

City of Carpinteria
City Council Special Meeting Agenda
Saturday, January 25, 2014, 8:00 a.m.
Council Chamber,
5775 Carpinteria Avenue, Carpinteria

CALL TO ORDER

ROLL CALL

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

CITY COUNCIL WORKSHOP

The City Council will meet for the following purpose:

1. Annual Work Programs and Strategic Planning Session

Recommendation: Receive staff presentation and consider the 2014 Work Plan for approval.

ADJOURNMENT

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

This agenda was posted on Wednesday, January 22, 2014 in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.



City of Carpinteria Memorandum

TO: Honorable Mayor and City Councilmembers

FROM: Dave Durflinger, City Manager

CC: Department Heads, City Clerk

SUBJECT: 2014 Annual Work Session

DATE: January 25, 2014

As you are aware, 8am this Saturday, January 25, we will convene for the City Council/Staff Annual Work Program and Strategic Planning Session. The meeting agenda is included with this email memorandum. The purpose of the work session is to gain concurrence from the City Council on the work to be addressed over the next year, and to identify work that is a priority. The process also allows the City Council to check-in on strategic issues facing the organization, agree upon annual goals that effectively address the issues, and ensure that together the programs, projects and services included in the City's annual work are capable of serving as objectives to effectively address the annual goals.

The Annual Work Program document was distributed last Friday, January 17, and includes staff's proposed work program for the coming year. The document includes a brief description of all Departments and each program is described separately. Thank you to each Council member for your time and thoughts that you shared with me in our one-on-one work plan meetings. Your ideas have been discussed with the responsible Department Head and our intent has been to reflect them in the work program.

At the meeting, I will provide an introduction on the process and purpose of the workshop, and review the City's strategic initiatives and related 2014 goals. Department Heads will present highlights of accomplishments in 2013 and proposed 2014 Work Program items for which they are responsible.

The workshop is a public meeting that has been advertised in the Coastal View News, requesting public participation to also assist in understanding community needs and expectations. The goal of the workshop is to have a robust City Council dialogue about the direction of the City and the work to be prioritized in pursuit of that direction for the 2014 calendar year. As such, we are planning for the staff presentation portion of the meeting to conclude by around 11am, in order to allow plenty of time for public input and City Council dialogue.

Finally, I wish to point out that the Work Program, as always, is very aggressive given our resources. As you are aware, the Work Program provides important information for the budget process. What projects, programs and services the City is ultimately able to accomplish based on available resources is, in significant part, an outcome of the budget process.

Recommendation:

1. Receive the staff presentation of the 2014 Annual Work Program
2. Receive public comment on the Work Program
3. Direct staff regarding any changes to the Work Program
4. Approve the 2014 Annual Work Program

Attachments: A. Special Meeting Agenda, January 25, 2014
B. Returned City Council Work Session Questionnaires (Shaw, Clark)

**CITY OF CARPINTERIA
5775 CARPINTERIA AVENUE
CARPINTERIA CA 93013**

**CITY COUNCIL STRATEGIC PLANNING WORKSHOP
Saturday, January 25, 2014 at 8:00 a.m.**

AGENDA

1. Call to Order/Roll Call
2. Strategic Planning Workshop: City staff will present proposed annual department work plans in the context of long range goals and objectives.
3. The City Council will discuss the draft Annual Work Programs and Strategic Plan and make any appropriate changes, which will be incorporated into a final plan.
4. The City Council will receive public comment concerning the matters that are the subject of the special meeting.
5. The City Council will consider the 2014 Work Plan for approval.
6. Adjournment.

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

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

Work Session Questionnaire

2014

The purpose of this questionnaire is to stimulate strategic thinking and assist Council members in preparing for deliberation about the City's annual work plan and priorities, and to provide City staff with information to assist in preparing for the annual work program meeting.

A. The following three questions are an initial prompt intended to stimulate strategic thinking. They do not require a written response.

What is the community like now?

What will the community be like in 10 years if no action is taken by the City?

What will the community be like in 10 years through effective City stewardship, projects, programs and services?

B. The following questions are a part of a traditional Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for strategic thinking. (Separate sheets may be used to respond if more space is needed).

1. What do you see as the City's greatest strengths (e.g., fiscal condition, open government, etc.)?

- ① CARPINTERIA HAS WEATHERED THE RECESSION AND STAYED WITHIN BUDGET EST.
- ② VIBRANT MIX OF AG & LIGHT INDUSTRY
- ③ VERY STRONG VOLUNTEERISM AND COMMUNITY INVOLVEMENT
- ④ A SCHOOL SYSTEM THAT CREATES A PATH TO SUCCESS
- ⑤ A COMMITTED CITY STAFF

2. What do you see as the City's best opportunities for improving the Carpinteria community (e.g., proactive neighborhood preservation policies, community center, etc.)?

- ① CONTINUED GRASSROOTS INVOLVEMENT IN LOCAL ISSUES
- ② ATTRACTING MORE TECH INDUSTRY
- ③ ACQUIRING BLOFFS I AND UTILIZING BLOFFS III IN A WAY THAT
- ④ ACHIEVES FINANCIAL GAIN FOR THE CITY WITHOUT NEGATIVELY
IMPACTING THE UNIQUE ENVIRONMENT THAT IS CARPINTERIA
- ⑤ FINISHING 101 FWD. QUICKLY

3. What do you see as the City's greatest weaknesses (e.g., limited revenue sources, condition of infrastructure, etc.)?

- ① INFRASTRUCTURE MAINTENANCE & REPAIR - FUNDING FOR IT
- ② THE DIFFICULTY IN RETAINING OUR ECOLOGICAL UNIQUENESS WHILE
NOT PUSHING AWAY LIGHT INDUSTRY AND DEVELOPMENT
- ③ GETTING THROUGH 10? MORE YEARS OF 101 WORK WITHOUT
DAMAGING OUR TOURISM BASE
- ④ NEW CONTRACTS COMING UP WITH LAW ENFORCEMENT COULD
REQUIRE SIGNIFICANT ADJUSTMENTS IN BUDGET

4. What do you see as the greatest threats to the City promoting its vision and mission (attached)?

FEEL

- ① OVERDEVELOPMENT OF BLOFFS III LEADING TO A LOSS OF SMALL TOWN
- ② AM CONCERNED ABOUT OIL DEVELOPMENT (4-5 LEASES NEARBY) OVER REVENUE
- ③ AS AG BECOMES LESS PROFITABLE (SEE CERAL, SOUTH AMERICA) KEEPING THE LAND AG BASED - URBAN SPRAWL AVOIDANCE
- ④ LOSS OF TOURISM REVENUE IF 101 WORK DRAGS ON TOO LONG
- ⑤ LOSS OF WATER RESOURCES IF DROUGHT CONTINUES.

C. Are new and/or changed projects, programs and/or services needed to address the things you've identified above? If so, describe them here:

1. OVERALL THE CITY IS ADDRESSING THE ISSUES BEFORE US. OF COURSE SOME ARE OUT OF OUR CONTROL. WE ARE ABLE TO NEGOTIATE IN AREAS LIKE LAW ENFORCEMENT COMPENSATION BUT IN AREAS LIKE INFRASTRUCTURE WE'RE OFTEN CONSTRAINED BY DECADES OLD ASSESSMENT CONTRACTS. PERHAPS WORKING WITH COUNTY AND STATE ENTITIES WE CAN RENEGOCIATE SOME OF THEM.
- 2.
- 3.

4. A 4% RISE IN THE ECONOMY IS EXPECTED IN 2014 SO THIS MIGHT GENERATE INTEREST IN LIGHT INDUSTRY RELOCATING HERE. WORKING WITH REGIONAL CHAMBERS OF COMMERCE TO GET US ON THE RADAR (SEE PAC. BUS. TIMES) COULD HELP.
5. WE HAVE A STRONG AND GROWING TOURISM BASE SO WITH THE NEW T. O. T. AND WELL THOUGHT OUT DEVELOPMENT ON BLOFFS III WE SHOULD SEE THAT CONTINUE. WE NEED TO BE SURE CALTRANS WORK WITH US TO KEEP ACCESS OPEN TO OUR SMALL BUSINESS CORE AND THE MANY AMENITIES WE OFFER VISITORS AS WELL AS OUR LOCAL POPULATION EXPANSION OF THE SEASIDE SHUTTLE ROUTE WOULD HELP ALSO

Work Session Questionnaire

Strengths

Beach
Surfing
Seal Rookery
Salt March
Views of mountains and ocean
Small town feel
Size of town makes it accessible without a car
Quality of life derived from the population and geographical small size of the town. There is a sense of community and family - people know each other and talk to one another and care about one another. The beach and the mountains and the environment are wonderful and are free and we all share that connection to nature.

Opportunities

More arts and culture
Reduce use of fossil fuels
Go solar of a community level
Get the police out of their cars

Weaknesses

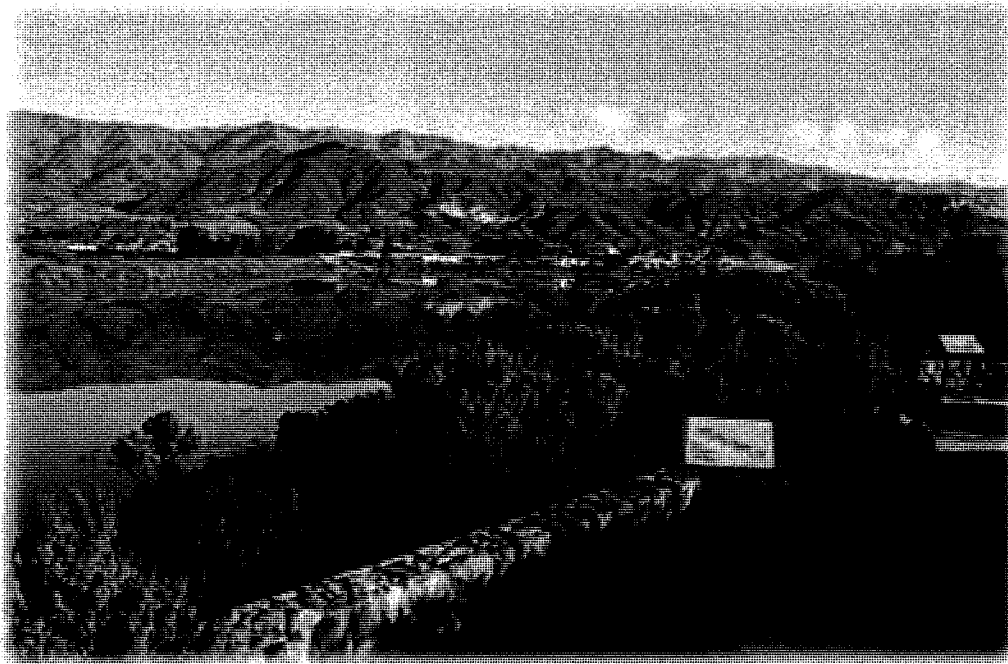
Guccification/mansionization/gentrification
Gated projects lose sense of community inclusiveness
Segregation between English and Spanish speaking citizens
Maybe we are already doing this but projects that require land use or policy decisions should NOT go to the ARB first. PC should always go first. The ARB should not get first bite as they are only advisory on a limited project scope.

Threats

Overdevelopment
"Improvement " and destruction of natural places
Loss of small town feel
Caltrans
Approval of projects that are inconsistent with small town feel and natural setting just because we need more revenue to balance the budget – do with less money or get the money somewhere else before we ruin the town

City of Carpinteria

Annual Work Program/DRAFT
Strategic Planning Session
January 25, 2014



City of Carpinteria
2014 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 2013 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, 2014 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 personnel rules and workplace safety to land use and development permitting.

Policies and Procedures, 2014 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 further implementation in 2014 and a total compensation study update should be completed to support consideration of employment agreements that will need to be updated during the year. 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.

Workforce, 2014 Goals

- ***Establish up to date comparable compensation information and continue to 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 the organization.***

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 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, recognizing that such property improvements and uses also 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. At the same time, 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), leaves opportunity for building a more resilient local economy, better capable of meeting local needs and expectations.

Economic Vitality, 2014 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 development review 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, 2014 Goals

- ***Implement the latest storm water management mandates via updated City Storm Water Management Program and creek protection policies.***
- ***As described in 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, 2014 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, and has recently collaborated with CUSD and SBCASA to receive a CalGRIP grant that will support counseling and other services to students and their families.***

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, 2014 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, 2014 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.**
- **Completion of 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, 2014 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.***

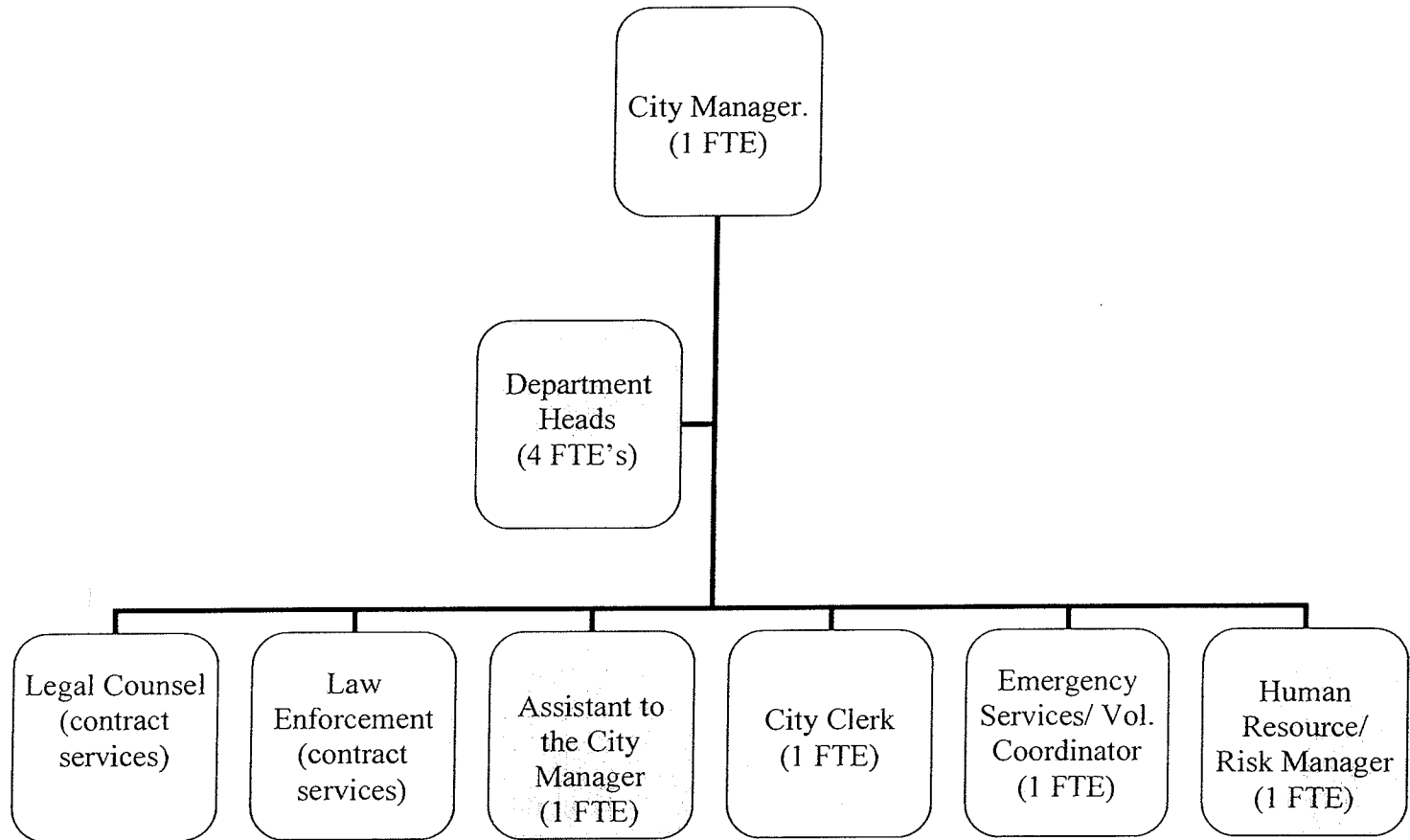
D. Education, Health and Human Services: Public education, health and human services are provided to the City of Carpinteria by the Carpinteria Unified School District, County Office of Education, and County of Santa Barbara. In each instance, Carpinteria residents being served are a subset of a larger 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, 2014 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, effective and equitable 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 program 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

This program seeks to establish and maintain effective communication with the community and to promote the community for purposes such as support for the local economy. The program includes a Volunteer Program, which assists with providing visitor information and conducting community emergency preparedness education, 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 maintenance of 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

This program provides financial assistance to various community groups that offer social service and/or recreational programming. Assistance is provided to organizations that have demonstrated, in the view of the City Council, the ability to fulfill an important community need.

Public Safety

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

Volunteer Services

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

Program: Legislative & Policy **Regional Programs Collaboration and Cooperation**

Project Description

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

This 2014 work item involves City Council member and staff participation in the South Coast Task Force on Youth Gangs, CalGRIP grant administration, work with the Carpinteria Valley Chamber of Commerce, and cooperative programs/efforts with other local public agencies such as the Carpinteria Unified School District, the Chamber of Commerce, and the Fire, Water and Sanitary Districts.

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 2013, including meetings with the Water and Sanitary District, Chamber of Commerce and School 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 was appointed to the group and meetings were held throughout 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

- Utilities Committee: The City has begun meeting regularly with representatives of the Water and Sanitary Districts to review issues of mutual interest such as street maintenance, drought, etc.
- Freeway Interchanges Project: The City, Caltrans and SBCAG continue to work toward development approval of this project that involves the replacement of the Linden and Casitas Pass interchanges and the extension of Via Real over Carpinteria Creek to Casitas Pass. Meetings were held throughout 2013 and it is anticipated that development permit will be granted in 2014.

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. Issues that the City may seek League support/assistance on in 2014 include the need to recognize state and federal housing, e.g., Vandenberg AFB, in the RHNA process, 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 (CCC). Certain public projects also require Coastal Development Permits, including the annual sand berm construction on the City Beach and other projects that are within the permanent permit jurisdiction of the State. It is anticipated that the City will work with Coastal Commissioners and staff on a variety of matters including, but not limited to, Sea Level Rise policy guidance, the Local Coastal Plan Amendment related to the Freeway Interchanges Project, and the City's Zone Code updates.

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. City staff work as a part of the Project Teams to prepare the projects for development and permit review processes. The City also has permit authority over the portions of the project that are within City limits and will analyze the project applications for consistency with local and state policies and regulations and, if determined appropriate, issue the development permits for the project.
- 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 protecting coastal resources for public use. 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. After more than a decade of slow progress on a Beach Nourishment Study aimed at determining a long term solution for the protection of sandy beaches and public and private improvements, it appears that funding to complete the study is now in jeopardy. The City will need to advocate for adequate funding to complete the project through state and federal representatives with influence over the Army Corps of Engineers and State Parks Department, division of Boating and Waterways budgets.
- 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. Two projects, Paredon and Carone, an onshore directional drilling project and an offshore drilling project respectively, are expected to involve review/participation by the City in 2014.
- Internal Revenue Service Audit: The City participated in a federal tax audit that resulted in a position being taken by the IRS that the City Attorney should be treated as an employee. The City disagrees and is appealing this decision. It is expected that this matter will continue to require Staff and legal counsel time and resources during the 2014 year.

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

Date

General Government
Ongoing

- N/A

Staff Requirements

- City Manager, Assistant to the City Manager, Legal Counsel, 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 issued post construction Storm Water Management rules in 2013 that require local government implementation through development permitting and inspection. 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

General Government

Coastal Commission has 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.
- **Assessment District Updates:** The City operates several assessment districts that have been determined to be in need of updating to ensure they meet the needs of the City and are in compliance with current law.

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 recent completion of the new Waste Hauling Franchise agreement in 2013 will lead to new waste stream diversion projects being implemented. 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.
- Continued participation in implementation of SB375 through SBCAG, which under State law functions as the Metropolitan Planning Organization (MPO) for Santa Barbara County, including Carpinteria. California Senate Bill (SB) 375 is a law passed by the California legislature in 2008 that requires each MPO to demonstrate, through the development of a Sustainable Community Strategy (SCS), how its region will integrate transportation, housing, and land use planning to meet the greenhouse gas emission (GHG) reduction targets set by the State. SB

General Government

375 partially implements another, related California law, the Global Warming Solutions Act of 2006, also known as Assembly Bill (AB) 32. SBCAG must achieve a zero per capita increase in GHG emissions from passenger vehicles and light trucks in 2020 and 2035 when compared to 2005 emissions.

- Implementation of the Green Building Code through plan check services
- Implementation of the Water Efficient Landscape Ordinance, and most recently requirements of SB 407 that mandate conversion to water efficient fixtures through certain permitting/construction activity.
- 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.
- Convened Department Head meetings and established a responsible person (Assistant Planner Shanna Farley) for coordinating the creation of the policy.
- 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

- Complete a Draft Sustainability Policy and present for City Council consideration.
- Use policy to influence City projects, programs and services, as well as City operations.

Products

Policy document

Date

February 2014

Staff Requirements

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

Budget/Source

General Fund, Department Budgets

Program: City Administration

Long-Term Financial Plan

Project Description

The purpose of this Work Plan item is to create a Long-Term Financial Plan that identifies critical areas which have, or are expected to have, an impact on the financial condition of the City over the next five years, and to establish goals, objectives and actions to effectively address them over time. The document would be created through a public process, ideally involve community stakeholders, and be annually reviewed and updated, as necessary. A Long-Term Financial Plan can be the context for local economic forecasting, something that was completed in 2013. The economic recession illuminated the importance of identifying long-range financial goals and plans for implementing them. This work was completed as a part of an Economic Recovery Plan several years ago. A long-term financial plan could also include an Environmental Scan of the organization; some information of which is currently included in the City's annual financial audit. Long-term financial planning also supports the City's strategic planning work. Finally, the Plan would permit a more robust projection of revenue and expenditures that is already a part of the budget document. The GFOA, which evaluates our budget, has recommended this as an addendum to the budget document.

Objective and Policy Consistency

The objective of this Work Plan item is to have a long-term financial plan that provides an effective framework for actions that improve the City's financial condition over time. This Work Plan item is consistent with the City's Mission Statement for making judicious use of limited resources and supports the ability of the City to effectively implement policies included in the General Plan/Local Coastal Plan.

Previous and Ongoing Work

- Economic Forecast (2013)
- Revenue and Expense forecasting (Annual Budget)
- Comprehensive Annual Financial Report (CAFR)
- Economic Recovery Plan (2011)
- Environmental Scan (2008)

Tasks¹

1. Formation of a committee to assist in directing the scope and content of the work.
2. Preparation of a Long-Term Financial Plan that includes:
 - a. Improving understanding of trends and issues in the local economy
 - b. Updated, long-range City revenue/expenditure forecast
 - c. City debt analysis, i.e., debt level, debt sustainability, debt capacity

¹ These tasks are based on the Government Finance Officers Association guide, "Long-Term Financial Planning for Governments"

General Government

- d. Financial balance analysis, i.e., estimating future financial position of the City and identifying where expenses are exceeding revenues
 - e. Financial strategies for how to address future imbalances and maintain long-term balance
 - f. Cooperation/Community Participation; involving community stakeholders in assessment and development of recommendations.
3. Public review/approval of a Long-Term Financial Plan.

<u>Products</u>	<u>Date</u>
• Long-Term Financial Plan	December 2014

Staff Requirements:

- City Manager
- Administrative Services Director
- Assistant to the City Manager

Budget: Approximately \$10,000 cost is estimated for consultant contracts related to updating economic forecast information.

Funding Source: General Fund

Priority: This item is a High priority

**Program: City Administration
Public Facilities Access**

Project Description

Update the City's Americans with Disabilities Act (ADA) transition plan.

Objective and Policy Consistency

- Determine the various components needed for an updated ADA transition plan
- City compliance with state and federal accessibility standards

Previous and Ongoing Work

- Various Citywide improvements completed as a part of a Settlement Agreement with the Department of Justice (DOJ)
- Use of the City's prior Settlement Agreement with the DOJ as its transition plan
- City staff continues to complete/oversee various accessibility improvements throughout the year
- Creation of spreadsheets to be used for outlining planned, completed, and on-going accessible projects

Tasks

1. Research requirements and options related to an updated transition plan
2. Determine scope of work needed to update transition plan

Products

- Complete an outline of work needed and options related to updating the City's current ADA transition plan

Date

9/14

Staff Requirements

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

Budget

Funding Source

Various Department Budgets and Funds.

Priority

High

**Program: Community Promotions and Communications
50th Anniversary**

Project Description

In collaboration with community volunteers and organizations, develop and initiate implementation of appropriate recognition materials and events in celebration of the 50th Anniversary of the incorporation of the City of Carpinteria. The City's 50th Anniversary is on September 28, 2015.

Objective and Policy Consistency

Conduct appropriate recognition for the City of Carpinteria's 50th Anniversary of incorporation.

Previous and Ongoing Work

None.

Tasks

- Form City Council and/or community committee
- Prepare plan for 50th Anniversary related projects and events
- Implement activities as planned.

Products

Date

A 50th Anniversary celebration plan

September 2014

Staff Requirements

Assistant to the City Manager, City Manager, Volunteer and Emergency Preparedness Coordinator, HR/Risk Manager, City Clerk.

Budget

Funding Source

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

Priority

High

**Program: Community Promotions & Communication
Phone App**

Project Description

Explore creation of a City mobile phone software application, i.e., "App.", for communicating visitor and community information and to allow for convenient service requests, etc.

Objective and Policy Consistency

- Improved communication/convenient access to information that supports various City services such as tourism promotion, community events, and capital projects/maintenance construction. This project aligns with the City's interest in delivering cost effective, efficient, and equitable local government services.

Previous and Ongoing Work

- Staff has met to discuss Phone App possible uses. etc.
- Staff participated in a demonstration from a Phone App provider

Task

1. Research Phone App uses and providers
2. Determine scope of work needed and costs to implement Phone App

Products

Date

- | | |
|--|-------|
| • Complete an outline of Phone App uses and providers and scope of work needed to implement a City Phone App | 10/14 |
| • Report to City Council with recommendation | 11/14 |

Staff Requirements

Assistant to the City Manager, City Manager, Volunteer & Emergency Services Coordinator

Budget

Funding Source

A budget for this item is yet to be determined.

Priority

Medium

**Program: Economic Vitality
Business Development Support**

Project Description

Complete strategic planning and visioning efforts related to future work of the Carpinteria First Committee.

Objective and Policy Consistency

Develop a Carpinteria First work plan that is effective in supporting local business, in particular small, locally owned/operated businesses.

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."

Previous and Ongoing Work

- The Carpinteria First Committee continues to hold on-going First Friday/Saturday events. Events held during the year included a Snow Day event, Recycled Fashion Show, Holiday Craft Fair at Casitas Plaza, Chalk the Walk at the Seal Fountain, Surf's Up and Art-niture events at the Arts Center and a performance by the Curtis Studio of Dance.
- Completed new ad design for First Friday/Saturday events

Tasks

1. Complete strategic planning and visioning and develop a 2014 work plan
2. Continue to provide staff support to the Carpinteria First committee
3. Prepare annual Carpinteria First budget

General Government

Products

Date

- Complete strategic planning and visioning process 1/14--3/14
- Create 2014 Carpinteria First work plan document 3/14--4/14

Staff Requirements

Assistant to the City Manager, City Manager

Budget

Funding Source

Carpinteria First FY 2013-14 Budget Allocation \$26,000 General Fund

Priority

High

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

Project Description

Reduce demand for records storage space and establish adequate areas for records storage at the City Hall campus. The purpose of this project is to eliminate the need for the rental of off-site storage space, lessen the impact of records storage on critical City Hall office space, and to make records retrieval more convenient.

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

Assessment of City Hall on-site storage options and initiation of a records conversion/reduction project that involves converting many paper records into digital format and eliminating obsolete and redundant records. Ongoing identification and cataloging of records. Completion of a space needs study (2009) that identified additional records storage areas at City Hall that would be adequate for the City's long-term storage needs.

Tasks

- Identification, cataloging and destruction of obsolete and/or redundant records
- Digital Conversion of records
- Development of the Public Works building expansion project that is planned to include on-site storage adequate to accommodate records storage.

Products

- Inventory of all inactive records
- Digital records files

Date

September 2014
Ongoing

Staff Requirements

- All Department Heads
- City Clerk

Budget

No budget at this time/City Clerk's time

Funding Source

General Fund/DIF's/Grants

Priority: Medium

Program: Elections 2014 Municipal Election

Project Description

Conduct 2014 Municipal Election.

Objective and Policy Consistency

To conduct an election which conforms to the California State Elections Code, the Santa Barbara County Election Division regulations, the California Fair Political Practices Commission and City regulations.

Previous and Ongoing Work

City Council candidate elections are conducted every other year.

Tasks

- Prepare resolutions for adoption by City Council calling the November 4, 2014 General Municipal Election, requesting consolidation of election with Santa Barbara County Elections
- Prepare all required notices of election as per State Elections Code
- Prepare candidate handbook and candidate packets
- Assist candidates in making correct filings for office, review materials submitted by each candidate for compliance with Election Code, verify signatures on nomination papers and submit listing of candidates to County elections
- Receive and review required campaign financial disclosure statements throughout the election period
- Prepare documents for certification of election and swearing in of new Councilmembers

Products

Date

- | | |
|---|-----------|
| • Resolutions calling for election, requesting consolidation, and setting candidate statement regulations | May 2014 |
| • Candidate Manual/Handbook | June 2014 |
| • Candidate Packets | June 2014 |

Staff Requirements

City Clerk
City Attorney

Budget

\$9,800

Funding Source

General Fund

Priority:

High

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 total compensation survey 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 also supports the City's interest in providing competitive compensation for employee recruitment and retention 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.

A request for proposals (RFP) for a total compensation survey was prepared and circulated in 2013. The City received and reviewed three proposals.

Tasks

The Human Resources Administrator will assist the selected consultant in preparing the survey. Additionally, the Human Resources Administrator will update the City's job descriptions, which are used by the consultant as a part of the analysis.

Product

Total Compensation Survey Document

Due Date

April 2014

Staff Requirements

Human Resources Administrator
City Manager

General Government

Budget

\$13,000.00

Funding Source

General Fund

Priority

High

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 total compensation survey 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 also supports the City's interest in providing competitive compensation for employee recruitment and retention 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.

A request for proposals (RFP) for a total compensation survey was prepared and circulated in 2013. The City received and reviewed three proposals.

Tasks

The Human Resources Administrator will assist the selected consultant in preparing the survey. Additionally, the Human Resources Administrator will update the City's job descriptions, which are used by the consultant as a part of the analysis.

Product

Total Compensation Survey Document

Due Date

April 2014

Staff Requirements

Human Resources Administrator
City Manager

Budget

\$13,000.00

Funding Source

General Fund

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 employee/employer obligations, rights, privileges, benefits and prohibitions.

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 most current 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

An up to date Employee Handbook is consistent with the City's interest in delivering efficient, effective and equitable local government services to the Carpinteria Community.

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

- Review and update Employer-Employee Relations Resolution
- Review and Update Personnel System Rules
- Complete draft handbook update.
- Review by the City Manager and special counsel prior to distribution to all full-time employees.

General Government

- The handbook will be printed or copied.
- Human Resources Administrator will conduct an All Employee Re-orientation training prior to the distribution of the handbook. Employees will be required to attend the training and acknowledge receipt of the handbook.

Product

Due Date

Updated Personnel System Rules
Updated Employer-Employee Relations Resolution
Updated Employee Handbook

April 2014
April 2014
May 2014

Staff Requirements

Human Resources Administrator
City Manager
Special Legal Counsel

Budget

Funding Source

\$3,000.00

General Fund

Priority

High

**Program: Staff Recruitment & Retention
Labor Agreements**

Project Description

Negotiation of a new Memorandum of Understanding with Service Employees International Union (SEIU) Local 620, and prepare and adopt terms of employment for unrepresented employees. Current agreements expire in 2014.

Objective and Policy Consistency

To establish new labor agreements with represented and unrepresented employee groups by July 2014.

Previous and Ongoing Work

- Existing Memorandum of Understanding and other terms of employment
- A total compensation survey is being prepared that will support this work effort
- A City Council ad hoc HR/Labor Relations Committee has been formed to support this work effort.

Tasks

- Ad hoc Committee meetings and City Council closed session meetings to discuss and prepare for labor negotiations.
- Preparation of an agreement on a labor negotiations schedule with representatives of SEIU 620.
- Meetings and communication with unrepresented employees.
- Preparation of an MOU and related documents for City Council adoption of new labor agreements.

Staff Requirements

Human Resources Administrator
City Manager
Special Legal Counsel

Budget

\$20,000.00

Funding Source

General Fund

Priority

High

General Government

Program: Staff Recruitment & Retention

Succession Planning

Project Description

Develop a succession plan on positions that could be vacated due to employee retirement or other unplanned events over the next three years.

Objective and Policy Consistency

To ensure that the City's critical positions have a trained staff ready to take over in anticipation of retirement or other unplanned events.

Previous and Ongoing Work

Cross-training.

Tasks

The Human Resources Administrator will identify employees who are ready to be promoted or cross train for positions that could be vacant over the next three years. Additionally, employee training and development will be coordinated with department heads and the City Manager.

Product

Succession Plan for critical positions

Due Date

December 2015

Staff Requirements

Human Resources Administrator
City Manager
Department Heads

Budget

N/A

Funding Source

Priority

Medium

Program: Staff Recruitment & Retention

Employee Training and Development

Project Description

Train managers and supervisors in various leadership skills such as effective performance evaluation of employees, cross training, team building, and new employee orientation.

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, the HR Administrator will conduct, facilitate and coordinate 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 2013, the City of Carpinteria conducted and facilitated seven on-site employee trainings. Trainings conducted were as follows:

- Accident Investigation
- Near Miss Reporting Contractual Risk Transfer: Strategically Managing Risk
- Excel 2010 – Lunch and Learn Series
- Effective Public Speaking – Lunch and Learn Series
- Time Management Fundamentals
- Electrical Safety
- Performance Pro & Performance Evaluation for Managers, Supervisors and all employees

Off-site trainings:

- Certified Pool/Spa Operator Certification
- Human Resources Academy
- Hazwopper Operations
- Backhoe
- The Complete Guide to Customer Driven Code Enforcement

General Government

Webinars:

- Accessibility Online
- ADA and Its Impact on Members
- ADP Payroll Update

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, supervisors and employees
On time employee performance evaluation

Due Date

December 2014

Staff Requirements

Human Resources Administrator

Budget

\$7,000.00

Funding Source

General Fund

Priority

High

General Government

Program: Staff Recruitment & Retention Update Administrative and Workplace Safety Policies and Procedures

Project Description

Write and update City administrative 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 Hiring Procedures. Additional policies and procedures will be written as indicated below.

Tasks

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

- Complaint Procedures against City staff
- Pregnancy Leave
- Telecommunications
- Dress Code
- Drug Free Work Place
- Reasonable Accommodation and Interactive Process
- Vehicle Use
- Facility Use Agreement

Have City Manager and legal counsel review the above policies.

Product

Thirteen new and updated policies and procedures

Due Date

December 2014

Staff Requirements

Human Resources Administrator
City Manager
Management Staff

Budget

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

Funding Source

General Fund

Priority

Medium

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.
- Managed 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.
- Maintained relationship with the Retired Seniors Volunteer Program (RSVP), which provides unique opportunities for City volunteers to be recognized for their voluntary services.
- Maintained status 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.
- Developed and implemented a standardized New Volunteer Orientation for all City volunteers.
- Implemented a Service Award to recognize City HOSTs who have performed five years of service with the City. Looking to expand this award to include all City volunteers in 2014.

Tasks

- Maintain the volunteer management database, which includes updating volunteer contact information, recording volunteer activity and maintaining program rosters.
- 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

- Volunteer Communications Plan
- Volunteer Recognition Program

Date

June
December

Staff Requirements

- Volunteer & Emergency Services Coord.
- Human Resources Administrator

Budget

\$3,050

Funding Source

General Fund

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.
- Developed a draft neighborhood map that indicates the number of households, trained CERTs, and DPP kit recipients in each quadrants.

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

Date

This two year project will be accomplished through two distinct phases:

- | | |
|------------------------|------|
| • Development Phase | 2014 |
| • Implementation Phase | 2015 |

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

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

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

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

Previous and Ongoing Work

- Since 2010, we’ve reached over 2,500 residents with emergency preparedness information and starter emergency supplies kits.
- Planned and hosted five successful community preparedness stations with local business to distribute free starter emergency supplies kits to local residents. Through the five events, over 430 households received emergency supplies kits and countless others received critical preparedness information.
- Conducted five community disaster education presentations with local community groups, reaching over 100 people.

Tasks

- Create timeline and action plan for grant completion.
- Reach remaining 1,100 residents with preparedness information, starter emergency supplies kits and survival guides (per the terms of the grant).
- Coordinate community preparedness events in April and September.
- Establish relationship with Carpinteria Unified School District to reach staff and students with critical preparedness information.
- Create post-grant preparedness outreach plan.

Products

- Project timeline and action plan
- Post-grant preparedness outreach plan
- Community preparedness events
- Community preparedness presentations
- Emergency Kit and Survival Guide distribution

Date

January
June
September
Ongoing
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 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 Continuity of Government Plan and the identification and acquisition of emergency supplies.

Previous and Ongoing Work

- Emergency Operations Center (EOC) kits went through a revision in 2013 and several new tools and resources were developed to aid staff in EOC operations. As a result of trainings and table top drill in 2013, additional revisions were identified for the kits.
- The City's Emergency Operations Plan was last revised in 2009.
- In 2013, all of the CUSD Emergency School Sheds were evaluated for structural integrity and the contents were noted. A list of recommended items for the sheds was created.
- The City was registered for the Government Emergency Telecommunications System (GETS) and other emergency notification systems were researched.
- Planned and convened a successful Carpinteria Oil & Gas Plant Systems Safety Review Group meeting in May 2013 – the group had not met in several years. Seventeen attendees from twelve agencies participated. The City received critical input from various agencies regarding local oil and gas activities and regulatory standards.

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.
- Create an Emergency Notification Plan to identify how and when City employees will report for duty during an emergency.
- 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.
- Plan and host the annual Carpinteria Oil & Gas Plant Systems Safety Review Group.

Products

- Emergency Notification Plan

Date
July

General Government

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

July
September
October
November
December
December

Staff Requirements

- Volunteer & Emergency Services Coord.
- City Staff

- City Manager
- Carpinteria Unified School District

Budget

\$4,200
\$25,000

Funding Source

General Fund
Grant Funding, Local Businesses

Priority: Medium.

**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 residents and businesses 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

August

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.

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: 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.
- Developed a new "lunch and learn" style training format for employee emergency response trainings. Designed and delivered four trainings with an average of 13 employees in each training. Training topics included resource tracking, financial reimbursement, planning and managing operational periods.
- Conducted an emergency evacuation drill at City Hall. in coordination with the Santa Barbara County Sheriff's Department.
- 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
- Disaster Service Worker tools
- PIO Training
- City-wide Disaster Exercise
- FEMA, WebEOC, Video Conferencing training

Date

January
September
December
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

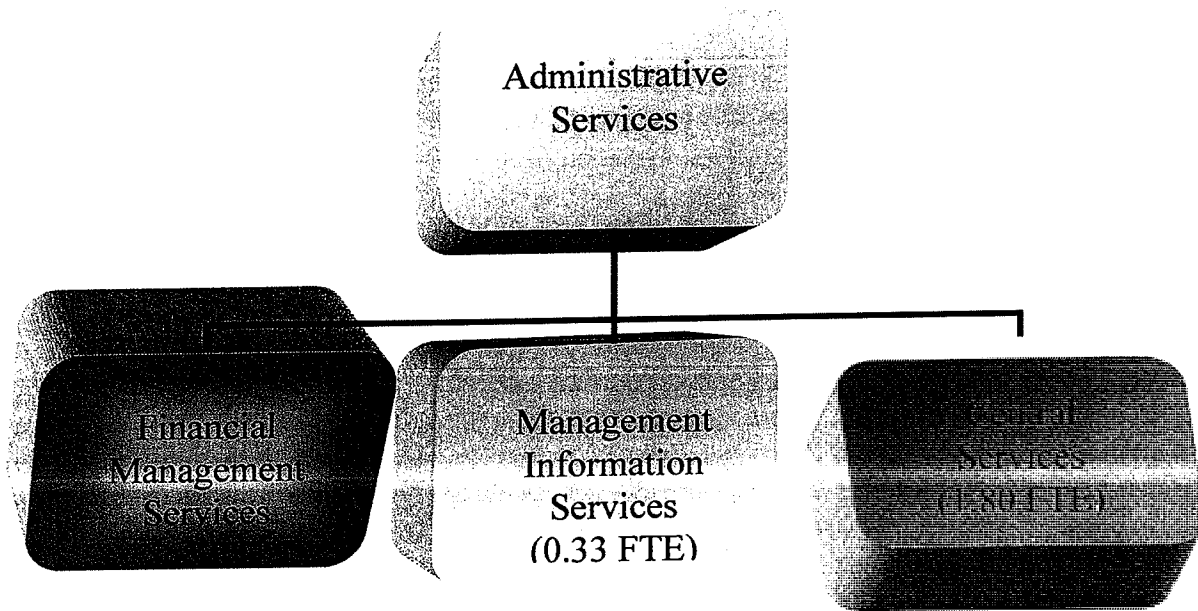
General Fund

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

Administrative Services

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.

Administrative Services

Program: Financial Management 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.

Administrative Services

II. Central Services

1. Phone Operations: One full time receptionist is utilized to assist callers and augment the voice mail system.
2. 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.

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
Phone System Replacement**

Project Description: Phone System Replacement

Objective and Policy Consistency: The purpose of this effort is to determine the need, if any for replacing the current phone system.

Previous and Ongoing Work

The current phone system is more than 25 years old. It has been very reliable but there are concerns for its long term viability.

Tasks

1. Some tasks could be as follows:
2. Set up a needs analysis committee to discuss needs and or desired features in a new system
3. Research costs of various systems, VOIP, stand alone, cell compatible etc.
4. Develop and issue an RFP
5. Evaluate the proposals and set up a budget
6. Choose a vendor and commence installation and training

Products

New phone system

Date

December 2014

Staff Requirements

Administrative Services Director
Mike Downs as a consultant

Budget:

Funds would be budgeted within the Central Services program.

Funding Source:

General Fund

Priority:

Low

Administrative Services

Program: Financial Management Accounting System Upgrade

Project Description: Accounting System Software Upgrade

Objective and Policy Consistency

The purpose of this effort is to provide all staff with real time financial information and to implement an ability to accept credit card payments. The current system is only accessible by three users.

Previous and Ongoing Work

For many years staff has produced financial information/reports/analysis by using a combination of QuickBooks software for General Ledger, Accounts Payable and Vendor payments. Systems for cash receipting, investment tracking, budgeting and bank reconciliation have been custom developed by staff to interface with QuickBooks. Payroll is processed by ADP an outside processing service. A new multi-user QuickBooks software has many features, including payroll that we could use that would increase efficiencies and provide more timely finance and budget information for all staff.

Tasks

1. Purchase and install software for appropriate staff
2. Develop appropriate security and access rights for staff
3. Provide staff training

Products

New accounting system

Date

September 2014

Staff Requirements

All staff

Budget:

Initial purchase and setup costs estimate at \$7K.

Funding Source:

General Fund

Priority:

High

**Program: Financial Management
Internal Audit Function**

Project Description: Initiate a Formal Internal Audit Function

Objective and Policy Consistency

The purpose of this effort is to ensure that proper internal controls and separation of duties continue to be in place to minimize the chance of errors, omissions and fraud.

Previous and Ongoing Work

For many years staff has performed many informal tasks such as account analysis and reconciliations in an effort to trap errors. We have always been cognizant of possible separation of duties exposure. Separation of duties requirements are especially difficult, and in some cases impossible to maintain with a very small staff. Our independent auditor annually reviews internal controls but this is done for his general audit purposes and is not, nor is it intended to be very comprehensive. An audit designed to detect fraud for instance is a very different type of audit.

The City recently underwent an audit by the IRS that identified some errors and weaknesses in the areas of vendor payments reporting and taxation of certain fringe benefits.

Tasks

1. Consult with our auditors on possible improvements to the internal control procedures beyond what is required for a CAFR audit.
2. Keep abreast of ongoing IRS tax and reporting requirements.

Products

Minimization of errors

Date

September 2014

Staff Requirements

All Administrative Services staff (2)

Budget:

Unknown but likely minimal

Funding Source:

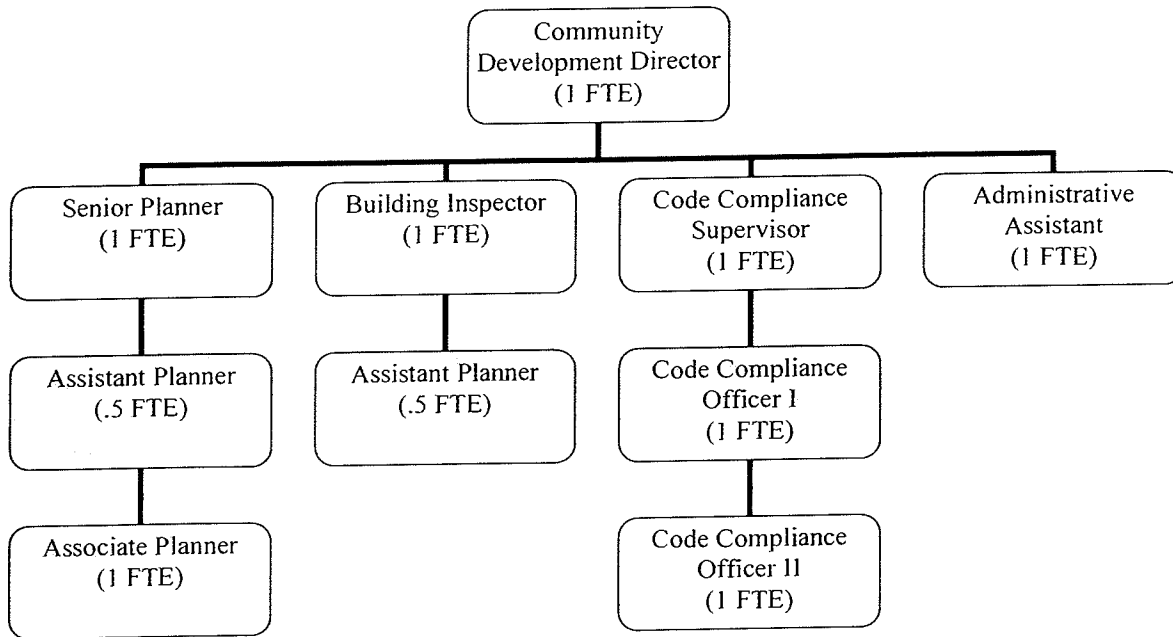
General Fund

Priority:

High

Department: Community Development

Department Organizational Chart



Mission Statement: The Community Development Department will provide proactive customer service to ensure that the physical development of the community enhances Carpinteria's small beach town character. In partnership with the community, we will promote a high quality of life by consistently and fairly enforcing regulations to preserve neighborhoods, achieve well-designed buildings and contribute to a safe, healthy, livable and economically prosperous environment.

Description of Department Programs and Services: The Community Development Department (CDD) provides primary support to the Planning Commission and its advisory bodies, the Architectural Review Board and the Environmental Review Committee. CDD also provides staff support as needed to the City Council, City Manager, other city departments, and other boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, Parking and Business Improvement Advisory Board, Technical Planning Advisory Committee and Joint Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the County jurisdiction as well as those proposed by Special Districts within and surrounding the City boundaries. All work is done with the goal of implementing the Department's Mission Statement.

Other Work Items: Meetings have been held with two separate potential developers of resort hotels on both vacant Bluffs III parcels at the eastern end of Carpinteria Avenue. We expect to receive a conceptual review application for a resort hotel on the 21-acre site early in 2014. We also continue to meet with local architect Barton Myers who is revising conceptual plans for a mixed use development on the vacant Bluffs II property east of S&S Seeds. Either of these projects would constitute a major work effort for the Planning Division in 2014, along with review of two proposed hotels on Via Real, where the Church of the Nazarene is currently located, just west of the Carpinteria Camper Park where the Casas De Las Flores Apartments project will commence construction in March 2014. 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, and will continue to work on Venoco's revised application for the Paredon Project.

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 2014

Updated 1/2/2014

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	9	1	1		1	2	3	4	5	6	7	8	9	10	11	12
Climate Change Adaptation Policy	1	9	1	1	40%												
Consistency Rezoning - Mapping	1	12			20%												
Downtown Design Guidelines	5	8			0%												
Highway 101 Improvement Projects	1	24	1	1	40%												
Housing Element Update	1	12	1	1	10%												
Zoning Code Update	1	24	1	1	60%												

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. The City may be subjected to more severe weather events that may result in significant flooding in parts of the City and may ultimately affect local beaches and habitat areas which in turn affect the City's economy.

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 chaptered bill (AB 691 - Muratsuchi) would require all cities that receive more than \$250,000 in annual revenues from state tidelands leases to prepare a Sea Level Action Plan by July 1, 2019. This bill 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. Community Development staff is working with Monique Myers from the University of California at Santa Barbara Sea Grant program to support the work effort to develop a south coast regional ecosystem approach to assessing the vulnerability of our coastal resources. This work effort is scheduled to be completed in fall 2015 and will provide a scientific basis for understanding the effects of climate change that will guide our planning efforts for the future. The Adaptation Strategy will rely on the vulnerability assessment and updated science to assess how the City can best manage the long term effects of climate change. This effort may ultimately become part of the City's Local Coastal Program when the next General Plan Update occurs in the next several years.

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)

Community Development

- Participation in Santa Barbara Area Coastal Ecosystem Vulnerability Assessment (SBA CEVA)

Tasks

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

Products

- Adaptation Policy

Date

Winter 2015 - 16

Staff Requirements

- Community Development Director
- Assistant Planner

Budget: Existing Program – CDD Personnel Allocation

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
- Planning Commission and City Council Hearings
- Submittal to Coastal Commission
- Final Zoning Map (after CCC review)

Date

Winter 2014
Summer 2014
Winter 2014 - 15
2015

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 in order 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 properties along both sides of the railroad tracks west of Linden Avenue and the Carpinteria Bluffs property acquisition that occurred several years ago. This effort would also benefit the Fire District and its Fire Station properties on Walnut Avenue.

Community Development

Program: Advanced Planning Zoning Code Update

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

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

Previous and Ongoing Work

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

Tasks

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

Products

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

Date

Spring 2014
Summer 2014
Fall 2014
Winter 2014 - 15
2015

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: 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 Residential 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 2014
Summer 2014
Fall 2014

Staff Requirements

- Community Development Staff
- City Manager

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

Funding Source: The funding source is the General Fund.

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

Community Development

Program: Development Review & Building Highway 101 Improvement Projects

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

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

City staff continues to participate in ongoing meetings with Caltrans and SBCAG staff regarding these projects that will improve traffic circulation through the City relative to the function of Highway 101 and its interchanges. The City Planning Commission approved permits for the Carpinteria segment of the HOV Lane from Mussel Shoals to just north of the Bailard Overcrossing which segment has mostly been completed. The bike path along the southbound shoulder of the Rincon Parkway and the associated pedestrian access points continue under construction.

Objective and Policy Consistency: These coordination efforts with Caltrans, SBCAG, County of Santa Barbara 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> Spring - Summer 2014
• LCPA Submittal to Coastal Commission (L/C)	Fall 2014
• Final EIR (South Coast HOV Lane)	Summer 2014

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
- Solicit and Hire Housing Element Consultant

Tasks

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

Products

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

Date

Spring 2014
Summer 2014
Fall 2014

Staff Requirements

- Community Development Director
- Housing Consultant

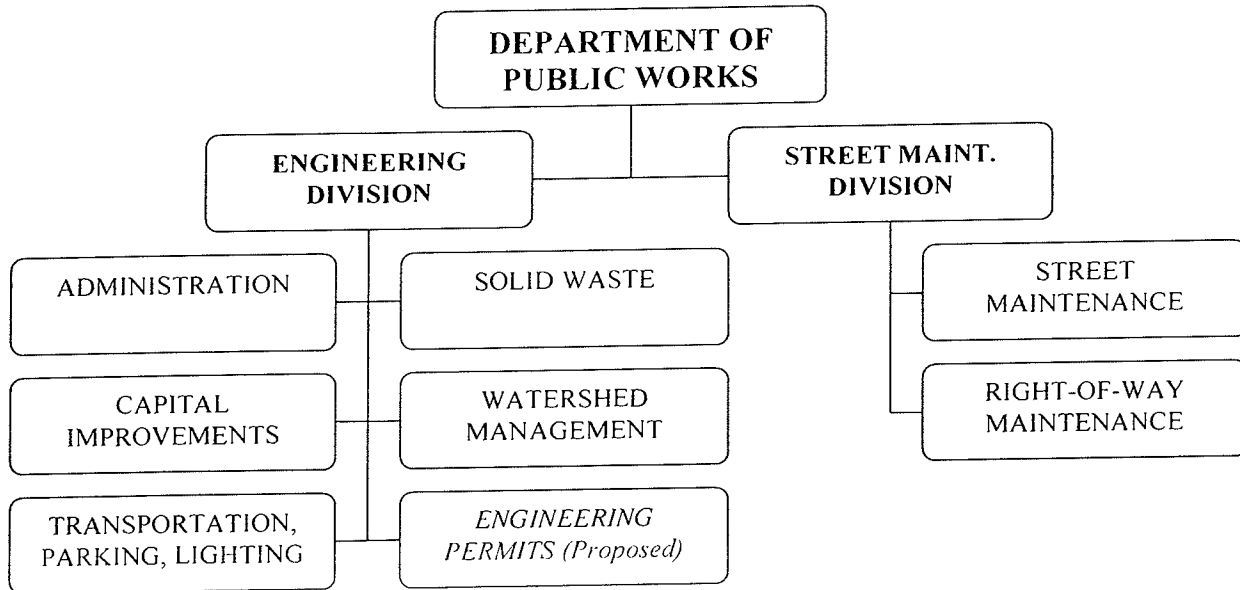
Budget: The consultant budget is expected to be approximately \$25,000.

Funding Source: Costs for the Housing Element Update will be paid for from the Socio-Economic Monitoring Program (SEMP) Fund. There is approximately \$85,000.00 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.

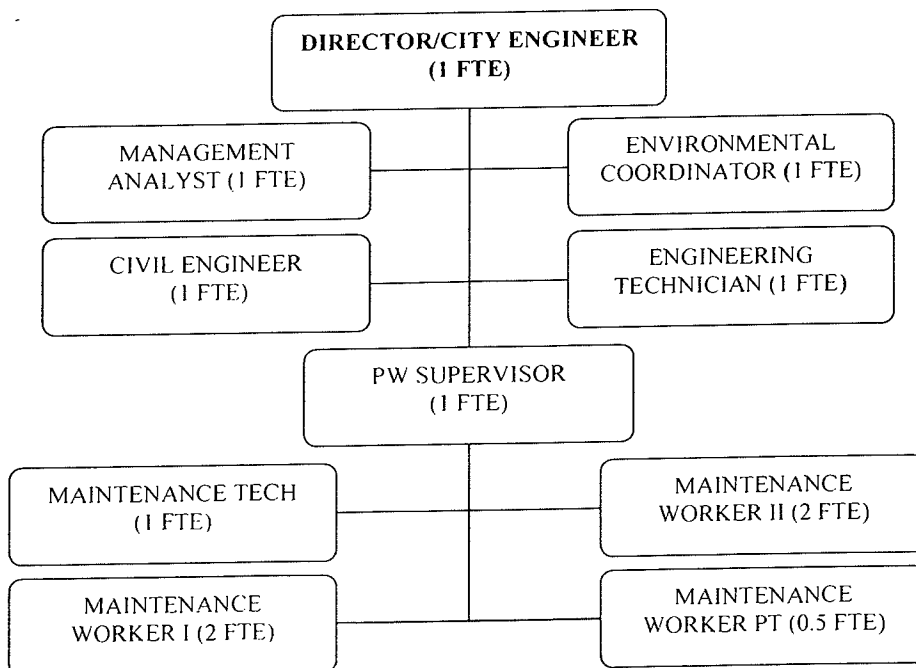
Department: Public Works

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 2014:

- Bicycle Master Plan
- Carpinteria Ave./Elm Ave. Bus Stops
- Santa Ynez Ave. Overcrossing Guardrail
- Rincon Trail
- Santa Claus Lane Trail
- Via Real at Cravens Lane Sidewalk In-fill
- Linden Ave Sidewalk Maintenance Phase II
- Pavement Maintenance Project
- Pavement Maintenance System Update
- Construction Documents Update

Public Works - Work Plan 2013

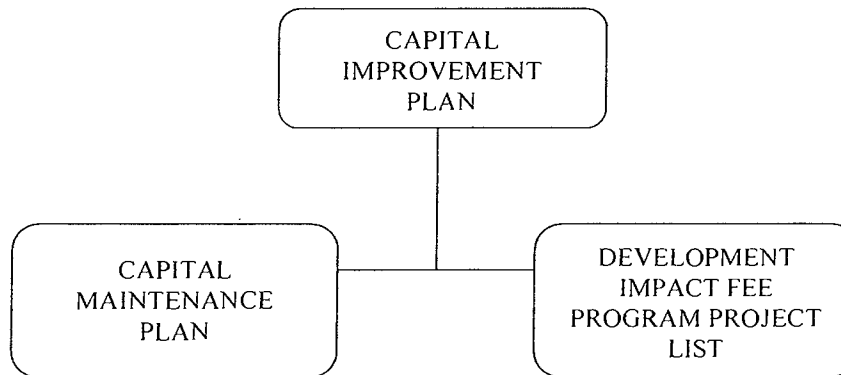
Updated 12/18/2012

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Program: Administration Capital Improvement Plan Update

Project Description

The purpose of this Work Plan item is to update the City's Capital Improvement Plan. The Capital Improvement Plan will combine a Capital Maintenance Plan and a Project List based on the City's Development Impact Fee (DIF) Program. This Work Plan item addresses the development of the Capital Maintenance Plan and, ultimately, the production of the Capital Improvement Plan. A discussion regarding the updating of the DIF Program and its associated Project List is provided in a separate 2014 Annual Work Plan item. The Capital Maintenance Plan will include a prioritized list of significant maintenance and improvement projects for City infrastructure and facilities. The DIF Program Project list includes projects that will be needed to offset the demands on public facilities generated by new development.



The current City of Carpinteria Capital Improvement Plan was developed in 2002. The 2002 Plan includes both DIF Program related and non-DIF Program related projects but does not separately prioritize the two lists of projects, as described in this Work Plan Item. The project cost estimates for the plan were updated in 2007.

To produce the Capital Improvement Plan and the associated Capital Maintenance Plan, Public Works will work with each of the City Departments and the City Council to identify and prioritize projects. The selection of projects will be based on, but is not limited to, addressing deferred maintenance, the facility's condition, and improvements to safety. Compliance with state and federal regulations such as the Americans with Disabilities Act will also be considered. For each project, the plan will include a description, identification of potential 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 Improvement Plan including a Capital Maintenance Plan that assists the Department of Public Works and the City 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

Public Works

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
- The Pavement Maintenance System inspections and database are updated every two years
- Ongoing inspections and inventories of City infrastructure assets

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 a 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 2014
March 2014
April 2014

Staff Requirements:

- Director of Public Works
- Public Works Civil Engineer
- Public Works Management Analyst
- Public Works Engineering Technician
- Consultants

Budget:

This Work Plan item is not directly included in the annual budget. A funding request will be made after the scope and cost of producing the Capital Improvement Plan is developed.

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 Works Department Administration

Project Description

The purpose of this Work Plan item is to improve the Department of Public Works' administrative systems. The Department is in the process of updating its financial accounting, contracts and engineering permits. 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 have been typically provided by consultants under contract with the City. However, with increased demand from the public for engineering services, the Department of Public Works has now increased its staffing to provide the services.

Public Works is now in the process of updating many of its procedures to address not only the changing in staffing but also due to many other changes such as new and updated state and federal regulations. Since many of these services are cost recoverable to the City, this work effort includes 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.

Objective and Policy Consistency

The objective of this Work Plan item is to update and modernize the Department of Public Works financial tracking, contracting, engineering permit systems and 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
- Revise engineering permit forms and guidelines – Ongoing
- Establish engineering permit records management system – Ongoing

Tasks:

- Continue to update permits for policy, accessibility and consistency
- Continue to work on permit processing guidelines
- Establish formal Engineering Permits Program and develop Program Budget

Public Works

- Prepare a new City Floodplain Management Permit that adheres to new FEMA requirements

Products:

- Updated Contract Documents
- City Council Staff Report for establishing the Engineering Permits Program

Date:

June 2014

June 2014

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst
- Public Works Civil Engineer
- Public Works Engineering Technician

Budget:

This item is not directly budgeted for in the City of Carpinteria 2013-2014 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. New Public Works staff positions will 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 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
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

- Parking Utilization Study in the Downtown "T" Area

Tasks

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

Products

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

Date

Spring 2014
Summer 2014
Fall 2014
As-needed

Public Works

Staff Requirements:

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

Budget:

This Work Plan item was not directly included in the 2013-2014 City of Carpinteria Budget. The cost of this work effort will be determined as the Department of Public Works develops the scopes and costs for the consultant contracts

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

Priority: This item is a low priority

Program: Administration Municipal Code Updates

Project Description

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

- Watershed Management Program – CMC pertaining to clean water regulations will be updated to reflect recent policies adopted by the State and Regional Water Quality Control Boards. This will include water quality measures such as illicit discharges, construction and post-construction runoff controls, and monitoring programs.
- 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.
- 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.

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

Public Works

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

June 2014
2014

Staff Requirements:

- Director of Public Works
- Public Works Civil Engineer
- 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 2013-2014 City of Carpinteria Budget.

Funding Source:

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

Priority: This item is a medium priority

**Program: Administration
Malibu Channel**

Project Description

The purpose of this Work Plan item is to determine the future status of the Malibu Channel. The Malibu Channel is a concrete lined storm water channel that runs through the back yards of houses on the north-side of Malibu Drive between Linden Avenue and Sterling Avenue in the City of Carpinteria. In 2012 the City of Carpinteria Department of Public Works determined that there is no public easement through the backyards of the homes for the channel. Public Works also found the following through discussions with long-time City residents and review of the limited records found at the City and County:

- The Malibu Channel was likely constructed when the neighborhood from Malibu Drive to Nipomo Drive was constructed in the late 1950s and 1960s
- The Channel connects, at both ends, to storm channel improvements that were likely constructed in the early 1970s as a result of the 1969 floods
- The Channel may have been maintained and cleaned by the County for a period of time
- City maintenance forces cleaned the Channel into the 2000s
- With no public easement for the Channel, public agencies must obtain the right to enter the channel from each private property to perform maintenance and cleaning activities

Objective and Policy Consistency

The objective of this Work Plan item is to confirm the private ownership status of the Malibu Channel, determine the appropriate future status of the channel (i.e., should it be publically owned and maintained), evaluate the current condition of the channel and determine level of work and cost the channel may require if it were to be publically owned.

Previous and Ongoing Work

- The City's contract Surveyor determined that there is no public easement for the channel
- The City of Carpinteria obtained a temporary right-of-entry to clean the channel prior to the 2013-2014 Winter rainy season
- The Department of Public Works cleaned the channel in late 2013

Tasks

1. Complete the research into the ownership status of the Malibu Channel
2. Work with the various stakeholders including the affected residents along Malibu Drive to determine the appropriate future state of the Channel
3. Present a Staff Report the City Council that would like include alternatives for the ownership status

Products

- Staff Report to the City Council

Date

August 2014

Public Works

Staff Requirements:

- Director of Public Works
- Contract Surveyor

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.

Funding Source:

Funding for this Work Plan item will likely come from General Fund

Priority: This item is a medium priority

Program: Administration Floodplain Management

Project Description

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

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

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

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

Objective and Policy Consistency

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

Previous and Ongoing Work

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

Public Works

Tasks

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

Products

- Floodplain Development Permit

Date

June 2014

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

Development Impact Fee Program Update

Project Description

The purpose of this Work Plan item is to update the Development Impact Fee Program (DIF). The DIF 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 DIF Program Project List will be included in the City’s Capital Improvement Plan. A discussion regarding the updating of the Capital Improvement is provided in a separate 2014 Annual Work Plan item.

Objective and Policy Consistency

The objective of this Work Plan item is to update the DIF Program. 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

Public Works

Products

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

Date

Spring 2014
May 2014
Summer 2014
Summer 2014

Staff Requirements:

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

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 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 implemented series of workshops in 2013 to address Camino Trillado and La Manida Drive, two of the Special Condition Streets. The purpose of the workshops was 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 – Replaced and/or filled vacancies with 81 trees in 2013
- Camino Trillado and La Manida Street Special Condition Street Workshops

Tasks

1. Development of a pilot project for the removal of one tree and preservation of one tree on Camino Trillado. The project will likely include curb, gutter and sidewalk improvements as well as easements given to the City for right-of-way for a portion of the sidewalk
2. Preparation of a Seventh Street Tree Evaluation Report
3. Seventh Street Special Condition Street Workshop

Products

- Camino Trillado Workshop Results and Pilot Project Plan
- Seventh Street Tree Evaluation Report

Date

Spring of 2014

Spring of 2014

Public Works

- Install 20 new street trees in vacancies By June of 2014
- Linden Avenue Concrete Repair and Tree Replacement Project Phase II Fall of 2014

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 2014-2015 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 for the Beach Area, 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. This is included as a separate item in the 2014 Work Plan
- 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 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. Prepare PS&E for the Downtown “T” Landscaping Project
3. Prepare preliminary engineering for a Beach Area Pavement Maintenance Project

Public Works

Products

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

Date

February 2014

April 2014

Fall 2014

Staff Requirements:

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

Budget:

Portions of this item are included in the 2013-2014 City of Carpinteria Budget. The Third Street Trail will be included in the 2014-2015 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
- Downtown Landscaping Project - Measure A
- Third Street Trail – To Be Determined
- Beach Area Pavements - To Be Determined

Priority: This item is a medium priority

Program: Capital Improvements Ash Avenue Improvements Project

Project Description

The purpose of this Work Plan item is to improve Ash Avenue adjacent to the Silver Sands Mobile Home Park. The project will likely include sidewalk, drainage and parking improvements between Sandyland Road and 4th Street in the Beach Area of the City. This project is a component of the City of Carpinteria/Silver Sands Village, Inc. Memorandum of Understanding and Implementation Agreement. A portion of the Silver Sands Mobile Home Park was constructed over historic (unused) City roadway right-of-ways. In exchange for the elimination of the roadway right-of-ways, Silver Sands Village, Inc. the Mobile Home Park's home owner's association, granted land to the City for the Salt Marsh park and contributed \$185,000 to the City for improvements to Ash Avenue along the Park's frontage. The property transactions have been completed and the funds have been given to the City for the project.

The Ash Avenue Improvements Project will consist of four basic project delivery steps:

- Conceptual Design
- Environmental Review
- Design
- Construction

The Ash Avenue Improvements Project will likely be considered a maintenance project that will be Categorically Exempt from the California Environmental Quality Act. The conceptual design of the project will be based on the Beach Area Design Guidelines. Construction will likely begin in late 2014. The project will also likely include improvements to the Ash Avenue sidewalk between 3rd Street and Sandyland Road. The project may include parking configuration changes along Ash Avenue.

Objective and Policy Consistency

The objective of this Work Plan item is to improve parking and pedestrian safety while enhancing the roadway frontage along the Silver Sands Mobile Home Park. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan

Previous and Ongoing Work

- This project is a new work item

Tasks

1. Develop a scope and cost for consultant services for the design and environmental review for the project
2. Prepare construction documents for the project

Products

- Consultant Acquisition
- Construction Documents

Date

Winter 2014
Summer of 2014

Public Works

Staff Requirements:

- Director of Public Works
- Public Works Civil Engineer
- Consultants

Budget: This item is included in the 2013-2014 City of Carpinteria Budget

Funding Source: This Work Plan item will be funded by the \$185,000 provided by Silver Sands Village, Inc. and Measure D and Measure A funding

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. All roadway bridges in the City of Carpinteria, including the Carpinteria Avenue Bridge over Carpinteria Creek, are inspected by the California Department of Transportation every two years. The bridge is near the end of its service life and has received low structural ratings when inspected. The bridge also fails to meet modern seismic safety standards. Therefore, the Department of Public Works is working on a project to replace the bridge. The City Council approved receiving a Federal Highway Administration grant for this project on July 11, 2011. The grant will pay 88.53% of all eligible expenses to replace the bridge. The project is ultimately 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 for Federal Aid
- Performed consultant team selection for the Preliminary Engineering phase of the project
- Negotiated Scope of Work for the consultant team that was selected for the Preliminary Engineering phase of the project
- Prepared a City Council Staff Report for award of the Preliminary Engineering contract
- Began regular project development team meetings
- Prepared a project schedule
- Coordinated with a floodplain management specialist, Caltrans and FEMA

Tasks

1. Prepare a Project Report that incorporates Hydrology and Hydraulic Study with further required documents including the Type Selection Report and Bridge Geometry Report

Public Works

2. Prepare environmental review document by initiating the needed environmental studies. An Environmental Impact Report will be prepared for this project
3. Prepare an engineering geotechnical study and report for that will assist in the design of the new bridge foundations
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
5. Incorporate the bridge replacement into the Linden/Casitas Pass interchange project mitigation.

Products

- Hydrology and Hydraulics Analysis
- Environmental Review
- Geotechnical Foundation Analysis

Date

Winter 2014
2014
Spring 2014

Staff Requirements:

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

Budget:

This item is included in the 2013-2014 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 Replacement Project

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 was performed. The analysis showed that a complete bridge replacement as being the most efficient use of funding.

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 \$376,650, was awarded \$105,000 under the Measure A grant program. The remainder funding will come from City of Carpinteria Measure A yearly allocation and Measure D legacy funds.
- Completed consultant contract for a feasibility analysis and design. The consultant has completed the feasibility analysis and is now in the process of preparing the design plans.

Tasks

1. Complete plans, specifications and estimates
2. Obtain all necessary permits and agreements
3. Complete bridge construction

Products

- Prepare Plans, Specifications and Estimates
- Complete Bridge Construction

Date

January 2014
July 2014

Staff Requirements:

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

Budget:

This Work Plan item is included in the 2013-2014 City of Carpinteria Budget. The total project costs are preliminarily estimated to be \$376,650.

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. Measure D Legacy funds will also be used.

Priority: This item is a high 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 the “95%” Plans, Specifications and Engineer’s Estimates. 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 and floodplain management issues. The City’s Department of Public Works has also been taking the lead on coordination efforts between Caltrans and FEMA.

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 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 continue to 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 updated Traffic Analysis – Analysis to assist in determining the number of vehicular lanes on Casitas Pass Road
- Continuing to work with Caltrans on detailed design of the project – reviewed and provided comments on the 95% Plans, Specifications and Engineer's Estimates
- Continuing to work with Caltrans and FEMA to resolve floodplain management issues for the project

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 "Maintenance and Electrical Agreements." These agreements delineate physical responsibilities for maintenance and operation of Caltrans and City facilities
2. Prepare City Council Staff Report and presentation on the progress on preparing the Plans, Specifications and Estimates for the construction of the project
3. Prepare Staff Report and presentation on City assisting Caltrans with preparation of a FEMA Letter of Map Revision for floodplain development

Products

- Project Update
- Maintenance Agreement and Staff Report

Date

February 2014
Spring 2014

Staff Requirements:

- Director of Public Works
- Public Works Civil Engineer
- Public Works Management Analyst

Public Works

Budget:

This item is included in the 2013-2014 City of Carpinteria Budget.

Funding Source:

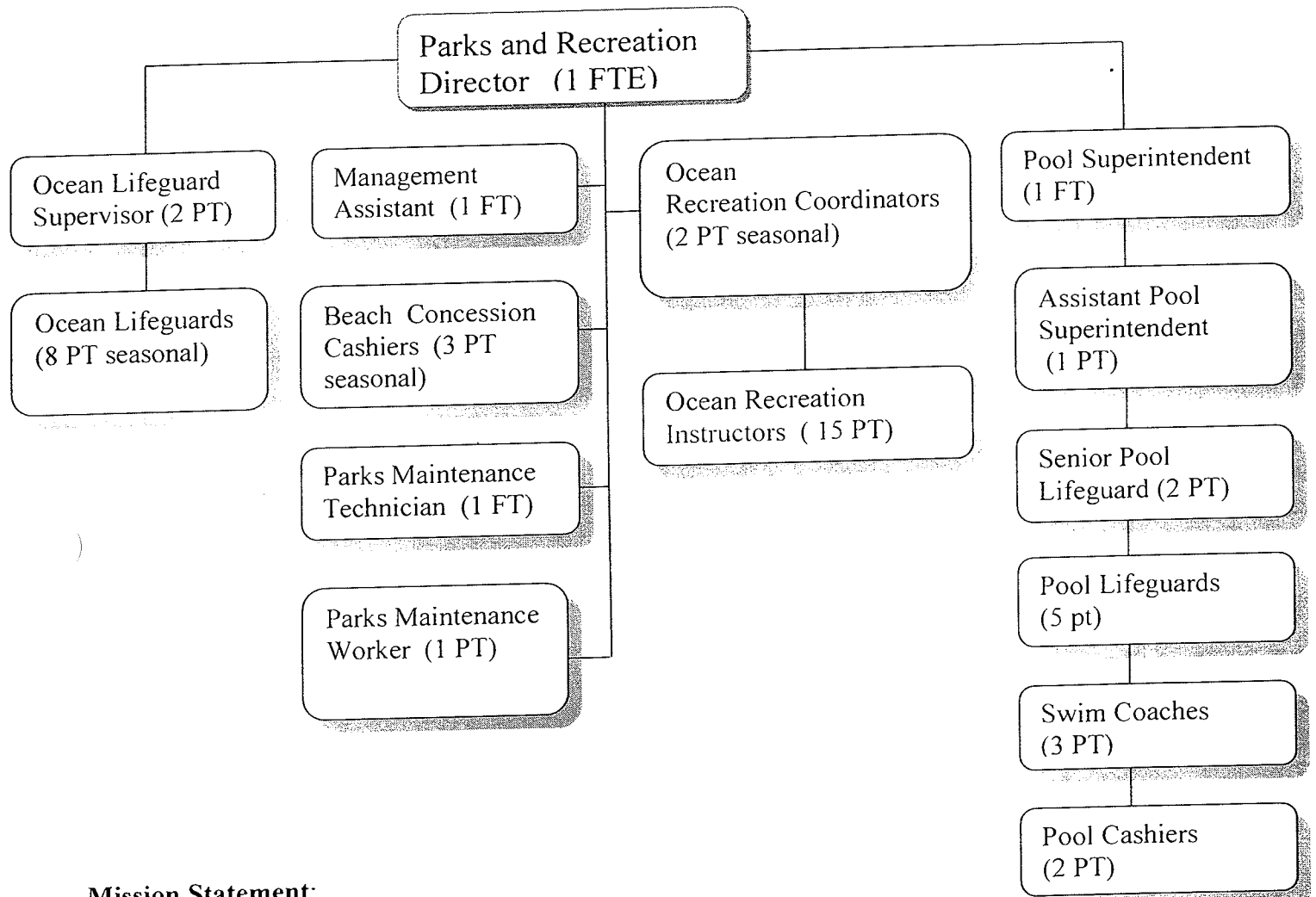
The City's work effort on this Work Plan item is funded by Measure A and Development Impact Fee funds. The Linden Avenue and Casitas Pass Road Interchanges construction project is funded by the State Transportation Improvement Program.

Priority: This item is a high priority

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

Parks and Recreation

2014 Work Plan Tasks Summary and Schedule:

Parks and Recreation Department Work Program - Fiscal Year 2014													
Updated 12/30/2013													
Activity	Planned		Actual		% Comp	Show Timeline for					Show Status?		
	Start Month	Dur Month	Start Month	Dur Month		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Seaside Building Seaside Park	1	6			10%								
Sycamore Park Area	1	24			0%								
Coastal Access Tar Pits Park	1	24			5%								
Carpinteria City Hall Improvements	1	36			5%								
Trail System Planning	1	36			60%								
Community Pool Improvements	1	7			50%								
Memorial Park Improvements	1	12			10%								
Irrigation Water Well	1	6			0%								
Holly Lifeguard Tower	1	7			0%								
Skate Park Feasibility Study	2	5			0%								
Public Park Planning	2	12			0%								

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

Date

Improved trail and coastal access
Restored native plantings
Protected wetland habitat

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

Municipal Property Concept Planning

Project Description

The creation and consideration of concept plans for the municipally owned land in the City's downtown allowing the City to plan for area improvements. The City has completed the acquisition of 2.1 acres of land along the railroad tracks in 2012 and 2013. This adds to the area acquired in 1989 of 1.15 acres that currently serves as a municipal parking lot. With most of the land currently vacant, an analysis of potential future uses is timely. Landscaping and beautification, pedestrian amenities, parking, tourist accommodation, public park improvements and other beneficial ideas could be considered with the development of concepts that recognize land use, financial and compatibility constraints.

Objective and Policy Consistency

- This project is will help the City plan for its future and maximize the benefit to the public of downtown public lands. Concept development will consider potential uses with consideration to Carpinteria General Plan consistency.

Previous and Ongoing Work

- None

Tasks

Develop list of potential uses
Conduct Public Land Acquisition and Improvement subcommittee meeting
Identify a consultant to illustrate concepts
Evaluate implementation costs/ benefits
Present to City Council

Products

Generate a report with concept plans

Staff Requirements

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

Budget

\$10,000

Priority

Medium

Funding Source

Park Improvement Fund

Parks and Recreation

Program: Parks and Recreation Administration

Skate Park Feasibility Study

Project Description

To prepare a study that evaluates the compatibility and necessity of a skate park in the City. The study shall review relevant information from current operators of skate parks, evaluate the challenges to finance, build and operate a skate park, and evaluate a list of potential sites.

Objective and Policy Consistency

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

- None

Tasks

Research information
Inspect adjacent skate parks
Evaluation of available sites
Publish draft study
Hold public workshop
Finalize study

Products

A skate park feasibility study

Staff Requirements

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

Budget
\$500

Funding Source
Park Improvement Fund

Priority
Medium

Parks and Recreation

Program: Parks and Facility Improvement and Maintenance

Community Garden at Fifth Street

Project Description

Design, permit and build a community garden for City owned property on Fifth Street to include park amenities.

Objective and Policy Consistency

The project objective is to create a community garden complete with an operational plan. The site plan and design should also allow for a pedestrian underpass of the railroad and trail connections.

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.
- Two additional parcels of land on the south of the tracks totaling 1.44 acres were purchased in December 2013.

Tasks

1. Develop Community garden site plan with stakeholders
2. Obtain necessary permits
3. Place project out to public bid
4. Construct project.

Products

- Complete plans
- Obtain permits
- Construct project

Date

June 2014
December 2014
July 2015

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$25,000 in FY 011/12

Funding Source

Parks Improvement Fund

Priority

High

Parks and Recreation

Program: Parks and Facility Improvement and Maintenance

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 Facility Improvement and Maintenance

Memorial Park Improvements

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.

Conducted neighborhood meeting in November 2013 at the park with approximately 50 park neighbors in attendance.

Tasks

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

Products

- Approved permits
- Improvements installed

Date

August 2013
August 2014

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$150,000

Funding Source

Parks Improvement Fund

Priority

Medium

Program: Parks and Facility Improvement and Maintenance

**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 Facility Improvement and Maintenance

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.

Parks and Recreation

- 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.

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 Facilities Improvement and Maintenance

**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

Parks and Recreation

Products

- Approved landscape plan

June 2014

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 Facility Improvement and Maintenance

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 bio-swale and the creation of patio areas conducive to small public gathering events.

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.
- Obtained final ARB approval on October 17, 2013

Tasks

1. Assemble bid package
2. Award of bid to qualified low bidder
3. Construct project.

Products

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

Date

6/14

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Priority
High

Parks and Recreation

Program: Community Pool Services

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

Parks and Recreation

Program: Ocean Beach Services

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

1. A site and station plan has been drawn and a CDP application package assembled.

Tasks

2. Make application for permits.
3. Construct facility.

Products

Plans completed
Permits obtained
Project completed

Date

December 2013
February 2014
May 2014

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget
\$75,000

Funding Source
Tideland Trust Fund

Priority
High

Program: Ocean Beach Services

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

2013 Work Plan Accomplishments

**General Government
2013 Work Plan Status**

Activity	Comments
Program: Legislative & Policy	
Regional Programs Collaboration and Cooperation	During 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: 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. 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. Finally, the City has been involved in response to the IRS concerning the appropriate treatment of the City Attorney, wherein the IRS has put forth that the City's contract City Attorney should be treated as an employee of the City while the City believes that the City Attorney is a consultant/contractor.
Legislation and Policy Research & Development	During 2013 the City Attorney's office and/or staff conducted various work in this area, including but not limited to the following: • monitored the Koontz US Supreme court decision • conducted research concerning the payment of TOT related to internet based room/home rental agencies • provided staff assistance with the financing/sale of Vista de Santa Barbara MHP • provided assistance with a comprehensive update of the City's Integrated Waste Management regulations and renewal of a related Franchise Agreement for waste/recyclables pick-up, transportation, and handling services • assisted staff with responses to the IRS' position on the City Attorney contract • conducted research and historical summaries of the City's special tax and assessment districts in response to a recent court decision • assisted the City with two real estate transactions
Sustainability Program	Research and policy development work on a Sustainability Program was completed and a draft policy prepared. The policy will be presented for City Council consideration in early 2014.

Program: Economic Vitality	
Business Attraction & Retention Identify top three potential hotel development sites in the City Update list of vacant and underutilized parcel information 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 has conveyed property contact information. In 2013, staff oversaw a proposed hotel project through conceptual review. Not yet started Staff met with Motel 6 representatives to discuss rebranding opportunities, room pricing, safety issues and motel appearance. A State of the Carpinteria Economy report was completed and presented to the City Council as part of an Economic Vitality Program Report. The report is available to existing and prospective businesses as well as City staff. It is also available on the City's web site. Additionally, staff has assembled Welcome Wagon packets for delivery to new businesses to Carpinteria. The packets include a variety of helpful resource information. City staff along with the Chamber of Commerce President and CEO delivered Welcome Wagon packets to newer businesses located in the Row at the west end of Carpinteria Avenue. This is an on-going activity. Staff contacted owners/representatives of key vacancies at 700 Linden (former Austin's location) and 901 Linden Avenue. Also, staff met with owners/representatives regarding 700 Linden Avenue. Additionally, discussed possible/anticipated Tyco vacancy with real estate representative of property located on lower Linden Avenue. Staff will continue contact with various property representatives as needed. 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. 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. <u>Accomplishments include:</u> • Various First Friday events (Recycled Fashion Show, Art-niture, Surf's Up, etc.) • Saturday promotional events (Holiday Fair 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 continues to collaborate with community groups regarding events and use of Seal Fountain as venue (e.g., Carpinteria Valley Arts Council, Howard Carden School, Kinderkirk, etc.) The Carpinteria First budget was adopted by the City Council as a part of the City's overall budget (completed after 4/13 timeframe).
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Program: Records Management	
Relocation of Off-Site Records	Ongoing work continued 2013 in an effort to reduce the demand for record storage. Obsolete and redundant records were destroyed, per the records destruction policy. City Ordinances, Resolutions, and budget documents were converted to digital format. City Council agreements approved within the last three years have also been digitized.
Program: Staff	127

Recruitment and Retention	
Employee Training and Development	Conducted, facilitated and coordinated various safety, computer and customer service training. As follows: Effective Meetings, Time Management Fundamentals, and 2010 Excel Fundamentals, Performance Evaluation for Supervisors and Managers and Performance Pro Software training for all employees, Effective Public Speaking, CPR, First Aid and AED, Preventing Substance Abuse in the Workplace, Payroll Information Training, Backhoe, HAZHOPER – Operations Level, Electrical Safety for the Public Works staff, "Say What You Mean But Don't Say it Mean" training for Code Compliance Officers, Contractual Risk Transfer, Near Miss Reporting, Accident Investigation, Preventing Discrimination, Harassment and Discrimination. Additionally, the Pool Superintendent received her Pool/Spa Operator Certification, and Code Compliance Supervisor also received her Code Enforcement Officer Certification.
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, Alcohol and Drug Abuse and Vendor Reporting Procedures.
Compensation Survey	Will be completed by May 2014
Employee Handbook Update	In progress.
Staffing and Recruitment	Hired 22 seasonal part-time employees for the Parks and Recreation Department and 3 full time employees, and 1 regular part-time employee for the Public Works Department.
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	• New Volunteer Orientation: A new volunteer orientation was developed and implemented for prospective volunteers this year. The manual contains important information on the City and our Volunteer Services programming. To allow the orientation to be delivered in different formats, an orientation manual and presentation was created.

	• Volunteer Communications Program: During 2013, a volunteer communications plan was not created, however, a plan will be created during 2014. A monthly CERT e-newsletter was created and maintained to keep trained CERTs informed. In 2014, all volunteers will be added to the City Advance monthly e-newsletter to provide them with details about City happenings. • Volunteer Recognition Program: During 2013, a volunteer recognition program was not created, however, a plan will be created in 2014. A new service award was created for the HOST Program in 2013 that will be expanded in 2014 to cover the entire City volunteer corps.
Neighbor-to-Neighbor	• During 2013, 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 2014, a more focused approach will be applied to launch this program in our community.
Program: Emergency Preparedness	
StormReady / TsunamiReady	• StormReady/Tsunami Ready Status: During 2013, continued steps were taken towards the process of becoming certified as a StormReady and TsunamiReady city. The City worked with various agencies to obtain information required for the certification application. The City will continue to work with NOAA to ensure requirements for these designations are met. We hope to receive both the StormReady and TsunamiReady designations in 2014. • 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 residences and businesses in the inundation zone and identify tsunami safe locations throughout the city.
"Don't Panic! Prepare" (¡No Te Asustes! Prepárate)	• Don't Panic! Prepare! Outreach: Through the Aware & Prepare Initiative emergency preparedness grant, the City conducted 5 disaster preparedness workshops this year, reaching almost 100 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. • Community Preparedness Event: In September 2013,

	the City is hosted five disaster preparedness stations with local businesses to distribute free starter emergency supplies kits to local residents. Participating businesses were Albertson's, Carpinteria Valley Lumber, Do It Best, Vons and the Farmer's Market. Business patrons were also provided with preparedness magnets and a list of recommended emergency supplies kit items that could be found in the stores. Through the five events, over 430 households received emergency supplies kits and countless others received critical preparedness information. • Preparedness Instructor Program: Coordinated with the Santa Barbara County Public Education Committee regarding the creation of a standardized general community disaster education presentation. With this new standardized presentation, new instructors can easily be mentored to provide these presentations without the need for a formal instructor training program. •
City Staff Training & Exercise	• Training Calendar: A 2013 Employee Emergency Response Training Calendar was drafted and released to all employees, which included critical response trainings as well as other necessary trainings and a City Hall evacuation drill. • 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 for the role they will play in the City's Emergency Operations Center (EOC). Four lunch and learn style trainings were developed and facilitated, targeting specific knowledge, skills and abilities staff would need to successfully operate in the EOC. An average of 13 employees attended each training. • Disaster Exercise: A multi-agency emergency response exercise did not take place in 2013. However, each of the four lunch and learn trainings had a table top exercise component, so attendees could test information learned during the course in real-world scenarios. Additionally, to test the City's Emergency Action Plan, a City Hall evacuation drill was coordinated and activated in cooperation with the Santa Barbara County Sheriff's Department. Actions during the drill and feedback from a post-drill survey provided valuable information that will be used to update evacuation procedures in 2014. • PIO Training: During 2013, we did not offer a Public Information Officer (PIO) training. As part of the 2014 training calendar, we will send City staff who have been identified as PIOs to a statewide training course. • Disaster Services Worker Tools: During 2013, background research was conducted on similar programs

	in other cities and we have received documents from these cities that may assist us in defining our program. During 2014, a more focused approach will be applied to developing these tools for City employees. •
City Disaster Response Capacity Building	• Continuity of Government Plan: During 2013, a Continuity of Government Plan was not created, however, it will be updated in 2014. • Updated Emergency Operations Plan: During 2013, the Emergency Operations Plan was not updated, however, it will be updated in 2014. • EOC Activation Handbook: During 2013, a draft EOC Activation Handbook was created. A final version will be updated and released after the City's Emergency Operations Plans is completed. • EOC Tools and Resources: During 2013, EOC kits were equipped with updated materials. However, in 2014, city maps, flow charts and other tools will need to be developed. • City Hall Emergency Supplies: During 2013, emergency supplies were not identified or acquired for City Hall, however, this will be revisited in 2014. • School Sheds: The Emergency Services Coordinator actively attends CUSD Safety Committee Meetings. During 2014, the Coordinator will continue to participate in these meetings and will begin more detailed conversations regarding the school sheds and maintenance plans. • Carpinteria Oil & Gas Plant Systems Safety Review Group: Planned and convened a successful Review Group meeting in May 2013 – the group had not met in several years. 17 attendees from 12 agencies participated. The City received critical input from various agencies regarding local oil and gas activities and regulatory standards.
Community Emergency Response Team (CERT)	• SBC CERT Citizen Corps: Coordinated with City of Santa Barbara and UCSB CERT Program Managers to form the Santa Barbara County CERT Corps, a group of CERT volunteers who are committed to building long-term, sustainable CERT programs in our local communities. Participated in monthly meetings, hosted advanced training opportunities and provided support to our volunteer partners. • SBC CERT Drill: Coordinated the development and facilitation of the 2013 Santa Barbara County CERT Drill. Over 150 people from Santa Barbara County participated as CERTs, drill volunteers, official evaluators and make-

	up artists. Bega, Inc. hosted the event and the Carpinteria-Summerland Fire District played an active role during the drill. The drill was widely successful and we received great feedback during the debriefing process that will help us improve these drills in the future.
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**Administrative Services Department
2013 Work Plan Status**

Activity	Comments
Central Services	
Public Facilities Access	
Completion of an Excel spreadsheet for City Department use to formally track accessible related improvements	On-going. Excel spreadsheet completed and discussed with relevant City staff to begin formally tracking accessible related improvements.
Formal tracking of completed accessible improvements	On-going. Staff has just begun to input information.
Begin inputting / assembling information related to the existing inventory of accessible ROW 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
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 Align zoning with General Plan Designations	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.
Downtown Design Guidelines Adopt Design Guidelines	Ongoing. Student intern Sloan Campi from Cal Poly San Luis Obispo drafted Design Guidelines for the Downtown. These 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.

**Public Works Department
2013 Work Plan Status**

Activity	Comments
Engineering Division - Administration	
Public Works Organization	• Evaluated need for in-house staffing to reduce consultant expenditures and lower costs to the public for Public Works Engineering Permits. • Established new Engineering Technician and Civil Engineer Positions and staffed them. • Worked on new Public Works permit processing guidelines.
Capital Maintenance Plan	• Completed preliminary work including identification of many of the Capital Improvement Projects that will be included in the Plan
Parking Management Plan	• Inventoried parking supply.
Capital Improvement	• Began working on a Request for Proposals for consultants

Program/Development Impact Fee Program Update	to assist the Department with the required nexus study and preliminary engineering cost estimates.
Floodplain Management	• Began work on establishing a Floodplain Development
Municipal Code Updates	• Floodplain Management Ordinance task was completed. • Solid Waste Ordinance task was completed
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.

Additional Work Items Listed in the 2013 Annual Work Plan Public Works Introduction:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Concha Loma Drive/Calle Ocho Intersection - <i>Completed</i> • Carpinteria Avenue/Seventh Street - <i>Completed</i> • Santa Ynez Ave. Overcrossing Guardrail – <i>In progress</i> • Santa Ynez Ave. Accessibility Improvements - <i>Completed</i> • Bicycle Master Plan – <i>In progress</i> | <ul style="list-style-type: none"> • Linden Ave. at Third Street Improvements - <i>Completed</i> • Pavement Maintenance Project – Engineering Plans <i>Completed</i> • Santa Claus Lane & Rincon Multi-use Trails – <i>In progress</i> • Construction Documents Update – <i>In progress</i> • Santa Ynez Ave. Overcrossing Guardrail – <i>In-progress</i> |
|--|--|

**Parks and Recreation Department
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.
A new park property on Fifth Street/ Community Garden	Site Acquisition was completed in October 2012. An EEMP grant was awarded in January 2014 in the amount of \$350,000. The grant allows 36 months to deliver project. Work has begun on community outreach to help develop an improvement and operational plan.
New Park Property on Linden	The City closed escrow on the property on December 19, 2013.
Carpinteria Rincon Trail	Design is nearing the 30% completion phase. Initiated overhead bridge diagnostic evaluation with the CPUC and UPRR. Completed two meetings with Cal Trans to pursue required encroachment permit. Preparing to reinstate CEQA/NEPA process.
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	Detailed construction plans have been completed. A bid package is being assembled to put the project out to public bid. The project is being scheduled for Winter / Spring construction.
Memorial Park Improvements and Restroom Facility	A meeting was conducted on Saturday, November 2nd, in the park to hear park neighbors input on what type of improvements to consider in Memorial Park. From this input, plans will be prepared to install trails, fencing and landscaping improvements. The playground fall area has been replenished with certified wood chips and one of the play area slides has been replaced.

Irrigation Water Well	A geologist has been retained who has prepared a water well plan for Monte Vista Park. Well drilling specifications have also been prepared. A permit has been obtained. A bid procedure can now be initiated to identify a contractor.
Carpinteria City Hall Campus Improvements	A concept plan has been prepared and reviewed by the Site Acquisition and Public Improvement Committee. The consultant has prepared 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.
Carpinteria Bluffs Nature Preserve	A stand of tamarisks have been removed in the south western portion of the property as directed by the Bluffs Advisory Board
Community Pool Services	
Community Pool Improvement Program	A third phase of locker replacements have occurred in November 2013. The main pool pump was replaced in October 2013. Final selection of an Ozone system will be made in the winter of 2014.
Ocean Beach Services	
Holly Avenue Lifeguard Tower replacement	A project CDP application 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.

General Government January 2014 Work Plan

Activity	Comments
Program: Law Enforcement	
Community Outreach	
Volunteer Program	The Sheriff's Volunteer program known as The Sheriff's Volunteer Team (SVT) has been in existence for several years, however, participation by community members in Carpinteria has been minimal. An aggressive campaign to highlight this program will begin this year. Many of the community outreach programs that are frequently hindered by staffing levels can be enhanced or handled altogether by volunteers. A citizens academy will take place by the summer of 2014 and frequently graduates of this program are a significant source of volunteers within the department. In addition, graduates assist with conducting future academies which allowed the volunteer program to be self-sustaining.
Citizen's Academy Status: 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. - This is a new program for the city. The development and lesson plans have been identified. - Classroom locations have been identified.
Neighborhood Watch Restored - Ongoing	This popular crime prevention function has been restored at two locations within the city. It will include monthly crime prevention tips to block captains and complex managers. 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	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.
Coffee With A Cop Status: Complete	Coffee with a Cop meetings will continue to take place this year at varying coffee shops.

Police Department Building and City EOC Strategic Plan Status: Ongoing	• A research and planning group will be formed to explore funding options and use needs.
Emergency Preparedness Exercises/Planning Status: This effort has been moved to the cities emergency planning office for consistency and consolidation purposes	
Homeless Population	• The increase in the homeless population within the city has become a growing concern due to the impact on quality of life issues for members of the community • A two prong approach will be applied to deal with the homeless community. ○ Mental health, housing assistance and other programs available by non-profit organizations and local government will be identifies and utilized to restore some of these persons to productive members of society. ○ A law enforcement approach consistent with input from city officials will be implemented to curb behavior of persons disruptive to the public's peace and safety.

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.

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. Continue the "Coffee with the Cops" program, a monthly meeting
5. Expand the City Council's Fire Committee to include regular law enforcement representation and re-name the committee the Public Safety Committee
6. The Sheriff's Department will take advantage of the Next Door and Neighborhood Watch programs and make Sheriff's Department resources available to them. This would allow attendees to customize each meeting to the specific needs of the neighborhood by expanding their access to law enforcement to address those specific needs.

General Government

Products

Citizens' Academy

Date

May 31, 2014

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

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

Date

March 30, 2014
April 8, 2014
April 30, 2014
June 30, 2014
September 30, 2014

General Government

Staff Requirements

Sheriff's Lieutenant, City Manager, Public Works Director, Emergency Coordinator 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 Volunteer Program

Project Description

Under the direction of paid Sheriff's Office staff, trained volunteers enhance or provide services to the community that are limited or in some cases nonexistent. This nationwide program known as Volunteers in Police Services (VIPS) has existed for decades but has not existed locally until the last couple of years. The Sheriff's Office formalized their program in 2000, known as the Sheriff's Volunteer Team (SVT) however it has been only minimally utilized in the Carpinteria area. The majority of the services these community volunteers provide relate directly to community outreach programs. With reduced staffing levels department wide, many of the community outreach programs have been reduced or eliminated. These valuable volunteer community members help restore and maintain those vital programs.

Objective and Policy Consistency

An advertising and recruiting campaign will begin this year to identify and train persons interested in this rare and interesting volunteer opportunity.

Previous and Ongoing Work

This will be a new effort specifically targeting the local community.

Tasks

1. Prepare and distribute advertising materials
2. Hold community outreach forums to identify interested persons.
3. Train and prepare those persons who are interested and successfully pass a background investigation.
4. Identify community outreach programs of specific interest to the community.

Program: Administration

Review and Update of the Assessment Districts

Project Description

The purpose of this Work Plan item is to review and update the City of Carpinteria Assessment Districts. The City of Carpinteria has three continuing Assessment Districts. The purpose of the Assessment Districts are to fund public improvements and services. Assessment Districts also can fund maintenance of existing public infrastructure. The four Assessment Districts are listed below:

- Carpinteria Lighting, Landscaping and Right-of-Way Improvement District No. 3
- Carpinteria Parking and Business Improvement District No. 4
- Winter Protection Berm Assessment District No. 5

Each year the City reviews the financial status and activities of each of the active Assessment Districts. The review consists of a three-step process conducted via City Council review of district reports and continuing resolutions. The steps are:

1. Order by resolution that reports on the Assessment Districts be prepared
2. Receive and approve by resolution the Assessment District reports
3. Authorize by resolution the continuation of the Assessment Districts

In addition to the yearly reviews discussed above, this Work Plan item would review each Assessment District for potential updates. The review will determine the cost for services/improvements provided through the Districts, confirm all of the properties and business subject to assessment, and will establish the benefit attributable to each property or business that results from the District services/improvements. The review will also confirm the proportionate benefit. As required by state law, an engineer's report will be prepared by a licensed Civil Engineer that supports the assessments.

Objective and Policy Consistency

The objective of this Work Plan item is to update each Assessment District, confirming that the City's policies and administrative procedures for the Assessment Districts are in compliance with state law and that the cost of services/improvements are understood and coordinated as a part of the District formation/continuation process. This Work Plan item is consistent with many goals, objectives and policies included in the General Plan/Local Coastal Plan. For example, transportation improvement projects meet goals, objectives and policies in the Community Design, Circulation, and Safety elements of the Plan. Lighting improvement projects meet goals, objectives and policies in the Safety, Public Facilities and Services and Circulation elements of the Plan.

Previous and Ongoing Work

- Annual District Reports and Resolutions

Public Works

Tasks

1. Develop a scope and cost for consultant services for the Assessment District Review and supporting Engineer's Report
2. Prepare the Review and Supporting Reports
3. Present the Reports to the City Council

Products

- Assessment District Review
- Engineer's Report

Date

Spring 2014
Spring 2014

Staff Requirements:

- City Manager
- Director of Public Works
- Management Analyst

Budget:

This Work Item has been preliminarily estimated to cost between \$20,000 and \$40,000. The Department of Public Works will refine the estimated cost by reviewing similar work efforts by other public agencies as the scope-of-work for the request for proposals from consultants is developed. 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 review reports is developed.

Funding Source:

This Work Plan item will be funded by the General Fund

Priority: This item is a High priority

Neighborhood Preservation Committee Recommendations Table

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

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

Department	Recommendation	Status
Community Development	1.a. Pursue and encourage development of Single Room Occupancy units	Zone Code Update
	1.b. Work with SB County on development of affordable housing options for agriculture and hospitality industry employees	Ongoing-Casa de Las Flores project
	1.c. Research a Parking Permit Program	2014/2015 parking management study
	1.d. Limit the number of vehicles registered to a specific address	Not Initiated/Could be considered through zone code update
	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	See 1(d)
	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	Zone Code Update
	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.	Zone Code Update
	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	Zone Code Update

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

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

	vehicles or panel or stake-bed trucks		
	3.c. Educate public about new codes and use neighborhood outreach programs to encourage neighbors to address issues themselves		Neighbor-to-Neighbor Program goals, 2014 Work Program
	3.d. Send a letter to all residents with home-based businesses that includes all pertinent Municipal Code regulations		Completed 2012/13
Community Development	3.e. Provide information about City regulations on the City website and in an informational brochure		Completed and ongoing
	6.a. Adopt a leafblower ordinance to regulate the hours of operation and adopt protocols for leafblower use		Considered and tabled by City Council
	6.b. Provide incentives for residents to turn in old leafblower models for more eco-friendly versions		See above
	6.c. Encourage communication between neighbors about leafblower use		Neighbor-to-Neighbor Program
	6.d. Create educational materials in English and Spanish		Completed 2011-12, and ongoing
	6.e. Place brochures in stores where leafblowers are sold		Completed 2011-12, and ongoing
	6.f. Distribute information on responsible leafblower use to all business license applicants for gardening and landscaping businesses		Completed and ongoing
	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

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

	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	Not scheduled
	4.a. Synchronize tree replacement with tree removal	Completed and ongoing
	4.b. Budget adequately to carry out the Street Tree Program	Completed and ongoing
	4.c. Support private plant of trees	Ongoing
	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
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	Newsletter article completed, Neighbor-to-Neighbor program
	4.h. Create an online form for reporting hazardous conditions or maintenance needs	Service Request From completed
	4.i. Create a refrigerator magnet with staff names and phone numbers to report a problem or submit a request for service	Not completed
	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	Ongoing
	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	Completed via Traffic Safety committee review/recommendations and

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

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

		implementing project planning.
	5.e. Use the Traffic Safety Committee to study and implement traffic-calming measures as appropriate	Ongoing
	5.f. Pursue funding and partnership opportunities to retrofit street lighting with more energy efficient and night sky friendly fixtures and components	Completed downtown LED retrofit 2011-12, researching SCE retrofit.
	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/Freeway Interchanges project.
	7.g. Anticipate and monitor potential health and safety risks	Ongoing
Volunteer Emergency Services	7.f. Educate/train citizens at the neighborhood level on emergency planning and preparedness	Ongoing
	8. Development of a Neighborhood Oriented Program	Neighbor-to-Neighbor
	Develop a Neighborhood Relations Tool Box	Neighbor-to-Neighbor
	Hold a Kick-off Event	Neighbor-to-Neighbor
	Organize a Clean-up Day	Neighbor-to-Neighbor
Volunteer Emergency	Develop Neighborhood Programs	Neighbor-to-Neighbor and

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

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

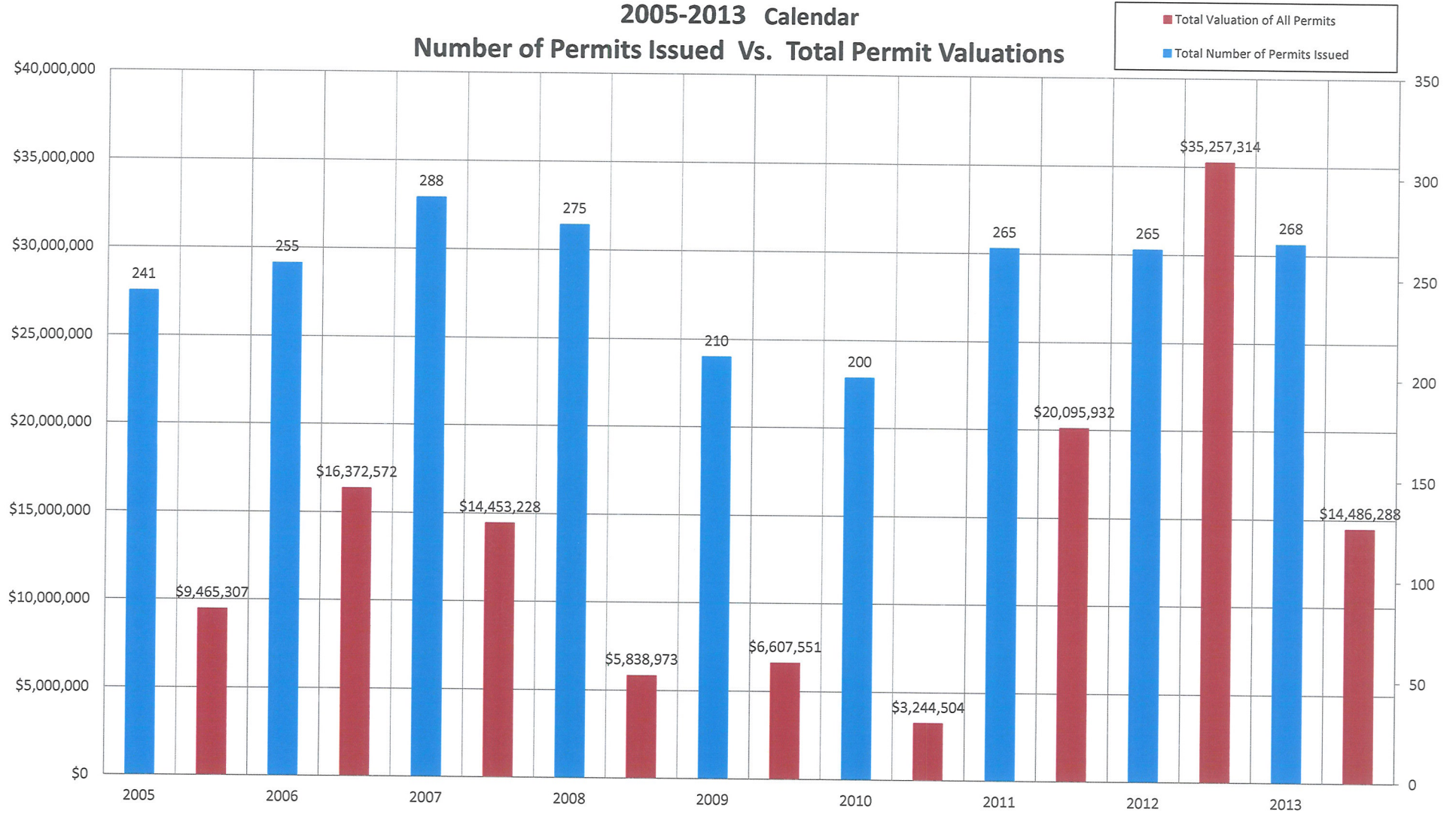
Environmental Scan Information

DEMOGRAPHIC INFORMATION

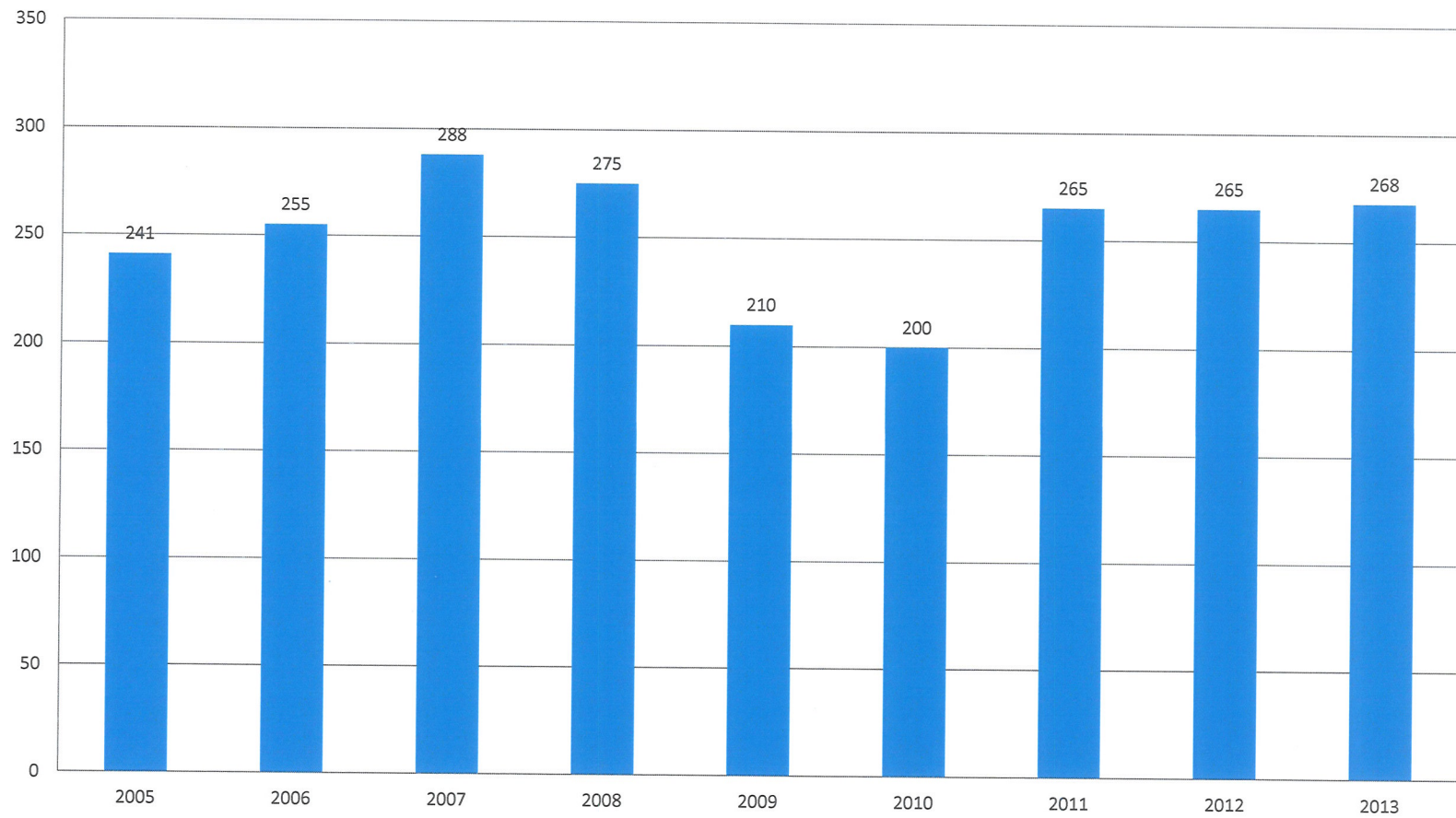
Building Permit Report

2005-2013 Calendar

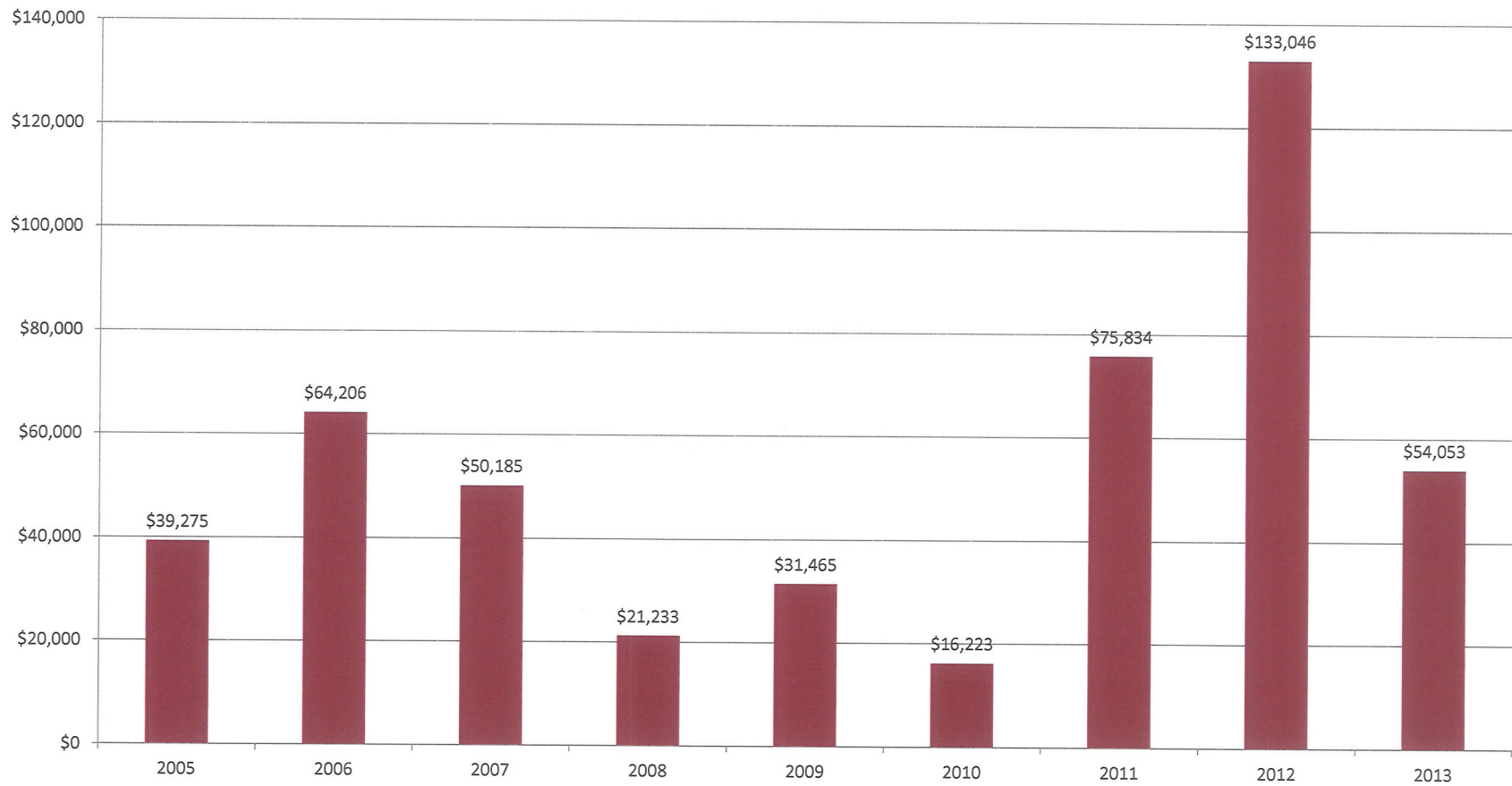
Number of Permits Issued Vs. Total Permit Valuations



**Number of Permits
Calendar Year
2005-2013**



Average Building Permit Valuation
2005-2013
Calendar Year

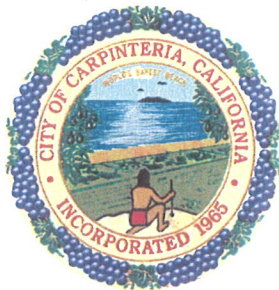


The 2013 Carpinteria Valley Economic Profile

Volume 1

June 2013

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EXECUTIVE SUMMARY



The Carpinteria Valley, home to just over 16,700 residents, has a diverse economy, ranging from a prolific cut flower industry, and a strong industrial sector, to a thriving visitor destination.

Employment and Income

The Valley economy is a jobs center. The number of workers located in Carpinteria exceeds the number of residents in the valley's labor force. Workers commute from Santa Barbara, Oxnard and Ventura. The manufacturing sector is the largest labor market in the valley, followed by agriculture, and professional and business services.

Approximately 300 jobs were created last year in the Carpinteria Valley, a large total for an economy of its size. Most of these jobs occurred in professional, technical and scientific services, but the manufacturing and leisure/hospitality sectors each added more than 50 positions.

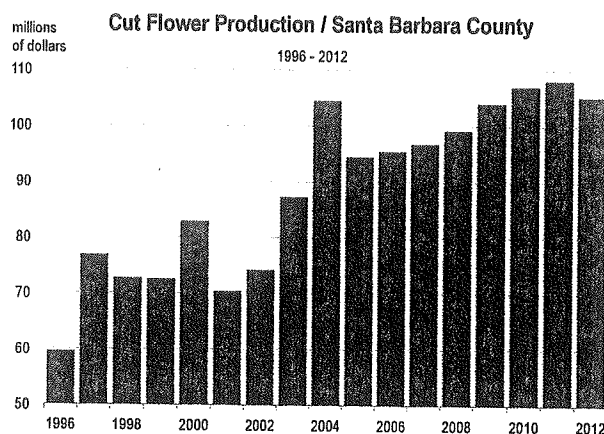
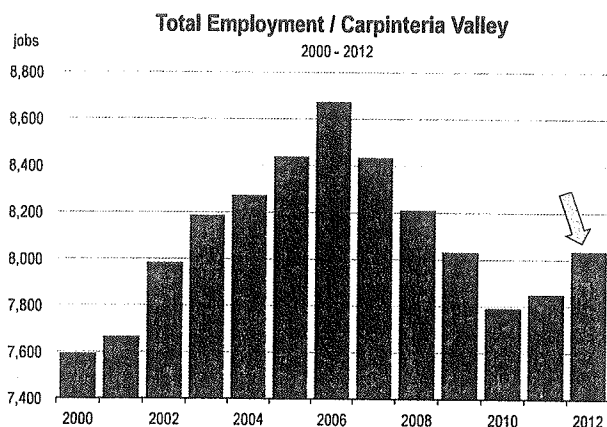
In March 2013, the unemployment rate in the City of Carpinteria was 3.6 percent, a noticeable improvement over the preceding year.

During 2012, the average salary per worker increased by 9.4 percent in the Carpinteria Valley. This is a sharp increase, reflecting the type of new jobs that are being created in the local economy today.

Flowers

The Carpinteria Valley has been referred to as "California's flower basket." The region's greenhouse industry is one of the largest in the state, producing millions of dollars in flower sales per year.

Over the last decade, the value of the local flower crop has jumped by 42 percent, totaling more than \$105 million in 2012. An estimated half of this production originated in the Carpinteria Valley. The flower industry continues to employ over one thousand workers in the valley; however, employment has been in decline over the last several years.

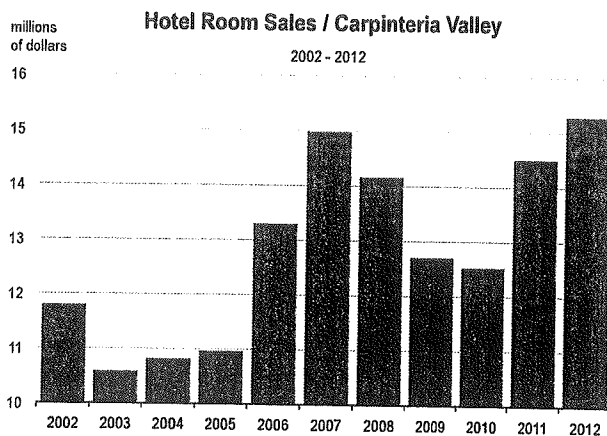


Tourism

In the Carpinteria Valley, tourism is an important component of the local economy. It generates substantial government revenues, supports a significant number of jobs, and adds to the customer base for local shops and restaurants.

In general, the recovery in Carpinteria Valley's tourism sector has been strong. There are six hotels/motels with more than 600 transient rooms in Carpinteria. At these establishments, the occupancy rate averaged just under 72 percent during 2012--the highest level since before the recession of 2007-2009. Annual room sales have now reached an all time high in the city, climbing to \$15.3 million in 2012.

In addition to these six hotels, Carpinteria has approximately 100 tourism-related units that are independently operated. These include beach rentals and related dwellings. Over the past 12 months, these establishments generated approximately \$1.8 million in sales and contributed significantly to the city's fiscal coffers.



Commercial Real Estate

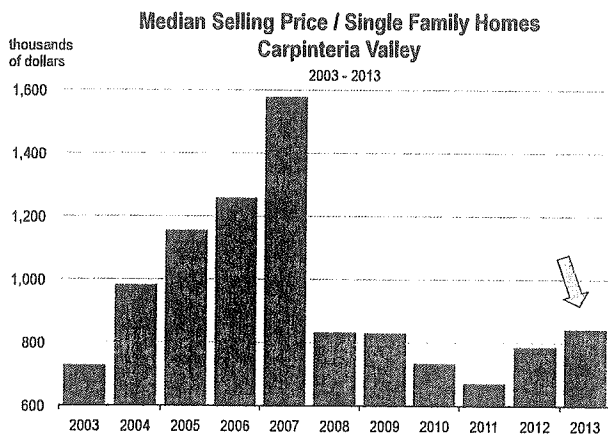
Industrial real estate is very tight, as current demand for industrial space is high. The vacancy rate is 3.3 percent—the lowest level since the onset of the recession. The recent tightening is the result of strengthening business conditions which have lead firms to expand manufacturing operations in the Carpinteria region.

In general, the Carpinteria Valley industrial sector has been a strong competitor for neighboring regions, such as the city of Santa Barbara, the city of Goleta, and the county of Ventura. The manufacturing sector is an important component of the Carpinteria Valley economy, and a competitive industrial real estate market helps to support overall manufacturing activity.

Though office building vacancy is higher—14 percent—it has declined from the cycle high of 17.5 percent recorded a year ago. The office sector is expected to improve further this year and next as more professional and business service jobs are created in the region.

Residential Real Estate

After four consecutive years of turmoil, the housing market began to rebound in 2012. Home prices increased significantly and the rate of foreclosures declined by 40 percent. The median selling value for single family homes was \$785,973 in 2012, a 17.3 percent boost over the median value of homes sold in 2011. For the 80 sales closed during the first three months of 2013, the median price was \$842,000.



Similar rates of improvement were observed across the South Coast, Santa Barbara County, and the State of California. A stronger labor market, lower mortgage rates, and a limited supply of available housing have led to a sharp turnaround. This will generate broader confidence in the region's economy, reduce levels of homeowner distress, and may also result in the construction of new housing units.

New Housing Development

In recent years, housing construction has been depressed. This is true of virtually all jurisdictions across the state. However, the economic recovery and stronger housing market may generate demand for new housing.

There are currently 96 residential units left to be built in projects that are approved in Carpinteria. Approximately 21 units are in projects that are currently under construction. Additionally, there are 10 units in pending residential projects. Total units in the development pipeline sum to 106 as of June 2013.

Quality of Life and Demographics

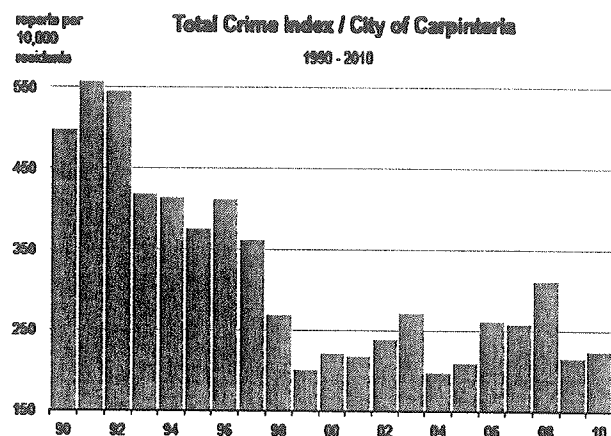
In addition to traditional economic factors, regional conditions can be influenced by a number of lifestyle and demographic factors. As measured by several important indicators – crime, traffic congestion, and education – the residents of the Carpinteria Valley enjoy a high standard of living.

Crime rates in Carpinteria are significantly lower than other cities in Santa Barbara County. Low crime rates can help to support property values, tax revenues, and the retail and construction industries.

Traffic counts have declined or remained the same in Carpinteria since 2003, leading to less congestion and better driving conditions.

Students in Carpinteria tend to outperform their peers across the state, garnering high scores on a variety of standardized tests.

The city of Carpinteria was characterized by population decline for more than a decade. However, as the economy has improved, the region has begun to add residents again.



U.S. Department of Commerce

People Business Geography Data Research

State & County QuickFacts

Carpinteria (city), California

People QuickFacts	Carpinteria California	
Population, 2012 estimate	13,231	37,999,878
Population, 2010 (April 1) estimates base	13,044	37,253,959
Population, percent change, April 1, 2010 to July 1, 2012	1.4%	2.0%
Population, 2010	13,040	37,253,956
Persons under 5 years, percent, 2010	5.8%	6.8%
Persons under 18 years, percent, 2010	21.4%	25.0%
Persons 65 years and over, percent, 2010	13.8%	11.4%
Female persons, percent, 2010	50.7%	50.3%
White alone, percent, 2010 (a)	71.7%	57.6%
Black or African American alone, percent, 2010 (a)	0.8%	6.2%
American Indian and Alaska Native alone, percent, 2010 (a)	1.1%	1.0%
Asian alone, percent, 2010 (a)	2.3%	13.0%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.1%	0.4%
Two or More Races, percent, 2010	4.1%	4.9%
Hispanic or Latino, percent, 2010 (b)	48.7%	37.6%
White alone, not Hispanic or Latino, percent, 2010	46.6%	40.1%
Living in same house 1 year & over, percent, 2008-2012	84.5%	84.2%
Foreign born persons, percent, 2008-2012	25.9%	27.1%
Language other than English spoken at home, pct age 5+, 2008-2012	42.7%	43.5%
High school graduate or higher, percent of persons age 25+, 2008-2012	78.1%	81.0%
Bachelor's degree or higher, percent of persons age 25+, 2008-2012	31.5%	30.5%
Veterans, 2008-2012	743	1,952,910
Mean travel time to work (minutes), workers age 16+, 2008-2012	20.5	27.1
Housing units, 2010	5,429	13,680,081
Homeownership rate, 2008-2012	56.6%	56.0%
Housing units in multi-unit structures, percent, 2008-2012	38.6%	30.9%
Median value of owner-occupied housing units, 2008-2012	\$590,800	\$383,900

Households, 2008-2012	4,946	12,466,331
Persons per household, 2008-2012	2.63	2.93
Per capita money income in past 12 months (2012 dollars), 2008-2012	\$33,294	\$29,551
Median household income, 2008-2012	\$70,113	\$61,400
Persons below poverty level, percent, 2008-2012	8.1%	15.3%

Business QuickFacts**Carpinteria California**

Total number of firms, 2007	1,435	3,425,510
Black-owned firms, percent, 2007	F	4.0%
American Indian- and Alaska Native-owned firms, percent, 2007	F	1.3%
Asian-owned firms, percent, 2007	S	14.9%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.3%
Hispanic-owned firms, percent, 2007	S	16.5%
Women-owned firms, percent, 2007	21.7%	30.3%
Manufacturers shipments, 2007 (\$1000)	272,658	491,372,092
Merchant wholesaler sales, 2007 (\$1000)	113,656	598,456,486
Retail sales, 2007 (\$1000)	169,555	455,032,270
Retail sales per capita, 2007	\$12,427	\$12,561
Accommodation and food services sales, 2007 (\$1000)	29,055	80,852,787

Geography QuickFacts**Carpinteria California**

Land area in square miles, 2010	2.59	155,779.22
Persons per square mile, 2010	5,042.5	239.1
FIPS Code	11446	06
Counties		

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 25 firms

FN: Footnote on this item for this area in place of data

NA: Not available

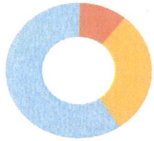
S: Suppressed; does not meet publication standards

X: Not applicable

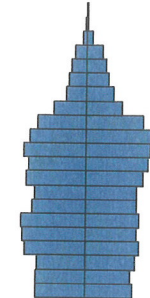
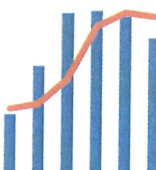
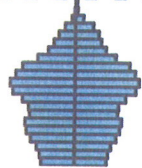
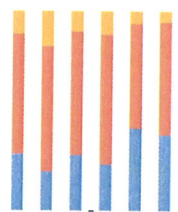
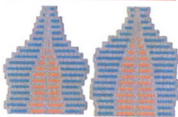
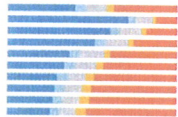
Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Census of Governments

Last Revised: Tuesday, 07-Jan-2014 10:46:53 EST



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



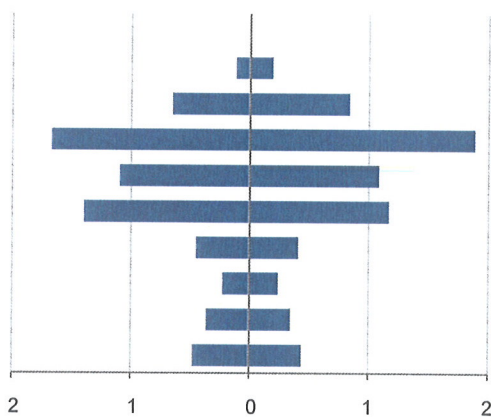
Population by Age

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

1. Population by Library-Defined Age Group, 2010

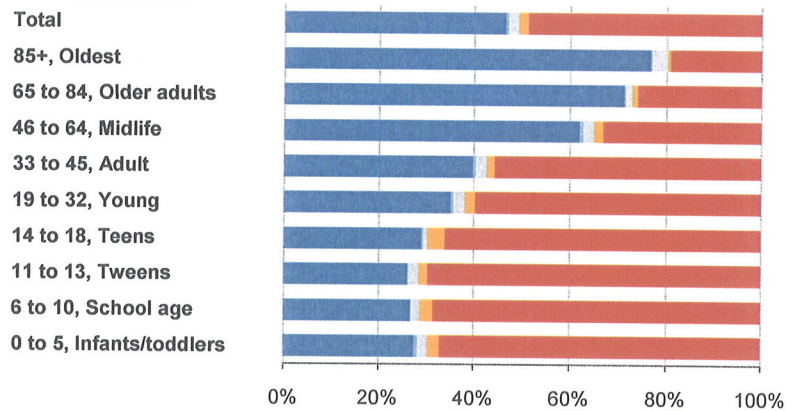
In thousands; males on left, females on right



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

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

Age group

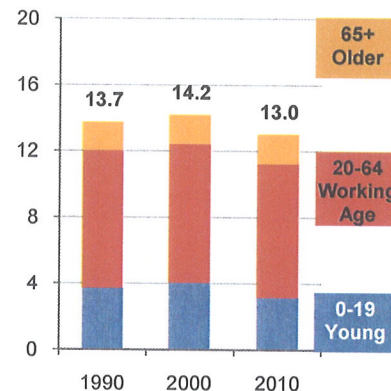


3. Population Growth by Library-Defined Age Group, 2000-10

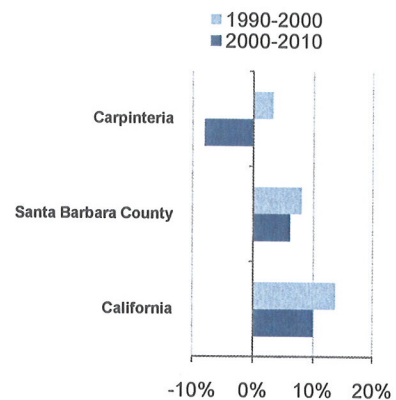
	2010	Change	% Change
Total	13,040	-1,154	-8.1%
85+	308	77	33.3%
65 to 84	1,491	-44	-2.9%
46 to 64	3,552	651	22.4%
33 to 45	2,178	-812	-27.2%
19 to 32	2,559	-137	-5.1%
14 to 18	860	-135	-13.6%
11 to 13	466	-189	-28.9%
6 to 10	709	-385	-35.2%
0 to 5	917	-180	-16.4%

4. Population Total, 1990-2010

In thousands



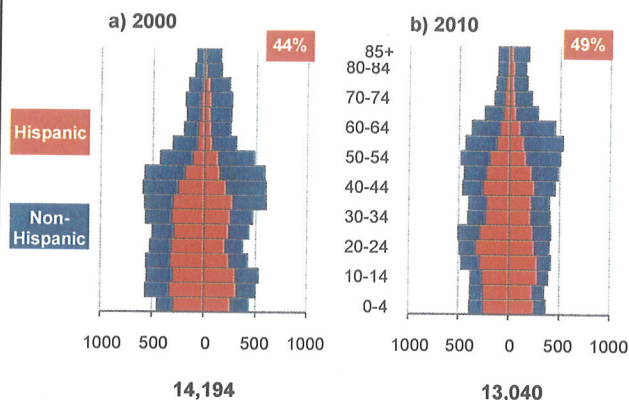
5. 10-Year Population Change



Source: US Census 2010, 2000, or 1990

6. Population by 5-Year Age Brackets

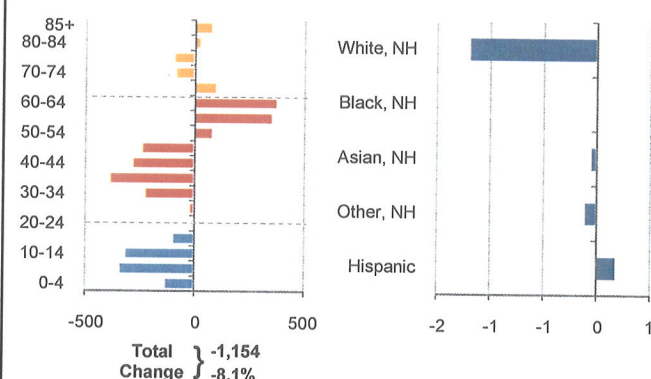
Males on left, females on right



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

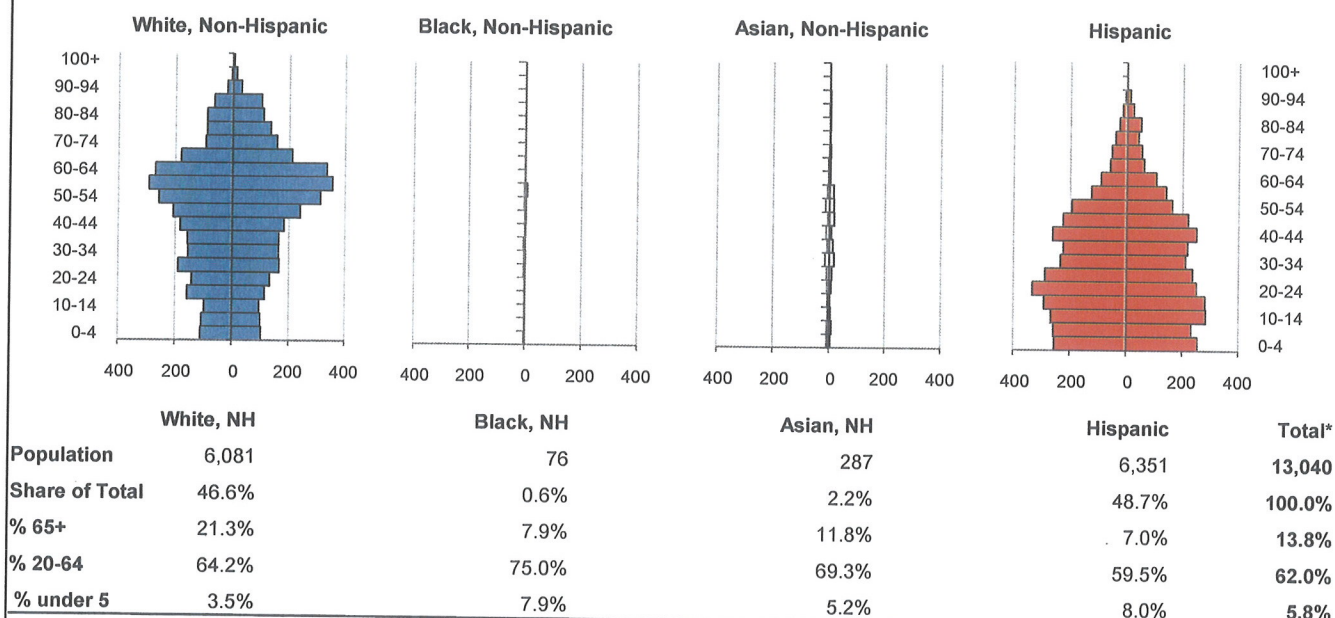
a) By Age

b) By Race and Ethnicity

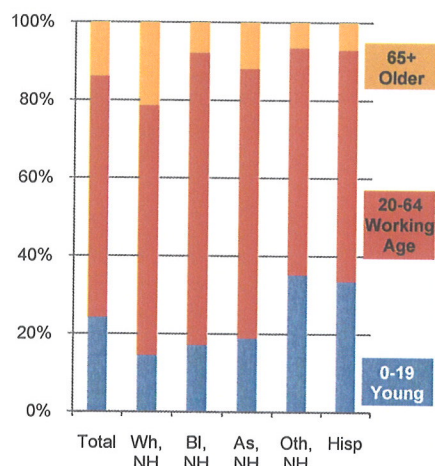


8. Population by Age, Race, and Ethnicity, 2010

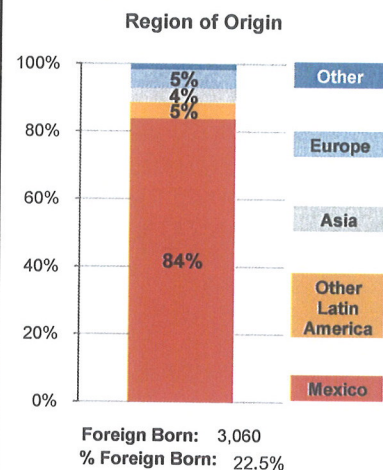
Males on left, females on right



9. Age Mix by Race and Ethnicity, 2010

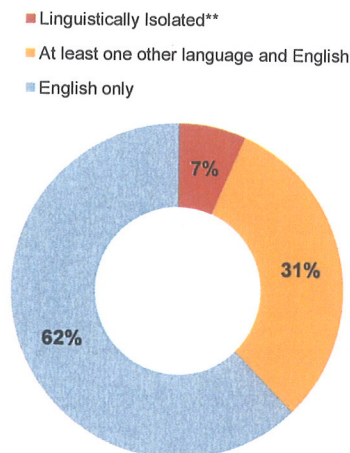


10. Foreign Born, 2005-09



Source: ACS 2005-09

11. Household Language, 2005-09



Source: ACS 2005-09

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

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

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

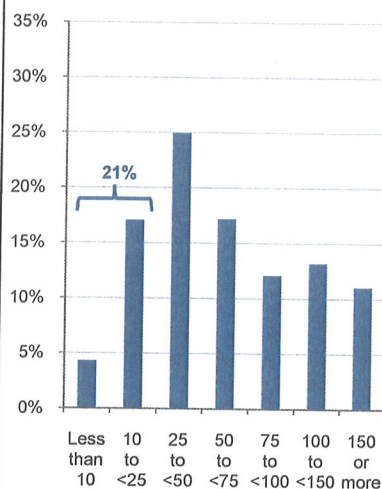
Source: US Census 2010, unless otherwise noted

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

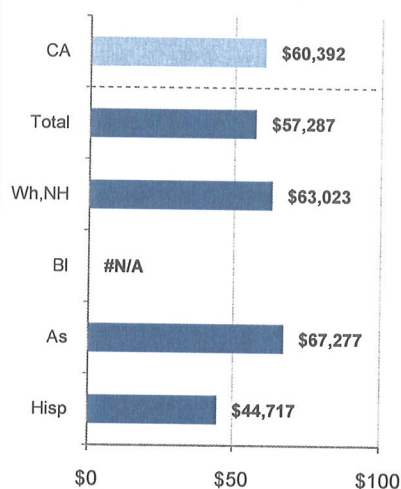
12. Household Income, 2005-09

In thousands of \$ (2009)

a) Income Distribution

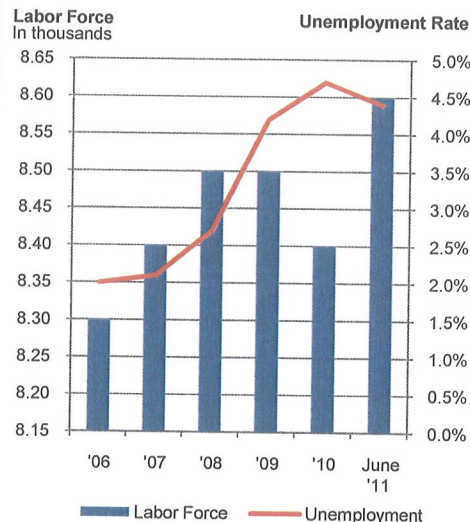


b) Median Household Income by Race and Ethnicity*



Source: ACS 2005-09

13. Labor Force and Unemployment, 2006-11

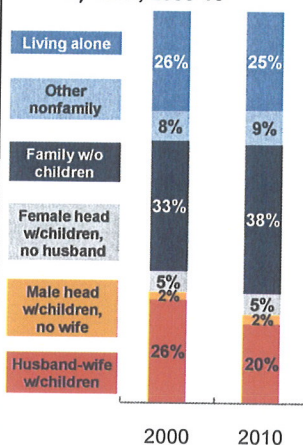


Source: CA Employment Development Department

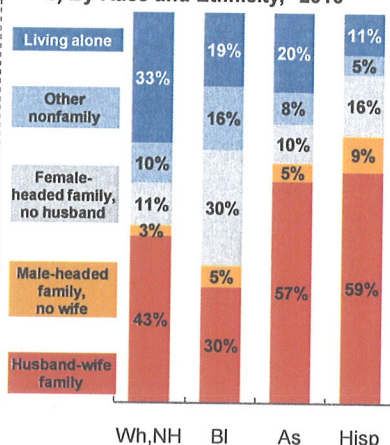
14. Household Type, 2010

% of all households

a) Total, 2000-10

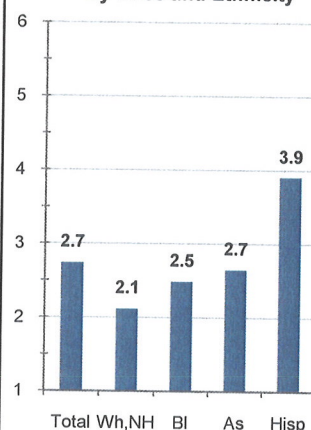


b) By Race and Ethnicity,* 2010

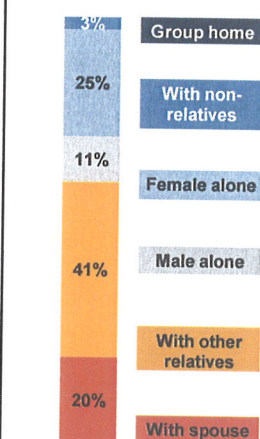


15. Average Household Size, 2010

By Race and Ethnicity*



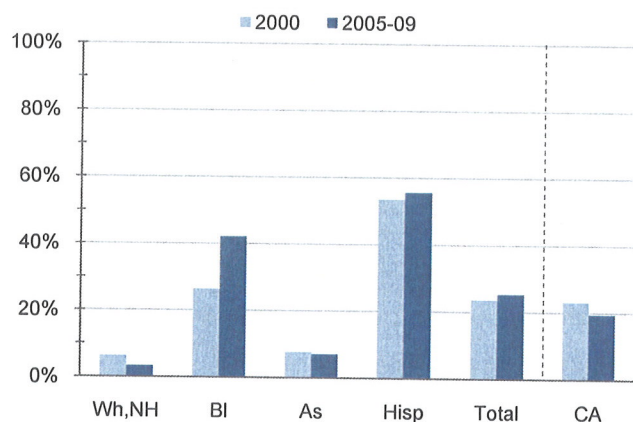
16. Living Arrangements Age 65+, 2005-09



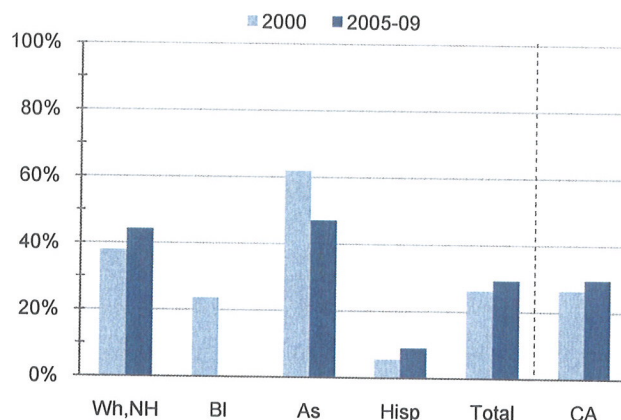
Source: ACS 2005-09

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

a) % of Adults Who Did Not Complete High School



b) % of Adults Who Attained a BA or Higher



Source: Census 2000, ACS 2005-09

*Wh,NH=White,Non-Hispanic; BI=Black,Hispanic Inclusive; As=Asian,Hispanic Inclusive; Hisp=Hispanic(Includes all races); CA=California Total

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

Source: US Census 2010, unless otherwise noted

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

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

Source: US Census 2010, 2000

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

Source: US Census 2010, 2000

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

I. Income Distribution, 2005-09			J. Median Household Income by Race and Ethnicity, 2005-09 (\$2009)							
Range (ths)	Households	% of Total	White, NH	Black	Asian	Hispanic	Total	% of CA	California	
<\$10	227	4.3%	\$63,023	#N/A	\$67,277	\$44,717	\$57,287	94.9%	\$60,392	
\$10 to <\$25	899	17.1%								
\$25 to <\$50	1,312	25.0%								
\$50 to <\$75	904	17.2%								
\$75 to <\$100	635	12.1%								
\$100 to <\$150	693	13.2%								
\$150+	582	11.1%								
K. Household Type, 2000-10			2000	2000,%	2010	2010,%				
Total households			5,030	100.0%	4,759	100.0%				
Family Households			3,363	66.9%	3,141	66.0%				
Husband-wife w/children			1,327	26.4%	966	20.3%				
Female head, no husband, w/children			271	5.4%	257	5.4%				
Male head, no wife, w/children			96	1.9%	112	2.4%				
Without children			1,669	33.2%	1,806	37.9%				
Nonfamily households			1,667	33.1%	1,618	34.0%				
Living alone			1,285	25.5%	1,203	25.3%				
Other nonfamily			382	7.6%	415	8.7%	Source: US Census 2010, 2000			
L. Household Type by Race and Ethnicity, 2010			White, NH	Black	Asian	Hispanic	Total			
Total households			2,978	37	109	1,576	4,759			
Husband-wife family			42.7%	29.7%	56.9%	59.3%	48.4%			
Family with male head, no wife			2.7%	5.4%	4.6%	9.3%	5.0%			
Family with female head, no husband			10.8%	29.7%	10.1%	15.7%	12.5%			
Living alone			33.4%	18.9%	20.2%	10.7%	25.3%	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.