agencies (as defined in the Joint Powers Agreement), to provide for home mortgage financing with respect to those Members or Associate Members that are public entities in the State of California, to provide financing in connection with the improvement, construction, acquisition, creation, rehabilitation and preservation of affordable housing within the boundaries of the Members and Associate Members, and to provide financing in accordance with the provisions of applicable law in connection with other projects and programs that are in the public interest and which benefit Members and Associate Members including making loans to tax-exempt organizations from the proceeds of mortgage revenue bonds to finance the acquisition of multi-family rental housing, including mobilehome parks, under the provisions of Chapter 8 of Part 5 of Division 31 (commencing with Section 52100) of the Health and Safety Code (the "Nonprofit Financing Law");

WHEREAS, the City desires to become an Associate Member of the Authority for the purpose of facilitating the sale and future maintenance and operation of the Vista de Santa Barbara Mobile Home Park as described in an Agreement entered into between a majority of Park tenants and management's authorized agent;

WHEREAS, the Board of Directors of the Authority has determined that the City should become an Associate Member of the Authority;

NOW, THEREFORE, in consideration of the above premises and of the mutual promises herein contained, the Authority and the City do hereby agree as follows:

Section 1. Associate Member Status. The City is hereby made an Associate Member of the Authority for all purposes of the Joint Powers Agreement and the Bylaws of the Authority, the provisions of which are hereby incorporated herein by reference. From and after the date of execution and delivery of this Associate Membership Agreement by the City and the Authority, the City shall be and remain an Associate Member of the Authority.

Section 2. Restrictions and Rights of the City. The City shall not have the right, as an Associate Member of the Authority, to vote on any action taken by the Board of Directors or by the Authority. In addition, no officer, employee or representative of the City shall have any right to become an officer or director of the Authority.

Section 3. No Obligations of the City. The debts, liabilities and obligations of the Authority shall not be the debts, liabilities and obligations of the City, nor shall the City be obliged to make any contributions to the Authority in the form of membership assessments and fees.

Section 4. Indemnification by Owner. The Authority shall ensure that the legal documents relating to any bonds issued to finance projects within the jurisdiction of the City shall provide that the owner of any such project shall indemnify, hold harmless and defend the City, and each of its officers, officials, employees and agents from any and all loss, liability, fines, penalties, forfeitures, costs, expenses and damages (whether imposed by statute, contract, tort or strict liability) incurred by the City or Authority and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses) arising from the owner's operation, maintenance or ownership of the projects being financed.

Section 5. Execution. Execution of this Associate Membership Agreement shall satisfy the requirements of Article 27 of the Joint Powers Agreement for participation by the City in all programs and other undertakings of the Authority, including, without limitation, any Home Mortgage Financing Program (as defined in the Joint Powers Agreement), any financing under the Nonprofit Financing Law, any undertaking to finance the acquisition, construction, installation and/or equipping of public capital improvements, and any other financing program.

[REST OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this Associate Membership Agreement to be executed and attested by their proper officers thereto duly authorized, on the day and year first set forth above.

**INDEPENDENT CITIES FINANCE
AUTHORITY**, a joint powers agency

By: _____

Title: _____

Attest:

Deborah J. Smith, Program Administrator

CITY OF CARPINTERIA,
a municipal corporation

By: _____

Title: _____

Attest:

City Clerk

Attachment C

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RECORDING REQUESTED BY AND)
WHEN RECORDED MAIL TO:)
)
Fredrick H. Olsen, Esq.)
Ballard Spahr LLP)
201 S. Main St., Suite 800)
Salt Lake City, UT 84111-2221)

=====

This document is recorded for the benefit of the Independent Cities Finance Authority, and the recording is fee exempt under Section 27383 of the Government Code.

**REGULATORY AGREEMENT
AND DECLARATION OF RESTRICTIVE COVENANTS**

by and among the

INDEPENDENT CITIES FINANCE AUTHORITY,
as Authority

UNION BANK, N.A.,
as Trustee

MILLENNIUM HOUSING, LLC,
as Borrower

Dated as of September 1, 2013
Relating to:

\$ _____
Independent Cities Finance Authority
Mobile Home Park Revenue Bonds
(Vista De Santa Barbara Mobilehome Park) Series 2013A

\$ _____
Independent Cities Finance Authority
Mobile Home Park Revenue Bonds
(Vista De Santa Barbara Mobilehome Park) Series 2013B (Federally Taxable)

\$ _____
Independent Cities Finance Authority
Mobile Home Park Subordinate Revenue Bonds
(Vista De Santa Barbara Mobilehome Park) Series 2013C

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REGULATORY AGREEMENT AND
DECLARATION OF RESTRICTIVE COVENANTS

THIS REGULATORY AGREEMENT AND DECLARATION OF RESTRICTIVE COVENANTS (the "Regulatory Agreement"), made and entered into as of September 1, 2013, is by and among the Independent Cities Finance Authority, a joint powers authority organized and existing under the laws of the State of California (the "Authority"), Union Bank, N.A., a national banking association, as trustee (the "Trustee") under an Indenture of Trust dated as of the date hereof between the Authority and the Trustee, and Millennium Housing, LLC, a California limited liability company, as the owner of the property described in Exhibit A attached hereto (the "Borrower").

RECITALS:

WHEREAS, the Legislature of the State of California enacted Chapter 8, Part 5 of Division 31 of the California Health and Safety Code (the "Act") to authorize cities, including joint powers authorities among cities, to issue bonds to finance the acquisition of mobile home parks to provide housing for persons of very low income; and

WHEREAS, the Authority is a constituted authority within the meaning of that term in the Regulations of the Department of Treasury and the rulings of the Internal Revenue Service prescribed and promulgated pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, the Borrower has requested that the Authority issue its Mobile Home Park Revenue Bonds (Vista De Santa Barbara Mobilehome Park) Series 2013A in the initial principal amount of \$_____ (the "Series A Bonds"), its Mobile Home Park Revenue Bonds (Vista De Santa Barbara Mobilehome Park) Series 2013B (Federally Taxable) in the initial principal amount of \$_____ (the "Series B Bonds" and, together with the Series A Bonds, the "Senior Bonds") and its Mobile Home Park Subordinate Revenue Bonds (Vista De Santa Barbara Mobilehome Park) Series 2013C in the initial principal amount of \$_____ (the "Series C Bonds" and, together with the Series A Bonds and the Series B Bonds, the "Bonds") and loan the proceeds from the sale thereof (the "Loan") to the Borrower to finance the acquisition and improvement of the Vista De Santa Barbara Mobilehome Park (the "Project") located in the City of Carpinteria, California (the "City"), to fund the Senior Bonds Debt Service Reserve Fund, to fund the Restricted Account of the Repair and Replacement Fund, to fund the Financial Assistance Fund and to pay the costs of issuing the Bonds, all under and in accordance with the Constitution and laws of the State of California; and

WHEREAS, the Authority has adopted a resolution (the "Resolution") authorizing the issuance of revenue bonds in connection with the financing of the Project to be owned by the Borrower; and

WHEREAS, in furtherance of the purposes of the Act and the Resolution, the Authority proposes to issue the Bonds to fund the Loan to the Borrower which, in consideration of the Loan, will cause to be delivered to the Trustee its promissory note in the aggregate principal amount of the Bonds (the "Note") secured by the Deed of Trust with Absolute Assignment of Leases and Rents, Security Agreement and Fixture Filing pertaining to the Project (the "Mortgage") recorded in the office of the County Recorder for the County of Santa Barbara; and

WHEREAS, the Authority, the Trustee and the Borrower have entered into a Loan Agreement, dated the date hereof (the "Loan Agreement"), pursuant to which the Authority will make the Loan to the Borrower to finance the Project; and

WHEREAS, the Note will be held by the Trustee in trust for the benefit of the Owners from time to time of the Bonds pursuant to the terms of the Indenture to pay when due the principal of and interest on the Bonds; and

WHEREAS, all things necessary to make the Bonds, when issued as provided in the Indenture, the valid and binding limited obligations of the Authority according to the import thereof, and to constitute the Indenture a valid assignment of the amounts pledged to the payment of the principal of, and premium, if any, and interest on the Bonds have been done and performed, and the creation, execution, and delivery of the Indenture and the execution and issuance of the Bonds, subject to the terms thereof, in all respects have been duly authorized; and

WHEREAS, the Code and the regulations and rulings promulgated with respect thereto and the Act prescribe that the use and operation of the Project be restricted in certain respects and in order to ensure that the Project will be used and operated in accordance with the Code (including Section 501(c)(3) of the Code) and the Act, the Authority, the Trustee and the Borrower have determined to enter into this Regulatory Agreement in order to set forth certain terms and conditions relating to the operation of the Project.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Authority, the Trustee and the Borrower hereby agree as follows:

Section 1. Definitions and Interpretation. In addition to the terms defined in the foregoing recitals, the following terms used in this Regulatory Agreement shall have the respective meanings assigned to them in this Section 1 unless the context in which they are used clearly requires otherwise:

"Adjusted Income" - The anticipated total annual income of the individuals or family who intend to occupy a Space, determined in a manner consistent with determinations of Low Income families by the Secretary of Housing and Urban Development under Section 8 of the United States Housing Act of 1937, as amended (or, if such program is terminated, under such program as in effect immediately before such termination). Subsection (g) and (h) of Code section 7872 shall not apply in determining income hereunder.

"Administration Agreement" - The Administration and Oversight Agreement, dated as of September 1, 2013, by and among the Authority, the Borrower and the Oversight Agent.

"Area" - Santa Barbara-Santa Maria, CA (MSA) or such other area as may be designated by HUD in which the Project is located.

"Authority Annual Fee" - An amount equal to 1/10 of one percent of the outstanding principal amount of the Bonds payable to the Authority 1/12 of such amount monthly, on the 15th day of each month, from the General Account of the Administration Fund or as otherwise provided in Section 5.7 of the Indenture, commencing _____ 15, 2014 plus an annual amount to pay the

costs of the Authority audit report with respect to the Bonds, which is expected to be approximately \$3,000 per year, such amount to be billed by the Authority to the Borrower and to be paid by the Borrower promptly upon receipt of such invoice and ending with the end of the term of this Regulatory Agreement.

“Certificate of Continuing Program Compliance” - The certificate with respect to the Project to be filed by the Borrower with the Authority, the Oversight Agent and the Trustee which shall be substantially in the form attached hereto as Exhibit C.

“City” – The City of Carpinteria, California.

“City Law” – The provisions of Chapter 5.69 of the City of Carpinteria Municipal Code.

“Code” - The Internal Revenue Code of 1986, as amended; each reference to the Code shall be deemed to include (a) any successor internal revenue law and (b) the applicable regulations whether final, temporary or proposed under the Code or such successor law. Any reference to a particular provision of the Code shall be deemed to include (a) any successor provision of any successor internal revenue law and (b) the applicable regulations, whether final, temporary or proposed, under such provision or successor provision.

“County” - The County of Santa Barbara.

“Functionally Related and Subordinate” - Facilities for use exclusively by tenants, for example, swimming pools, other recreational facilities, parking areas and other facilities which are reasonably required for the Project, for example, heating and cooling equipment, trash disposal equipment and units for resident managers or maintenance personnel; provided that the same are of a character and size commensurate with the character and size of the Project and, as to size, does not exceed that necessary to service the requirements of the residents of the Project.

“Income Certification” - The Income Certification attached hereto as Exhibit B.

“Low Income Residents” - Individuals or families whose Adjusted Income does not exceed the qualifying limits for low income families (currently 80% or less of the Median Income for the Area), adjusted for actual household size, as established and amended from time to time pursuant to Section 8 for the United States Housing Act of 1937, and as published by the State of California Department of Housing and Community Development. If all occupants of a Space are or will be full time students during five calendar months of the calendar year at an educational institution (other than a correspondence school) with regular faculty and students, such occupants shall not be considered to be Low Income Residents unless all such students are either (i) married and eligible to file a joint federal income tax return or (ii) single parents and their children and such parents and children are not dependents of another individual or (ii) receiving assistance under Title IV of the Social Security Act (including AFDC/TANF) or the Job Training Partnership Act or under similar Federal, State, or local laws, or were previously under the care and placement responsibility of the State agency responsible for administering a plan under Part B or part E of Title IV of the Social Security Act (foster care assistance). For purposes of determining Low Income Residents the combined Adjusted Income of all occupants of a Space, whether or not legally related, shall be utilized.

“Low Income Spaces” - The Spaces in the Project occupied by Low Income Residents pursuant to Section 5 of this Regulatory Agreement.

“Median Income for the Area” - As of any date, the median gross income for the Area as most recently determined by the Secretary of Housing and Urban Development under Section 8 of the United States Housing Act of 1937, as amended, (or if such program is terminated, under such program as in effect immediately before such termination). Except for any HUD Hold Harmless Impacted Project, as defined in Code section 142(d)(2)(E)(iv), any determination of Median Income for the Area with respect to the Project for any calendar year after 2008 shall not be less than the Median Income for the Area determined with respect to the Project for the calendar year preceding the calendar year for which such determination is made. Special rules for determining the Median Income for the Area for calendar years after 2008 for HUD Hold Harmless Impacted Projects are set forth in Code section 142(d)(2)(E)(iv).

“Oversight Agent” - The Oversight Agent appointed under the Administration Agreement, which shall initially be Wolf & Company Inc.

“Oversight Agent’s Fee” - The administration fee of the Oversight Agent, as set forth in the Administration Agreement.

“Project” means the Vista De Santa Barbara Mobilehome Park located at 6180 Via Real, Carpinteria, CA, on the real property more particularly described in Exhibit A hereto.

“Qualified Project Period” - The period beginning on the later of (i) the date of issuance of the Bonds or (ii) the first date on which at least 10% of all of the Spaces in the Project are first occupied and ending on the latest of (w) the date which is 15 years after the later of the date of issuance of the Bonds or the date on which at least 50% of the Spaces in the Project are first occupied, (x) the first day on which no tax-exempt private activity bond issued with respect to the Project is outstanding, (y) the date on which any assistance provided with respect to the Project under Section 8 of the United States Housing Act of 1937 terminates, or (z) the date which is 30 years after the date of issuance of the Bonds; provided such period is subject to extension in accordance with Section 5(k) hereof.

“Qualified Residents” - - means Very Low Income Residents or Low Income Residents, as applicable.

“Qualified Space” - a Very Low Income Space or a Low Income Space, as applicable.

“Space” - A mobile home space within the Project upon which a mobile home may be placed.

“Tax Certificate” - The certificate as to arbitrage of the Authority and Borrower, dated as of the Closing Date, with respect to the Bonds.

“Tax-exempt Bonds” means the Series A Bonds and the Series C Bonds.

“Treasury Regulations” - The regulations of the Department of the Treasury, Internal Revenue Service under Section 142(d) of the Code or predecessor Code sections, including, Regulation Section 1.103-8(b).

“Very Low Income Residents” - Individuals or families whose Adjusted Income does not exceed the qualifying limits for very low income families (currently 50% or less of the Median Income for the Area), adjusted for actual household size, as established and amended from time to time pursuant to Section 8 for the United States Housing Act of 1937, and as published by the State of California Department of Housing and Community Development. If all occupants of a Space are or will be full-time students during five calendar months of the calendar year at an educational institution (other than a correspondence school) with regular faculty and students, such occupants shall not be considered to be Very Low Income Residents unless all such students are either (i) married and eligible to file a joint federal income tax return or (ii) single parents and their children and such parents and children are not dependents of another individual or (ii) receiving assistance under Title IV of the Social Security Act (including AFDC/TANF) or the Job Training Partnership Act or under similar Federal, State, or local laws, or were previously under the care and placement responsibility of the State agency responsible for administering a plan under Part B or part E of Title IV of the Social Security Act (foster care assistance). For purposes of determining Very Low Income Residents the combined Adjusted Income of all occupants of a Space, whether or not legally related, shall be utilized.

“Very Low Income Spaces” - The Spaces in the Project occupied by Very Low Income Residents pursuant to Section 5 of this Regulatory Agreement.

Such terms as are not defined herein shall have the meanings assigned to them in the Indenture. Unless the context clearly requires otherwise, as used in this Regulatory Agreement, words of the masculine, feminine or neuter gender shall be construed to include each other gender when appropriate and words of the singular number shall be construed to include the plural number, and vice versa, when appropriate. This Regulatory Agreement and all the terms and provisions hereof shall be construed to effectuate the purposes set forth herein and to sustain the validity hereof. The defined terms used in the preamble and recitals of this Regulatory Agreement have been included for convenience of reference only, and the meaning, construction and interpretation of all defined terms shall be determined by reference to this Section 1 notwithstanding any contrary definition in the preamble or recitals hereof. The titles and headings of the sections of this Regulatory Agreement have been inserted for convenience of reference only, and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms or provisions hereof or be considered or given any effect in construing this Regulatory Agreement or any provisions hereof or in ascertaining intent, if any question of intent shall arise.

Section 2. Representations and Warranties of the Borrower. The Borrower hereby represents, as of the date hereof, and covenants, warrants and agrees as follows:

(a) [Reserved].

(b) The Borrower’s reasonable expectations respecting the use of Bond proceeds are accurately set forth in the Tax Certificate and Agreement executed by the Borrower on

the Closing Date. No commercial property for lease (other than the Spaces) is being financed by the Bonds.

(c) The statements made in the various certificates delivered by the Borrower to the Authority or the Trustee are true and correct.

(d) Not more than 2% of the proceeds of the Tax-exempt Bonds shall be applied to pay Cost of Issuance.

(e) Money on deposit in any fund or account in connection with the Bonds, whether or not such money was derived from other sources, shall not be used by or under the direction of the Borrower in a manner which would cause the Tax-exempt Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code, and the Borrower specifically agrees that the investment of money in any such fund shall be restricted as may be necessary to prevent the Tax-exempt Bonds from being "arbitrage bonds" under the Code.

(f) The Borrower will not take or omit to take, as is applicable, any action if such action or omission would in any way cause the proceeds from the sale of the Bonds to be applied in a manner contrary to the requirements of the Indenture, the Loan Agreement and this Regulatory Agreement.

Section 3. Residential Rental Property. The Borrower hereby represents, as of the date hereof, and covenants, warrants and agrees as follows:

(a) The Project is being owned and operated for the purpose of providing qualified residential rental housing, consisting of one mobile home Space for each household, together with facilities which are Functionally Related and Subordinate to such Spaces.

(b) All of the mobile homes in the Project will contain separate facilities for living, sleeping, eating, cooking and sanitation, including a sleeping area, bathing and sanitation facilities and cooking facilities equipped with a cooking range, refrigerator and sink.

(c) All of the Spaces will be available for rental on a continuous basis to members of the general public during the Qualified Project Period, and the Borrower will not give preference to any particular class or group in renting the Spaces in the Project, except to the extent that Spaces are required to be leased or rented to Low Income Residents or Very Low Income Residents.

(d) The Project comprises a single geographically and functionally integrated project for residential rental property, as evidenced by the ownership, management, accounting and operation of the Project.

(e) No part of the Project will at any time be owned or used as a condominium or by a cooperative housing corporation, and the Borrower shall not take any steps toward such conversion without an opinion of Bond Counsel that interest on the Tax-exempt Bonds will not thereby become includable in gross income for federal income tax purposes.

(f) Should involuntary noncompliance with the provisions of this Regulatory Agreement be caused by fire, seizure, requisition, foreclosure, transfer of title by deed in lieu of foreclosure, change in a federal law or an action of a federal agency after the Closing Date which prevents the Authority from enforcing the requirements of the Regulations, or condemnation or similar event, the Borrower covenants that, within a “reasonable period” determined in accordance with the Regulations, it will either prepay the Note or apply any proceeds received as a result of any of the preceding events to reconstruct the Project to meet the requirements hereof.

(g) There shall be no discrimination against or segregation of any person or group of persons on account of race, color, religion, sex, marital status, ancestry, national origin, source of income (e.g. AFDC (or its successor program, if any) or SSI) or disability in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the Project nor shall the transferee or any person claiming under or through the transferee, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessees or vendees of the Project.

(h) The Low Income Spaces and Very Low Income Spaces shall be intermingled with, and shall be of comparable quality to, all other Spaces in the Project. Tenants in all Spaces shall have equal access to and enjoyment of all common facilities of the Project.

(i) In the aggregate, no more than two persons per bedroom, plus one person shall occupy any Space in the Project, not including children born after the date of initial occupancy by a household. For example, with respect to a two bedroom mobile home, maximum occupancy shall be 5 persons (exclusive of post-occupancy children described above).

(j) None of the Spaces in the Project shall at any time be utilized on a transient basis; none of the residents of the Project are residing at the Project for any ancillary purpose unrelated to housing; none of the Spaces in the Project are being leased or rented to a person or person who does not occupy such Space; and neither the Project nor any portion thereof shall be used as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, hospital, nursing home, retirement home, sanitarium, rest home, or by a cooperative housing corporation (as defined in Section 216(b)(1) of the Code).

(k) Substantially all (i.e., not less than 95%) of the Project shall consist of proximate structures located on one or more contiguous tracts of land which have similarly constructed Spaces financed pursuant to a common plan together with Functionally Related and Subordinate facilities, all of which shall be owned by the same “person” (as such term is used in the Treasury Regulations) for federal tax purposes.

(l) The Borrower shall comply with the applicable provisions of the City Law.

Section 4. Additional Program Requirements. The following provisions shall apply during the term of this Agreement, irrespective of whether any Bonds are outstanding.

(a) The Borrower shall notify the Authority, and the Oversight Agent of the operations/management company it will employ for the Project no less than thirty (30) days prior to the signing of a contract with any such entity. Qualifications of the firm(s) shall also be provided at that time and the Authority shall have the right to submit comments on the qualifications of the firm, which shall be considered by Borrower prior to execution of a contract.

(b) The Borrower is responsible for all management functions with respect to the Project including without limitation the selection of tenants, certification and recertification of household size and income, evictions, collection of rents and deposits, maintenance, landscaping, routine and extraordinary repairs, replacement of capital items, and security. The Authority shall have no responsibility over management of the Project. In no instance shall the Borrower delegate or forego its responsibility to operate the Project in the manner set forth in this Agreement and the Loan Agreement, except as expressly provided in Section 4(a) above.

(c) The Authority, through its Authorized Officer, reserves the right to conduct on or about _____ 15 of each year, commencing _____ 15, 2014, an annual (or more frequently, if deemed necessary by the Authority) review of the management practices and financial status of the Project. The purpose of each periodic review will be to enable the Authority to determine if the Project is being operated and managed in accordance with the requirements and standards of this Agreement. The Borrower shall cooperate with the Authority in such reviews, including but not limited to making its books and records regarding the Project available for inspection by the Authority.

(d) The Borrower agrees, for the entire term of this Agreement, to maintain all common area interior and exterior improvements and common buildings on the Project (exclusive of the mobile homes and tenant spaces), including, without limitation, landscaping at the Project, in good condition and repair, including necessary replacements (and, as to landscaping, in a healthy condition) and in accordance with all applicable laws, rules, ordinances, orders and regulations of all federal, state, county, municipal, and other governmental agencies and bodies having or claiming jurisdiction and all their respective departments, bureaus, and officials.

(e) The Authority places prime importance on quality maintenance to ensure that all affordable housing projects that receive financing assistance within the jurisdiction of the Authority are not allowed to deteriorate due to below-average maintenance. Normal wear and tear of the Project will be acceptable to the Authority assuming the Borrower agrees to provide all necessary improvements to assure the Project is maintained in good condition. The Borrower shall make all repairs and replacements necessary to keep the Project in good condition and repair.

(f) In the event that the Borrower breaches any of the covenants contained in this Section 4 and such default continues for a period of ten (10) days after written notice from the Authority, with respect to graffiti, debris, waste material, and general maintenance or thirty (30) days after written notice from the Authority with respect to landscaping and building improvements, then the Authority, in addition to whatever other remedy they may

have at law or in equity, shall have the right to enter upon the Project and perform or cause to be performed all such acts and work necessary to cure the default. Pursuant to such right of entry, the Authority shall be permitted (but are not required) to enter upon the Project and perform all acts and work necessary to protect, maintain, and preserve the improvements and landscaped areas on the Project, and to attach a lien on the Project, or to assess the Project, in the amount of the expenditures arising from such acts and work of protection, maintenance, and preservation by the Authority and/or costs of such cure, including a fifteen percent (15%) administrative charge, which amount shall be promptly paid by the Borrower to the Authority upon written demand.

Section 5. Qualified Residents. Pursuant to the requirements of the Code and the Act, the Borrower hereby represents, as of the date hereof, and warrants, covenants and agrees as follows:

(a) During the Qualified Project Period:

(i) not less than twenty percent (20%) of the Spaces in the Project shall be continuously occupied by Very Low Income Residents. The monthly rent charged for not less than one-half of such Spaces required to be occupied by Very Low Income Residents shall be not greater than as follows:

(A) where a Very Low Income Resident is both the registered and legal owner of the mobile home and is not making mortgage payments for the purchase of that mobile home, the total rental charge for occupancy of the Space (excluding a reasonable allowance for other related housing costs determined at the time of acquisition of the Project by the Borrower and excluding any supplemental rental assistance from the State, the federal government, or any other public agency to the Very Low Income Resident or on behalf of the Space and the mobile home) shall not exceed one-twelfth of 30 percent of 50 percent of Median Income for the Area, adjusted for household size in the manner set forth below.

(B) where a Very Low Income Resident is the registered owner of the mobile home and is making mortgage payments for the purchase of that mobile home, the total rental charge for occupancy of the Space (excluding any charges for utilities and storage and excluding any supplemental rental assistance from the State, the federal government, or any other public agency to the Very Low Income Resident or on behalf of the Space and mobile home), shall not exceed one-twelfth of 15 percent of 50 percent of Median Income for the Area, as adjusted for household size in the manner set forth below.

(C) where a Very Low Income Resident rents both the mobile home and the Space occupied by the mobile home, the total rental payments paid by the Very Low Income Resident on the mobile home and the Space occupied by the mobile home (excluding any supplemental rental assistance from the State, the federal government, or any other public agency to that Very Low Resident or on behalf of that Space and mobile home) shall not

exceed one-twelfth of 30 percent of 50 percent of Median Income for the Area adjusted for household size in the manner set forth below.

(b) The Borrower also hereby represents, as of the date hereof, and warrants, covenants and agrees that not less than thirty percent (30%) of the Spaces in the Project (not including any Spaces required to be occupied by Very Low Income Residents under Sections 5(a) above) shall be continuously occupied by Low Income Residents during the Qualified Project Period.

(c) Reserved.

(d) In adjusting rent for household size, it shall be assumed that one person will occupy a recreational vehicle, two persons will occupy a single-wide mobile home and three persons will occupy a multi-sectional mobile home; or as permitted under Section 52102(a) of the California Health and Safety Code, it shall be assumed that one person will occupy a studio unit, two persons will occupy a one-bedroom unit, three persons will occupy a two-bedroom unit, four persons will occupy a three-bedroom unit, and five persons will occupy a four-bedroom unit.

(e) In the event a recertification of such tenant's income in accordance with Section 5(g) below demonstrates that such tenant no longer qualifies as a Qualified Resident, the Space occupied by such Resident shall continue to be treated as a Qualified Space unless and until any Space in the Project thereafter is occupied by a new tenant other than a Qualified Resident of the applicable category. Moreover, a Space previously occupied by a Qualified Resident and then vacated shall be considered occupied by a Qualified Resident of the applicable category until reoccupied, other than for a temporary period, at which time the character of the Space shall be redetermined. In no event shall such temporary period exceed thirty one (31) days. Notwithstanding anything herein to the contrary, if at any time the number of Qualified Residents falls below the number required by subparagraphs (a)(i) or (c) or (d) of this Section, the next available vacant Space shall be rented to a Qualified Resident of the applicable category.

(f) Immediately prior to a Qualified Resident's occupancy of a Qualified Space (or prior to the Closing Date with respect to Spaces previously occupied), the Borrower will obtain and maintain on file an Income Certification form from each Qualified Resident occupying a Qualified Space, dated immediately prior to the initial occupancy of such Qualified Resident in the Project (or prior to the Closing Date in the case of existing Qualified Residents). In addition, the Borrower will provide such further information as may be required in the future by the State of California, and by the Act, as the same may be amended from time to time, as requested by the Authority or the Oversight Agent. The Borrower shall verify that the income provided by an applicant with respect to a Space to be occupied after the Closing Date is accurate by taking one or more of the following steps as a part of the verification process: (1) obtain a federal income tax return for the most recent tax year, (2) obtain a written verification of income and employment from applicant's current employer, such as a current pay stub or W-2 form, (3) if an applicant is unemployed or did not file a tax return for the previous calendar year, obtain other verification of such

applicant's income reasonably satisfactory to the Oversight Agent or (4) such other information as may be reasonably requested by the Oversight Agent.

Within ten days after the last day of each calendar quarter during the term of this Regulatory Agreement commencing with the quarter ending _____, 2013, the Borrower shall advise the Oversight Agent or in the absence of an Oversight Agent, the Authority, of the status of the occupancy of the Project by delivering to the Oversight Agent a Certificate of Continuing Program Compliance; provided, however, with the prior written approval of the Oversight Agent or the Authority, as the case may be, such Certificate need be filed only semi-annually. Copies of the most recent Income Certifications for Qualified Residents commencing or continuing occupancy of a Qualified Space shall be made available to the Authority or Oversight Agent upon request.

(g) Annually, the Borrower shall recertify the income of the occupants of such Qualified Spaces by obtaining a completed Income Certification based upon the current income of each occupant of the Space. In the event the recertification demonstrates that such household's income exceeds 140% of the income at which such household would qualify as a Qualified Resident of the applicable category, such household will no longer qualify as a Qualified Resident of the applicable category, and the Borrower either (i) will designate another Qualified Resident and Space in the Project as a Qualified Resident of the applicable category, and a Qualified Space of the applicable category, respectively, or (ii) will rent the next available vacant Space to one or more Qualified Residents of the applicable category.

(h) The Borrower will maintain complete and accurate records pertaining to the Qualified Spaces, and will permit any duly authorized representative of the Authority, the Oversight Agent, the Trustee (who shall have no duty to inspect), the Department of the Treasury or the Internal Revenue Service to inspect during normal business hours and with prior notice the books and records of the Borrower pertaining to the Project, including those records pertaining to the occupancy of the Qualified Spaces.

(i) The Borrower shall submit to the Secretary of the Treasury annually on the anniversary date of the start of the Qualified Project Period or such other date as is required by the Secretary, a certification that the Project continues to meet the requirements of Section 142(d)(7) of the Code (currently IRS form 8703), and shall provide a copy of such certification to the Oversight Agent.

(j) Each lease or rental agreement pertaining to a Qualified Space occupied after the Closing Date shall contain a provision to the effect that the Borrower has relied on the Income Certification and supporting information supplied by the Qualified Resident in determining qualification for occupancy of the Qualified Space, and that any material misstatement in such certification (whether or not intentional) may be cause for immediate termination of such lease. Each lease or rental agreement will also contain a provision that failure to cooperate with the annual recertification process reasonably instituted by the Borrower pursuant to Section 5 above will disqualify the Space as a Qualified Space and provide grounds for termination of the lease. The Borrower agrees to provide to the Oversight Agent, and the Authority, a copy of the form of application and lease to be provided to prospective Qualified Residents and any amendments thereto.

(k) In the event, despite Borrower's exercise of best efforts to comply with the provisions of Section 5 of this Regulatory Agreement, the Borrower shall have been out of compliance with any of the restrictions of Section 5 hereof relative to Qualified Residents, for a period in excess of six months, then at the sole option of the Authority the term of the Regulatory Agreement shall be automatically extended for the period of non-compliance upon written notice to the Borrower, the Trustee and the Oversight Agent from the Authority, such extension to relate to the Qualified Spaces and Qualified Residents as to which such noncompliance relate.

Section 6. Reserved.

Section 7. Tax Status of the Bonds. The Borrower and the Authority each hereby represents, as of the date hereof, and warrants, covenants and agrees that:

(a) It will not knowingly take or permit, or omit to take or cause to be taken, as is appropriate, any action that would adversely affect the exclusion from gross income for federal income tax purposes of the interest on the Tax-exempt Bonds or the exemption from California personal income tax of the interest on the Bonds and, if it should take or permit, or omit to take or cause to be taken, any such action, it will take all lawful actions necessary to rescind or correct such actions or omissions promptly upon obtaining knowledge thereof;

(b) It will take such action or actions as may be necessary, in the written opinion of Bond Counsel filed with the Authority, the Trustee and the Borrower, to comply fully with the Act and all applicable rules, rulings, policies, procedures, Regulations or other official statements promulgated, proposed or made by the Department of the Treasury or the Internal Revenue Service pertaining to obligations issued under Section 145 of the Code to the extent necessary to maintain the exclusion from gross income for federal income tax purposes of interest on the Tax-exempt Bonds; and

(c) It will file of record such documents and take such other steps as are necessary, in the written opinion of Bond Counsel filed with the Authority, the Trustee and the Borrower, in order to ensure that the requirements and restrictions of this Regulatory Agreement will be binding upon all owners of the Project, including, but not limited to, the execution and recordation of this Regulatory Agreement in the real property records of the County.

The Borrower hereby covenants to include the requirements and restrictions contained in this Regulatory Agreement in any document transferring any interest in the Project (other than leases of Spaces in the Project to individual tenants) to another person to the end that such transferee has notice of, and is bound by, such restrictions, and to obtain the agreement from any transferee to abide by all requirements and restrictions of this Regulatory Agreement.

Section 8. Modification of Special Tax Covenants. The Borrower, the Trustee and the Authority hereby agree as follows:

(a) To the extent any amendments to the Act, the Regulations or the Code shall, in the written opinion of Bond Counsel filed with the Authority, the Trustee and the Borrower, impose requirements upon the ownership or operation of the Project more

restrictive than those imposed by this Regulatory Agreement which must be complied with in order to maintain the exclusion from gross income for federal income tax purposes of interest on the Tax-exempt Bonds, this Regulatory Agreement shall be deemed to be automatically amended to impose such additional or more restrictive requirements.

(b) To the extent any amendments to the Act, the Regulations or the Code shall, in the written opinion of Bond Counsel filed with the Authority, the Trustee and the Borrower, impose requirements upon the ownership or operation of the Project less restrictive than imposed by this Regulatory Agreement, this Regulatory Agreement may be amended or modified to provide such less restrictive requirements but only by written amendment approved and signed by the Authority (in its sole and absolute discretion), the Trustee and the Borrower and approved by the written opinion of Bond Counsel that such amendment (a) will not affect the exclusion from gross income for federal income tax purposes of interest on the Tax-exempt Bonds, and (b) shall not conflict with any restrictions imposed by the Authority, the Act, the regulations promulgated under the Code or the Code, as applicable.

(c) The Borrower, the Authority and, if applicable, the Trustee shall execute, deliver and, if applicable, file of record any and all documents and instruments, necessary to effectuate the intent of this Section 8, and each of the Borrower and the Authority hereby appoints the Trustee as its true and lawful attorney-in-fact to execute, deliver and, if applicable, file of record on behalf of the Borrower or the Authority, as is applicable, any such document or instrument (in such form as may be approved in writing by Bond Counsel) if either the Borrower or the Authority defaults in the performance of its obligations under this subsection (c); provided, however, that the Trustee shall take no action under this subsection (c) without first notifying the Borrower or the Authority, or both of them, as is applicable, unless directed in writing by the Authority or the Borrower and without first providing the Borrower or the Authority, or both, as is applicable, an opportunity to comply with the requirements of this Section 8.

Section 9. Indemnification. The Borrower shall indemnify, hold harmless and defend the Authority, the Oversight Agent and the Trustee and the respective officers, members, directors, officials and employees of each of them (the "Indemnified Party") against all loss, costs, damages, expenses, suits, judgments, actions and liabilities of whatever nature, joint and several (including, without limitation, attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments), directly or indirectly resulting from or arising out of or related to (a) the operation, use, occupancy, maintenance, or ownership of the Project (including compliance with laws, ordinances and rules and regulations of public authorities relating thereto); (b) any written statements or representations with respect to the Borrower, the Project or the Bonds made or given to the Authority, the Oversight Agent or the Trustee, or any underwriters or purchasers of any of the Bonds, by the Borrower, or any of its agents or employees, including, but not limited to, statements or representations of facts or financial information; or (c) any actions taken by the Court in joining the Authority as an associate member or holding a public hearing with respect to the financing of the Project by the Authority through the issuance of the Bonds; provided, however, the Borrower shall not be obligated to indemnify the Authority, the Trustee, the Oversight Agent or the Oversight Agent for damages caused by the gross negligence or willful misconduct of the Authority, the Trustee or the Oversight Agent. The Borrower also shall pay and discharge and

shall indemnify and hold harmless the Authority, the Oversight Agent and the Trustee from (x) any lien or charge upon payments by the Borrower to the Authority and the Trustee hereunder and (y) any taxes (including, without limitation, all ad valorem taxes and sales taxes), assessments, impositions and other charges in respect of any portion of the Project. If any such claim is asserted, or any such lien or charge upon payments, or any such taxes, assessments, impositions or other charges, are sought to be imposed, the Authority, the Oversight Agent or the Trustee shall give prompt notice to the Borrower, and the Borrower shall assume the investigation defense thereof, including the employment of counsel selected by the Indemnified Party and reasonably acceptable to the Borrower and the payment of all reasonable expenses related thereto, with full power to litigate, compromise or settle the same, provided that the Authority, the Oversight Agent and the Trustee, as the case may be, shall have the right to review and approve or disapprove any such compromise or settlement, such approval shall not be unreasonably withheld. The Authority shall have the right to employ separate counsel in any such action or proceeding and participate in the investigation and defeasance thereof, and the Borrower shall pay the costs incurred by the Authority in connection with any such action or proceeding, including the reasonable fees and expenses of such separate counsel, as such costs are incurred by the Authority. The determination by the Authority to retain such separate legal counsel shall be at the sole discretion of the Authority.

The rights of any persons to indemnify hereunder and rights to payment of fees and reimbursement of expenses pursuant to this Regulatory Agreement shall survive the final payment and defeasance of the Bonds and in the case of the Trustee and the Oversight Agent any resignation or removal. The provisions of this Section shall survive the termination of this Regulatory Agreement.

Section 10. Consideration. The Authority has issued the Bonds to provide funds to make the Loan under the Loan Agreement to finance the Project, all for the purpose, among others, of inducing the Borrower to own and operate the Project such that the Project shall contribute to the Authority's efforts to provide affordable housing to Very Low Income Residents and Low Income Residents in the City and to the satisfaction of the City's ongoing housing burden. In consideration of the issuance of the Bonds by the Authority, the Borrower has entered into this Regulatory Agreement and has agreed to restrict the uses to which the Project can be put on the terms and conditions set forth herein.

Section 11. Reliance. The Authority and the Borrower hereby recognize and agree that the representations, warranties, covenants and agreements set forth herein may be relied upon by all persons interested in the legality and validity of the Bonds, and in the exclusion from gross income for federal income tax purposes of the interest on the Bonds and the exemption from California personal income tax of the interest on the Bonds. In performing their duties and obligations hereunder, the Authority and the Trustee may rely upon statements and certificates of the Borrower and Qualified Residents, and upon audits of the books and records of the Borrower pertaining to the Project. In addition, the Authority and the Trustee may consult with counsel, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by the Authority or the Trustee hereunder in good faith and in conformity with such opinion. In determining whether any default or lack of compliance by the Borrower exists under this Regulatory Agreement, the Trustee shall not be required to conduct any investigation into or review of the operations or records of the Borrower and may rely solely upon any notice or certificate

delivered to the Trustee by the Borrower, the Authority or the Oversight Agent with respect to the occurrence or absence of a default.

Section 12. Sale or Transfer of the Project. The Borrower intends to hold the Project for its own account, has no current plans to sell, transfer or otherwise dispose of the Project, and hereby covenants and agrees not to sell, transfer or otherwise dispose of the Project, or any portion thereof (other than for individual tenant use as contemplated hereunder), without obtaining the prior written consent of the Authority and upon receipt by the Authority and the Trustee of (i) evidence satisfactory to the Authority that the Borrower's purchaser or transferee has assumed in writing and in full, the Borrower's duties and obligations under this Regulatory Agreement and under the Administration Agreement, (ii) an opinion of counsel for the transferee that the transferee has duly assumed the obligations of the Borrower under this Regulatory Agreement and the Administration Agreement and that such obligations and this Regulatory Agreement and the Administration Agreement are binding on the transferee, (iii) the Authority receives evidence acceptable to the Authority that either (A) the transferee has experience in the ownership, operation and management of comparable projects without any record of material violations of discrimination restrictions or other state or federal laws or regulations applicable to such projects, or (B) the transferee agrees to retain a property management firm with the experience and record described in subparagraph (A) above, and in either case, at its option, the Authority may cause the Oversight Agent to provide on-site training in program compliance if the Authority determines such training is necessary, (iv) an opinion of Bond Counsel to the effect that such sale will not in and of itself cause interest on the Tax-exempt Bonds to become includable in the gross income of the recipients thereof for federal income tax purposes, and (v) evidence that the Borrower has complied with any applicable provisions of Section 6.2 of the Loan Agreement. It is hereby expressly stipulated and agreed that any sale, transfer or other disposition of the Project in violation of this Section 12 shall be null, void and without effect, shall cause a reversion of title to the Borrower, and shall be ineffective to relieve the Borrower of its obligations under this Regulatory Agreement. Not less than ninety (90) days prior to consummating any sale, transfer or disposition of any interest in the Project, the Borrower shall deliver to the Authority, the Oversight Agent and the Trustee a notice in writing explaining the nature of the proposed transfer. Notwithstanding the foregoing, the Borrower may transfer ownership of the Project to an affiliated entity of the Borrower with prior written notice to the Authority accompanied by (i) an opinion of counsel to the affiliate that it has assumed the obligations of the Borrower under this Regulatory Agreement and the Administration Agreement and (ii) an opinion of Bond Counsel to the effect that such transfer will not in and of itself cause interest on the Tax-exempt Bonds to become included in the gross income of the recipients thereof for federal income tax purposes.

Section 13. Term. This Regulatory Agreement and all and several of the terms hereof shall become effective upon its execution and delivery and shall remain in full force and effect during the Qualified Project Period, it being expressly agreed and understood that the provisions hereof are intended to survive the retirement of the Bonds and expiration of the Indenture, the Loan Agreement and the Note. Notwithstanding any other provisions of this Regulatory Agreement to the contrary, this entire Regulatory Agreement, or any of the provisions or sections hereof, may be terminated upon agreement by the Authority, the Trustee and the Borrower, subject to compliance with any of the provisions contained in this Regulatory Agreement only if there shall have been received an opinion of Bond Counsel that such termination will not adversely affect the exclusion

from gross income for federal income tax purposes of interest on the Tax-exempt Bonds, or the exemption from State personal income tax of the interest on the Bonds.

The terms of this Regulatory Agreement to the contrary notwithstanding, this Regulatory Agreement, and all and several of the terms hereof, shall terminate and be of no further force and effect in the event of (a) a foreclosure or delivery of a deed in lieu of foreclosure whereby a third party shall take possession of the Project, (b) involuntary non-compliance with the provisions of this Regulatory Agreement caused by fire, seizure, requisition, change in a federal law or an action of a federal agency after the date hereof which prevents the Authority and the Trustee from enforcing the provisions hereof, or (c) condemnation or a similar event, and, in each case, the payment in full and retirement of the Bonds theretofore or within a reasonable period thereafter. Upon the termination of the terms of this Regulatory Agreement, the parties hereto agree to execute, deliver and record appropriate instruments of release and discharge of the terms hereof; provided, however, that the execution and delivery of such instruments shall not be necessary or a prerequisite to the termination of this Regulatory Agreement in accordance with its terms.

When all of the Bonds have been paid or deemed paid pursuant to Article XIII of the Indenture, the Trustee shall no longer have any duties or obligations hereunder, and all references to the Trustee shall thereafter be deemed references to the Authority.

Section 14. Covenants to Run With the Land. The Borrower hereby subjects the Project (including the Project site) to the covenants, reservations and restrictions set forth in this Regulatory Agreement. The Authority and the Borrower hereby declare their express intent that the covenants, reservations and restrictions set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon the Borrower's successors in title to the Project; provided, however, that upon the termination of this Regulatory Agreement said covenants, reservations and restrictions shall expire. Each and every contract, deed or other instrument hereafter executed covering or conveying the Project or any portion thereof shall conclusively be held to have been executed, delivered and accepted subject to such covenants, reservations and restrictions, regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

Section 15. Burden and Benefit. The Authority and the Borrower hereby declare their understanding and intent that the burden of the covenants set forth herein touch and concern the land in that the Borrower's legal interest in the Project is rendered less valuable thereby. The Authority and the Borrower hereby further declare their understanding and intent that the benefit of such covenants touch and concern the land by enhancing and increasing the enjoyment and use of the Project by Very Low Income Residents and Low Income Residents, the intended beneficiaries of such covenants, reservations and restrictions, and by furthering the public purposes for which the Bonds were issued.

Section 16. Uniformity; Common Plan. The covenants, reservations and restrictions hereof shall apply uniformly to the entire Project in order to establish and carry out a common plan for the use of the Project.

Section 17. Enforcement. If the Borrower defaults in the performance or observance of any covenant, agreement or obligation of the Borrower set forth in this Regulatory Agreement, and if

such default remains uncured for a period of 60 days after notice thereof shall have been given by the Authority or the Trustee to the Borrower (provided, however, that the Authority may at its sole option extend such period if the Borrower provides the Authority with an opinion of Bond Counsel to the effect that such extension will not adversely affect the exclusion from gross income for federal income tax purposes of interest on the Tax-exempt Bonds, and provided further, in the event any default relates to Section 5 hereof and the Borrower is exercising best efforts to comply with such restrictions as determined by the Authority in its sole discretion, then the cure period described above shall be 6 months and the Qualified Project Period shall be extended for a like period under Section 5(k) hereof), then the Trustee, subject to the provisions of Section 9 hereof and to the extent directed in writing by the Authority, subject to the provisions of the Indenture, acting on its own behalf or on behalf of the Authority, shall declare an "Event of Default" to have occurred hereunder, and, at its option, may take any one or more of the following steps:

- (a) by mandamus or other suit, action or proceeding at law or in equity, require the Borrower to perform its obligations and covenants hereunder or enjoin any acts or things which may be unlawful or in violation of the rights of the Authority or the Trustee hereunder;
- (b) have access to and inspect, examine and make copies of all of the books and records of the Borrower pertaining to the Project; and
- (c) take such other action at law or in equity as may appear necessary or desirable to enforce the obligations, covenants and agreements of the Borrower hereunder.

In addition to the enforcement remedies set forth above, upon the Borrower's default under this Regulatory Agreement, the Authority shall have the right (but not the obligation) to lease up to 20% of the Spaces in the Project for a rental of \$1 per Space per year. The Authority shall sublease such units to Qualified Residents to the extent necessary to comply with the provisions hereof. Any rent paid under such a sublease shall be paid to the Borrower after the Authority has been reimbursed for any expenses incurred by it in connection with the sublease; provided that, if the Borrower is in default under the Loan, such rent shall be used to make payments under the Loan.

The Trustee shall have the right, in accordance with this Section 17 and the provisions of the Indenture, without the consent or approval of the Authority, to exercise any or all of the rights or remedies of the Authority hereunder; provided that prior to taking any such act the Trustee shall give the Authority written notice of its intended action. All fees, costs and expenses of the Trustee, the Authority and the Oversight Agent (including, without limitation, reasonable attorneys' fees) reasonably incurred in taking any action pursuant to this Section 17 shall be the sole responsibility of the Borrower; provided the Trustee shall not be obligated to take any action hereunder that results in expenses or liability to the Trustee unless it is compensated and reimbursed for its expenses, including reasonable attorneys' fees, and indemnified to its satisfaction against liability.

After the Indenture has been discharged, or if the Trustee fails to act under this Section 17, the Authority may act in its own behalf to declare an "Event of Default" to have occurred and to take any one or more of the steps specified hereinabove to the same extent and with the same effect as if taken by the Trustee.

Section 18. Recording and Filing. The Borrower shall cause this Regulatory Agreement and all amendments and supplements hereto, to be recorded and filed, prior to the recording of the Deed of Trust and the disbursement of the Loan, in the real property records of the County and in such other places as the Authority or the Trustee may reasonably request (including, but not limited to, in the grantor-grantee index to the name of the Borrower as grantor and to the Authority as grantee). The Borrower shall pay all fees and charges incurred in connection with any such recording.

Section 19. Payment of Fees. The Borrower will pay to the Authority the Authority Annual Fee, including the portion thereof billed currently by the Authority to the Borrower for the Authority's audit fees and expenses, which shall be paid by the Borrower promptly upon receipt of such invoice and to the Oversight Agent, the Oversight Agent's Fee, each when due. Notwithstanding any prepayment of the Loan and notwithstanding a discharge of the Indenture, throughout the term of this Regulatory Agreement, the Borrower shall continue to pay to the Authority the Authority Annual Fee, and to the Oversight Agent, the Oversight Agent's Fee, and, in the event of a default hereunder, to the Authority and the Trustee reasonable compensation for any services rendered by either of them hereunder and reimbursement for all expenses reasonably incurred by either of them in connection with such default.

Section 20. Governing Law. This Regulatory Agreement shall be governed by the laws of the State of California. Except as expressly provided herein and in the Agreement, the Trustee's rights, duties and obligations hereunder are governed in their entirety by the terms and provisions of the Indenture.

Section 21. Amendments. Except as provided in Section 8(a) hereof, this Regulatory Agreement shall be amended only by a written instrument executed by the parties hereto or their successors in title, and duly recorded in the real property records of the County. The parties hereto acknowledge that, as long as the Bonds are outstanding, the owners of the Bonds are third party beneficiaries to this Regulatory Agreement.

Section 22. Notice. All notices, certificates or other communications shall be in writing and will be sufficiently given and (except for notices to the Trustee, which shall be deemed given only when actually received by the Trustee) shall be deemed given on the date personally delivered or on the second day following the date on which the same have been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

Authority: Independent Cities Finance Authority
[P.O. Box 1750]
[Palmdale, California 93590-1750]
Attention: Executive Director

Oversight Agent: Wolf & Company Inc.
1100 S. Flower Street, Suite 3300
Los Angeles, California 90015
Attention: Wesley R. Wolf

Trustee: Union Bank, N.A.

120 S. San Pedro Street, 4th Floor
Los Angeles, California 90012
Attention: Corporate Trust
Fax: (213) 972-5694
Email: Jennifer.Earle@unionbank.com

Borrower: Millennium Housing, LLC
20 Pacifica, Suite 1470
Irvine, California 92618
Attention: George Turk

Any of the foregoing parties may, by notice given hereunder, designate any further or different addresses to which subsequent notices, certificates, documents or other communications shall be sent.

Section 23. Severability. If any provision of this Regulatory Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions hereof shall not in any way be affected or impaired thereby.

Section 24. Multiple Counterparts. This Regulatory Agreement may be executed in multiple counterparts, all of which shall constitute one and the same instrument, and each of which shall be deemed to be an original.

Section 25. Trustee Acting Solely in Such Capacity. In accepting its obligations hereunder, the Trustee acts solely as trustee for the benefit of the Registered Owners, and not in its individual capacity; and the duties, powers, rights and liabilities of the Trustee in acting hereunder shall be subject to the provisions of the Indenture, including, without limitation, Article VIII of the Indenture.

The Trustee shall act as specifically provided herein and no implied duties or obligations shall be read into this Regulatory Agreement against the Trustee. The Trustee is entering into this Regulatory Agreement solely in its capacity as Trustee under the Indenture and not in its individual, corporate or personal capacity and except as specifically provided herein, nothing herein shall be construed as imposing any duties or obligations upon the Trustee beyond those contained in the Indenture.

After the date on which no Bonds remain outstanding as provided in the Indenture, the Trustee shall have no duties or responsibilities under this Regulatory Agreement, and all references herein to the Trustee shall be deemed references to the Authority.

Section 26. Compliance by Borrower. The Trustee shall not be responsible for monitoring or verifying compliance by the Borrower with its obligations under this Regulatory Agreement. The Executive Director shall assume such responsibilities under the terms of the Administration Agreement among the Executive Director, the Authority and the Borrower.

Section 27. Limited Liability of the Authority. The Authority's liability under this Regulatory Agreement shall be limited as set forth in Section 14.3 of the Indenture.

IN WITNESS WHEREOF, the Authority, the Trustee and the Borrower have executed this Regulatory Agreement by duly authorized representatives, all as of the date first written hereinabove.

INDEPENDENT CITIES FINANCE
AUTHORITY

By: _____
Deborah J. Smith, Executive Director

UNION BANK, N.A., as Trustee

By: _____
Authorized Officer

MILLENNIUM HOUSING, LLC,
a California limited liability company

By: Millennium Housing Corporation,
a California nonprofit public benefit
corporation, its Sole Member

By: _____
Lorraine M. Carraway, Vice President

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____ before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____ before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____ before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

EXHIBIT A

LEGAL DESCRIPTION

The real property is situated in the City of Carpinteria, County of Santa Barbara, State of California, and is described as follows:

EXHIBIT B

FORM OF INCOME CERTIFICATION

We understand that completing this profile will assist the non-profit in determining property tax abatement and preserving the park's tax-exempt status based on household income.

1. There is/are _____ person(s) in our household. There are _____ bedrooms in our mobilehome.
2. My/our home is a **(check one)**: _____ single-wide _____ double-wide _____ triple-wide
3. The total combined income of our household from all sources (**both taxable & non-taxable**)* annually is (please check one of the spaces below):

_____ Less than \$13,800	_____ Less than \$29,500	_____ Less than \$52,500
_____ Less than \$15,750	_____ Less than \$32,750	_____ Less than \$56,600
_____ Less than \$17,700	_____ Less than \$35,400	_____ Less than \$60,000
_____ Less than \$19,650	_____ Less than \$36,700	_____ Less than \$60,800
_____ Less than \$21,250	_____ Less than \$38,000	_____ Less than \$67,500
_____ Less than \$22,800	_____ Less than \$41,950	_____ Less than \$75,000
_____ Less than \$22,950	_____ Less than \$47,200	_____ Less than \$81,000
_____ Less than \$26,200	_____ Less than \$52,400	_____ \$81,001 or more

***INCOME INCLUDES:**

Gross Wages/Salary including- (Overtime, Commissions and Fees, Tips and Bonuses), Interest and Dividends or other income from investments (401k, IRA, etc.), Social Security, Alimony and Child Support, Gifts and Contributions, Military Pay and Income Tax Credits, Unemployment Benefits, Disability Payments, Workers Compensation, Pensions.

INCOME DOES NOT INCLUDE:

Medical Reimbursements, Scholarships, Combat Pay, Government Relocation Payments, Foster Care Payments, Food Stamps, Job Training Act Payments, Low-Income Home Energy Assistance Payments.

4. (a) Does your household have savings, stocks, bonds or equity in real property with a combined total value exceeding \$5,000 (**DO NOT INCLUDE YOUR HOME**). _____ Yes _____ No
(b) If Yes, the amount of income received from such assets must be included in your answer to question #3 above.
5. My/Our current mortgage payment (if any) is \$_____.
6. My/Our annual property tax payments are approximately \$_____.
7. My/Our monthly utility bill total (water, natural/propane gas, electricity) is approximately \$_____.
8. (a) Are **ALL** of the persons in the household full-time students? _____ Yes _____ No
(b) **If the answer to 8(a) is Yes**, are at least two (2) of the occupants husband and wife entitled to file a joint federal income tax return? _____ Yes _____ No
9. How many members of the household are age 55 or over? _____
10. Do you **OWN AND OCCUPY** this home as your full-time primary residence? _____ Yes _____ No

I/we certify that the information provided above is true and correct under penalty of perjury. SPACE # _____

Head of Household Signature

Date

Second Head of Household Signature

Date

Printed Name

Printed Name

Please return Income Certification to: Millennium Housing, LLC, 20 Pacifica, Suite 1470, Irvine, CA 92618

Manager

INCOME VERIFICATION
(for employed persons)

The undersigned employee has applied for a mobile home space located in a project financed by the Independent Cities Finance Authority Housing with proceeds of its Mobile Home Park Revenue Refunding Bonds, a portion of which Project is reserved for persons of low income. Every income statement of a prospective tenant must be stringently verified. Please indicate below the employee's current annual income from wages, overtime, bonuses, commissions or any other form of compensation received on a regular basis.

Annual wages \$ _____

Overtime \$ _____

Bonuses \$ _____

Commissions \$ _____

Other Income \$ _____

Total current income \$ _____

I hereby certify that the statements above are true and complete to the best of my knowledge.

Signature

Date

Title

I hereby grant you permission to disclose my income to _____ in order that they may determine my income eligibility for rental of a mobile home space located in their project which has been financed under the Independent Cities Finance Authority Mobile Home Park Revenue Refunding Bonds.

Signature

Date

Please send to: Millennium Housing, LLC, 20 Pacifica, Suite 1470, Irvine, CA 92618

INCOME VERIFICATION
(for self-employed persons)

I hereby attach copies of my individual federal and state income tax returns for the immediately preceding calendar year and certify that the information shown in such income tax returns is true and complete to the best of my knowledge.

Signature

Date

ATTACHMENT NO. 1

Total Anticipated Income includes the following:

1. all wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services, before payroll deductions;
2. the net income from the operation of a business or profession or from the rental of real or personal property (without deducting expenditures for business expansion or amortization of capital indebtedness or any allowances for depreciation of capital assets except for straight line depreciation as provided in Internal Revenue Service regulations); any withdrawal of cash or assets from the operation of a business or profession will be included in income except to the extent the withdrawal is reimbursed of cash or assets invested in the operation by the family;
3. interest and dividends (including income from assets and other net income from real or personal property);
4. the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including any lump sum payment or prospective monthly amounts for the delayed start of a periodic payment;
5. payments in lieu of earnings, such as unemployment and disability compensation, workmen's compensation and severance pay;
6. the maximum amount of public assistance available to the above persons other than the amount of any assistance specifically designated for shelter and utilities plus the maximum amount that the public assistance agency could in fact allow for shelter and utilities;
7. periodic and determinable allowances, such as alimony and child support payments and regular contributions and gifts received from organizations or persons not occupying the Space;
8. all regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is the head of the household or spouse (or other persons whose dependents are occupying the Space); and
9. any financial assistance, in excess of amounts received for tuition, received under the Higher Education Act of 1965, from private sources, or from an institution of higher education, except if such amounts are received by persons over the age of 23 with dependent children.

Excluded from such anticipated income are:

1. temporary, nonrecurring or sporadic gifts;
2. amounts which are specifically for or in reimbursement of medical expenses for any family member;

3. lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workmen's compensation), capital gains and settlement for personal or property losses, except as provide in paragraph 5 above;
4. subject to paragraph 9 above, the full amount of student financial assistance paid directly to the student or to the educational institution;
5. special pay to a household member in the Armed Forces who is away from home and exposed to hostile fire;
6. amounts received under training programs funded by HUD;
7. payments received for the care of foster children or foster adults;
8. amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency;
9. income of a live-in aide, as defined in 24 CFR 5.608;
10. amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred and which are made solely to allow participation in a specific program;
11. reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
12. amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply;
13. income from the employment of children (including foster children) under the age of 18 years;
14. adoption assistance payments in excess of \$480 per adopted child;
15. earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household or spouse);
16. deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts;
17. amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disable family member at home; and

18. incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs.

Full-Time Student means an individual who during each of five (5) calendar months during the calendar year in which occupancy of the Space begins (i) is enrolled as a full-time student at an educational organization which normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance or (ii) is an individual pursuing a full-time course of institutional on farm training under the supervision of an accredited agent of such an educational organization or of a state or political subdivision thereof.

EXHIBIT C

Period Covered _____
[Quarterly]

CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE

The undersigned, Millennium Housing, LLC (the "Borrower"), has read and is thoroughly familiar with the provisions of:

1. The Regulatory Agreement and Declaration of Restrictive Covenants dated as of _____ 1, 2013 (the "Regulatory Agreement") among the Borrower, the Independent Cities Finance Authority (the "Authority") and Union Bank, N.A. (the "Trustee");
2. The Indenture of Trust dated as of _____ 1, 2013 (the "Indenture") between the Authority and the Trustee;
3. The Loan Agreement dated as of _____ 1, 2013 among the Borrower, the Trustee and the Authority; and

As of the date of this Certificate, the following percentages of total Spaces in the Project are (i) occupied by Very Low Income Residents or (ii) occupied by Low Income Residents or (iii) currently vacant and being held available for such occupancy and have been so held continuously since the date a Very Low Income Resident or a Low Income Resident, as applicable, vacated such Space; as indicated:

Total Project Spaces: _____

Number of Spaces Occupied by
Very Low Income Residents: _____ Percent: _____

Held vacant for occupancy continuously since last occupied by Very Low Income
Resident: _____ Percent: _____ Unit Nos: _____

Number of Spaces occupied by Low Income Residents (not including any Spaces occupied by Very
Low Income Residents): _____ Percent: _____

Held vacant for occupancy continuously since last occupied by Low Income
Resident: _____ Percent: _____ Unit Nos: _____

4. The undersigned hereby certifies that the Borrower is not in default under any of the terms and provisions of the above documents, and no event has occurred which, with the passage of time, would constitute a default thereunder [or if such event has occurred explain below the event and the steps being taken to remedy such event].

MILLENNIUM HOUSING, LLC,
a California limited liability company

By: Millennium Housing Corporation,
a California nonprofit public benefit
corporation, its Sole Member

By: _____
Title: _____

Attachment D

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RESOLUTION NO. MHR SB-01

**RESOLUTION OF THE MOBILE HOME PARK
RENT STABILIZATION BOARD
OF THE CITY OF CARPINTERIA
APPROVING AN AGREEMENT SETTING THE MAXIMUM RENT
FOR THE
VISTA DE SANTA BARBARA MOBILE HOME PARK.**

WHEREAS, Vista de Santa Barbara Mobile Home Park (Park) is a mobile home park located at 6180 Via Real in the City of Carpinteria, California, and subject to the provisions of Chapter 5.69 of the Carpinteria Municipal Code; and

WHEREAS, a tenant majority, acting through Vista de Santa Barbara, Inc., and Millennium Housing, LLC, acting as authorized agent for Vista de Santa Barbara Associates, L.P., the management of Vista de Santa Barbara Mobile Home Park, have entered into an agreement (the Agreement) proposing to fix the maximum rent and other fees and specifying how the same shall be paid, pursuant to section 5.69.081 of the Carpinteria Municipal Code; and

WHEREAS, the Agreement, if approved by the Mobile Home Park Rent Stabilization Board (the Board), will become effective only upon both close of the escrow (Close of Escrow) for purchase of the Park by Millennium Housing from Vista de Santa Barbara Associates (the Purchase) and dismissal of the pending litigation described in the Agreement and identified as Santa Barbara Superior Court Case Nos. 1304125 and 1380186; and

WHEREAS, on July 9, 2013, an application, including the Agreement, was submitted to the City of Carpinteria jointly by the tenant majority and the authorized agent for management as a request for a change in the maximum rent; and

WHEREAS, the Agreement includes a new rent Schedule for the Park, negotiated by the tenant majority and Millennium Housing, that would become effective upon Close of Escrow; and

WHEREAS, upon receipt of the Agreement and a determination that the application was complete, the City Manager arranged for a public hearing notice to be published in the Coastal View News on July 11, 2013, noticing Park tenants and the general public of the public hearing to be held before the Board on July 23, 2013, 4pm, in the Carpinteria City Hall Council Chambers at 5775 Carpinteria Avenue; and

WHEREAS, the Board may approve a maximum rent amount proposed by agreement of a tenant majority and management upon the Board's determination that the Agreement is just, fair and equitable; and

WHEREAS, the Board has received and reviewed the Agreement and other application materials, has considered a staff report dated July 23, 2013, and has considered all public testimony provided during the public hearing; and

WHEREAS, the Board has received and considered documentation that demonstrates, and the Board finds, that nearly 90% of Park tenants have voted to approve the Agreement; and

WHEREAS, the Board has received and considered evidence, and the Board finds, that the Agreement provides many benefits to the residents and management, including:

- An end to current litigation between management and residents based on terms of settlement that include payment of settlement claims and legal fees and a negotiated sale price that reflects a compromise between the methodologies for determining valuation of the Park employed by residents of the Park and its owner,
- A transfer of ownership to a not-for-profit organization, which will use a significant amount of Park revenues (after paying for debt service) for Park maintenance and operations,
- Elimination of future uncertainty concerning litigation involving rents and other terms of tenancy that has resulted in a reluctance of lenders to provide long-term financing to would-be buyers of mobile homes,
- Affirmation to the existence of vacancy control at the Park and the rights that heirs have to the benefits of space rents that are subject to local regulations,
- Minimization of the potential for displacement of residents due to subdivision/lot sales because the Agreement prohibits subdivision or the creation of condominiums or cooperative housing within the Park without the approval of a tenant majority and approval of public agencies in their sole discretion and because the proposed financing for the sale prohibits such park conversions from rental to ownership spaces if the same would convert interest on the tax-exempt bonds issued to support the Purchase to become includable in gross income for federal tax purposes,
- Greater certainty concerning future space rent amounts and agreement that the City's rent stabilization regulations and adjudications will be complied with and not challenged,
- Reduced rent for certain spaces for which rent was increased under current management,
- Establishment of a financial assistance program for qualifying residents including assistance for qualifying low and extremely low income individuals and families,
- Greater input for residents on park management, and
- Establishment of a repair and maintenance fund with an initial goal of \$500,000; and

WHEREAS, the Board has received and considered evidence, and the Board finds, that the Agreement provides public benefits including:

- Discouraging costly future litigation related to the application of the City's rent stabilization provisions,
- Greater likelihood of adequate long-term maintenance of the park as a provider of a housing type that is affordable by design and an important component of the City's overall housing stock,
- Voluntary establishment of rents for a certain number of spaces that are affordable to low income households; and

WHEREAS, the Agreement provides that upon Close of Escrow, if future rent adjustments are sought, this shall be in accordance with the provisions of Carpinteria Municipal Code Chapter 5.69 in effect as of the Effective Date of the Agreement, except that management shall be prohibited from seeking an increased maximum allowable rent based upon any claim that management is not receiving a "just and reasonable return" pursuant to section 5.69.050A of the Municipal Code; and

WHEREAS, the Agreement also provides that Millennium Housing recognizes and agrees that the provisions of Carpinteria Municipal Code Chapter 5.69 provide for vacancy control so that Millennium Housing may not request, demand or receive from a Tenant more than the Maximum Rent set forth in the then-current Effective Rent Schedule at any time, including upon a change of ownership of the Tenant's mobile home or a transfer due to sale, gift, inheritance, or foreclosure; and

WHEREAS, the Board has received and considered evidence, and the Board finds, that the amount of the maximum rent included in the Agreement is the result of unique conditions at the Park, involving the settlement of litigation between the Park Homeowners Association and the Park owner/management and including both a negotiated determination of the value (sales price) of the Park and the payment of damages and legal fees in settlement of ongoing litigation; and

WHEREAS, the Board has received and considered evidence, and the Board finds, that the amount of the maximum rent reflects a calculation of the debt service necessary to fund the Purchase and to provide for estimated Park operating costs and the establishment of a Park maintenance fund and a financial assistance program, all of which have been agreed upon by tenants and management as being just, fair and equitable.

NOW, THEREFORE, BE IT RESOLVED BY THE MOBILE HOME PARK RENT STABILIZATION BOARD OF THE CITY OF CARPINTERIA AS FOLLOWS:

1. The Board finds that the above recitals and findings are true and correct and are incorporated herein as though set forth in full.

2. The Board finds and determines that the Agreement and the associated maximum rent schedule, attached as Exhibit 1, is just, fair and equitable, pursuant to section 5.69.081 of the Carpinteria Municipal Code, and the Board adopts the same as for the maximum allowable rent, as provided below, subject to the terms and conditions of the Agreement and in lieu of determining maximum rent under Carpinteria Municipal Code section 5.69.040.

3. The Board finds and determines that, contingent on both (i) Close of Escrow and consummation of Purchase of the Park by Millennium Housing and (ii) dismissal of the pending litigation described in the Agreement and identified as Santa Barbara Superior Court Case Nos. 1304125 and 1380186, Exhibit 1 of this Resolution shall be the effective rent schedule as of Close of Escrow for purchase of the Park by Millennium Housing from Vista de Santa Barbara Associates but in no event sooner than ninety (90) days from the date of this Resolution.

4. The Board finds and determines that the Park, by virtue of the Agreement and as long as the Agreement is in place, will operate under a rent schedule approved on a basis distinct from those rent schedules approved for mobile home parks pursuant to Carpinteria Municipal Code

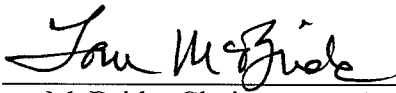
section 5.69.050 through determination of a just and reasonable return. In recognition of the unique nature of the circumstances surrounding this rent decision, the Vista de Santa Barbara MHP rent schedule approved herewith shall not serve as comparable mobile home park space rent pursuant to 5.69.090(M)(3) in any future determination as to whether to grant a rent adjustment for a mobile home park through a contested rent hearing.

PASSED, APPROVED AND ADOPTED at the meeting of the Mobile Home Park Rent Stabilization Board of the City of Carpinteria, held on the 23rd day of July, 2013, by the following roll call vote:

AYES: LITSINGER, TREVOR, OVERMAN, McBRIDE

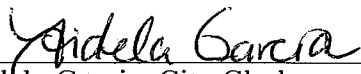
NAYES: NONE

ABSENT/ABSTAIN: NONE



Tom McBride, Chair

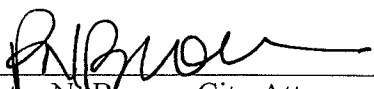
ATTEST:



Fidela Garcia, City Clerk

I hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a meeting of the Mobile Home Park Rent Stabilization Board of the City of Carpinteria held the 23rd day of July, 2013.

APPROVED AS TO FORM:



Peter N. Brown, City Attorney

VISTA DE SANTA BARBARA MOBILEHOME PARK
SPACE RENT SCHEDULE AS OF CLOSE OF ESCROW BY MILLENNIUM HOUSING

Space Category	Number of Spaces	Current Rent Rent-Controlled (as of 7/1/2013)	Increase	New Rent Rent-Controlled (as of COE)	Financial Assistance	Rent Net of Assistance
A	2	\$469.29	\$250.00	\$719.29	-\$100.00	\$619.29
B	6	\$482.00	\$250.00	\$732.00	-\$100.00	\$632.00
C	69	\$494.71	\$250.00	\$744.71	-\$100.00	\$644.71
D	37	\$507.43	\$250.00	\$757.43	-\$100.00	\$657.43
E	8	\$520.13	\$250.00	\$770.13	-\$100.00	\$670.13
F	1	\$532.85	\$250.00	\$782.85	-\$100.00	\$682.85
G	1	\$545.55	\$250.00	\$795.55	-\$100.00	\$695.55

AGREEMENT BETWEEN MILLENNIUM AND HOA REGARDING RENT AND OPERATION OF VISTA DE SANTA BARBARA MOBILE HOME PARK

This Agreement ("Agreement") is made on July 4, 2013, between Millennium Housing, LLC, a California limited liability company ("Millennium") with a principal place of business at 20 Pacifica, Suite 1470, Irvine, California 92618 and the Tenants of Vista de Santa Barbara Mobilehome Park at 6180 Via Real, Carpinteria, California. 93013 through Vista de Santa Barbara, Inc., a California corporation ("HOA"). Millennium and HOA are hereinafter sometimes referred to individually as a "Party" and collectively as the "Parties". For good and valuable consideration, the value and receipt of which are hereby acknowledged, the Parties hereto agree as follows:

ARTICLE 1. RECITALS/BACKGROUND

1.01. Vista de Santa Barbara Mobilehome Park ("Park") is located at 6180 Via Real, in the City of Carpinteria ("City"), County of Santa Barbara, State of California.

1.02. The HOA is a California nonprofit mutual benefit corporation organized under the California Nonprofit Mutual Benefit Corporation Law, whose members are all Tenants in the Park, with a Board of Directors elected by the Tenants. ("Board").

1.03. Millennium Housing, LLC, is a California Limited Liability Company, whose sole member is Millennium Housing Corporation, a California nonprofit public benefit corporation, formed to promote and provide low and moderate income housing through ownership and operation of manufactured housing communities.

1.04. Vista de Santa Barbara Associates, LP, an Illinois limited partnership, ("Vista Associates") is the current owner of the Park.

1.05. The Park, and Vista Associates as its current owner is, and Millennium as potential future owner of the Park will be, upon becoming owner of the Park, all subject to the provisions of Chapter 5.69 of the City Municipal Code, the City's Mobilehome Rent Stabilization Ordinance ("Ordinance"). A true and correct copy of the current version of the Ordinance is attached hereto as Exhibit A, and incorporated herein.

The Ordinance includes the following provisions:

Section 5.69.010.G. states:

G. "Management" means the owner of a mobile home park or an agent or representative authorized to act on his behalf in connection with matters relating to a tenancy in a park.

Section 5.69.010.S. states:

S. "Tenant" means an owner of a mobile home in a mobile home park, responsible for paying rent to management.

Section 5.69.010.T. states in part:

T. "Tenant majority" means a fifty percent plus one or more of the number of tenants of a mobile home park.

Section 5.69.081. states:

In lieu of filing a petition for adjustment under Section 5.69.050, the tenant majority and the management may jointly submit an agreement fixing the maximum rent and other fees and specifying how the same shall be paid. The agreement may also include items relating to the cost of operating the mobile home park and the services to be provided by management. On receipt of such an agreement, the city manager shall notice a public hearing to be held at the next meeting of the mobile home park rent stabilization board of not less than ten days from the receipt of the agreement. If the rent stabilization board determines that the agreement is just, fair and equitable, it may approve the same as for the maximum allowable rent for the mobile home park subject to the terms and conditions of the agreement and the same shall be in lieu of determining maximum rent under Section 5.69.040.

1.06. Vista Associates and Millennium have entered into a certain Agreement of Purchase and Sale and Joint Escrow Instructions for the sale of the Park from Vista Associates to Millennium ("Proposed Sale"), and are currently in escrow for the sale of the Park to Millennium ("Sale Escrow"). The proposed Sale is an element in a global resolution of certain litigation pending against Vista Associates, alleging violations by Park Management of the Ordinance and the Mobilehome Residency Law, Santa Barbara Superior Court case numbers 1304125 and 1380186 ("Pending Litigation"). A contingency of Purchase Agreement for the close of the Sale Escrow is that Millennium is able to obtain certain Financing satisfactory to Millennium ("Financing"). Said Financing is to be achieved through the issuance of 35-Year Mobile Home Park Revenue Bonds (Vista de Santa Barbara Mobilehome Park) issued

by the Independent Cities Finance Authority ("Bonds") on terms to be approved by Millennium. ("Bond Financing"). Said Financing is dependent upon certain rental income from the Park payable to Millennium following close of the Sale Escrow. In order to obtain said Financing, it is necessary for Millennium to take certain steps prior to the close of the Sale Escrow regarding Park rents, including entering into agreements with the Tenant Majority of the Park and to obtain the appropriate regulatory approvals by the City of Carpinteria, including its Mobilehome Rent Stabilization Board.

1.07. As part of the Bond Financing process, Millennium will enter into various agreements and execute various documents ("Bond Documents"), including a recorded Regulatory Agreement and Declaration of Restrictive Covenants, which shall set forth various operating restrictions with respect to Millennium's ownership of the Park.

1.08. The Proposed Sale was initiated to resolve the ongoing Pending Litigation and to substitute the current parkowner's policies with a system of management that stabilizes the Park Tenants' payments, involves the Residents in decisions of how their community is operated and keeps the Park as a source of quality housing for residents of Carpinteria. The Proposed Sale was the product of extensive discussions and consultations between the HOA and Park Tenants and Millennium, and pursuant to their approval. There were numerous meetings by the HOA Board, Park-wide meetings between the HOA and HOA Board, and Park-wide meetings between HOA member and Millennium representatives. The basic terms of the Proposed Sale was negotiated by Millennium at a mediation involving Millennium and the HOA Board on February 27, 2013.

1.09. On May 14, 2013, Millennium sent its Proposal for Vista de Santa Barbara ("Proposal") to all Park Tenants, which proposal included the proposed increase of the Effective Rent Schedule by \$250 per space, subject to the Financial Assistance for all existing Tenants and Additional Assistance to qualified Tenants, with all protections of the Ordinance continuing to apply, and the other terms set forth in the Proposal. The Proposal was developed by Millennium after extensive consultations with the HOA and Park Tenants, including several Park-wide Tenant meetings and extensive meetings and consultations with the HOA Board. A true and correct copy of the Proposal is attached hereto as Exhibit B, and incorporated herein.

1.10. On May 21, 2013, the HOA members had a membership meeting at which the HOA members considered a Resolution Regarding Millennium Housing Proposal for Vista de Santa Barbara ("Resolution") and voted in writing to approve the Resolution,

with each Park Space being allowed a vote. The approval of the Resolution was by a vote of 93 to 1 of the Spaces present in person or by proxy at the meeting. Thereafter additional Spaces approved of the Resolution, with a total of 111 Spaces approving of the Resolution, out of 122 Spaces eligible to vote, one Space occupied by Park managers and one Space vacant at the time of the vote, out of 124 total Spaces in the Park. A true and correct copy of the Resolution is attached hereto as Exhibit C, and incorporated herein. A true and correct copy of the Vista de Santa Barbara, Inc., Certification of Vote On Resolution by the Secretary of Vista de Santa Barbara, Inc., is attached hereto as Exhibit D, and incorporated herein.

1.11. The Resolution approved the Proposal and authorized the HOA to enter into such agreements with Millennium to effectuate the terms of the Proposal and represent the interests of the Tenant Majority of the Park, including before the City. The Resolution specified that it was part of an agreement between a Tenant Majority and Millennium as Management fixing the Maximum Rent for the Park, pursuant to Section 5.69.081 of the Ordinance. The Resolution specified that this approval was based upon Vista Associates no longer owning or operating the Park and the satisfactory resolution of the litigation affecting the Park, and was contingent on the close of the Sale Escrow so that Vista Associates is no longer Park Management, and on the voluntary dismissal of the Pending Litigation.

1.12. Pursuant to the terms of the Ordinance, on or about March 21, 2013, the City issued its Effective Rent Schedule for the Park for the July 1, 2013 to June 30, 2014 fiscal year ("Current Effective Rent Schedule"), a true and correct copy of which Current Effective Rent Schedule is attached hereto as Exhibit E, and incorporated herein. This Agreement provides, inter-alia, to substitute for said Current Effective Rent Schedule a New Effective Rent Schedule, for the July 1, 2013 to June 30, 2014 fiscal year, ("New Effective Rent Schedule"), a true and correct copy of which New Effective Rent Schedule is attached hereto as Exhibit F, as provided herein. A Rent Roll showing the new space rents for each Space in the Park for the July 1, 2013 to June 30, 2014 fiscal year pursuant to the terms of this New Effective Rent Schedule ("Rent Roll") is attached hereto as Exhibit G and incorporated herein.

1.13. As current owner of the Park, Vista Associates is "Management" of the Park under the terms of the Ordinance, Section 5.69.010.G. Upon Close of Escrow, Millennium will become "Management" of the Park under said provisions of the Ordinance. Millennium entered into a Limited Agency Authorization Agreement for the purposes of allowing it to act as the agent of the current owner of the Park for the purpose of allowing Millennium to enter into an agreement with the Tenant Majority and pursue all necessary proceedings with the City to obtain approval of the

agreement and issue such notices pursuant to such an agreement. Any such rent increase pursuant to such proceedings are strictly conditioned upon Close of Escrow and dismissal of the Pending Litigation, and in no way constitute a Tenant agreement to a rent increase by Vista Associates as owner of the Park.

1.14. The purpose of this Agreement is to effectuate the agreement between Millennium and the Tenant Majority of the Park regarding the Effective Rent Schedule and Rent provisions made by the Tenant Majority pursuant to the terms of the Resolution.

1.15. The further purpose of this Agreement is to set forth the respective rights and responsibilities of the HOA and Millennium with respect to the operation of the Park, in order to ensure that to the fullest extent reasonably practicable, the Park is operated as a resident-owned park.

ARTICLE 2. TERM OF AGREEMENT

2.01. This Agreement will become effective on the date Millennium takes title to the Park as owner upon close of the Sale Escrow ("Effective Date"), and will continue in effect for the duration of the ownership of Vista de Santa Barbara by Millennium or its successor. This Agreement shall be subject to and contingent upon Close of Escrow, upon the Financing through the issuance of Bonds on terms acceptable to Millennium, upon the approval of the New Effective Rent Schedule provided for herein by the City's Rent Stabilization Board, and on the dismissal of the Pending Litigation. Prior to the Effective Date, both Parties shall take such appropriate steps as reasonably necessary to effectuate the terms of this Agreement and satisfy the contingencies, to the extent reasonably possible by that Party.

ARTICLE 3. GENERAL

Authority and Duties

3.01. Millennium agrees to confer fully and freely with the HOA in the performance of its duties under this Agreement and to attend membership and Board meetings at times reasonably requested by the HOA, upon reasonable notice, either in person or as represented by the management company, as reasonably requested by the HOA.

3.02. Millennium shall either hire in its own name, or direct a third party management company to hire, all managerial personnel necessary for the proper operation and management of the Park and the effective and efficient discharge of the duties of Millennium under this Agreement. Compensation for the services of those employees shall be included in the Park's operating budget.

ARTICLE 4. SERVICES TO BE PERFORMED BY MILLENNIUM

Specific Services

4.01. Millennium shall render services and perform duties as follows:

1. Stabilize rents pursuant to a Recorded Regulatory Agreement which will provide that, after an initial adjustment (and accompanying Financial Assistance Program) described in the Proposal, rent increases will conform to the Carpinteria Mobile Home Rent Control Ordinance. Rents will be stabilized accordingly even if the Ordinance is later repealed or voided by the Courts or by the City, as further provided for herein.
2. Establish a Repair and Replacement Fund that seeks to ensure that the Park is well-maintained and deferred maintenance items are addressed. The initial balance will be from the Bond proceeds and is expected to be \$500,000, but that may vary depending on available Bond proceeds. Additional funds may be deposited from Park surpluses. Millennium's obligation is limited to funds available from Park revenues or available grant funds, which Millennium agrees to reasonably pursue.
3. Establish the Financial Assistance Program as described in the attached Proposal. In order to qualify for this Financial Assistance, Residents must return the annual income survey form required by the Bond agreements and be in compliance with Park rules. New Tenants purchasing homes in the Park after the close of the sale Escrow will ordinarily not be entitled to this Financial Assistance. Said Financial Assistance Fund shall initially be funded with Bond proceeds but it is expected that Park surplus funds will augment this fund. Millennium's obligation is limited to funds available Park revenues.
4. Solicit input from Tenants through meetings with HOA Board of Directors into how their community is operated, including establishment and amendment of rules, budget matters and capital improvement priorities. Millennium will use its best efforts to implement reasonable recommendations of the HOA Board.

AGREEMENT BETWEEN MILLENNIUM AND HOA REGARDING RENT AND
OPERATION OF VISTA DE SANTA BARBARA MOBILE HOME PARK

5. Millennium will timely provide to the HOA Board annual and quarterly financial reports on the park, so that the Board can see where the rent dollars are being spent, and will be available to explain and answer questions on the financial reports. Millennium will make its underlying financial records available at the Park on-site management office for inspection by the HOA Board. Such financial records shall be available to any Park Tenant who requests them.

6. Meet with the HOA members to develop strategies for better serving the Park residents.

7. Communicate with the Park Tenants as a whole through articles in the Park magazine and meetings with Park Tenants or through other means to discuss management issues, planned capital improvements and other matters of interest to park residents.

8. Receive, consider and record maintenance requests under a standard procedure reasonably acceptable to the HOA and take the necessary steps to resolve them.

9. Millennium will consult with and consider the input of the HOA Board on matters involving potential capital improvements or other financial matters affecting the finances and operation of the Park.

10. In the event that Millennium intends to petition the City for a Management Adjustment for an increased Maximum Allowable Rent under the terms of the Ordinance as provided for herein, Millennium shall first meet and confer with the HOA Board, provide all documentation and information supporting such a request, and attempt in good faith to reach a resolution with the HOA Board. To the extent reasonably possible, before incurring any cost for any capital improvement or operating or other cost that may lead to the need by Millennium to request an increased Maximum Allowable Rent, Millennium will consult with and consider the input of the HOA Board.

11. Perform any other acts and deeds that are reasonable, necessary and proper in the discharge of Millennium's duties under this Agreement.

ARTICLE 5. OBLIGATIONS OF MILLENNIUM

Minimum Amount of Services

5.01. Millennium (including for this purpose, any third party management company hired by Millennium to provide management services at the Park) agrees to devote the amount of hours per month necessary to perform properly the above- described services.

ARTICLE 6. OBLIGATIONS OF HOA

Cooperation of Residents Association

6.01. Tenants as represented by the HOA agree to comply with all reasonable requests of Millennium necessary to the performance of Millennium's duties under this Agreement, including the income certifications each Tenant must provide annually.

ARTICLE 7. RENT PROVISIONS

New Effective Rent Schedule

7.01. Subject to the contingencies provided for herein, the HOA, on behalf of the Tenant Majority of the Park, pursuant to their approval of the Resolution, agree that upon Close of Escrow, the Effective Rent Schedule currently in effect for the Park for the July 1, 2013 to June 30, 2014 fiscal year, Exhibit __ hereto ("Current Effective Rent Schedule"), shall be replaced with a New Effective Rent Schedule for the July 2013 to June 30, 2014 fiscal year, a true and correct copy of which New Effective Rent Schedule is attached as Exhibit __ hereto and incorporated herein ("New Effective Rent Schedule"). This New Effective Rent schedule is pursuant to the agreement entered into between Millennium and the Tenant Majority of the Park. A Rent Roll showing the new space rents for each Space in the Park pursuant to the terms of this New Effective Rent Schedule ("Rent Roll") is attached hereto as Exhibit __ and incorporated herein.

7.01.2 The New Effective Rent Schedule provides that Space Rent shall be increased by \$250 per Space per month from the Maximum Rent provided for under the Current Effective Rent Schedule. Said New Effective Rent Schedule shall apply to each

Space in the Park. These new Space Rents pursuant to this New Effective Rent Schedule shall be the new rent-controlled rents, subject to the provisions of the Ordinance as provided for herein.

7.01.3. This Space Rent increase shall be subject to the terms of the Financial Assistance Program provided for herein.

Financial Assistance Program for Current Tenants

7.02.1. All Tenants of homes in the Park at the time of the close of the Sale Escrow shall receive a monthly rent credit ("Financial Assistance") funded by the Financial Assistance Program. As of the close of the Sale Escrow, the amount of this Financial Assistance shall be \$100 per month per Space. so that the actual amount that the Tenant will be billed and pay for Space Rent shall be a \$150 per month increase. The Financial Assistance is a grant to the Tenant and not a loan, and does not have to be repaid by any Tenant receiving payment from the Financial Assistance Program. To receive the Financial Assistance, Existing Tenants must return the Annual Income Form and be in compliance with Park Rules and not have any uncured violations of Park rules after valid written notice has been given by Millennium.

7.02.2. Heirs who obtain title to a mobilehome in the Park from a deceased homeowner and were approved Residents of the home at the time of the death of the deceased homeowner shall remain entitled to receive this Financial Assistance as long as they continue to reside in the home and are otherwise entitled to receive Financial Assistance. Heirs who are not approved Residents shall have the right to receive Financial Assistance if they otherwise qualify, until they sell the home, but shall not have the right to sublet or occupy the home, or until they become an approved Resident and assume permitted occupancy of the home. An "Heir" as used herein includes an heir, a joint tenant or personal representative of an estate who gains ownership of a mobilehome in the mobilehome park through the death of the owner of the mobilehome who was a homeowner at the time of his or her death, as set forth in Civil Code section 798.78, and also includes a successor trustee of a trust obtaining legal title to a mobilehome upon the death of a homeowner.

7.02.3. The Financial Assistance Program will be funded initially from the proceeds from the Bond Financing. The balance in the Financial Assistance Program Fund will decrease each year as assistance is paid out, depending on the amount of home sales in the Park. In order to keep the Financial Assistance Program going, Millennium may need to reduce the total Financial Assistance Payments each year, either through sales of Homes in the Park or a reduction in the assistance given to each Tenant, until

such time as Park revenues can sustain the Financial Assistance Program Fund. Any such reductions in the Financial Assistance Program shall be no more than annually at the beginning of the July 1 fiscal year, commencing no sooner than July 1, 2014, and shall only be after a meet and confer between Millennium and the Board. Annual reductions in Financial Assistance are estimated to be approximately \$10 per month, although that amount may vary depending on home sales. Millennium's obligation to provide this Financial Assistance shall be limited to funds available from Bond proceeds and Park Revenues. Millennium is not guaranteeing the funding of the Financial Assistance Program, but has made a good faith estimate of its availability.

Additional Assistance Program for Current Tenants

7.03.1 Additional Assistance, consisting of additional monthly credits of up to \$100 towards Space Rents in addition to the credit provided by the Financial Assistance Program, will be offered to qualified Tenants.

7.03.2. Households qualifying for the Additional Assistance will generally be Extremely-Low or Very-Low Income households, based on gross income, under federal housing guidelines. Additional Assistance Amount is estimated at \$100 per month for extremely-low income households and \$75 per month for very-low income households, with the specific amount subject to available funds. As an example, Tenants receiving this Additional Assistance would have a net out-of-pocket increase in Space Rent of \$50 for the 2013-2014 fiscal year.

7.03.3. This Additional Assistance would remain as long as the Tenant resides in the Park and continues to qualify for this Additional assistance and funds are available. The Additional Assistance Program will be funded initially from the proceeds from the Bond financing. The amount of Additional Assistance may vary depending on available funds. Residents wishing to receive this Additional Assistance will complete an application each year. The application process will include verification of the information provided.

7.03.4. Additional Assistance funds are a loan and must be paid back at the time the Tenant's home sells. No interest will be charged on these Additional Assistance funds.

7.03.5. The goal of the Additional Assistance Program is to prevent any existing resident from being forced from Vista de Santa Barbara because of the initial Space Rent increase.

Contingencies of Rent Provisions

7.04. The Space Rent provisions provided for herein, including the approval of the New Effective Rent Schedule are subject to and contingent upon the approval by the City's Rent Stabilization Board, upon Close of Escrow of the Proposed Sale, and upon dismissal of the Pending Litigation, as provided for herein. The increased Space Rents and New Effective Rent Schedule are agreed to by the HOA and its members based upon the benefits of ridding the Park of undesirable Management and ending their illegal practices, resolving all Pending Litigation, and the significant benefits to the Park Tenants will enjoy with Millennium as Park Management, including but not limited to the benefits provided under the terms of this Agreement and Millennium's Proposal.

ARTICLE 8. ORDINANCE PROVISIONS.

Continued Applicability of Current Ordinance.

8.01. Millennium agrees that it will follow the provisions of the Ordinance as in effect on the Effective Date of this Agreement, Exhibit __ hereto, the provisions of which are incorporated herein by this reference, regardless of whether such Ordinance, or any part thereof, shall be subsequently amended or repealed by the City, invalidated in whole or in part by any Federal or State court of law, or otherwise altered or changed in any way. In particular, Millennium recognizes and agrees that the Ordinance provides for vacancy control and that under the terms of the Ordinance, the Maximum Rent Schedule applies to every Space in the Park, so that that Millennium may not request, demand or receive from a Tenant more than the Maximum Rent set forth in the then-current Effective Rent Schedule, at any time, including upon a change of ownership of the Tenant's mobilehome, including upon transfer due to sale, gift, inheritance, or foreclosure.

Restrictions to Application of Ordinance to Millennium.

8.02. Millennium further agrees to the following limitations and restrictions of the terms of the Ordinance as applied to Millennium as Management of the Park:

1. **Restrictions on Application for Rent Increase.** Millennium shall not seek a Management Adjustment for an increased Maximum Allowable Rent based upon any claim that Millennium is not receiving a "just and reasonable return" pursuant to section 5.69.050.A. of the Ordinance. This restriction shall not prohibit Millennium

from seeking a Management Adjustment for an increased Maximum Allowable Rent based upon a reasonably necessary capital improvement in the Park, or a new added substantial cost for a specific service, tax or assessment, or for a rapidly accelerating and substantial specific cost which has been imposed upon the Park and which is beyond the reasonable control of Millennium, or to avoid a bond default, in the event that Millennium can establish that its revenues pursuant to the then-existing Effective Rent Schedule are insufficient to pay such increased costs. In no event shall Millennium seek any rent increase based upon considerations of profit or reasonable return on investment, including under section 5.69.090.M. of the Ordinance, nor shall it seek an increase based upon any space rents charged outside of the Park.

2. **Restrictions on Challenge Under Ordinance.** In the event of an administrative rent hearing under the terms of the Ordinance, Millennium shall not pursue any rights under section 5.69.150 or otherwise to challenge the final determination of any final decision and order of the Rent Stabilization Board, or portion thereof, and agrees to be bound by such final decision and order. Millennium shall not challenge in any way the validity or enforceability of the Ordinance, including as applied, through court action or otherwise.

ARTICLE 9. RESTRICTIONS ON TRANSFERS INVOLVING PARK.

Restrictions on Transferee

9.01. Millennium represents and warrants it intends to retain and operate the Park for the term of this agreement, and agrees that it shall only transfer or sell the Park to one of the following: (a) the Residents, through the HOA, or its successor or other duly formed entity representing the Residents of the Park; (b) an affiliated entity of Millennium or the HOA which shall be subject to all the terms and provisions of this Agreement; or (c) such other Section 501(c) non-profit corporation formed and existing for the purposes of, and experienced in, the operations of manufactured housing or mobilehome parks, subject to the condition that such entity expressly assume all of the terms and conditions of this Agreement. Under no circumstances shall Millennium transfer the Park to Vista Associates or any person or entity that has or ever had any interest in Vista Associates.

Transfer to HOA

9.02. Millennium agrees that prior to any potential transfer or sale of the Park to any person or entity other than the HOA or its successor Tenant association, or to a non-

profit entity affiliated with Millennium that exists for a similar purpose, it shall notify the Board as soon as possible and to the extent reasonably practicable, give the HOA or its successor a reasonable opportunity to purchase the Park. Millennium further agrees that if the HOA or its successor Tenant association indicates interest in purchasing the Park, to negotiate in good faith for such a purchase. Millennium agrees that the purchase price for the Park charged to the HOA, its successor, or other Tenant organization would be the value of the Park as encumbered by the rent restrictions and Ordinance as provided for in this Agreement.

Prohibitions on Transfer

9.03. Prior to the HOA or the Residents actually acquiring ownership of the Park, the HOA shall provide to the Independent Lease Financing Authority ("Authority"), the City and Millennium an opinion of bond counsel to the effect that such acquisition will not in and of itself, cause the interest on the Authority Bonds to be included in gross income for federal tax purposes. Any such acquisition shall also be null and void if the terms of the acquisition or the implementation thereof cause (1) a default under the Bond Documents or (2) Millennium to lose its tax exempt status as a qualified 501 (c) 3 tax exempt organization under applicable federal or state law. The provision shall only apply as long as the Bond Financing remains in effect.

Limitation on subdivision or condominiumization

9.04. Millennium represents and agrees that it shall not take any steps to subdivide or create condominium or cooperative housing in any part of the Park without first meeting and conferring with the HOA Board and the Park Tenants and obtaining the written consent of a Tenant Majority of the Park. Millennium further agrees that it shall abide by the determination of the City, the California Coastal Commission and any other local agency or regulatory authority having jurisdiction over such land-use application and not pursue any court action challenging such a determination.

ARTICLE 10. GENERAL PROVISIONS

Notices

10.01. Any notices required to be given under this Agreement by either Party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the Parties at the addresses appearing in the introductory paragraph of

this agreement, but each Party may change the address by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or fifth day after mailing, whichever occurs first.

Entire Agreement of the Parties

10.02. This Agreement supersedes any and all agreements, either oral or written, between the Parties with respect to the rendering of services by Millennium for Residents of the Park and contains all of the representations, covenants, and agreements between the Parties with respect to the rendering of those services. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, with are not contained in this agreement, and that no other agreement, statement, or promise not contained in this agreement will be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by both Parties.

Successors and Assigns.

10.03 This Agreement shall be binding upon and inure to the benefit of each of the Parties hereto and their respective permitted agents, employees, affiliates, parents, subsidiaries, assigns, and successors. Any Assignment of its interest in this Agreement by Millennium shall be in writing by Millennium and shall be limited to an actual owner of the Park permitted under the terms of this Agreement and the Regulatory Agreement. Any Assignment of its interest in this Agreement by the HOA shall be in writing by the HOA and shall be limited to a nonprofit corporation or other entity duly formed by the Tenants of the Park to represent the interests of the Tenants with respect to the operation of the Park.

Partial Invalidity

10.04. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way. However, this Agreement is subject to the contingencies provided for herein, and shall

AGREEMENT BETWEEN MILLENNIUM AND HOA REGARDING RENT AND
OPERATION OF VISTA DE SANTA BARBARA MOBILE HOME PARK

Attorney's Fees

10.05. If any legal action, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

Governing Law

10.06. This Agreement will be governed by and construed in accordance with the laws of the State of California.

Executed at Carpinteria, California, on July 4, 2013.

VISTA DE SANTA BARBARA, INC., a California corporation

By: Vista de Santa Barbara, Inc., a California corporation

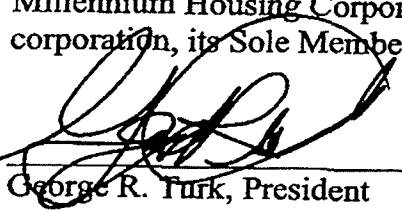
By:


Robert Keatinge, President

MILLENNIUM HOUSING CORPORATION, LLC,
A California limited liability company

By: Millennium Housing Corporation, a California nonprofit public benefit
corporation, its Sole Member

By:


George R. Turk, President

STAFF REPORT
COUNCIL MEETING DATE:
August 12, 2013

ITEMS FOR COUNCIL CONSIDERATION:

**Annual Review of the City's Development Impact Fee Program and
Capital Improvement Plan**

Report prepared by: Melissa Angeles, Engineering Technician
Department: Public Works

Melissa Angeles
Signature

**Reviewed by
Public Works
Director:**

Melissa Angeles for Charles Ebeling
Signature

**Reviewed by
City Manager:**

[Signature]
Signature

ACTION ☒ **NON-ACTION** ☐ **STAFF RECOMMENDATION:**

Recommendation: That the City Council adopt Resolution No. 5478, updating the City's Capital Improvement Plan and Approving and Accepting the Annual Report on the City's Development Impact Fee Program.

Sample Motion: I move to adopt Resolution No. 5478, as read by title only, approving and accepting the Development Impact Fee Annual Report and updating the City Capital Improvement Plan.

I. BACKGROUND:

To offset the demands on public facilities generated by new development, the City of Carpinteria collects eleven categories of Development Impact Fees (DIFs). Public improvement projects, known as Capital Projects, that have been determined to be necessary to respond to the demands placed on public facilities by development are included in the City's Capital

Improvement Plan. The amount of each Development Impact Fee is based on a determination made in a study¹ of the portion of Capital Improvement Plan costs, i.e., the "fair share", attributable to new development projects. The fees are collected under the authority of the California Mitigation Fee Act, Government Code Section 66000. The Mitigation Fee Act requires implementing agencies follow certain reporting and accounting requirements. The City's DIF program is established in the City's Municipal Code (Section 15.80.110 and 15.80.160).

Each year the City is required to prepare an annual report. The City is also required to prepare certain findings every five years. Since many of the DIF categories had different start years, the five year findings for all categories of DIFs are presented every year with the annual report. As required by the Mitigation Fee Act, the annual report with the appropriate findings and the Capital Improvement Plan must be presented at a public hearing for the Council's consideration regarding adequacy and compliance with State and Local regulations.

The City also collects fees for park acquisition known as Quimby fees, as a condition of approval of residential subdivisions in accordance with Government Code Section 66477. Collection of Quimby fees also requires certain reporting and accounting. For the purposes of this report, the eleven DIFs discussed above and the Quimby fees will collectively be referred to as DIFs.

Resolution No. 5478, with all its exhibits, serves as the annual report required under the Mitigation Fee Act, makes the five-year findings, and constitutes the Capital Improvement Plan. The complete list of DIFs with descriptions is attached as Exhibit A of the proposed Resolution No. 5478.

II. DISCUSSION:

The City's Development Impact Fee program was first established in 1994. The 2012 Annual Report was received and accepted on September 10, 2012 and adopted by Resolution No. 5403. The Carpinteria Municipal Code also requires that DIFs be adjusted annually by application of an annual inflationary index. A description of the annual report requirements for the DIFs including Quimby fees and the Capital Improvement Plan is provided below:

Development Impact Fee Annual Reporting

For DIFs collected pursuant to the Mitigation Fee Act, Government Code Section 66006 (b) requires that specific information be included in the annual report. The following is a list of those requirements and a corresponding reference to where that information can be found in this report.

- A. A brief description of the type of fee in the account or fund (see Exhibit A of the attached Resolution).
- B. The amount of the fees (see Exhibit B and C of the attached Resolution).

¹ 2003 Development Impact Fee Report, City of Carpinteria dated December 8, 2003

- C. The beginning and ending balance of the account or fund (see Exhibit E of the attached Resolution).
- D. The amount of the fees collected and the interest earned (see Exhibit E of the attached Resolution).
- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement funded with fees (see Table1 below).
- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on a public improvement, as identified in paragraph (2) of the subdivision (a) of Section 66001 (see Exhibit D of the attached Resolution).
- G. A description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fee will be expended, and, in the case of an inter-fund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan. (No inter-fund transfers have been made.)
- H. The amounts of refunds made pursuant to subdivision (e) of Section 660 01 and any allocation pursuant to subdivision (f) of section 66001. (No refunds or allocations have been made.)

Government Code Section 66001 (d) requires that for the fifth year following the first deposit into a DIF account or fund, and every five years thereafter, the local agency shall make findings as follows:

- 1. Identify the purpose for which the fee is to be expended.
- 2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.
- 3. Identify all sources and amounts of funding anticipated to complete financing for incomplete improvements.
- 4. Designate the approximate dates on which the funding referred to in item 3 above is expected to be deposited into the appropriate account or fund.

As noted above, the five-year findings are included in the attached Resolution. DIF funds expended during Fiscal Year 2012-2013 are shown in Table 1.

Quimby Act Fees

For Quimby Fees collected pursuant to the Quimby Act, Section 66477 et seq, requires the City to:

- 1. Develop a schedule specifying how, when, and where it will use the land or fees or both to develop park and recreational facilities to serve residents of the subdivision.
- 2. Commit any fees to approved projects within five years of the date they were collected.

Exhibit D sets forth the Parks & Recreation Property Acquisitions to which Quimby funds will be allocated. All future Quimby fees collected are committed to the property acquisition projects on the list.

TABLE 1

Project Number	Project Name	DIF Category	DIF Funds Expended in FY 2012/2013
HI-03/HI-04	HWY 101 Linden Ave Interchange/Hwy 101 Casitas Pass Rd Interchange	Highway Interchanges & Bridges	\$56,089.10
HI-07	Carpinteria Avenue Bridge over Carpinteria Creek	Highway Interchanges & Bridges	\$24,471.56
HI-08	Eighth Street Pedestrian Bridge	Highway Interchanges & Bridges / Streets & Thoroughfares	\$1,580.00
PR-13	Acquisition of the UPRR Property at Fifth Street	Park Land Acquisition	\$403,873.28

Table 2 identifies those projects in the City's Capital Improvement Plan that have been designated high priority and determined that sufficient DIFs may be collected for the City to undertake these projects. Additional project funding may be derived from other sources such as Measure A, Gas Tax, and grants.

TABLE 2

Project Number	Project Name	Estimated Cost*	Project Description
HI-03	Highway 101 Linden Avenue Interchange	\$35,547,686	Reconstruction of the Linden Avenue interchange. Includes new southbound on ramp and northbound off ramp, and the extension of Via Real from Casitas Pass Road to Linden Avenue.
HI-04	Highway 101 Casitas Pass Road Interchange	\$59,318,839	Reconstruction of the Casitas Pass Rd. interchange. Includes new northbound hook on and off ramps and the extension of Via Real from San Roque MHP to Casitas Pass Road.
HI-07	Carpinteria Avenue Bridge over Carpinteria Creek	\$2,462,168	Reconstruction of the Carpinteria Avenue bridge over Carpinteria Creek.

*Estimates reflect total project costs, not necessarily the contribution amount from the DIF Fund.

Capital Improvement Program

Municipal Code Section 15.80.160 requires that the Annual DIF Report include adjustments of the project cost estimates of the Capital Improvement Program by a specific price index to ensure that estimated construction costs for planned capital improvements in the City keep up with inflation. The provisions of the Code require staff to use the Selected Highway Construction Price Index published by the California Department of Transportation (Caltrans) for the twelve-month time period ending March 31st prior to the July 1st adjustment date. Generally, the updated DIF fees go into effect on July 1st of the current fiscal year. As of the presentation

of this report, Caltrans has not released the current index. Given that the index is not available, the 2012-2013 fees will remain in effect until the updated index is released at which time, the fees to which the index is applied will be automatically updated as directed by the Carpinteria Municipal Code. Staff will return to the City Council at that time to give an update on the fees.

Exhibit D attached is the adopted Capital Improvement Plan Project list with cost estimates. Each cost estimate in Exhibit D has been based on an improvement specific analysis to determine the current cost estimate for construction.

Since the General Plan/Local Coastal Land Use Plan designations and growth projections have not changed in the last year, the improvement projects identified on Exhibit D, still meet the needs for future development in the City. The relationship between the need for public improvements, the amount of fees necessary to fund development of such improvements, and the impacts of development for which the fees are charged, has remained unchanged since implementing the City's DIF program in December 2003.

IV. FINANCIAL CONSIDERATIONS:

Collection of Development Impact Fees and other Fees provide the revenue necessary for the City to ultimately fund the construction of the public improvements contained in the City's adopted Capital Improvement Plan.

Cost estimates for DIFs are adjusted automatically on an annual basis on July 1 of each year in accordance with the Carpinteria Municipal Code Section 15.80.050, using the Selected Highway Construction Price Index published by Caltrans. Generally, the updated DIF fees go into effect on July 1st of the current fiscal year. As of the presentation of this report, Caltrans has not released the current index; therefore, the 2012-2013 fees will remain in effect until the updated index becomes available. Also, effective with the adoption of Ordinance 633 DIFs collected pursuant to the Quimby Act are adjusted by the same index consistent with Carpinteria Municipal Code Section 16.24.080 (C). Exhibit C shows the adjusted Land Acquisition for Parks and Recreational Facilities Fee and the Open Space Land Acquisition Fee. These fees were adjusted using the sales report data provided by the Santa Barbara County Assessor's Office in accordance with Municipal Code Section 15.80.050 (A). The Parks and Recreational Facilities Development Fee and the Aquatics Facilities Fee remain unchanged pending the release of the Caltrans index.

As of June 30, 2013, the 12/13 Fiscal Year end balances are as follows, and are also shown as on attached Exhibit E of Resolution No. 5478.

General Facilities:	\$134,983.59
Highway Interchanges & Bridges:	\$717,393.02
Storm Drain:	\$235,429.61
Traffic Control:	\$246,324.19
Streets & Thoroughfares:	\$113,347.22
Parking:	\$56,274.43
Park Land Acquisition:	\$380,327.56
Park Improvements:	\$314,196.25
Aquatic Facilities:	\$39,293.13

Park Open Space Acquisition:	\$79,547.14
Quimby:	\$358,928.30

TOTAL	\$4,305,604.76
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V. LEGAL ISSUES:

The City Attorney has reviewed this report and the attached Resolution.

VI. ATTACHMENTS:

Resolution No. 5478, a resolution of the City of Carpinteria City Council Updating the Capital Improvement Plan and the Reporting of the City's Development Impact Fee Program

- Exhibit A, Development Impact Fee Fund Descriptions
- Exhibit B, Development Impact Mitigation Fee Schedule
- Exhibit C, Development Impact Mitigation Fee Schedule (Parks & Recreation and Quimby)
- Exhibit D, Capital Improvement Plan
- Exhibit E, Development Impact Fees Accounting

RESOLUTION NO. 5478
A RESOLUTION OF THE CITY OF CARPINTERIA CITY COUNCIL
UPDATING THE CITY'S CAPITAL IMPROVEMENT PLAN
AND APPROVING AND ACCEPTING THE ANNUAL REPORT ON THE CITY'S
DEVELOPMENT IMPACT FEE PROGRAM

WHEREAS, on January 24, 1994, the City Council adopted Ordinance No. 501, which implemented the City's Development Impact Fee program, and Resolution No. 4081, which established the level of Development Impact Fees; and

WHEREAS, by Resolution No. 4076, the City Council had previously approved a Capital Improvement Plan for the construction of public facilities in the City; and

WHEREAS, by Resolution No. 4075 adopted January 10, 1994, the City Council approved the collection of fees pursuant to Section 66477 of the Government Code; and

WHEREAS, by Resolution No. 4628 adopted October 25, 1999, the City Council approved the collection of fees pursuant to Section 66477 of the Government Code; and

WHEREAS, by Resolution No. 5281 adopted September 12, 2011 the City Council approved the Capital Improvement Plan Project List and a revision to the level of the City's Development Impact Fees; and

WHEREAS, by Resolution No. 5403 adopted September 10, 2012 the City Council last approved the Capital Improvement Plan Project List and a revision to the level of the City's Development Impact Fees; and

WHEREAS, Carpinteria Municipal Code Section 15.80 provides for an annual review of the Capital Improvement Plan, and Section 15.80.160 provides for an annual review of both the City's Development Impact Fee Program and the balance of funds currently maintained in the City's various Development Impact Fee accounts; and

WHEREAS, the documents that collectively reflect the balance in each Development Impact Fee, Development Fee and Affordable Housing Fee account, the fee balance, interest, income, and the amount of expenditure by public facility and the amount of refunds made for the fiscal year ("the Document"), have been available for public review as required by law.

NOW, THEREFORE, it is hereby resolved by the City Council of the City of Carpinteria, California, as follows:

1. The City Council finds that new development in the City will generate additional demands on public facilities throughout the City, and will contribute to the impact upon public facilities.
2. The City Council finds that the use to which the fees will be put is construction of public improvements at estimated costs therefore described in the Capital Improvement Plan, and determines that there is a continued need for these improvements and that there is a reasonable relationship between such need and the impacts of development for which the fees are charged.
3. The City Council finds that the fees expected to be generated by new development will not exceed the costs for construction of public facilities set forth in the Capital Improvement Plan.

4. The City Council finds that there is a reasonable relationship between the fees' use and the type of development for which the fees are charged, as these reasonable relationships are described in more detail in the City's Development Impact Fees Program and Capital Improvement Plan.
5. The City Council finds the cost estimates set forth in the Capital Improvement Plan are reasonable cost estimates for the public facilities contained in the Capital Improvement Plan, and that the fees expected to be generated by new development will not exceed the costs for construction of the public facilities set forth in the Capital Improvements Plan.
6. The City Council approves the City's adopted Capital Improvement Plan including the priorities for financing improvements as stated therein as shown in Exhibit D dated July 2013 without change.
7. As to funds on deposit in the General Facilities Fund, the City Council finds as follows:
 - a) The purpose of the General Facilities Fund is to Finance the Construction of General Facilities as detailed further in Exhibit D.
 - b) A reasonable relationship between the General Facilities Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the General Facilities DIF is assessed to new development in proportion to such development's impacts on necessary General Facilities.
 - c) The sources and amounts of funding for General Facilities, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
 - d) The approximate dates on which the funding to construct the General Facilities, identified in the City's Capital Improvement Plan, are expected to be deposited into the General Facilities Fund are shown in Exhibit D.
8. As to funds on deposit in the Highway Interchanges and Bridges Fund, the City Council finds as follows:
 - a) The purpose of the Highway Interchanges and Bridges Fund is to finance the construction of highway interchanges and bridges as detailed further in Exhibit D.
 - b) A reasonable relationship between the Highway Interchanges and Bridges Development Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Highway Interchanges and Bridges DIF is assessed to new development in proportion to such development's impacts on necessary highway interchanges and bridges.
 - c) The sources and amounts of funding for Highway Interchanges and Bridges Facilities, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
 - d) The approximate dates on which the funding to construct the Highway Interchanges and Bridges Facilities, identified in the City's Capital Improvement Plan, are expected to be deposited into the Highway Interchanges and Bridges Fund are shown in Exhibit D.
9. As to funds on deposit in the Storm Drain Fund, the City Council finds as follows:

- a) The purpose of the Storm Drain Fund is to finance the construction of storm drains as detailed further in Exhibit D.
- b) A reasonable relationship between the Storm Drain Fund Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Storm Drain DIF is assessed to new development in proportion to such development's impacts on essential storm drains.
- c) The sources and amounts of funding for Storm Drain facilities, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate date on which the funding to construct the Storm Drain facilities, identified in the City's Capital Improvement Plan, is expected to be deposited into the Storm Drain Fund is shown in Exhibit D.

10. As to funds on deposit in the Streets & Thoroughfares Fund, the City Council finds as follows:

- a) The purpose of the Streets & Thoroughfares Fund is to finance the construction of Streets & Thoroughfares as detailed further in Exhibit D.
- b) A reasonable relationship between the Streets & Thoroughfares Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Streets & Thoroughfares DIF is assessed to new development in proportion to such development's impacts on necessary Streets & Thoroughfares.
- c) The sources and amounts of funding for Streets & Thoroughfares, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to construct the Streets & Thoroughfares, identified in the City's Capital Improvement Plan, are expected to be deposited into the Streets & Thoroughfares Fund as shown in Exhibit D.

11. As to funds on deposit in the Park Open Space Fund, the City Council finds as follows:

- a) The purpose of the Park Open Space Fund is to finance the acquisition of Park Open Space acreage as detailed further in Exhibit D.
- b) A reasonable relationship between the Park Open Space Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Park Open Space DIF is assessed to new development in proportion to such development's impacts on necessary Park Open Spaces.
- c) The sources and amounts of funding for Park Open Space, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to acquire Park Open Space, identified in the City's Capital Improvement Plan, are expected to be deposited into the Park Open Space Fund are as shown in Exhibit D.

12. As to funds on deposit in the Parking Fund, the City Council finds as follows:

- a) The purpose of the Parking Fund is to finance the construction of Parking facilities as detailed further in Exhibit D.
- b) A reasonable relationship between the Parking Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Parking DIF is assessed to new development in proportion to such development's impacts on necessary Parking facilities.
- c) The sources and amounts of funding for Parking facilities, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to construct the Parking facilities, identified in the City's Capital Improvement Plan, are expected to be deposited into the Parking Fund are as shown in Exhibit D.

13. As to funds on deposit in the Traffic Control Fund, the City Council finds as follows:

- a) The purpose of the Traffic Control Fund is to finance the construction of Traffic Control equipment as detailed further in Exhibit D.
- b) A reasonable relationship between the Traffic Control Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Traffic Control Fund DIF is assessed to new development in proportion to such development's impacts on necessary Traffic Control equipment.
- c) The sources and amounts of funding for Traffic Control equipment, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to construct the Traffic Control equipment, identified in the City's Capital Improvement Plan, are expected to be deposited into the Traffic Control Fund are as shown in Exhibit D.

14. As to funds on deposit in the Park Land Acquisition Fund, the City Council finds as follows:

- a) The purpose of the Park Land Acquisition Fund is to finance the acquisition of land for parks as detailed further in Exhibit D.
- b) A reasonable relationship between the Park Land Acquisition Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Park Land Acquisition Fund DIF is assessed to new development in proportion to such development's impacts on necessary Park facilities.
- c) The sources and amounts of funding for Parks, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to construct the acquisition of Parks, identified in the City's Capital Improvement Plan, are expected to be deposited into the Park Land Acquisition Fund as shown in Exhibit D.

15. As to funds on deposit in the Park Aquatics Fund, the City Council finds as follows:

- a) The purpose of the Park Aquatics Fund is to finance the construction of Park Aquatics facilities as detailed further in Exhibit D.
- b) A reasonable relationship between the Park Aquatics Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Park Aquatics Fund DIF is assessed to new development in proportion to such development's impacts on necessary Park Aquatics facilities.
- c) The sources and amounts of funding for Park Aquatics facilities, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to construct the Park Aquatics facilities, identified in the City's Capital Improvement Plan, are expected to be deposited into the Park Aquatics Fund as shown in Exhibit D.

16. As to funds on deposit in the Park Improvement Fund, the City Council finds as follows:

- a) The purpose of the Park Improvement Fund is to finance the design and construction for parks as detailed further in Exhibit D.
- b) A reasonable relationship between the Park Improvement Development Impact Fee and its purpose exists, in that the City's DIF Report, as updated, demonstrates that the Park Improvement Fund DIF is assessed to new development in proportion to such development's impacts on necessary Park Improvements.
- c) The sources and amounts of funding for Park Improvements, identified in the City's Capital Improvement Plan, are identified as shown in Exhibit D.
- d) The approximate dates on which the funding to construct the Park Improvements, identified in the City's Capital Improvement Plan, are expected to be deposited into the Park Improvement Fund as shown in Exhibit D.

17. As to funds on deposit in the Quimby Fund, the City Council finds as follows:

- a) All the requirements of Government Code section 66477 continue to be satisfied for the City's Park and Recreation Facilities Dedication and Fees Program, codified in Carpinteria Municipal Code Chapter 16.24.

PASSED, APPROVED AND ADOPTED this 12th day of August, 2013, by the following called vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

MAYOR, CITY OF CARPINTERIA

ATTEST:

CITY CLERK, CITY OF CARPINTERIA

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 12th day of August, 2013.

CITY CLERK

APPROVED AS TO FORM:

PETER N. BROWN
CITY ATTORNEY

EXHIBIT A
City of Carpinteria
Development Impact Fee Fund Descriptions

Streets & Thoroughfares Fund: Fees collected for the actual and estimated costs to acquire additional right of ways for new public street improvements and to improve the existing street network to accommodate the increase traffic demands associated with future development.

Highway Interchanges and Bridges Fund: Fees collected for the actual and estimated costs to acquire additional right of ways and construct new and/or improved Highway interchanges and bridges to accommodate the increase traffic demands associated with future development.

Traffic Control Facilities Fund: Fees collected for the actual and estimated costs for acquiring and installing new traffic control systems and to improve the existing traffic control systems to accommodate the increase traffic demands associated with future development.

General Facilities and Equipment Fund: Fees collected for payment of the costs of acquiring and constructing additional public facilities and equipment, and improving existing public facilities to meet demand of future development.

Storm Drain Fund: Fees collected for the actual and estimated costs of constructing new drainage facilities and to improve the existing drainage facilities to mitigate the drainage impacts associated with future development.

Park Land Acquisition Fund: Fees collected for the payment of the actual or estimated costs of acquiring land for park and recreational purposes. This fee is collect from residential projects that are not associated with a subdivision.

Park Improvement Fund: Fees collected for the payment of the actual or estimated costs of designing and constructing parks and recreational facilities on land acquired for park and recreational purposes. This fee is charged to residential projects that are not associated with a subdivision.

Park Open Space Acquisition Fund: Fees collected for the payment of the actual or estimated costs of acquiring additional acreage to be reserved as open space or with minimal park improvements designed to protect the greater number of acres. This fee is collected from commercial or industrial projects.

Aquatic Facilities Fund: Fees collected for the payment of the actual or estimated costs of designing and constructing aquatics facilities. This fee is not collected from commercial or industrial projects.

Parking Facilities Fund: Fees collected to finance parking improvements within the Downtown area that will accommodate new development within the Downtown "T".

Quimby Fund: Fees collected pursuant to Government Code 66477 (Quimby Act) for the acquisition of parklands. These fees are collected on non-commercial residential projects that are associated with subdivisions.

EXHIBIT B

DEVELOPMENT IMPACT MITIGATION FEE SCHEDULE (1)

2012-2013

(Exclusive of Parks and Recreation Fees)

Last Updated 03/01/13

Land Use	Streets & Thoroughfares *	Highway Interchanges & Bridges** ³	Traffic Control Facilities*	General Facilities & Equipment*	Storm Drainage Facilities*
Residential					
Single Family	518.00	11,717.69	830.46	1,653.60	\$ / gross acre 9,331.44
Multiple Family	340.25	7,696.91	545.50	1,250.41	9,953.16
Congregate Care	106.65	1,595.34	168.76	765.56	9,953.16
Commercial/Industrial					
Commercial	1.48	33.57	2.38	0.26	\$ / gross acre 11,197.54
Industrial	0.71	15.99	1.13	0.19	11,197.54
Resort/Hotel					
	259.00	5,858.84	415.23	69.81	\$ / gross acre 11,197.54
Land Use	Parking Facilities		Residential		
			fee by category x # of new units = total fee		
Downtown "T" *⁴					
Residential	\$ / parking stall 5,082.77		Commercial/Industrial		
Commercial	5,082.77		fee by category x gross sq. ft. = total fee		
(1) Resolution No. 4840, establishing a Development Impact Mitigation Fee schedule for development within the City of Carpinteria, adopted and approved by the City Council on January 26, 2004.					
(2) Update to the Fee Schedule for all fees was established by Resolution No. 5094 by the City Council on January 14, 2008 going into affect on March 13, 2008.					
(3) Per Resolution 5382 the Highway Interchanges and Bridges fee has been discounted by 50% for commercial, industrial, and resort/hotel uses until November 30, 2013. The fee discount will expire on that date and the appropriate fee will be assessed.					
(4) Per Resolution 5427 the Parking Facilities fee has been reduced to a rate of \$5,082.77. The rate shall be in effect for 18 months from its effective date of December 9, 2012. EXPIRES: June 30, 2014					
Percent Change 2011-2012 (-14.90%) *Percent Change 2012-2013 (-1.3%)					
85.10% 98.70%					

EXHIBIT C

CITY OF CARPINTERIA

DEVELOPMENT IMPACT MITIGATION FEE SCHEDULE (1)

2012-2013

(Parks and Recreation Fees)

Last Updated 07/01/13

Land Use	Land Acquisition for Parks and Recreational Facilities Fee (Quimby + Non-Quimby)**	Parks and Recreational Facilities Development Fee*	Aquatics Facilities Fee*	Open Space Land Acquisition Fee**
Residential⁴				
Single Family	10,115.04	4,927.61	442.00	-
Multiple Family	7,648.71	3,726.13	334.24	-
Congregate Care	-	-	-	-
Commercial/Industrial				
Commercial	-	-	-	2.07
Industrial	-	-	-	1.50
Resort/Hotel				
	-	-	-	206.87
(1) Resolution No. 4840, establishing a Development Impact Mitigation Fee schedule for development within the City of Carpinteria, adopted and approved by the City Council on January 26, 2004.				
Downtown "T" ⁴				
subdivisions within the City of Carpinteria, adopted and approved by the City Council on January 26, 2004.				
(3) Update to the Fee Schedule for all fees was established by *Ordinance No. 627 by the City Council on January 28, 2008 going into effect on March 13, 2008 and **Ordinance No. 640 on October 12, 2009. Refer to Municipal Code 15.80.050.				
(4) Resolution No. 5238 approved April 12, 2010 allows for a 50% reduction in Development Impact Fees for 100% Affordable Projects. See Resolution for details.				
Percent Change 2011-2012 (-14.9%)	Percent Change 2011-2012 (+1.02843%) PR	*Percent Change 2012-2013 PW	**Percent Change 2012-2013 (-6.5868%) PR	
85.10%	101.02843%	98.70%	93.41%	
Percent Change 2013-2014 PW	Percent Change 2013-2014 PR (+.5128%)			
	1.005128			

EXHIBIT D
July 2013 Capital Improvement Plan

STREETS AND THOROUGHFARES (1)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
ST-02	El Carro Lane Sidewalk Improvements	\$92,685	Installation of Sidewalk along El Carro Lane from the 5200 to 5300 Block	High	DIF, MA	Completed
ST-05	Seventh Street sidewalk improvements	\$65,425	Installation of Sidewalk on 7th Street from Walnut Avenue to Cactus Avenue	Low	DIF	2016
ST-06	Walnut Avenue sidewalk improvements	\$95,957	Installation of Sidewalk along Walnut Avenue from 7th St. to 8th St.	Low	DIF	2016
ST-08	Annual Street Rehabilitation Program	\$6,542,519	Annual street rehabilitation program consisting of asphalt overlays, slurry seals, and associated miscellaneous improvements for a seven year program.	Medium	DIF, MA, RSTP	On-going
ST-09	Annual Miscellaneous Concrete Repair Program	\$1,189,646	Annual concrete repair program consisting of the removal and restoration of damage concrete sidewalks, curbs, and gutters for a 5 to 10 year program.	Medium	DIF, MA, RSTP, GT	On-going
ST-13	Widening of Via Real at Reef Motel	\$130,851	Widening of sections of Via Real at the Reef Motel to provide for continuous class II bike lanes	Medium	DIF, RSTP	2016
ST-14	Sawyer Avenue Street Improvements	\$218,084	Construction of concrete sidewalk, curb and gutter along the south side of Sawyer Avenue from Linden Avenue to Holly Avenue.	Medium	DIF	2017
ST-16	Beach Area Neighborhood Emergency at grade crossing	\$286,781	Construction of an emergency at grade railroad crossing at Holly Avenue.	Medium	DIF	2018
ST-17	Widening of Via Real at Camper Park	\$174,467	Widening of sections of Via Real at the Camper Park to provide for continuous class II bike lanes including storm drain improvements.	Medium	DIF	2014
ST-18	Casitas Pass Road Traffic Calming	\$398,003	Installation of landscaped medians and/or curb planters to encourage slower vehicular speeds	Medium	DIF, MA, RSTP, GT	2014
ST-19	Linden Avenue/Foothill Rd. Intersection Improvements	\$741,486	Construction of intersection improvements to accommodate pedestrians, bicyclists and truck turning movements.	Medium	DIF, MA, GT SR2S	2016

STREETS AND THOROUGHFARES (1)

Continued

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
ST-20	Foothill Road Sidewalk Improvement	\$104,680	Installation of approximately 400' sidewalk along the south side of Foothill Road East of Linden	Medium	DIF, MA, RSTP	2017
ST-21	Linden Avenue sidewalk improvement	\$128,034	Construction of concrete curb, gutter and sidewalk along the east side of Linden Avenue from Carpinteria Avenue to 100' north of Sawyer Avenue	Medium	DIF, MA, RSTP	2018
ST-22	Via Real Sidewalk Project	\$269,334	Construct concrete, curb, gutter and sidewalk along the north side of Via Real from Poplar Street to Rancho Granada Mobile Home Park.	Medium	DIF, MA, RSTP	Completed
AT-02	UPRR Pedestrian Under-crossing at Calle Ocho	\$552,842	Modifications to an existing Railroad under-crossing to accommodate provide for bicycles and pedestrians.	Medium	DIF	2020
AT-03	UPRR Multi-Use Trail Under-crossing at the Carpinteria Bluffs	\$3,091,340	Construction of a new Railroad under-crossing at the southwest corner of the Carpinteria Bluffs to accommodate bicyclists and pedestrians	Low	DIF	2018
AT-04	Carpinteria Bluffs Bike Path	\$436,168	Construction of a class I bike path along the south side of Carpinteria Avenue from City Hall to Bailard Avenue	High	DIF, STIP	Completed
AT-05	Franklin Channel Bike Path	\$218,084	Construction of a Class I bike path along the east side of Franklin Channel from Carpinteria Avenue to 7th Street.	Medium	DIF	2018
AT-07	Bailard Avenue Park and Ride Facility	\$760,023	Construction of a park & ride lot adjacent to the HWY 101 off ramp at Bailard Avenue.	Medium	DIF	2020
AT-08	Santa Monica Channel Bike Path Extension	\$286,781	Extension of the existing class I bike path located on the east side of the Santa Monica Channel from El Carro Lane north to HWY 192	Low	DIF	2017
AT-09	Via Real Pedestrian Bridge	\$163,563	Construction of a pedestrian bridge over the Santa Monica flood control channel on the south side of Via Real	Medium	DIF, RSTP	2018
Subtotal		\$15,946,753				

HIGHWAY INTERCHANGES AND BRIDGES (2)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
HI-02	Highway 101 Bailard Avenue Interchange	\$5,844,651	Reconstruction of the Bailard Avenue interchange to accommodate increasing traffic volumes. May include roundabouts at Carpinteria Avenue and Via Real.	Low	DIF	2022
HI-03	Highway 101 Linden Avenue Interchange	\$35,547,686	Reconstruction of the Linden Avenue interchange. Includes new southbound on ramp and northbound off ramp, and the extension of Via Real from Casitas Pass Road to Linden Avenue.	High	DIF, STIP	In-Process 2017
HI-04	Highway 101 Casitas Pass Road Interchange	\$59,318,839	Reconstruction of the Casitas Pass Rd. interchange. Includes new northbound hook on and off ramps and the extension of Via Real from San Roque MHP to Casitas Pass Road.	High	DIF	In-Process 2017
HI-05	Highway 101/Highway 150 Interchange	\$4,000,750	Reconstruction of the northern portion of the interchange to provide a direct connection to Via Real.	Low	DIF	2020
HI-07	Carpinteria Avenue Bridge over Carpinteria Creek	\$2,462,168	Reconstruction of the Carpinteria Avenue bridge over Carpinteria creek.	High	DIF	In-Process 2015
HI-08	Eighth Street Pedestrian Bridge	\$1,526,588	Construction of a new footbridge over Carpinteria Creek at 8th Street to accommodate bicyclists and pedestrians.	High	DIF	Completed
Subtotal		\$108,700,683				

PARKING FACILITIES (3)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
P-01	Parking Improvements	\$882,150	Construction of new parking facilities/new surface parking lot improvements within the Downtown "T".	Medium	DIF	2018
Subtotal		\$882,150				

TRAFFIC CONTROL FACILITIES (4)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
TC-01	Carpinteria Avenue/Palm Avenue Intersection Improvements	\$348,934	New Traffic Signal at the Intersection of Carpinteria Avenue and Palm Avenue	Medium	DIF	2014
TC-02	Santa Ynez Avenue/Via Real Intersection Improvements	\$338,030	New Traffic Signal at the Intersection of Santa Ynez Avenue and Via Real	Medium	DIF	2016
TC-03	Santa Monica/Via Real Intersection Modification	\$763,293	Address operational deficiencies at the intersection of Santa Monica and Via Real	Medium	DIF	2018
Subtotal		\$1,450,257				

GENERAL FACILITIES AND EQUIPMENT (5)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
GF-03	Construction/Acquisition of City Community Center	\$10,904,198	Construction of a 15,000-20,000 square foot community center in the Downtown area.	Low	DIF, GF, GT	2018
GF-07	Public Works Yard Cover Structure	\$218,084	Construction a carport style cover structure in the Public Works Yard for equipment and materials storage.	Medium	DIF, GF	2014
GF 08	Vehicle wash rack and water recycling facility	\$272,605	Construction of a wash rack and water recycling facility for City vehicles and equipment.	Low	DIF	2013
GF-10	Transit Stop Improvements	\$163,563	Improvements to existing transit stops throughout the City including landscaping, handicap access, benches, shelters and bike locks.	Medium	DIF	2014
Subtotal		\$11,558,450				

STORM DRAIN FACILITIES (6)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
SD-01	Casitas Pass Storm Drain	\$556,114	Construction of a storm drain line on Casitas Pass from El Carro Lane to Highway 101 then east to Carpinteria Creek.	Low	DIF	2020
SD-02	East Via Real Storm Drain	\$398,003	Construction of a storm drain line along the north side of Via Real from 200 feet east of Via Linda to Carpinteria Creek.	Medium	DIF	2016
SD-03	Calle Arena Storm Drain	\$109,042	Construction of storm drain from Calle Arena to Carpinteria Creek.	Low	DIF	2016
SD-04	Upper Palm Avenue Storm Drain	\$279,147	Construction of a storm drain line along Carpinteria and Palm Avenue from Valecito to 8th St.	Low	DIF	2016
SD-05	Walnut Avenue Storm Drain	\$476,514	Construction of a storm drain line along the north side of the UPRR from the terminus of Walnut Avenue to Carpinteria Creek.	Low	DIF	2018
SD-06	Beach Area Drainage Improvement	\$872,336	Construction of street improvements in the beach area neighborhood north of 3rd St. to improve drainage. Include full or partial street reconstruction, concrete swales and roll curbs.	Medium	DIF, MD	2014
SD-07	Star Pine Road Storm Drain	\$163,563	Construction of a storm drain line from Star Pine Rd. at Valecito Rd. westward to the Linden Avenue on ramp.	Medium	DIF	2016
SD-10	Estero Way Box Culvert Extension	\$624,810	Construction of a double box culvert under Highway 101 Near Estero Way.	Low	DIF	2016
SD-12	Storm Drain System Retrofit Program	\$770,927	Installation of storm drain improvements to reduce storm water pollution from non point sources. Includes installation of on line storm water separators and catch basin filter devices throughout the City.	Medium	DIF, GT	2015
SD-13	Ash Avenue Storm Water Lift Station	\$556,114	Construction of an underground storm water lift station near the intersection of Ash Avenue and 3rd St. to drain the area during high tide flooding events.	Low	DIF, GT	2016
SD-14	Storm Drain Master Plan	\$111,223	Provide comprehensive analysis of existing City storm drain system.	High	DIF, MD, GT	Completed
SD-15	El Carro Lane Storm Drain Extension	\$439,439	Provide comprehensive analysis of existing City storm drain system.	Medium	DIF	2018

Subtotal

\$5,357,233

PARKS AND RECREATION FACILITIES (7)

Project Number	Project Name	Estimated 12/13 Cost	Project Description	Priority	Funding Sources	Completion Date
PR-02	Public Restrooms at Memorial Park	\$80,691	Construction of public restroom accommodations at Memorial Park including ADA Improvements.	Medium	DIF	2014
PR-04	Public Restrooms at Monte Vista Park	\$80,691	Construction of public restroom accommodations at Monte Vista Park including ADA Improvements.	High	DIF	Completed
PR-05	Replacement of Playground Structures at various City Parks	\$222,446	Replacement of playground structures at various city parks.	Medium	DIF, GF	On-going
PR-06	Replacement of Lifeguard Towers	\$20,718	Replacement of the Lifeguard at Holly Avenue	Medium	DIF, TTF	2014
PR-09	Linden Avenue Beach End Beautification	\$269,334	Improvements to the Carpinteria beach end of Linden Avenue in order to provide a more and aesthetically pleasing urban park environment and transition to the beach park	Low	DIF, MD,TTF, GT, GF	2014
PR-13	Acquisition of the UPRR Property at Fifth Street	\$1,388,104	Acquisition of UPRR property south and west of parking lot #3	Medium	DIF, GF	2012
PR-14	Coastal Access Stairway	\$218,084	Construction of a coastal access stairway at Tar Pits Park east of the Veneco pier	Medium	DIF, TTF,	2016
PR-20	Carpinteria State Beach Dune Restoration	\$1,269,248	Restoration of Dune habitat on State Park property.	Medium	DIF, GT	2015
PR-21	Public Tennis Court Facility	\$239,892	Construction of lighted public tennis court facilities for adult and youth programming.	High	DIF, GT	Completed
PR-23	Community Wading Pool	\$109,042	Construction of a 22 foot diameter children's wading pool at the Community Pool.	Medium	DIF	2016
PR-25	Beach Town Trail	\$510,317	Construct trail between Linden Avenue and Palm Avenue south of the Union Pacific Railroad Tracks.	Medium	DIF, TTF,GT	Completed
Subtotal		\$4,408,567				

Footnote 1

“Streets and Thoroughfares” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated April 2003:

Objective C-1: To improve the community’s ability to access U.S. 101 and areas North of the freeway through the improvements of interchanges. (page 72)

Policies:

C-1a. Continue coordination and collaboration with the County of Santa Barbara and Caltrans through SBCAG to improve freeway accessibility and to resolve circulation problems in inland areas.

C-1b. The City shall strive to improve vehicular and pedestrian over crossings of the freeway and the various creeks while respecting their habitat value and sensitivity.

C-1c. The City will endeavor to work with Caltrans to resolve freeway access, interchange development and noise attenuation problems as they affect the community.

C-1d. The City shall work closely with Caltrans to assure improvements to freeway interchanges and overpasses compliment the small town quality and charm of the city. Conventional methods for improving level of service such as widening of overpasses for independent turning lanes and signalization of intersections should be avoided if possible in favor of improvements consistent with the existing small town character and charm. Improvements required as a result of a development project shall also be consistent with this policy.

Objective C-3: Provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community. (page 76)

Policies:

C-3a. Consider all possible means of funding capital improvements needed to meet traffic and transportation needs generated by build-out of the General Plan.

C-3c. Review new development proposals to improve neighborhood circulation patterns and enhance the inter-neighborhood routing characteristics of the city’s master plan.

C-3f. Improve travel characteristics of the city’s circulation plan by:

- Planning and developing a continuous and direct east/west surface street route north of and parallel to Highway 101 to improve the efficiency of local traffic circulation [5-15 years]
- Considering the westerly extension of Via Real to Casitas Pass Road and from Vallecito to Linden:
- Prioritizing maximum protection for coastal waters, ESHA and agricultural resources in considering potential road extensions.

C-3h. Require all new projects to demonstrate safe traffic flow integration with the Master Plan of Streets as well as street/drainage improvements function. This shall include construction traffic and the designation of construction routes.

C-3j. Develop a prioritized Capital Improvement Program directed at roadway improvements. [2 – year]

C-3k. Segregate by design, enforcement and traffic pattern, routes of significant industrial areas to minimize interference with efficient traffic circulation.

Footnote 2

“Highway Interchanges and Bridges” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated November 2002:

Objective C-1: To improve the community’s ability to access U.S. 101 and areas North of the freeway through the improvements of interchanges. (page 72)

Policies:

C-1a. Continue coordination and collaboration with the County of Santa Barbara and Caltrans through SBCAG to improve freeway accessibility and to resolve circulation problems in inland areas.

C-1b. The City shall strive to improve vehicular and pedestrian over crossings of the freeway and the various creeks while respecting their habitat value and sensitivity.

C-1c. The City will endeavor to work with Caltrans to resolve freeway access, interchange development and noise attenuation problems as they affect the community.

C-1d. The City shall work closely with Caltrans to assure improvements to freeway interchanges and overpasses compliment the small town quality and charm of the city. Conventional methods for improving level of service such as widening of overpasses for independent turning lanes and signalization of intersections should be avoided if possible in favor of improvements consistent with the existing small town character and charm. Improvements required as a result of a development project shall also be consistent with this policy.

Objective C-3: Provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community. (page 76)

Policies:

C-3a. Consider all possible means of funding capital improvements needed to meet traffic and transportation needs generated by build-out of the General Plan.

C-3c. Review new development proposals to improve neighborhood circulation patterns and enhance the inter-neighborhood routing characteristics of the city’s master plan.

C-3f. Improve travel characteristics of the city’s circulation plan by:

- Planning and developing a continuous and direct east/west surface street route north of and parallel to Highway 101 to improve the efficiency of local traffic circulation [5-15 years]
- Considering the westerly extension of Via Real to Casitas Pass Road and from Vallecito to Linden:
- Prioritizing maximum protection for coastal waters, ESHA and agricultural resources in considering potential road extensions.

C-3h. Require all new projects to demonstrate safe traffic flow integration with the Master Plan of Streets as well as street/drainage improvements function. This shall include construction traffic and the designation of construction routes.

C-3j. Develop a prioritized Capital Improvement Program directed at roadway improvements. [2 – year]

C-3k. Segregate by design, enforcement and traffic pattern, routes of significant industrial areas to minimize interference with efficient traffic circulation.

Footnote 3

“Parking Facilities” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated November 2002:

Objective CDS2A-3: Preserve and enhance the downtown’s historic status as the center of civic life of the city by encouraging the construction and expansion of cultural and governmental facilities in the downtown. (Page 48)

Implementation Policy 29. – On-street parking and **public parking** requirement for coastal access shall be considered in deciding the required amount of off-street parking. Parking lots are discouraged on street frontages and are strongly discouraged on corner lots.

Footnote 4

“Traffic Control” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated November 2002:

Objective C-3: Provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community. (page 76)

Policies:

C-3a. Consider all possible means of funding capital improvements needed to meet traffic and transportation needs generated by build-out of the General Plan.

C-3h. Require all new projects to demonstrate safe traffic flow integration with the Master Plan of Streets as well as street/drainage improvements function. This shall include construction traffic and the designation of construction routes.

Objective C-4: Improve the Carpinteria Avenue corridor to ensure adequate traffic flow, safe bicycle use and improved aesthetic qualities. (page 79)

Policies:

C-4a. Regulations should be established which minimize traffic movement friction on Carpinteria Avenue. Such standards should include but not be limited to:

- Elimination of problematic existing and proposed left hand turn movements.
- Eliminating where appropriate existing curb cuts, and
- Creating standards for when new driveways are allowed, spacing, and alignment. [5-year]

Footnote 5

“General Facilities and Equipment” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated November 2002:

Objective PF-5: To provide a high quality and broad range of public services, facilities and utilities to meet the needs of all present and future residents of the Carpinteria Planning Area.

Policies:

PF-5b. The City will require proposed new development to pay a fair share of the cost of needed public facilities and services. Further, in areas of the City designated for non-residential use but where residential use may be permitted, the City shall monitor total residential development and report annually to the School, Fire, Water and Sanitary districts to permit proper facilities planning by these special districts.

Footnote 6

“Storm Drain Facilities” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated November 2002:

Objective C-3: Provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community. (page 76)

Policies:

C-3a. Consider all possible means of funding capital improvements needed to meet traffic and transportation needs generated by build-out of the General Plan.

C-3c. Review new development proposals to improve neighborhood circulation patterns and enhance the inter-neighborhood routing characteristics of the city’s master plan.

C-3f. Improve travel characteristics of the city’s circulation plan by:

- Planning and developing a continuous and direct east/west surface street route north of and parallel to Highway 101 to improve the efficiency of local traffic circulation [5-15 years]
- Considering the westerly extension of Via Real to Casitas Pass Road and from Vallecito to Linden:
- Prioritizing maximum protection for coastal waters, ESHA and agricultural resources in considering potential road extensions.

C-3h. Require all new projects to demonstrate safe traffic flow integration with the Master Plan of Streets as well as street/drainage improvements function. This shall include construction traffic and the designation of construction routes.

C-3j. Develop a prioritized Capital Improvement Program directed at roadway improvements. [2 – year]

C-3k. Segregate by design, enforcement and traffic pattern, routes of significant industrial areas to minimize interference with efficient traffic circulation.

Footnote 7

“Parks and Recreation Facilities” Subcategory is consistent with the following objectives and policies including referenced page numbers described in the City of Carpinteria General Plan/Local Coastal Land Use Plan and Environmental Impact Report dated November 2002:

Objective C-14: Provide for adequate park and recreation facilities to meet the needs of the community and visitors. (page 135)

Implementation Policy 61 – Support development of new or expanded park and recreation facilities as demand/need dictates.

Objective C-15: Maintain the existing trail system and provide additional recreation and access opportunities by expanding the trail system. (page 140)

Pursue development of a trail system and/or boardwalk system along the coastline.

EXHIBIT E
City of Carpinteria
Development Impact Fees Accounting

CITY OF CARPINTERIA		LEDGER		LEDGER		LEDGER	
DEVELOPMENT IMPACT FEES		At June 30, 2012		At June 30, 2013			
ACCOUNT	PURPOSE		CREDITS	INTEREST	DEBITS		
231-000	GENERAL FACILITIES DIF	\$95,478.98	\$46,594.38	\$545.64	-\$7,635.41		\$134,983.59
232-000	HIGHWAY INTERCHANGE DIF	627,128.04	169,277.94	3,302.12	-82,315.08		717,393.02
234-000	STORM DRAIN DIF	234,107.41		1,322.20			235,429.61
235-000	TRAFFIC CONTROL DIF	198,630.39	46,538.22	1,155.58			246,324.19
236-000	STREETS & THOROUGHFARES DIF	98,361.95	15,481.49	564.33	-1060.55		113,347.22
237-000	PARKING DIF	55,958.39		316.04			56,274.43
241-000	PARK LAND ACQUISITION DIF	780,918.56	1,132.71	2,149.57	-403,873.28		380,327.56
242-000	PARK IMPROVEMENTS DIF	143,624.58	187,851.93	879.57	-18,159.83		314,196.25
243-000	PARK AQUATICS DIF	24,179.46	16,742.81	143.98	-1,773.12		39,293.13
244-000	PARK OPEN SPACE DIF	63,177.14		356.81			63,533.95
277-000	PARK/QUIMBY FEES	356,912.53		2,015.77			358,928.30
TOTAL		\$2,678,477.43	\$205,727.45	\$12,751.61	(\$514,817.27)		\$2,660,031.25

STAFF REPORT
COUNCIL MEETING DATE:
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION:

SHERIFF'S DEPARTMENT ANNUAL REPORT ON LAW ENFORCEMENT SERVICES

Report prepared by: Lt. Brad McVay

Department: General Government

Reviewed by: Dave Durflinger, City Manager


Signature

Signature

STAFF RECOMMENDATION:

ACTION: ☐ NON-ACTION: ☒

Receive and file report.

I. BACKGROUND:

The City of Carpinteria contracts for law enforcement services with the County of Santa Barbara Sheriff's Department for local law enforcement services. Annually, as a part of the contract services, the Sheriff's Department makes a presentation on staffing levels, general law enforcement services provided to the City and supplemental programs currently being undertaken, and data on calls for services, crimes and arrests.

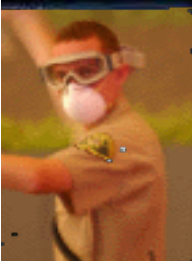
II. ATTACHMENT

A. PowerPoint Presentation



BILL BROWN

SHERIFF-CORONER

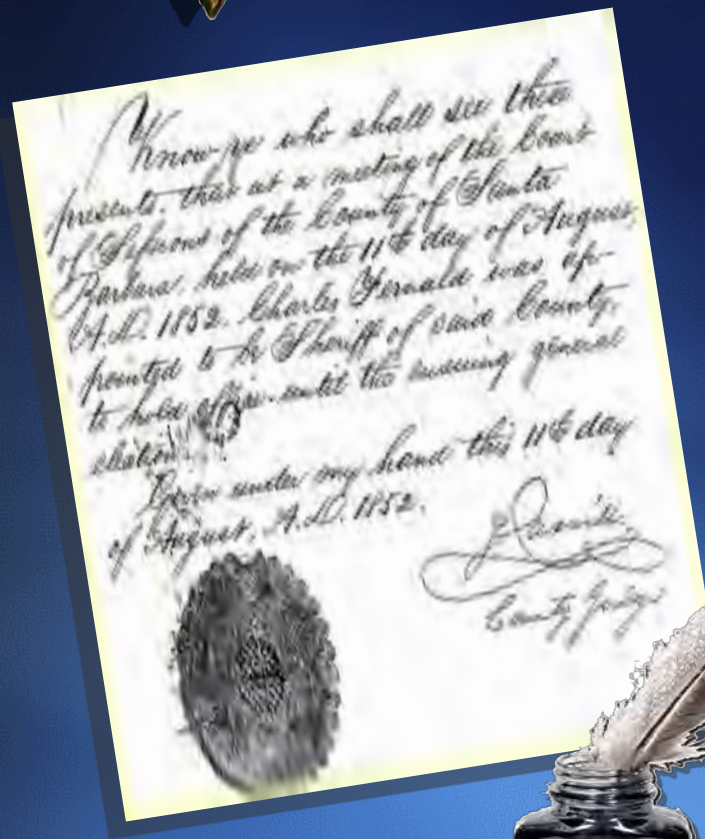


Keeping The Peace Since 1850



History of the Santa Barbara Sheriff's Office

- The Santa Barbara County Sheriff's Office was created in 1850 when California became a state.
- Population 6,000. The Sheriff oversaw law enforcement for the city as well as Santa Barbara County (and the northern portion of Ventura County until 1872).





Sheriff's Office in Carpinteria



- On July 1, 1992 law enforcement services for the City of Carpinteria were contracted to the Santa Barbara Sheriff's Office.
- Our purpose is to provide a full range of police services that enhance the quality of life for the citizens, business persons and visitors of Carpinteria.



Mission Statement

We, the members of your sheriff's office,
are responsible for enforcing the laws,
upholding the Constitutions,
and providing custody and court services.
We are committed to enhancing the quality of
life through effective partnerships,
protecting persons and property,
while serving as role models to our
community.



Carpinteria Police Staff

Police Chief

Lt. Brad McVay

28 years Law Enforcement

Prior positions: Patrol, K-9,
Community Services, Problem
Oriented Policing





Carpinteria Police Staff Supervisors

Sgt. Garrett
TeSlaa

Sgt. Brad
Welch

Sgt. Dan
Calderon

Sgt. Marc
Hammill



Carpinteria Police Staff City Resource Officer

- Detective Matt
Banks

Partially funded by state
COPS Grant.

School Liaison

Neighborhood Watch

Community Events and
Outreach Programs



Carpinteria Police Staffing

• Commander	.125
• Lieutenant	.56
• Sergeant	2
• Senior Deputy	2
• Deputy (2 per shift)	8
• Detective	1
• CRD (Grant supported)	1
• Office Support Staff	.25

Total Staff	14.935
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Police Contract Advantages Value Added Services

SWAT

Hostage Negotiating Team

SAR

Forensics

Aviation

K-9

Bomb Squad

Investigative support

Coroner's

Civil

Jail functions

- IT
- Human Resources
- Emergency Communications
- Background Investigator
- Internal Affairs
- Records
- Gang Enforcement/Investigation
- Disaster Response
- Mounted Unit
- SMART (*Sheriff Major Accident Response Team*)



City of Carpinteria

Part One Crimes

	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Larceny	Vehicle Theft	Total
2008	0	5	5	15	64	222	11	322
2009	0	3	3	21	44	158	4	233
2010	0	3	3	33	26	149	9	223
2011	0	3	3	18	43	149	12	228
2012	0	3	1	13	51	228	26	322



City of Carpinteria Police Service Concerns

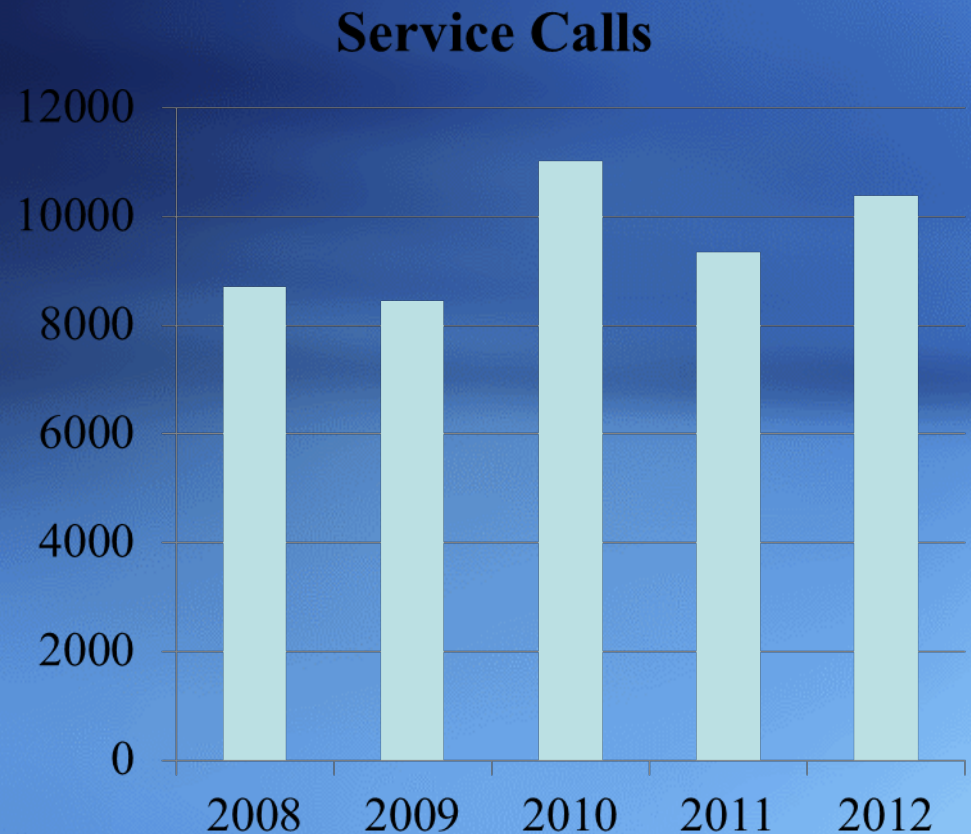
• Documented Gang Members		71
• Sex Registrants		19
• Probation	Adult	86
	Juvenile	15
• Parole		12
• Electronic Monitoring		7
• AB 109		10



City of Carpinteria Police Calls for Service

Calls for Service
By Fiscal Year
Requested and Initiated

2008	8714
2009	8449
2010	11032
2011	9338
2012	10389





Carpinteria Police Services Summary 2012



Questions?

STAFF REPORT
COUNCIL MEETING DATE:
August 12, 2013

ITEM FOR COUNCIL CONSIDERATION:

2013 Work Program Status Report.

City Manager


Signature

STAFF RECOMMENDATION:

Receive the report and direct the City Manager as determined appropriate concerning Work Program items and priorities.

I. BACKGROUND:

As it does each year, the City Council held a Special Meeting in late January with the City Manager and staff Department Heads to discuss strategic issues and the annual work program. This year the meeting, advertised and open to the public, was held on Saturday, January 26, 2013, at which time the Work Program was approved. The final document is attached to this report.

The Annual Work Program document is the primary document that guides staff work for the calendar year. The document includes a brief description of all Departments, including a mission statement, and a description of the proposed projects and programs. Each project and program is described on a separate page and contains the following information:

- Project Description
- Objective and Policy Consistency
- Previous and Ongoing Work
- Tasks
- Products/Completion date
- Staff Requirements
- Budget & Funding Source

The Annual Work program also includes the identification of strategic issues facing the City, a discussion of the proposed approach to addressing these issues, and implementation through the work program.

This agenda matter is intended to allow for Department Heads to present information to the City Council on the status of work for which they are responsible and for the City Council to discuss the work and priorities, and direct the City Manager as it determines appropriate.

II. DISCUSSION:

A. **Overview:** The City's work program is progressing for both recurring/ongoing matters and specified work projects for the 2013 year. A progress report from each Department is attached to this Staff Report and will be presented during the meeting. The Annual Work Plan represents discrete work items that have been anticipated and, typically, are not of a recurring or ongoing in nature. As such, the Work Plan does not reflect all work conducted during the year. The Work Plan may represent only a fraction of work in some Departments in circumstances where day-to-day work can make significant demands on staff resources, and where new matters have been prioritized since the adoption of the Work Plan in January. Below are highlights of recurring and newly prioritized work undertaken during the first half of the calendar year.

1. General Government and Administrative Services Departments

The preparation and adoption of the annual municipal budget is always a large time commitment for these Departments during the first half of the calendar year. The draft budget was presented at City Council public hearings in June and adopted on time for the start of the July 1, 2013, fiscal year. Also, the City undertook a major computer replacement program through the first part of the year, replacing and/or upgrading eight computers.

The first quarter of 2013 was also uniquely occupied by the City working with counsel in response to an IRS audit. In particular, this involved providing information to the IRS in response to its claim that the City Attorney should have been treated as an employee for tax purposes for the audited years. The City's appeal of this particular issue through the IRS process is ongoing. Also, in May the City learned of the proposed tax sale of a significant portion of Bluffs I and the Council directed staff to take the necessary steps to object to the sale and position the City to have an opportunity to purchase the property through an alternative tax sale process. This work is ongoing and has taken priority over other scheduled work program matters.

Finally, the City Attorney and Manager's offices were required to respond to and process an application for rent adjustment from Vista de Santa Barbara Mobile Home Park. This application is in the form of an agreement between the property owner and tenants and will result in, among other things, the end of protracted litigation between the parties and sale of the park to a non-profit organization that will also operate the park in cooperation with the residents. The City's Mobile Home Park Rent Stabilization Board approved a rent increase on July 23 and the City Council is scheduled to consider authorizing public financing for the project on August 12.

2. Community Development Department

In the first half of the year there have been several extraordinary matters requiring staff resources of the Department. The Animal Control program took permanent custody of several stray pets during the first half of the year and spent significant effort in preparing advertisements and other efforts to have the animals adopted. Also, three dog bite cases went to court hearings where Code Enforcement staff worked with the City Attorney's office to prepare evidence and provide testimony. Code Enforcement staff initiated a major investigation and enforcement action related to five adjacent apartment/motel properties totaling 90 units on Carpinteria Avenue. This effort included site visits, documentation of violations, preparation of separate compliance letters for each property, and follow-up to document corrections and/or issuance of citations.

An amended application was filed with the Department in June for the Paredon oil & gas project. This application was originally submitted in 2004. After completion of the Environmental Impact Report and prior to consideration by City decision-makers, the applicant, Venoco Inc., requested that the process be suspended. It is expected that processing the Paredon application, including environmental and project reviews, will demand considerable staff resources during the current and next calendar year, impacting the Department's ability to address its work program.

3. Public Works Department

The Department of Public Works continues to deliver a wide variety of programs, projects and services. In addition to the items discussed in the 2013 Annual Work Plan, Public Works is currently working on several planned and unplanned projects. The two most significant unplanned projects are the 9th Street Bridge Deck Replacement Project and the Carpinteria Avenue/Seventh Street/Santa Ynez Avenue Traffic Signal Repair Project. The Department is working on replacing the 9th Street Bridge downstream of the existing bridge. Unfortunately, while performing maintenance on the existing bridge, the pedestrian deck was determined to be unsafe. The deck will be replaced so that the existing bridge stays open while the replacement bridge project is being prepared. The Traffic Signal was damaged by the power outage that occurred this last June. Several electronic components and wiring were damaged. The battery backup/surge suppressor was literally melted. A specialty contractor will begin work on the Signal in August.

The Department also lost a key member of its office staff earlier this year. A recruitment to fill the vacant Management Analyst position will be completed by the end of August. The Department is also working on filling 2.5 full-time equivalent positions that were newly created this year. The Engineer Technician position has been filled and the Civil Engineer and Part-Time Maintenance Worker position will likely be filled by the end of August as well.

The Department of Public Works also responded to unexpected errors in a newly released FEMA Flood Insurance Rate Map for the City during the first quarter of the year. Public Works enlisted the help of two specialty consultants and worked extensively with the public to answer questions regarding the errors. A new map was issued by FEMA by the end of February. The Department continues to receive several inquiries regarding this issue each month.

4. Parks & Recreation Department

The Parks and Recreation Department also spend considerable time that was not anticipated on the following issues and projects:

The Tax Default Sale of Bluffs One. This important opportunity to acquire additional public open space required immediate attention to comply with specific legal timelines.

The El Carro Backstop replacement. One of the old backstops at El Carro Park was in disrepair and the Carpinteria Valley Little League requested a replacement in time for their spring season.

The El Carro Park Plaza is a park improvement by the Carpinteria Valley Water District. The improvement required significant oversight by the Parks Department to ensure the design and quality of construction met park standards.

An unexpected increase in the need for employee supervision at the pool and the extended absence of an employee due to an off-work injury also required a significant redirection of Department Personnel to ensure public service was maintained at a satisfactory level.

B. Strategic Initiatives: The following is a review of work completed or in progress this calendar year that directly addresses Goals of the City's Strategic Initiatives, a discussion of which begins on page 4 of the attached Annual Work Program.

1. The Organization.

- a. Public Facilities and Systems: The City is in the midst of a records conversion project and has scanned many paper records for digital storage and to allow for destruction of the hard files. New software that better tracks permit records and integrates with the City's finance system was rolled-out earlier this year and joins the City's new public meeting streaming software in expanding public access to City records and services and improving efficiency.

The site design work for City Hall grounds refurbishment has been completed and the plan, prioritization of work, and budget, will be discussed with the City Council Facilities Committee prior to being brought before the City Council for consideration later in the year. The City is in escrow on a parcel of land running parallel to the railroad right-of-way between Linden and Holly Avenues that has the potential to accommodate public parking and open space improvements. Also, the City has positioned itself to have an opportunity to purchase a 27 acre tax defaulted property adjacent to and east of City Hall.

The City has engaged the services of an appraiser as the first step in exploring acquisition of rights as necessary to complete the Coastal Vista trail between Bluffs I and Bluffs II. Also, trail links between the Rincon County Park and Bluffs III, and Carpinteria Avenue and Santa Claus Lane, are in the project development stages.

- b. Policies and Procedures: The City has budgeted for and has requested a proposal for contract services necessary to complete the draft Zone Code update as a part of the implementation of the City's General Plan/Local Coastal Land Use Plan. Various Public Works permit forms and procedures have been updated, with more to come. An Annual Employee Training schedule has been developed and is now in place and will evolve with experience.
- c. Workforce: Research work has been initiated on a compensation study/analysis, and the City is prepared to implement State Public Employee Pension Reform Act provisions that became effective on January 1, 2013. The City Council's law enforcement contract ad hoc committee met early in the year and a letter of concern was drafted and jointly sent to the County Sheriff by the contract City's. Also, a meeting was held with Sheriff Brown and contract City's Mayors and Managers in January.

A Public Works staffing plan was developed, budgeted for and implemented via City Council approval. Recruitment has been completed for two positions and interviews will be scheduled and hiring offers made over the next month.

- d. Finances: Staff has been active in meeting with prospective developers and land owners in order to promote development that is both consistent with City land use policies and has potential to generate additional property, sales, and/or transient occupancy taxes. Staff has also initiated a comprehensive review of existing assessment districts and special districts. An update of the City's Development Impact Fee program and Capital Improvement Program, which will include recommendations on prioritization, has been initiated.

2. A Sustainable Community.

- a. Economic Vitality: As touched on above, the City staff has been meeting with property owners and prospective developers in order to encourage appropriate development and to fill key retail, office and industrial vacancies. In particular, the

City has been promoting prospective hotel sites and during the first half of the year has been in talks with three separate prospective hotel site developers.

Several low and moderately priced housing projects have either been completed or made significant progress during the first half of the year. The Lagunitas project is nearly complete and the second lottery for income restricted units was recently completed. Dahlia Court II was completed recently, a project for very low and low income households, and the Casa de las Flores housing project is in final plan approval/check. These projects provide important support for the local economy by providing affordable housing for workers in key local industries such as agriculture and hospitality. Finally, the City's Mobile Home Rent Stabilization Board recently approved an Agreement that will ensure that the Vista de Santa Barbara Mobile Home Park remains an affordable housing option in the City for decades to come.

- b. Environmental Stewardship: The second phase of the City's single-use bag regulations were implemented in April and new public smoking regulations also went into effect. The State's new Storm Water Management permit became effective recently and will affect the City's Plan. Also, the Regional Water Board adopted post-construction run-off controls that will also influence City regulations for new development. The City's public guidance document has been developed and loaded on the City's website.

On January 1, 2013, the City's new trash hauling and recycling franchise agreement became effective and staff has been working on related implementation details with E.J. Harrison.

- c. Health, Safety, and Wellness: As mentioned above, the City has engaged the Sheriff's Department and County Executive's office in discussions on the importance of controlling law enforcement costs with the intent of ensuring the stability and adequacy of this critical service. Staff has taken steps to develop the Neighbor-to-Neighbor program of community outreach by planning for neighborhood meetings and the use of an online neighborhood communication tool. The City and Sheriff also supported a Neighborhood Watch group in organizing. A CERT class was in May and an ongoing staff training schedule is now being implemented.

As previously mentioned, important steps toward the development of several key Coastal Vista Trail links have been taken in the first part of 2013. Completion of the trail will provide an approximately five mile length walking and bicycling trail along the coastline of Carpinteria and will be an unprecedented recreation and coastal access amenity in the region and perhaps the State.

The City Council approved and staff submitted a grant application for a community garden to be established on 5th street on property the City acquired last year. The grant application made the first cut and a meeting and tour of the site with the grant administrators was recently completed.

Year to date work also included City representation on a variety of regional efforts aimed at supporting youth and families such as the CalGRIP committee, the THRIVE program committee, and the South Coast Task Force on Youth Gangs committee.

3. Interagency Cooperation/Coordination.

- a. Housing and Employment: Various housing projects and efforts advanced during the first half of 2013 in cooperation with private housing developers or other public agencies included the completion of Dahlia Court Phase II apartments, work on permitting of Casa del Las Flores apartments, the conduct of an affordable housing lottery for Lagunitas homes, and the establishment of a first time homebuyer

program. Also, the City had the opportunity to support an Agreement between a resident organization and property owner that will result in the long term protection and sustainability of 124 mobile home park rental spaces at Vista de Santa Barbara mobile home park. All of this work supports City efforts at maintaining a variety of housing types available to a broad socio-economic range, in support of the goal of balancing housing and employment in the City.

The City also continued efforts to collaborate with other agencies and housing and related support services including participation in regional housing efforts at the County level, e.g., Central Coast Collaborative on Homelessness and the Santa Barbara Joint Housing Taskforce. The City budgeted for support of a number of ongoing programs that help families and youth including funding for programs at the Boys & Girls Club, Girl's Inc., Carpinteria Cares for Youth, and others.

- b. Open Space: The City has drafted a Sea Level Rise and Climate Adaptation Plan Scoping Document that will serve as the basis for creation of a Climate Adaptation Plan that can identify local vulnerabilities and ways that potential negative effects can be minimized.

As discussed earlier in this review, various open space and trail improvement projects have been advanced during the first half of the year. The City positioned itself to acquire a 27 acre Bluffs I property that would provide an opportunity to implement various open space/resource protection and public access and safety policies. Also, the City has made progress on several projects and investigations to complete key trail segments along the Coastal Vista Trail.

- c. Transportation: Staff continued work during the first half of 2013 in preparing the Casitas Pass Interchanges Project for permit review. The ARB reviewed and approved the project, which is scheduled to go before the Planning Commission later in the year. In particular, Community Development staff and the City's consultant have been working on a Local Coastal Plan Amendment essential to the project's moving forward. Also, the Public Works Director has continued vetting design details with Caltrans engineers.

An unwelcome threat to public transit service reared has occurred due to the potential loss of federal funding to the Santa Barbara Metropolitan Transit District (MTD). Should the funding not be restored, the City stands to lose both the Seaside Shuttle (Line 36) and the express bus service to Santa Barbara (Line 21x). The City has sent a letter of support to federal representatives requesting that the Department of Labor decide restore a certain portion of federal dollars that would allow service to continue through the calendar year while the larger issue is debated.

The Franklin Trail permitting was completed by the City and the first phase of the trail opened to the public. Various trail head/link improvements in the City are expected to be finished later this year. Also, the City's grant funded Bicycle Master Plan has been drafted and is expected to be presented for adoption later this year.

- d. Education, Health and Human Services: The City continued participation as a grant partner in the School District CalGRIP grant that supports a variety of student counseling and family support services. Planning work for the renewal of the CalGRIP grant was also conducted during the first half of the year. The City Manager represented the City on the executive committee of the developing THRIVE program, a community collaborative aimed at improving student preparedness for college and career.

The City consummated a new lease for the use of the Seaside Building with the Friends of the Library. The lease is provided at a reduced rate and enables the Friends of the Library to raise funds at its used book store that go toward supporting branch library services.

III. FINANCIAL ISSUES:

With the adoption of the 2013-14 fiscal year budget, funding is available for most calendar year Work Program projects to be accomplished. Projects that do not have funding will be brought before the City Council individually when appropriate for consideration of the funding proposal.

IV. ACTION OPTIONS:

1. Accept the status report on the 2013 Work Plan
2. Direct changes in work plan projects and/or direct prioritization of projects.

V. ATTACHMENT:

1. Department Work Plan Status Reports
2. Final 2013 Work Plan

Attachment A

**General Government
August 2013 Work Plan Status**

Activity	Comments
Program: Legislative & Policy	
Regional Programs Collaboration and Cooperation	During the first half of 2013 City representatives, including staff and Council members participated in meetings of THRIVE and CalGRIP, as well as the various standing regional board and committee assignments that include: Representatives to Regional Agencies and Committees a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Shaw/Alt. Carty) b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Shaw) c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw) d. Santa Barbara Association of Governments (SBCAG)(Clark/Alt. Nomura) e. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura) f. Santa Barbara Joint Housing Task Group (Carty & Shaw) g. Central Coast Collaborative on Homelessness (C3H) (Carty) h. South Coast Task Force on Youth Gangs Leadership and Executive Council (Carty & Clark) 2. Joint and Special Committees a. City Council/Chamber of Commerce Board of Directors Committee (Carty & Nomura) b. City Council/Public Safety Committee (Clark & Shaw) c. City Council/School Board Committee (Stein & Carty) d. City Council/Utilities Committee (Stein & Nomura) e. City Council/First District Supervisor Committee (Stein & Carty)

	4. City Representatives on other Committees a. Community Media Access Center (Gary Dobbins) b. Santa Barbara Coastal Vector Control District (Ronald Hurd) c. Santa Barbara Metropolitan Transit District (Chuck McQuary)
Legislative Advocacy	Continuing work with State and regional agencies concerning the Highway 101 projects, working with various agencies on trail development at east and west ends of town, i.e., Rincon and Santa Claus Lane connections, and working with State and SBCAG on agricultural land mitigation program associated with Linden-Casitas Interchanges Project. Also, working with various agencies and interest groups to open Franklin Trail. Worked with County of Santa Barbara representatives concerning agreements to reimburse the City for overpayment to the County of property tax administration fees and to pursue the purchase through auction/tax sale of a portion of Bluffs I. Also, a new lease agreement between the City and the Friends of the Library was negotiated, prepared and presented for approval by the City Council. The lease is for the use of the Seaside building as a used book store wherein proceeds benefit the City branch library.
Legislation and Policy Research & Development	During the first half of 2013, the City Attorney's office and/or staff monitored the Koontz US Supreme court decision, conducted research concerning the IRS' position on City Attorney contracts, and conducted research and historical summaries of the City's special tax and assessment districts in response to a recent court decision.
Sustainability Program	Research and policy development work on a Sustainability Program continued during the first half of the year incorporating information concerning climate change and community resiliency.

Program: Economic Vitality	
Business Attraction & Retention Identify top three potential hotel development sites in the City Explore rebranding of local motels to higher brand level Develop materials to assist existing and prospective businesses Initiate/continue discussions with property owners of key vacancies in the City Maintain database of available buildings and sites in the community Provide general business assistance to prospect inquiries	Staff has identified possible sites and will convey property contact information as opportunities arise. Recently, staff oversaw a proposed hotel project through conceptual review. Staff met with Motel 6 representatives to discuss rebranding opportunities, room pricing, safety issues and motel appearance. A State of the Carpinteria Economy report is under final review by staff. When complete this report will be available to existing and prospective businesses as well as City staff. It is anticipated that a presentation of the report will be made to the City Council the second meeting in October. Additionally, staff will be assembling Welcome Wagon packets for new businesses to Carpinteria. The packets include a variety of helpful resource information. Staff will continue periodic contact with various property representatives. City staff maintains an on-line inventory of available commercial real estate which is 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. Followed-up with real estate representative regarding prospective buyer/tenant related to the 84,550 sf Lagunitas R&D site. Staff met with local business owner/top sales tax producer regarding options related to retaining his businesses in the City.

Business Development Support

Develop updated First Friday and create new "Shop Carpinteria" print advertisements

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.

Preparation of annual Carpinteria First budget

The Carpinteria First committee worked with a local graphic designer on a new First Friday advertisement and Shop Local design. Both have been used in print media ads.

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.

Accomplishments include:

- **Various First Friday events** (Recycled Fashion Show, Art-niture, Surf's Up, etc.)
- **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
- Banners
- City Scroll

- The Committee is currently pursuing an on-line Carpinteria Marketing campaign through Cox.
- The committee continues to collaborate with community groups (Carpinteria Valley Arts Council, CUSD, etc.)

The Carpinteria First budget was adopted by the City Council as a part of the City's overall budget.

Program: Records Management	
Administrative Policy & Procedures Manual Update	This work has been completed. A two volume binder containing City Rules, Regulations and Policies has been compiled with an index and tabs organizing the records logically. An electronic version has been created and is accessible to all staff. Both paper and electronic versions will be maintained and updated on a regular basis as new City Rules, Regulations and Policies are either adopted or require removing through obsolescence.
Program: Records Management	
Relocation of Off-Site Records	A landscape architect is preparing cost estimates for phases of City Hall facility improvement and expansion project. Once cost estimates are prepared, staff can prioritize and execute. Off-site records continue to be reorganized and destroyed per records destruction policy.
Program: Staff Recruitment and Retention	
Employee Training and Development	Conducted and facilitated the following training: Backhoe for the Public Works staff, Effective Meetings, Time Management Fundamentals, and 2010 Excel Fundamentals, Performance Evaluation for Supervisors and Managers and Performance Pro Software training for all employees. The following are the scheduled training for the next three months: Effective Public Speaking and Project Management and CPR, First Aid and AED.
Update Administrative and Workplace Safety Policies and Procedures	The following policies are written and in draft form: Social Media, Hiring Process Procedures, Code Enforcement Manual, Blood borne Pathogens Exposures Control Plan, Confined Space Entry Program, Fuel Cards and Guidelines, and Independent Contractor and Vendor Reporting Procedures.
Compensation Survey	Will be completed by December 2013
Employee Handbook Update	In progress.
Risk Management	
Complete Implementation of CJPIA Loss Control Action Plan and become an Agency Exemplar (Good Risk Management)	On-going.

Program: Volunteer Services	
Volunteer Management	Volunteer Management Database: This year, a new volunteer management database was secured, which has allowed the City to seamlessly track volunteers, including contact information, position placement, hours of service, etc. This system will also allow individual volunteers to interface with their own profile, so they can schedule themselves for activities, track their hours and update their contact information. Additionally, the Volunteer Services Coordinator has 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 stated. 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. The hope is to adapt this orientation for more general use with any prospective City volunteer this fall. Volunteer Communications Program: At this time, a volunteer communications plan has not been created; however, a plan will be created this fall/winter. Volunteer Recognition Program: At this time, a volunteer recognition program has not been created; however, a plan will be created this fall/winter.

Neighbor-to-Neighbor	At this time, draft program plan and implementation timeline is being created. 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.
Program: Emergency Preparedness	
StormReady / TsunamiReady	StormReady/Tsunami Ready Status: Steps have been 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, one qualification towards achieving TsunamiReady status. The signs were mapped and placed in various high-risk locations surrounding the tsunami inundation zone in the city. The City also worked with the Carpinteria State Park to place tsunami warning signs at the State 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 the remainder of this year.
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. This winter, a post-grant preparedness outreach plan will be created.

	• Multi-Agency Community Preparedness Event: On September 22nd, the City is hosting a multi-agency community preparedness event at Casitas Plaza. There are over 28 participating agencies and business. Over 14 local businesses have donated funds, discounts and give away items for the event. • School Sheds: The Emergency Services Coordinator attended two CUSD Safety Committee Meetings during the 2011-2012 Academic Year. During 2012-2013, 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 this spring and released to all employees, which includes 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. Additionally, the City partnered with the Sheriff's Department to provide a Critical Employee Preparedness & Planning session, which all City staff were required to attend. 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. 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. A training on additional EOC tools and resources is planned for October in preparation for the citywide drill in November.

	• Disaster Exercise: A citywide tabletop drill will be held on November 15th. The City, CSFD, Sheriff Department, Water District and Sanitary District have representatives on the planning committee. This drill will tie into a larger statewide Public Health Drill that is taking place on the same day. The City Drill will involve interactions with both the Public Health Department and County Office of Emergency Management. • PIO Training: As part of the 2013 training calendar, we will work towards hosting Public Information Officer (PIO) training for City staff who are bilingual and/or who have been assigned to the PIO role on the EOC Organization chart.
Program: Law Enforcement	
Community Outreach Citizen's Academy Status: Ongoing Neighborhood Watch Being restored - Ongoing	• The Citizens Academy is a program designed to increase awareness on the part of the public to the goals and mission of law enforcement. It is also a means to increase communication with the public. ◦ A side benefit to this has been identified as a volunteer source. Many of the persons who participate in this program want to stay involved and join the Sheriff's Volunteer Team (SVT). • This is a new program for the city. The development and lesson plans have been identified. • Classroom locations have been identified. • Special needs for Carpinteria - An Academy provided in Spanish has been identified as a need. • Discussions with Goleta city staff to consider a joint Academy to provide an enhanced experience have taken place. Procedures related to the City of Carpinteria will be hosted within the city. Demonstrations related to Sheriff's operations overall (SWAT, Jail, Dispatch, etc.) may be joined. • Deputy Banks will be restoring this popular crime prevention function and will include monthly crime prevention tips to block captains. A training package has been obtained and given to him as a program guide. • A new web based program called Next Door will be introduced. The private social network program will allow neighborhoods and local communities to communicate with each other on events that affect them. They have the option of including us as part of their group.

Increase Community Contact Status – Ongoing Coffee With A Cop Status: Complete and Ongoing Uniform Change Status: On Hold	• Deputies are being encouraged to foot patrol in the downtown and shopping corridors whenever possible. • In addition, taking reports by phone is being discouraged. Face to face contact for all calls for service is expected whenever possible. • Several Coffee with a Cop meetings have taken place this year at varying coffee shops • The next event will be scheduled sometime around the end of August or beginning of September. The City Manager and Council will be invited. The Sheriff will be attending and it will be billed as a “Meet the New Police Chief” and city staff event. • This item is not being pursued at this time due to cost and logistical concerns.
Police Department Building and City EOC Strategic Plan Status: Ongoing	• This item is dependent on identifying funding sources to allow building.
Emergency Preparedness Exercises/Planning Status: Ongoing	• An emergency plan has been completed by the city emergency coordinator. • Staff has participated in one major exercise, a countywide earthquake drill • Quarterly exercises are scheduled • Ongoing needs assessments are being completed to include city staff and Council security.
Staffing Requirements Status: Complete	• Administrative staff has been reduced to minimal levels. The Community Resource Deputy is working a split time schedule working half as a Community Resource Deputy and half as a detective to alleviate the loss of investigative support. • Support staff has been transferred to the headquarters office.

**Administrative Services Department
August 2013 Work Plan Status**

Activity	Comments
Central Services	
Public Facilities Access	
Complete system to track various completed accessibility improvements and begin to input data / information	On-going. Excel spreadsheet completed and discussed with related City staff to begin formally tracking accessible related improvements.
Input information related to existing ROW accessible improvements	Not yet started. Public Works Department has designated a staff member to oversee ADA/accessibility follow-up related to tracking and input of information.

**Community Development Department
August 2013 Work Plan Status**

Activity	Comments
Development Review & Building	
Highway 101 Projects	Ongoing.
Linden/Casitas Interchanges	Project Development Team (PDT) meetings continue; ARB preliminary review complete; LCPA and permits to be considered by PC and CC in fall 2013.
South Coast HOV Lane	City submitted comments on the draft EIR in June 2012. The Proposed final EIR expected to be released in summer 2013, after which time a permit application will begin the development review process.
HOUSING	
Housing Element Update	Ongoing. Staff has prepared and circulated a Request for Proposals. The scope of work anticipates a draft Housing Element in summer 2014.
Prepare Housing Element Update	
ADVANCED PLANNING	
Consistency Rezoning	Ongoing. Planning staff has identified various parcels through a GIS mapping effort. Once all mapping is complete, staff will prepare an Amendment to the Local Coastal Program. The LCPA will be reviewed by the Planning Commission, City Council and Coastal Commission beginning in fall 2013.
Align zoning with General Plan Designations	
Downtown Design Guidelines	Ongoing. Student intern Sloan Campi from Cal Poly San Luis Obispo drafted Design Guidelines for the Downtown. These

Adopt Design Guidelines	draft guidelines will be reviewed along with recommendations from the Envision Downtown public workshops conducted in spring 2012 to produce a draft guidelines document for presentation to the ARB in winter 2013 - 2014.
Zoning Code Update Comprehensive Update to Zoning Code	Ongoing. Staff continues work with the City Attorney to prepare a draft Zoning Code for public review and comment in winter 2013 - 2014. A consultant contract was signed in July 2013 to complete the public draft.
Climate Change Adaptation Policy Adopt Adaptation Policy	Ongoing. Master's student Jean Long from Cal Poly SLO completed an administrative draft of a Climate Adaptation Plan. This document will become a Scoping Document for the City's overall sustainability program. The document is currently being reviewed by City staff.
Tobacco Retailers Licensing Adopt Ordinance Amendment	Complete. The TRL Ordinance went into effect in July 2013. Staff is working with County Public Health Department and local retailers to ensure program requirements are met.
SB 375: Sustainable Communities Strategy (SCS) Coordinate Regional Transportation Plan with Regional Housing Needs Assessment	Complete. SBCAG Board will adopt the Regional Transportation Plan which includes the SCS in August 2013. The City's RHNA number is 163 units, with a current estimated Housing Element capacity of 202 units.

**Department of Public Works
August 2013 Work Plan Status**

Activity	Comments
Engineering Division - Administration	
Capital Maintenance Plan	Completed preliminary work including identification of many of the Capital Improvement Projects that will be included in the Plan
Capital Improvement Program/Development Impact Fee Program Update	Work has not begun on this Work Plan item.
Floodplain Management	The purpose of this Work Plan Item is to create a Floodplain Development Permit and to enroll the City in the FEMA CRS Program. Work has not begun on this Work Plan Item
Municipal Code Updates	- Floodplain Management Ordinance task was completed. - Solid Waste Ordinance – A draft of the ordinance has been completed. The Ordinance will be submitted to the City Council after review - Work on other ordinances such as the Trench Cut Ordinance and the Speed Zones has not begun.

Public Parking Management Plan	• Work has not begun on this Work Plan item.
Public Works Organization	• Evaluation and analysis of increasing in-house staffing was completed. City Council approved 2.5 new full time equivalents for the Department. • Other tasks included in this Work Plan Item are on-going.
Engineering Division – Capital Improvements	
Carpinteria Avenue Bridge Replacement Project	• Completed Preliminary Engineering project phase consultant selection. • Consultant agreement was prepared and executed. • Public Works staff continues to monitor federal aid programming of the project.
Ninth Street Pedestrian Bridge Project	• The structure and feasibility analysis has been completed for the existing bridge. Based on the analysis, a replacement bridge is recommended. • Public Works will recommend updating the design consultant's agreement to reflect the replacement strategy. • Initial work such as surveying has been completed.
US 101 Projects (Linden Avenue and Casitas Pass Road Interchanges Project)	• Traffic Analysis Staff Report and Presentation – Completed • Design Review Team Staff Report and Presentation – Completed • Freeway Agreement – Staff Report and Presentation – Completed • Design Review and Permitting Process Staff Report and Presentation – Completed • FEMA Conditional Letter of Map Revision – On-going • Detail Design Review – On-going
Street Maintenance Division – Street Maintenance Program	
Downtown and Beach Area Street Maintenance	• Third Street Drainage Improvements Project – Completed. • Ash Avenue Improvements Project Plans, Specifications and Estimates Preparation - Ongoing. • Beach Area Pavement Maintenance Project – No Work has begun on this Work Plan Item. • Carpinteria Avenue/Casitas Pass Road/Cactus Lane Pavement Rehabilitation Project - Plans, Specification and an Engineer's Estimate are in the process of being prepared.
Annual Street Tree Maintenance and Special Condition Streets	• Two public workshops have been held Camino Trillado.

**Parks and Recreation
August 2013 Work Plan Status**

Activity	Comments
Parks Administration	
Removal of relic oil facilities	A seeping oil well in the Carpinteria Nature Preserve was remediated in the winter of 2013 under the supervision of the State Division of Oil and Gas.
Sycamore Park, a new park property on Fifth Street	Site Acquisition was completed in October 2012. Two grant applications have been completed to acquire funding for a community garden project on the site. A grantor site visit has been scheduled for July 30.
New Park Property on Linden	A purchase and sale agreement has been entered into with the property owner and the 1.44 acre property is currently in escrow. Because the property is a portion of a bigger lot, a lot split application has been filed with the Community Development Department. A Planning Commission hearing is scheduled for August 5.
Carpinteria Rincon Trail	A design engineering firm has reviewed, and adjusted the trail route and a meeting with Cal Trans is being scheduled for their orientation and review. Once Cal Trans provides specific input, the CEQA process for the project can continue.
Parks and Facility Improvement and Maintenance	
Coastal Access Improvements at Tar Pits Park.	Most of the trails in Tar Pits Park have had wood chips applied to them to help reduce trail erosion and improve trail safety. The wood chips came from the State Beach tree removal project. No further action has been taken to remediate the erosion problem at the Higgins Springs area. Staff is investigating grant opportunities for this project.
Seaside Building Seaside Park	Funds have become available through the City's DIF program and budgeted as part of the 2013/14 fiscal year. The project architect has been authorized to further the design details in preparation of an additional ARB review. A cost estimate has been prepared. The project is being scheduled for Winter construction.
Memorial Park Improvements and Restroom Facility	A meeting is planned for late summer with neighborhood residents that will gain input to the concept design that has been prepared.

Irrigation Water Well	A geologist has been retained who has prepared a water well plan and has developed well drilling specifications for the site. A CDP application will be submitted in August 2013 for the necessary permits.
Carpinteria City Hall Campus Improvements	A concept plan has been prepared and reviewed by the Site Acquisition and Public Improvement Committee. The consultant is now preparing project phases and cost estimates for the project.
Historical Marker #535 Pocket Park	No formal work has been performed on this work item at this time.
Community Pool Services	
Community Pool Improvement Program	For those areas that have rusted or otherwise dysfunctional lockers, Pool Locker room replacement lockers will be ordered in August 2013. Final selection of an Ozone system will be made in the fall of 2013.
Ocean Beach Services	
Holly Avenue Lifeguard Tower replacement	A site plan has been prepared and some cost estimates have been gathered. The project is expected to advance this late fall and winter to be ready for service in time for the summer of 2014.

Attachment B

City of Carpinteria

Annual Work Program
Strategic Planning Session
January 26, 2013



City of Carpinteria
2013 Annual Work Program
Strategic Planning Session

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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 sustainable 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 Wildlife, 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 Marsh 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 being 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.***

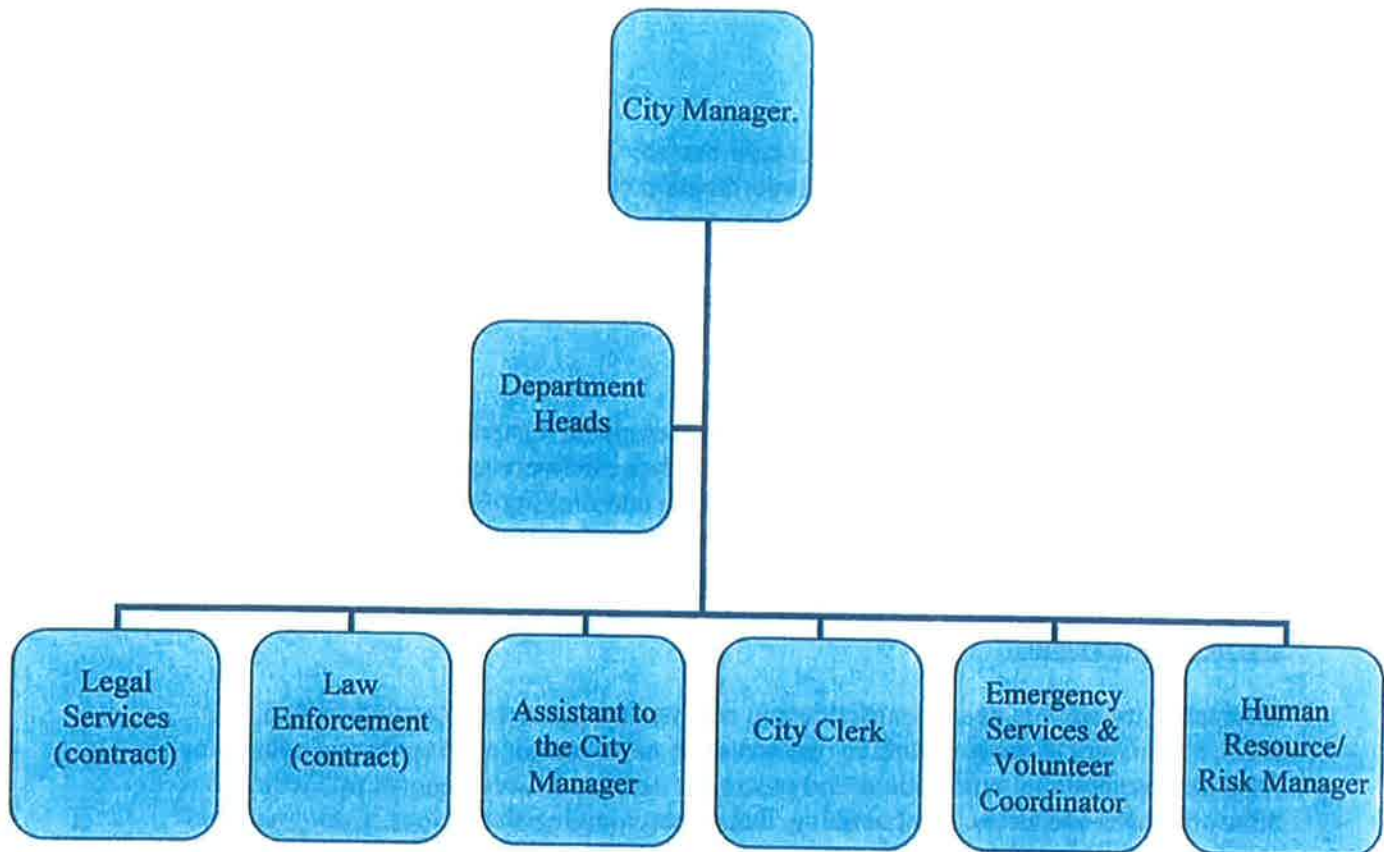
D. **Education, Health and Human Services:** Public education, health and human services are provided to the City of Carpinteria by the Carpinteria Unified School District, County Office of Education, and County of Santa Barbara. In each instance, Carpinteria residents being served are a subset of a 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.

General 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. It is anticipated that issues to be researched through the League will include, but not be limited to, stagnation of franchise fee revenue growth under State Public Utilities Commission rules and Internal Revenue Service treatment of certain contractors as employees.
- **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.

General Government

- 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 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 Pardon 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

General Government

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
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
- 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 and provide owner information to potential buyers/developers
2. Explore rebranding of local motels to higher brand level
3. Update vacant and underutilized parcel information
4. Develop materials to assist existing and prospective businesses including implementation of a City / Chamber Welcome Wagon program for new businesses to Carpinteria.
5. 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.
6. 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.
7. 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

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
- Electronic version of APP Manual

July 2013

September 2013

Staff Requirements:

City Clerk
HR Administrator
Intern

Budget:

Funding Source:

None

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 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

Funding Source

Priority

High

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: 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.

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 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 TsunamiReady 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 TsunamiReady 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 TsunamiReady 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 TsunamiReady 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

Budget

\$800

\$25,000

Priority: Medium.

General Government

Funding Source

General Fund

Grant Funding, Local Businesses

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

	<u>Date</u>
• Project timeline and action plan	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 Services Coord.
- 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.

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. Increase face to face contacts with the citizens by walking the beats and contacting more businesses
4. Initiate the "Coffee with the Cops" program, a monthly meeting opportunity with the citizens at local coffee shops
5. Pursue the possibility of changing the uniforms of deputies to a "local" police uniform

General Government

6. Expand the City Council's Fire Committee to include regular law enforcement representation and re-name the committee the Public Safety Committee
7. 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 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.

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

Description of Department programs and services:

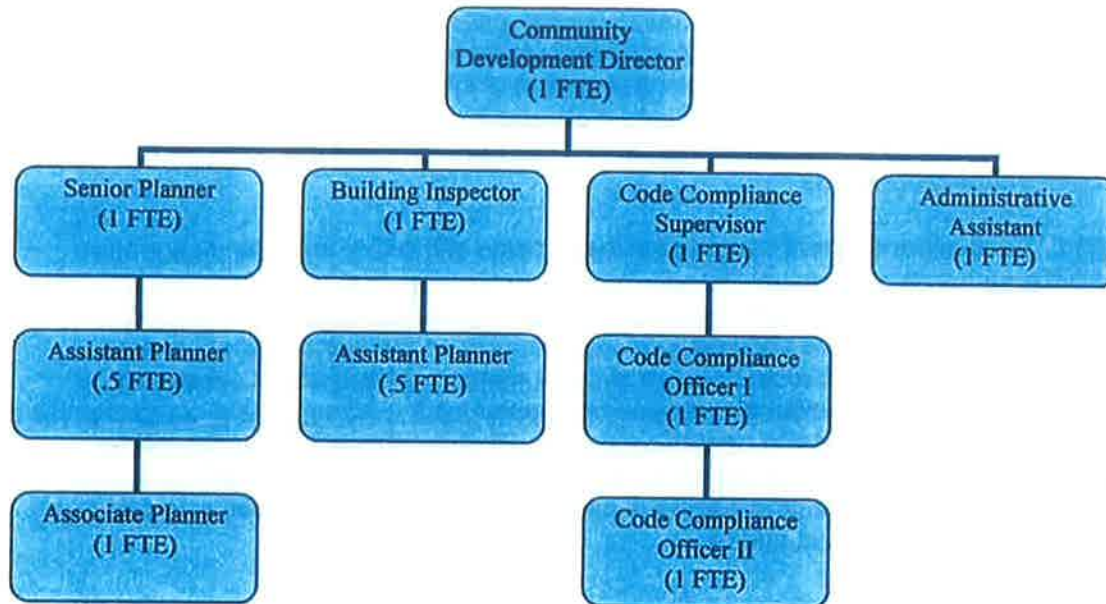
To carry out its mission the department is organized under three major programs as follows:

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.

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 Planned											
	Start Month	Dur Month	Start Month	Dur Month		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	1	2	3	4		1	2	3	4	5	6	7	8	9	10	11	12
Climate Change Adaptation Policy	1	9	1		40%												
Consistency Rezoning - Mapping	2	12			0%												
Downtown Design Guidelines	5	8			0%												
Highway 101 Improvement Projects	1	36	1		30%												
Housing Element Update	9	18			0%												
SB 375: Sustainable Communities Strategy	1	12	1		50%												
Tobacco Retailers License Regulations	2	3			0%												
Zoning Code Update	1	24	1		50%												

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

Fall 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 | <u>Date</u>
Spring 2013 |
| • Planning Commission and City Council Hearings | Summer 2013 |
| • Submittal to Coastal Commission | Winter 2013 |
| • Final Zoning Map (after CCC review) | 2014 |

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: 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 | <u>Date</u>
Spring 2013 |
| • Staff Report/Public Workshops | Summer 2013 |
| • Planning Commission and City Council Hearings | Fall 2013 |
| • Submittal to Coastal Commission | Winter 2013 |
| • Final Zoning Code (after CCC review) | 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.

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)	<u>Date</u> Throughout 2013
• Final EIR (South Coast HOV Lane)	Summer 2013
• LCPA Submittal to Coastal Commission (L/C)	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

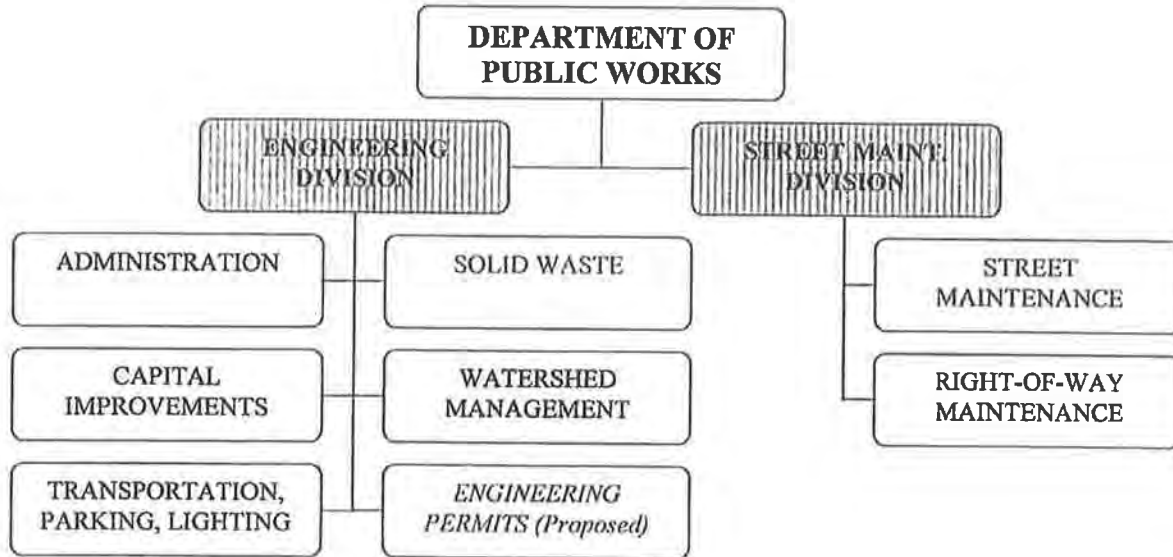
Budget: The consultant budget is expected to be approximately \$50,000 - \$60,000.

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.

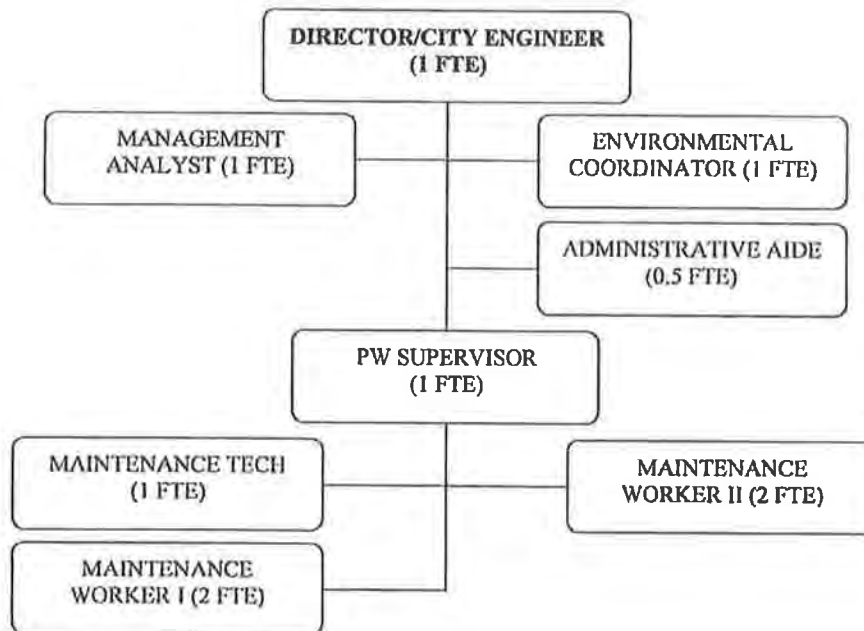
Department: Public Works

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

Malibu Channel

At the Annual Work Plan Meeting the City Council directed the Department of Public Works to address the Malibu Channel as a high priority. The Malibu Channel was constructed by the County of Santa Barbara in the 1950s. Recent research by City Public Works indicates that public flood control easements across the private property where the channel is located were never recorded. The City of Carpinteria Department of Public Works will work with the private property owners and the County of Santa Barbara to determine ownership and maintenance responsibilities. This work effort will include expanded research into the current status of the channel and discussions with both the property owners and the County. City staff will also conduct a physical assessment of the Channel to determine current and future maintenance needs. Staff resources will include the Public Works Director and consultants.

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:

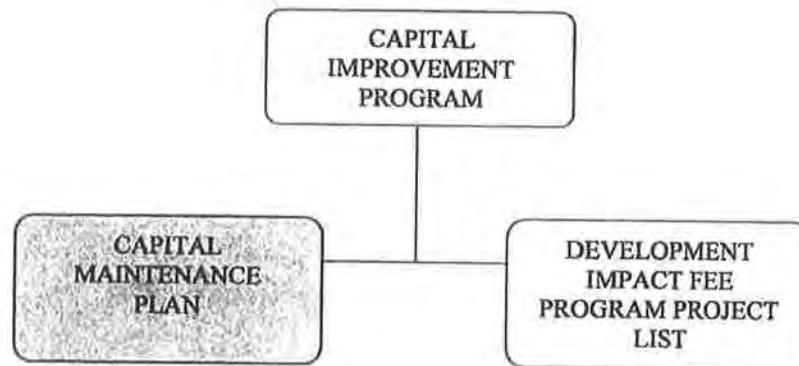
The work effort in the Work Plan item will be funded by Gas Tax, Measure A, and General Fund. Future Public Works staff positions, if established, would be funded by Gas Tax, Measure A and several other Public Works funding sources that are appropriate for the assigned work tasks. A significant portion 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
At the Annual Work Plan Meeting the City Council directed the Department of Public Works to explore expanding Parking Lot Number 1 to include portions of 9th Street adjacent to the lot
3. Produce the Parking Management Plan that includes near and long-term solutions
4. Update the Parking Development Impact Fee Program
5. Update the Public Lighting in Parking Lot Number 2

Products

- Parking Inventory
- Parking Management Plan
- Parking Development Impact Fee Program

Date

Spring 2013
Summer 2013
Fall 2013

Public Works

- Include potential capital improvements in the City's Capital Improvement Plan As-needed
- Deliver Lighting Project for Parking Lot Number 2

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. At the Annual Work Plan Meeting the City Council directed the Department of Public Works to address the Parking Lot Number 2 as a high 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
- Environmental Coordinator
- 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, Environmental Coordinator 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: At the Annual Work Plan Meeting the City Council directed the Department of Public Works to address the Trench Cut Ordinance as a high priority. The other Municipal Code updates are 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:

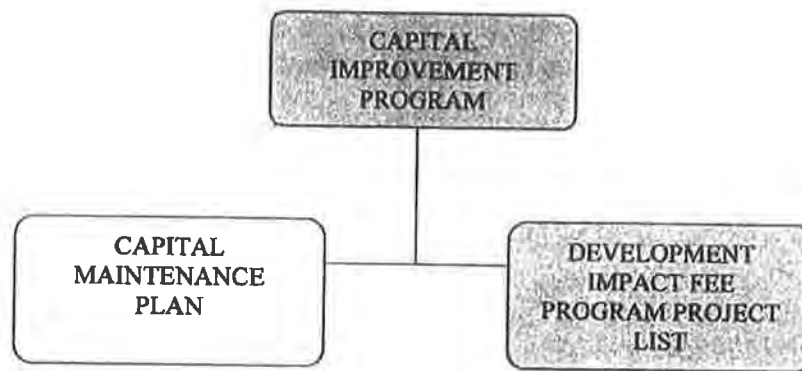
This work item will be funded by General Fund

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

- | | <u>Date</u> |
|--|--------------------|
| • Consultant Procurement | Winter 2013 |
| • City Council Staff Report for Contacts and Funding Request | Winter 2013 |
| • Development Impact Fee Program Nexus Study | Spring 2013 |
| • Project List including Cost Estimates | Summer 2013 |
| • Capital Improvement Program | 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 | Spring of 2013 |
| • Seventh Street Tree Evaluation Report | Spring of 2013 |
| • Install 20 new street trees in vacancies | By June of 2013 |
| • Linden Avenue Concrete Repair and Tree Replacement Project Phase II | 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

- | | <u>Date</u> |
|--|--------------------|
| • Carpinteria Avenue/Casitas Pass Road/Cactus Lane PS&E | February 2013 |
| • Ash Avenue Improvement Project PS&E | April 2013 |
| • Downtown Landscaping Project PS&E | April 2013 |
| • Preliminary Engineering Study for Beach Area Pavements | 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

- | | <u>Date</u> |
|---|--------------------|
| • Structure analysis and feasibility report | March 2013 |
| • Prepare Plans, Specifications and Estimates | 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:

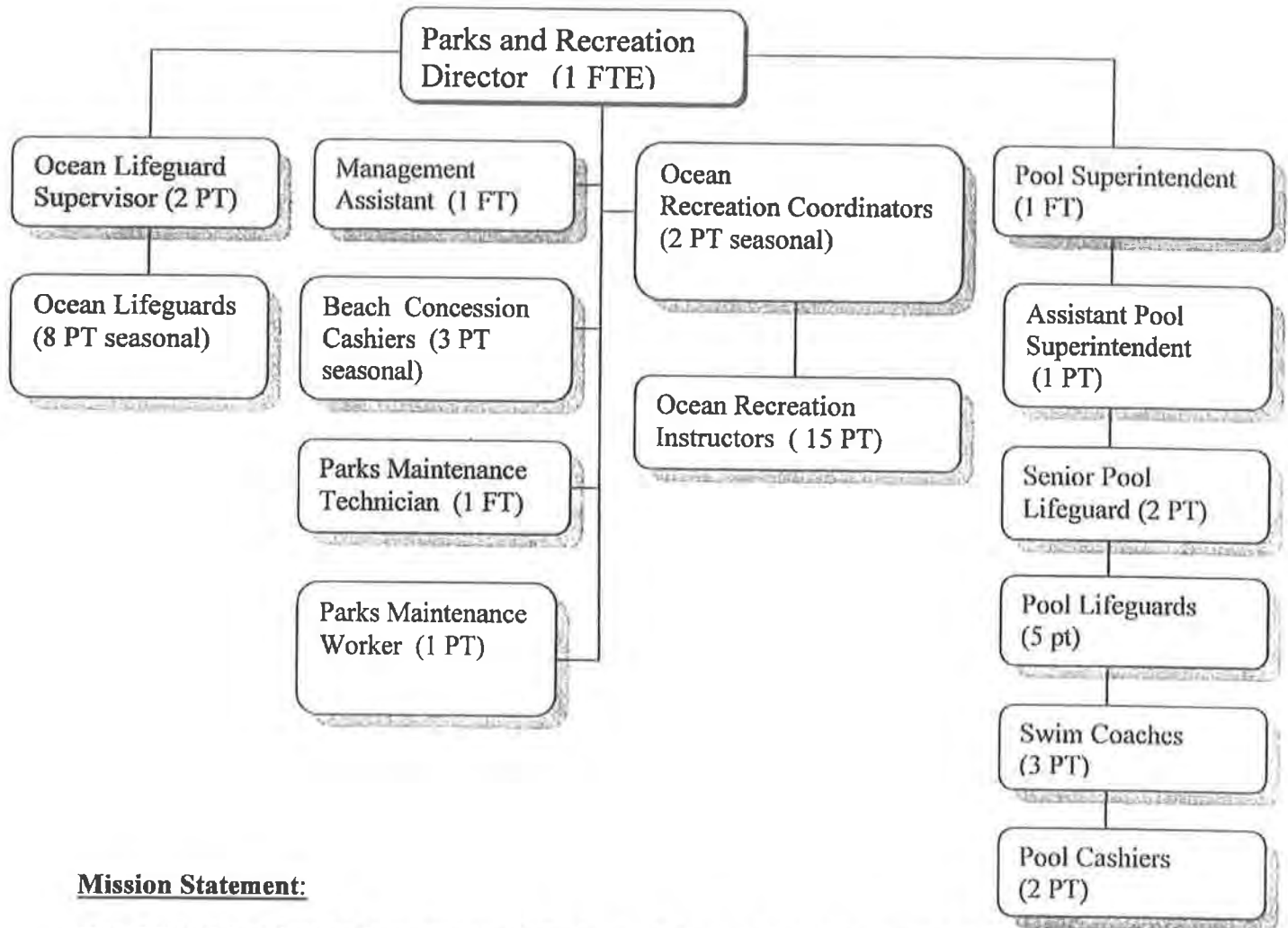
This Work Plan item will be funded by Measure A Bicycle and Pedestrian Improvements Grant Program and the City's ongoing yearly Measure A allocation.

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								
						Planned								
	Start Month	Dur Month	Start Month	Dur Month		July 1	Aug 2	Sept 3	Oct 4	Nov 5	Dec 6	Jan 7	Feb 8	Mar 9
Seaside Building Seaside Park	10	24	1		10%									
Sycamore Park Area	7	24												
Coastal Access Tar Pits Park	7	12	1		10%									
Capitola City Hall Improvements	7	24	1		5%									
Trail System Planning	1	36	1		60%									
Remove Relic Facilities Parks Trailblaze	6	12			0%									
Community Pool Improvements	1	24	1		50%									
Historical Marker SJS Park	2	24			0%									
Memorial Park Improvements	1	24	1		10%									
Irrigation Water Well	8	24			0%									
Holly Lifeguard Tower	8	12			0%									

Parks and Recreation

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

- | | <u>Date</u> |
|---|-------------|
| • Renovation of the grounds and the establishment of the Seaside Building Park (Torrey Pine Park) | 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 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

Parks and Recreation

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

- Approved permits
- Well Installed

Date

6/12
11/13

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$70, 000

Funding Source

Parks Maintenance 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

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**

Activity	Comments
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
	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	
Public Works	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
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|--|--|

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		2011
	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
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|--|--|

Volunteer Emergency Services	Develop Neighborhood Programs	2011
	Create an ongoing Community Issues Platform	2011
	Promote a "Know Your Neighbor" day/week (part of Tool Box)	2011
	Educate public on "How to Organize a Neighborhood Group" (part of Tool box)	2011
	Partner with community groups to work on neighborhood beautification projects using grant writing and fundraising	2011
	Conduct a Community Services Day with the Santa Barbara County Sheriff Department, Fire and other agencies	2011



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



Population by Age

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.

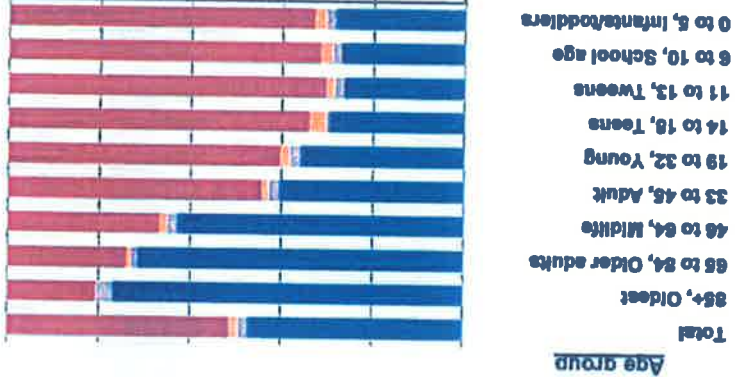
Key indicators			
Population Growth		2000	2010
Total population		14,194	13,040
10-year growth		3.3%	-8.1%
Diversity			
% Hispanic		43.5%	48.7%
% Asian, non-Hispanic		2.3%	2.2%
% White, non-Hispanic		51.2%	48.8%
% Black, non-Hispanic		0.5%	0.6%
Aging			
% 65+		12.4%	13.8%
Median age		38.9	38.5
Households			
% Married couple with children		28.4%	20.3%
% Living alone		28.9%	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

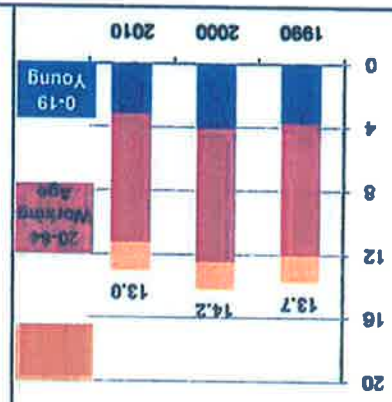
■ White, NH ■ Black, NH ■ Asian, NH ■ Other, NH ■ Hispanic



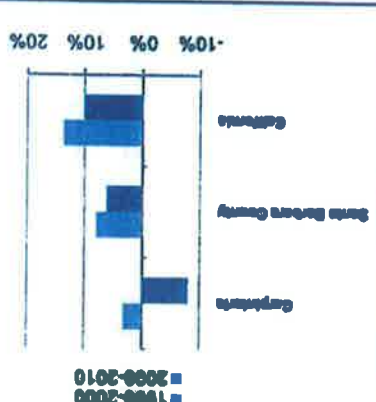
3. Population Growth by Library-Defined Age Group, 2000-10

	2010	Change	% Change
Total	13,040	-1,154	-8.1%
85+	308	77	33.3%
65 to 84	1,491	-44	-2.9%
45 to 64	3,552	651	22.4%
35 to 44	2,176	-812	-27.2%
19 to 32	2,559	-137	-5.1%
14 to 18	860	-136	-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



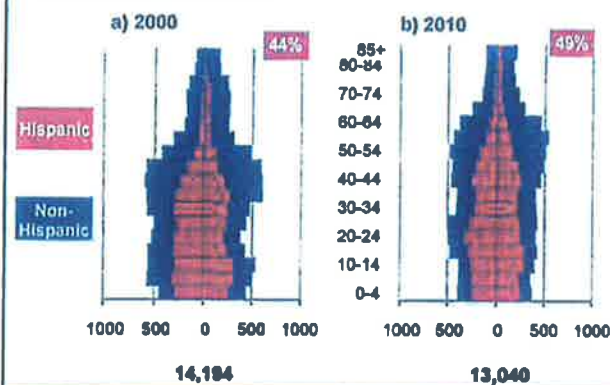
5. 10-Year Population Change



Source: US Census 2010, 2000, or 1990

6. Population by 5-Year Age Brackets

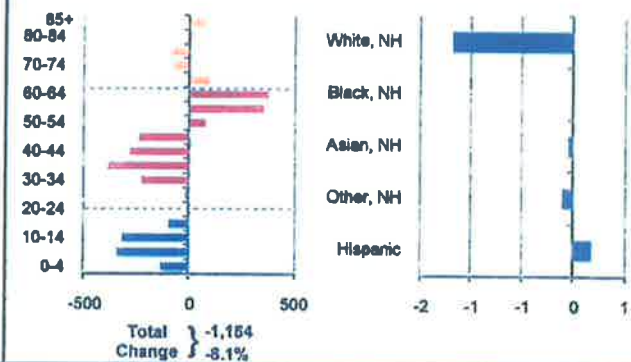
Males on left, females on right



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

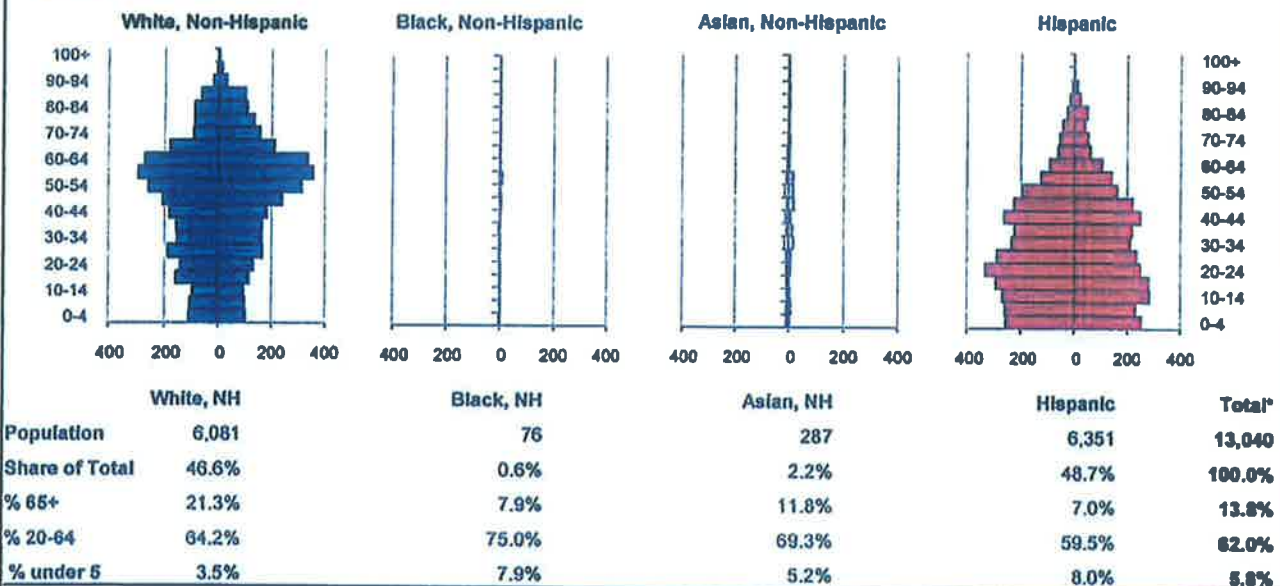
a) By Age

b) By Race and Ethnicity

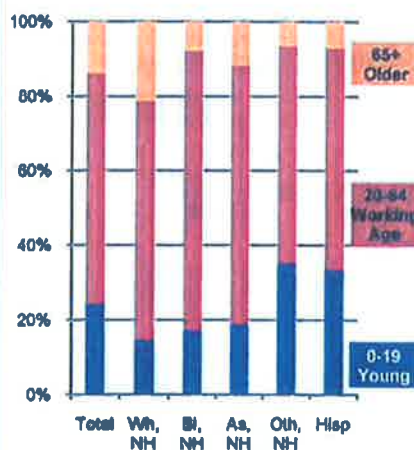


8. Population by Age, Race, and Ethnicity, 2010

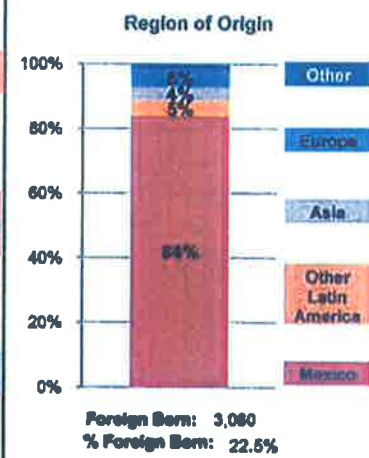
Males on left, females on right



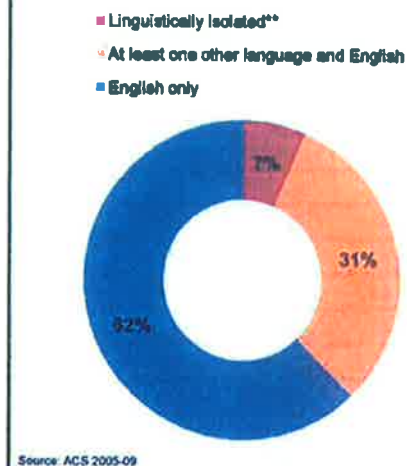
9. Age Mix by Race and Ethnicity, 2010



10. Foreign Born, 2005-09



11. Household Language, 2006-09



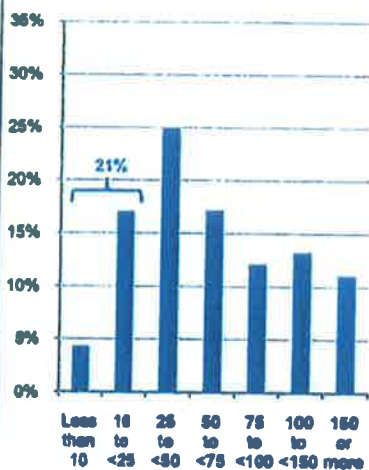
Wh=White; Bl=Black; As=Asian; Oth=Other Race or Two or More Races; Hisp=Hispanic; NH=Non-Hispanic; ACS=American Community Survey 2005-09
*See pages 5-6 for detail on Other, Non-Hispanic
**Linguistically Isolated = No one in the household age 14 and over speaks English at least "very well"

Source: US Census 2010, unless otherwise noted

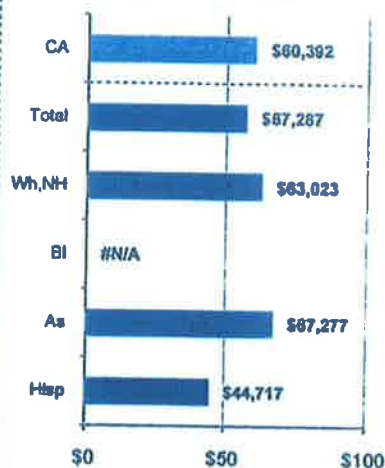
Prepared for the California State Library by Stanford Center on Longevity, 9/1/2011

12. Household Income, 2006-09
In thousands of \$ (2009)

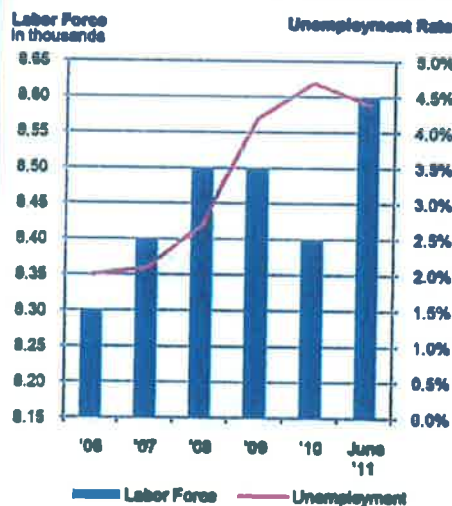
a) Income Distribution



b) Median Household Income by Race and Ethnicity*



13. Labor Force and Unemployment, 2006-11

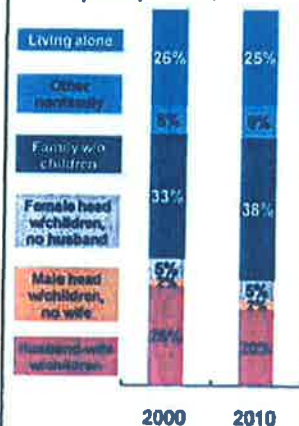


Source: ACS 2006-09

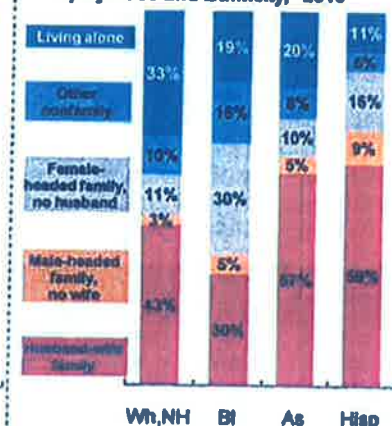
Source: CA Employment Development Department

14. Household Type, 2010
% of all households

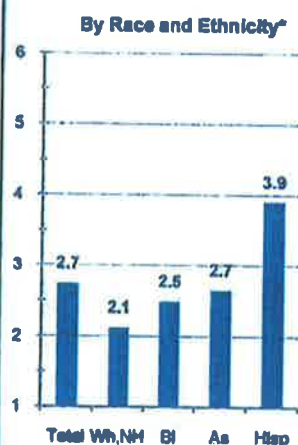
a) Total, 2000-10



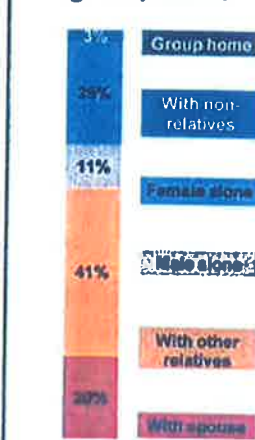
b) By Race and Ethnicity,* 2010



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



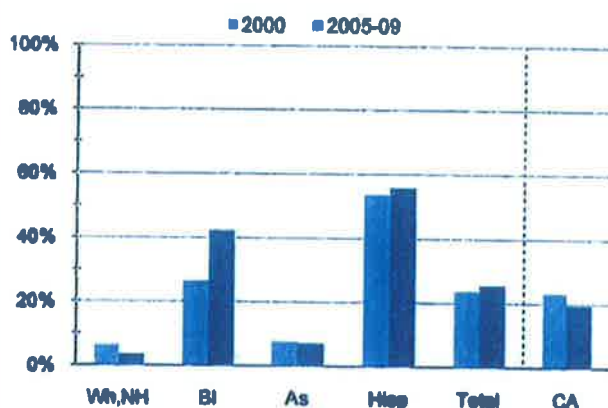
16. Living Arrangements
Age 65+, 2005-09



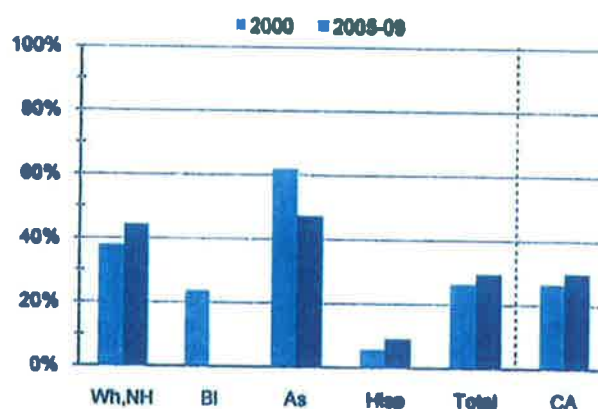
Source: ACS 2005-09

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 8-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	738
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%	Source: US Census 2010	
Other nonfamily			10.4%	16.2%	8.3%	5.1%	8.7%		
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

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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.

STAFF REPORT
COUNCIL MEETING DATE:
August 12, 2013

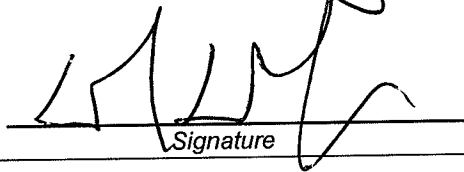
ITEMS FOR COUNCIL CONSIDERATION:

Ninth Street Pedestrian Bridge Replacement Project Update and Approval of Related Engineering Design Agreement Amendments

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


Signature

**Reviewed by
City Manager:**


Signature

ACTION X **NON-ACTION** **STAFF RECOMMENDATION:**

Recommendation: That the City Council authorize the City Manager to sign Agreement Amendments for the Ninth Street Pedestrian Bridge Replacement Project with the Wallace Group.

Sample Motion: I move to authorize the City Manager to sign the Agreement Amendments described for the Ninth Street Pedestrian Bridge Replacement Project with the Wallace Group.

I. BACKGROUND:

Measure A is a transportation funding measure that was approved by nearly 80% of the voters in all regions of Santa Barbara County in November of 2008. Measure A is administered by the Santa Barbara County Association of Governments (SBCAG) and will provide more than \$1 billion of estimated local sales tax revenues for transportation projects in Santa Barbara County over 30 years. Measure A will address traffic congestion and improve safety on US 101 by providing \$140 million in matching funds to widen the freeway from 4 to 6 lanes in south Santa Barbara County. The Measure A Investment Plan also includes \$455 million for both the North County and South County regions for high priority transportation projects and local transportation programs that will address the current and

future needs of each community. In both North and South regions of the County the plan provides funding to local agencies for:

- Local street improvements such as pothole repairs and pavement maintenance
- Local transportation capital improvement projects
- Increasing senior and disabled pedestrian accessibility and connectivity
- Improving school route pedestrian safety
- Improving bicycle and transit facilities

The City of Carpinteria currently receives approximately \$750,000 per year. This yearly allocation partially funds the Department of Public Works Street Maintenance Program. Other funding for the Street Maintenance Program comes primarily from Gas Tax, the Right-of-Way Assessment Fund and grants. The City of Carpinteria is also eligible to receive competitive grant funding under the Measure A Investment Plan. The Measure A Investment Plan includes the Safe Routes to School grant program and the Bicycle and Pedestrian grant program.

In 2011, the City of Carpinteria submitted seven grant applications to the two Measure A grant programs. Projects selected for submittal were based on the City's Capital Improvement Plan, Measure A Program of Projects, Annual Work Plans and the Department of Public Works annual approved budget. Staff also selected projects based on the criteria of the Measure A grant programs and to improve safety and operations of City transportation facilities.

The Ninth Street Pedestrian Bridge improvement project was one of five City of Carpinteria grant applications that were successful in obtaining funding. This project was allocated a total of \$105,000 in Measure A Safe Route to School Program funds.

II. DISCUSSION:

In May 2012, the City Council approved a consultant agreement with the Wallace Group to provide the technical engineering plans, specifications and cost estimate for the project. Originally, the scope of the Ninth Street Bridge project was to improve the bridge by updating the deck, railing and walkway approaches to meet current engineering design standards. The walkway approaches would have been reconstructed to meet current Americans with Disabilities Act standards.

Since the agreement was awarded in June 2012, the Wallace Group has completed the topographic surveys and preliminary project designs and cost estimate. As the project was being developed, the Wallace Group discovered that the bridge was actually much older than initially estimated. The current bridge was constructed in the early 1970's and is nearing the end of its useful life. The original rehabilitation project would have extended the life of the bridge by only another 5-10 years before needing a complete replacement. The preliminary engineers estimate for the rehabilitation project was \$210,000.

In an effort to utilize City and Grant funds most efficiently, staff requested the Wallace Group conduct an evaluation of doing a replacement project now, compared to a rehabilitation project. At the completion of the evaluation, the full replacement project was found to be the superior alternative. To replace the bridge, the preliminary engineers estimate was \$240,000-290,000 with a lifespan of 40-50 years. Therefore, the project scope was changed to conducting a bridge replacement.

Figures 1 and 2 below shows the Ninth Street Pedestrian Bridge in May 2012 and today.

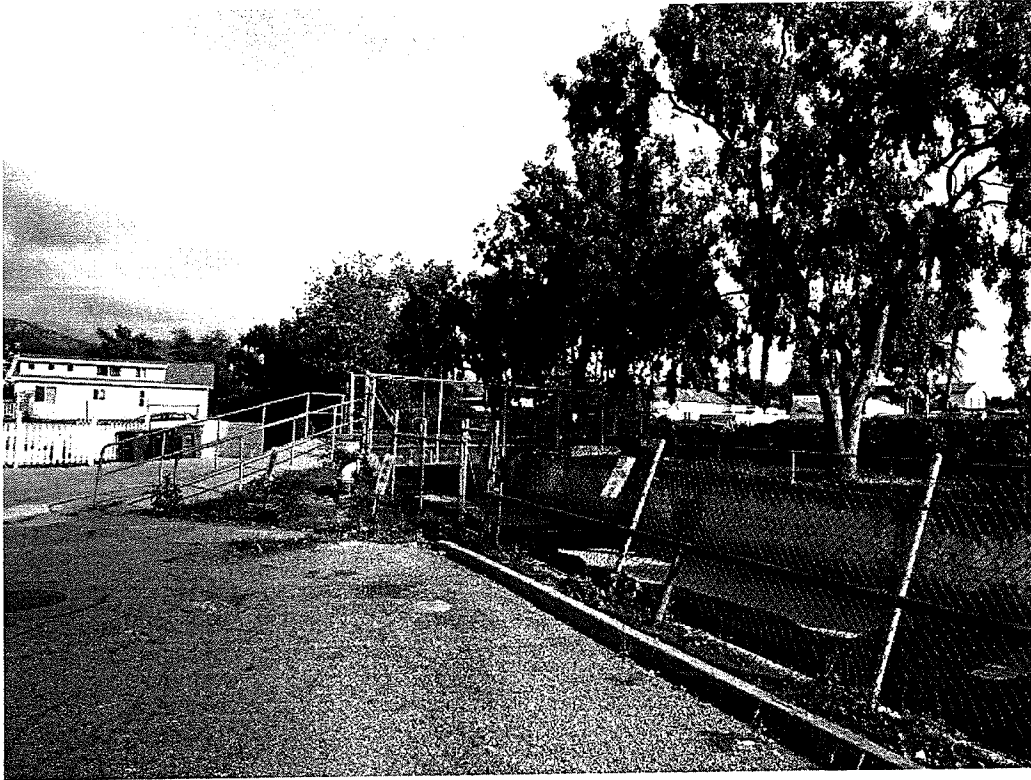


Figure 1
Ninth Street Pedestrian Bridge - May 2012

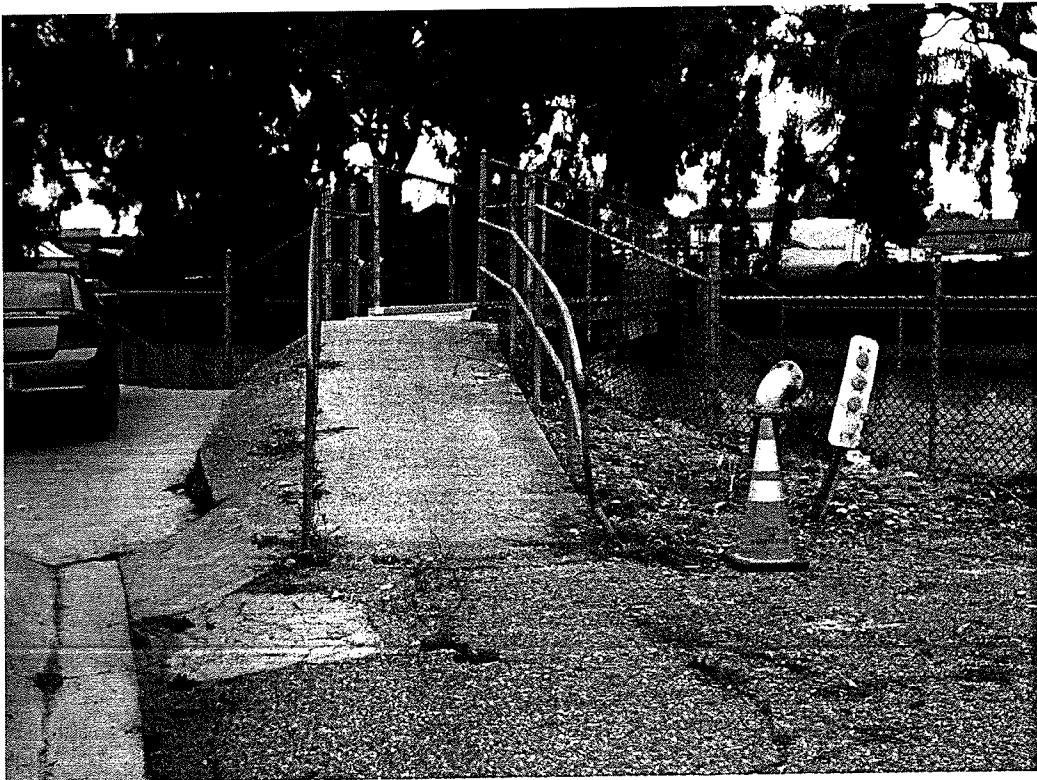


Figure 2
Ninth Street Pedestrian Bridge - August 2013

The project has begun the Environmental Permitting and Architectural Review process. The Community Development Department is working on the Coastal Development Permit for the project, while the Department of Public Works is working on the Department of Fish and Wildlife permitting requirements.

On July 11, 2013, the project went to the Architectural Review Board. Staff is proposing a similar bridge structure to that which was approved and installed by the Mission Terrace Project upstream along Franklin Channel. The 8-foot wide weathered steel bridge with low level pedestrian lighting was proposed to the ARB. The ARB generally made positive comments, made some minor suggestions and provided direction so that the project design could continue.

Recently during a regular maintenance inspection of the bridge, it was found that the existing bridge deck had rotted out to the point that the bridge was not sound. Public Works closed the bridge on July 2, 2013 and sought temporary repairs to keep the bridge open until the full replacement could be constructed. On July 31, the bridge was reopened with the replacement bridge deck. Even with the new bridge deck, the bridge replacement is still required due to the overall age of the bridge, new ADA and bridge design requirements, and overall aesthetics.

III. Financial Considerations:

The original consultant scope of work and agreement, approved by the City Council in May 2012, totaled \$63,150. The evaluation of the replacement bridge compared to the rehabilitation cost was not included in the original scope of work and was conducted using the initial project budget. Now, in order to complete the additional project design work, two agreement amendments totaling \$23,500 are needed.

Public Works Staff has reviewed the cost estimates and scopes of work for these amendments and has negotiated the final budgets. At this time, Staff is requesting that the City Council authorize the City Manager to sign these agreement amendments.

With the two agreement amendments, the total project design costs will be \$86,650. The awarded Measure A Safe Routes to School grant will be used for the design and construction phases of this project. Additional funding will come from the City's legacy Measure D allocations as budgeted in the 2013-2014 City of Carpinteria Budget.

<u>Project Costs:</u>		<u>Project Funding:</u>	
Design Engineering (Base)	\$ 63,150	Measure A – SR2S Cycle 1:	\$105,000
Agreement Amendments	\$ 23,500	Measure D – Legacy Funds:	\$271,650
Construction (Estimated ¹)	\$290,000		
Total:	\$376,650	Total:	\$376,650

Based on recent project experience and anticipated level of effort to award this project to a construction contractor by the Spring of 2014, the proposed scope of work and contract fee amount is reasonable.

¹ Preliminary Estimated Cost – The actual construction cost will be provided by the engineer based on the final project design prior to the authorization to list the project for bidding.

CC meeting 8/12/13
Added as urgent item.

MEMORANDUM



DATE: August 12, 2013
TO: Mayor and Council Members
FROM: Charles W. Ebeling, Director of Public Works *CWE*
SUBJECT: Emergency Traffic Signal Repair Contracts

On June 11, 2013, a power surge was caused by West Coast Arborists dropping a palm frond across a SCE power line. The power was out for approximately 12 hours and there were no injuries reported. The power surge did, however, damage the traffic signal located at the intersection of Carpinteria Avenue/Seventh Street/Santa Ynez Avenue. Staff responded to the outage and got the traffic signal to operate on all-red flash. The next day the City's traffic signal maintenance contractor, the County of Santa Barbara, came and performed an initial damage assessment. They determined that several traffic signal electrical components were damaged and the electrical service related to the street lights were partially damaged.

At that time, the traffic signal maintenance contractor replaced the necessary components to get the traffic signal operating at minimal levels.

Following Public Works procedures, a specialty contractor was contacted to perform a more in depth evaluation of the traffic signal damages and the best course of action.

Due to the specialty contractor's schedule, the contractor conducted their detailed assessment of the extent of the damages on Saturday August 10, 2013.

At this time, the damage was found to be more extensive than anticipated. The damage included replacement of all four street lights, electrical service connection, wiring for the entire traffic signal and conduit replacement for the new wiring.

During the detailed evaluation, it was determined that a significant amount of wiring needed to be replaced. The traffic signal wiring is located within a conduit or pipe underground. As a result of the power surge melting wire and shorting, the wiring is stuck in the conduit and the only way to get new wire through is to abandon the old wire and conduit and replace both.

Concurrently, the City has a sidewalk maintenance project that is progressing on schedule to be completed before school starts. To install the conduits related to the traffic signal damage, some portions of the sidewalk and street need to be removed. In order to not remove newly installed concrete and pavement, the traffic signal needs to be repaired before the sidewalk maintenance project is completed.

We are here tonight to request that the City Council authorize the Mayor to sign several contracts with the specialty contractor, design engineer, construction/project management engineer, purchase orders for damaged equipment and general contractor to complete the work to repair the traffic signal.

The estimated cost of the traffic signal wiring, replacement equipment, design and construction engineering, and sidewalk repairs is \$120,000 (including a 20% contingency).

Within the Transportation Parking and Lighting Program, there is a line item for "Traffic Signals". This is funded by the Street Light Fund. This line item account will be used to pay for the damages to the traffic signal. Due to the cause of the damages, the City will seek reimbursement from West Coast Arborists and/or Southern California Edison to partially or completely cover the project costs.