

City of Carpinteria
City Council Special Meeting Agenda
Saturday, January 24, 2015 at 8:00 a.m.
Council Chamber, 5775 Carpinteria Avenue, Carpinteria

CALL TO ORDER

ROLL CALL

**PUBLIC COMMENT WILL BE HEARD CONCERNING THE AGENDIZED ITEM
BELOW 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 2015 Draft
Annual 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.

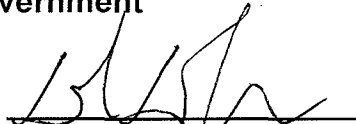
This agenda was posted on Wednesday, January 21, 2015 in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

STAFF REPORT
SPECIAL COUNCIL MEETING DATE:
January 24, 2015

ITEM FOR COUNCIL CONSIDERATION: Annual Work Plan.

Department: General Government

City Manager:


 Signature

ACTION ITEM X; NON-ACTION ITEM

STAFF RECOMMENDATION: Discuss the draft Annual Work Plan, direct any necessary changes and approve the Plan.

Motion: I move to approve the 2015 Annual Work Plan.

I. BACKGROUND/DISCUSSION

Each year in late January, the City Council, City Manager and staff Department Heads meet to discuss strategic issues and the Annual Work Plan. The draft Annual Work Plan was published and available for public review on Friday, January 16, 2015, and distributed separately.

The Annual Work Plan document is the primary document that guides new or significantly modified staff work for the coming year. The document includes a brief description of all Departments, including a mission statement, and detailed information about each Department's proposed work. Each proposed work item in the Plan includes the following information:

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

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

In order to stimulate strategic thinking, each City Council member has been provided with a questionnaire in advance of the meeting. Responses to the questionnaire (attached) were considered by staff in developing the Annual Work Plan and will be reviewed at the meeting.

II. LEGAL ISSUES:

The Annual Work Plan meeting is a special meeting of the City Council pursuant to Carpinteria Municipal Code 2.04.020. The meeting is open to the public and has been noticed by publishing an advertisement in the newspaper, posting of the agenda and making the agenda materials available in advance of the meeting through the City Clerk's office and the City web site.

III. FINANCIAL ISSUES:

The Annual Work Plan is an important precursor to the drafting of the coming fiscal year budget, i.e., 2015-2016. Through the budget process, which begins in March and concludes with City Council budget adoption in June, it will be determined what projects and programs are to be funded, and the basis for determining program/service effectiveness (performance measurement).

IV. ATTACHMENT:

2015 Draft Work Plan (distributed separately)
Questionnaires

Al

Work & Strategic Planning Session
2015

A.

- **What is community like now?** - Almost overcrowded
- **In 10 yrs. If no action:** - very overcrowded
- **In 10 yrs w/ action** – overcrowded

B.

1. **Greatest strengths:** Citizen participation, popular aspirations to preserve Carpinteria, lots of parks, open space, ocean, mountains, beauty, family
2. **Opportunities for improvement:**
 - Identifying and codifying balance between development and quality of life for residents, - Put brakes on rampant hotel development proposals,
 - Control overcrowding and loss of community feeling due to conversion of residential neighborhoods to hotel uses (e.g. vacation rentals)
3. **Weaknesses:**
 - Lure of easy money

C. **Needs to address above:** TBA

Fred

Work and Strategic Planning Session Questionnaire 2015

The purpose of this questionnaire is to stimulate strategic thinking and assist Council members in preparing for deliberation on annual work priorities, and to provide City staff with information to assist in preparing for the Annual Work Plan 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.)?

City consistently in the black with solid reserve.
Very strong volunteer base between Hosts, CERT, & clubs (ie Rotary)
Committed staff at the City and District (ie Sanitary) level.
Good tourist base taking advantage of walkable downtown.
Small town charm of a little beach town

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.)?

Finishing rezoning
Adding tech industry in Bluffs II area
Getting an anchor business at old Austin's & by the RR tracks
Moving forward on the Community Garden project
Working with People's Self-Help & Housing authority to ensure adequate low income housing & workforce where available

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

Our roads are all approaching the latter part of their life span so need to find funding sources to repair/replace.
As we approach build out we need to be creative in finding adequate housing for current & new residents
Water resources will continue to be a major issue in the next few years so recapture/reuse/storm water management will be crucial.
Some growth is inevitable but must be sustainable and not lose the small town charm we have.
The shuttle needs to be rerouted to service the Eastern end of the City.

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

Our oil industry is an uneasy alliance with the city. While we enjoy the revenue, the City has to balance that with Vedco's impact on the surrounding neighborhoods and our vision of a small, visitor friendly beach town.

Work on the 101 project will have an impact for several more years so lots of signage and publicity to help our small businesses survive will be necessary. I believe we should continue to not allow big box stores here. Infrastructure repair especially in our business areas is very important.

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. The shuttle should be rerouted to access City Hall and our 2 hotels east of Casitas Pass now. As soon as practicable it should access Bluffs II and Via Real east of Bailard.

2. Rezoning when completed will help clarify where new or expanded housing can be found - always bearing in mind our need to keep Carpinteria ^{a small} ~~as a small~~ visitor friendly beach town.

3. Working with Amtrak if the RR we could become a destination point for daytrips from cruise ships visiting Santa Barbara. To that end I still feel we should be hooked into regional tourism offices.

4. Back to rezoning - oil is at best a finite resource. Looking ahead 20-30 yrs. from now we need to have plans in place to use that acreage wisely when it is no longer viable as an oil resource.

5.

(1c) NURSERY TOUR -

City of Carpinteria

Draft Annual Work Plan
January 24, 2015



City of Carpinteria
2015 Annual Work Plan

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I. INTRODUCTION

The City's annual work planning 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 outcomes of the annual work planning process includes an agreed upon strategy for influencing factors that affect the City's ability to achieve its long range, goals. The product of the planning process is an annual Work Plan document that includes a discussion of **Strategic Initiatives, Annual Work** priorities organized by Department and Program, and a table of prior year **Work Plan Accomplishments**. The Work Plan also provides important information for estimating revenues and expenses as a part of the City's budget development process.

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.) An Efficient and Effective Organization

A stable, reliable, and professionally run 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 buildings, streets and other public facilities and infrastructure 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. Investing incrementally and consistently in public facilities and leveraging limited revenues through grants and other means will allow the City to provide 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, and other technologies, in order to ensure that communication with the public is efficient and effective.

Public Facilities and Systems 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.*

Progress, Resource Issues, Adjustments

Progress was made in the last year to address these Public Facilities and Systems Goals. Work progressed on a phased City Hall revitalization project, replacement of the City phone system and financial system software upgrades. Progress was also made on updating the City's Capital Improvement Plan, which includes major street maintenance priorities. The timing and extent of all of these efforts are influenced by limited financial and staff resources and the work plan continues to include studying the possibility of proposing a new Assessment District that could assist with street right-of-way and/or park maintenance needs.

Significant progress is being made on completing the Carpinteria Coastal Trail. The City has joined the California Coastal Trail Association, has positioned itself for grant support of capital trail projects and has several public and private trail projects being planned. In particular, the Santa Claus Lane Trail, linking westerly Carpinteria Avenue to Santa Claus Lane in unincorporated Santa Barbara County, and the Rincon Trail, linking easterly Carpinteria Avenue to Rincon County Park, are both in the engineering design phase of development. Private development proposals being planned at the Carpinteria Bluffs also include the development of critical trail links.

The expansion of the MTD Seaside Shuttle to better serve the east and west ends of the City, including several hotels and mobile home parks, is on hold due to costs associated with the expansion and the need for the extension of Via Real to Casitas Pass. The possibility of private support for the shuttle expansion will be explored as the Via Real extension moves nearer to completion and the expanded east/west shuttle service becomes feasible. Also, a local fare for the MTD Lines 20 and 21x was explored with MTD staff and determined to not be practical.

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 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

Progress, Resource Issues, Adjustments

The City's Zone Code update has been drafted and is scheduled for public hearings early this year and is expected to be completed for submission to the Coastal Commission in late 2015. Significant progress has been made in updating Public Works permits and procedures; however, the work is currently on hold due to capital project priorities and limited staff resources.

A training plan and schedule has been completed and is being implemented. The update of safety policies and the Administrative Procedures Manual; is in progress. Progress on this work is, in part, determined by priorities in the Human Resources division. This year, little progress was made as priorities turned to completing a total compensation study and new employment agreements.

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 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.*

Progress, Resource Issues, Adjustments

A total compensation study was completed and retirement plan changes consistent with the goals of AB340 were incorporated into labor agreements. Measures implemented to control contract law enforcement costs continue.

The City has continued to keep up with personal computer hardware and software needs, adequately budgeting for this annually. Financial system software was updated this year and is in transition. The City has also implemented new software for expanded use of a credit card payment system at City facilities. A new telephone system is being explored and is expected to be implemented in 2015. Also, the City has received and is reviewing proposals for implementation of an App for use on smart phones and tablets that is capable of providing improvement communication with the public and access to City information.

The City Manager has initiated the formation of a Health Insurance Committee to review alternatives to the City's existing health insurance plan.

D. **Finances:** The City remains financially strong and the recovery 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 various revenue sources that support street right-of-way and park maintenance work and a projection of a steep rise in public facilities maintenance and law enforcement services costs, are expected to continue to create challenges to delivering necessary and desired services, projects and programs to the Carpinteria community.

Financial 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.*

Progress, Resource Issues, Adjustments

City staff has worked closely this past year with property owners and prospective developers on projects that would both be consistent with City land use goals and policies and deliver additional revenue for community services, projects and programs. Three projects on the Carpinteria Bluffs are in the early design stages and a hotel project on the west end of Via Real has been discussed. Staff is working on a plan for the former UPRR property that sits at the juncture of the Downtown and Beach neighborhood and could serve as impetus for new private investment in those areas.

City staff is in the early stages of developing a plan for City Council to consider initiating the process to establish a new assessment district in support of street right-of-way and/or park maintenance. This work will continue under the proposed work plan.

The City has initiated the process to replace/update its timekeeping system in part to improve the ability of Public Works Engineering and Planning staff to track time and accurately bill to private development project, grant program and other capital project accounts.

The City Manager has initiated the formation of a Health Insurance Committee to review alternatives to the City's existing health insurance plan and continues to work with Sheriff's Department representatives to control law enforcement contract costs.

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. This Sustainable Community policy structure was adopted by the City through Resolution No. 5500.

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 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.*

Progress, Resource Issues, Adjustments

The City practices an asset based economic vitality program, building on existing assets in support of the local economy. The City continues to invest in its quaint, beachside Downtown through increased maintenance with a new part-time employee dedicated to Downtown maintenance and the recent completion of a major street pavement project. Work going forward includes updating visitor information made available at the Downtown Visitor kiosk, replacing damaged sidewalks and related street trees, and addressing homelessness.

Work on additional links to the Carpinteria Coastal Trail is ongoing, will be a considerable attraction for visitors to the coast and will be complemented by work that the State Park is completing to add a dune trail and make landscape improvements at the Carpinteria Creek lagoon. City staff is negotiating a new operating agreement for Linden Field with the goal of improving programming opportunities for visitors and the community.

The City's development review process is successfully balancing efficiency with results that are consistent with City policies and community expectations and thus is not serving as a barrier to new investment. Over the last two years two major affordable housing projects have been constructed. Dahlia Court expansion was completed and Casas de Las Flores is underway and scheduled for completion later this year. The remodel and expansion of Chapel Court housing is also being planned. The City's down payment loan program was recently extended to assist above moderate income first time homebuyers. Finally, the Lagunitas project requirement for homes to be marketed for an initial period exclusively to employees working in Carpinteria has been successful as staff has learned that a number of employees from local businesses are residents of the project.

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 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.*
- *Implement any necessary changes to the City's single-use bag regulations based on the new State law.*
- *Continue projects to reduce energy use at City Hall, the Community Pool and through equipment replacement.*

Progress, Resource Issues, Adjustments

In the new State Phase II Permit of 2013, new measures for monitoring and treating storm water runoff will be phased in and the Public Works work plan continues to include the necessary program implementation. The Planning Division will also continue to work on various aspects of sea level rise that could have environmental impacts, including participation in a regional Sea Grant study on Climate Change Impacts on Coastal Habitats.

The various provisions and programs of the City's new waste hauling franchise agreement will continue to be implemented during this work year and is expected to result in a continuing decline in the amount of materials sent to landfills.

A number of energy efficiency projects were implemented over the past year and the proposed work plan includes updating lighting in two City parking lots downtown that will both reduce energy use and improve visibility and aesthetics.

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 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 a 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 SBCADA to receive a CalGRIP grant that will support counseling and other services to students and their families.*

Progress, Resource Issues, Adjustments

The City's law enforcement services contract is in the third year of a five year extension of its contract for law enforcement services. No changes in level of service have been made over the last two years and the City and Sheriff's Department have been successful in focusing Community Resources Deputy work on acute law enforcement issues.

The work program includes proposals to continue improving the City organization's emergency response capabilities as well as the community's capacity to take care of itself. The City is also looking to complete its Tsunami Ready certification with FEMA; an indicator that the agency and community understand and are preparing for this type of catastrophic event. The Community Development work plan includes ongoing work to prepare for sea level rise through various planning efforts.

The City supports the South Coast Task Force on Youth Gangs, THRIVE, and collaborates with CUSD and SBCADA to administer a CalGRIP grant that supports counseling and other services to students and their families. The City and CUSD are working on a successor to the CalGRIP grant. The proposed work program includes, in cooperation with the C3H collaboration, pursuing the formation of a community committee to assist local homeless persons in getting into housing and receiving needed services.

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 works 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 Goals

- *Continue to collaborate with People's Self-Help Housing and the Santa Barbara Housing Trust Fund to increase affordable housing opportunities through the Dahlia Court expansion, Casa de Las Flores, and the first time buyer down-payment program.*
- *Continue and expand cooperation/collaboration with other public agencies and NGO's, to promote the cultivation and employment of youth in the community.*

Progress, Resource Issues, Adjustments

The City's affordable housing collaborations are having positive results in generating housing opportunities for various economics segments of the community. In addition to several low income projects developed by People's Self-Help Housing, the City and the Santa Barbara Housing Trust Fund have created a first time buyer down-payment loan program to assist above moderate income buyers in entering the Carpinteria housing market. The City has also been successful in creating opportunities for local employees to have first rights to purchase new homes constructed in Carpinteria.

The work plan contemplates the City's ongoing work with *Carpinteria Unified School District and County Schools, e.g., THRIVE collaboration, 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., to improve opportunities for Carpinteria youth to have college and career success.*

B. Open Space: Carpinteria is situated on the California coast line and the City is a steward of 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 responsibilities 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 protect, preserve and enhance these resources. The City's work plan anticipates continuing and expanding its role as a partner in efforts to gain access to the 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 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 Climate Change 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.*

Progress, Resource Issues, Adjustments

The work plan includes a Community Development work proposal to continue working on a number of climate change and sea level rise studies and planning efforts in the region. The work also includes a City Climate Change Adaptation Plan. The Parks & Recreation work program includes renewed efforts to acquire funding adequate to continue the Shoreline Feasibility Study, a critical plan for identifying a long term solution to beach erosion and coastal property damage.

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 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.*

Progress, Resource Issues, Adjustments

The work plan includes the ongoing Linden-Casitas Interchanges project as well as two related trails projects, the Rincon and Santa Claus Lane trails.

Work on expanding Seaside Shuttle service to better service east and west areas of Carpinteria is on hold pending completion of the interchanges project.

With the first phase of Franklin Trail complete, the City is in a supportive role in terms of maintaining trail head improvements. The next phase of the trail is scheduled to open this year. Also, a Bicycle Master Plan was completed in 2014 that will assist the City in acquiring grant funding. Creation of an Alternative Transportation Plan is a part of the 2015 work program.

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 Goals

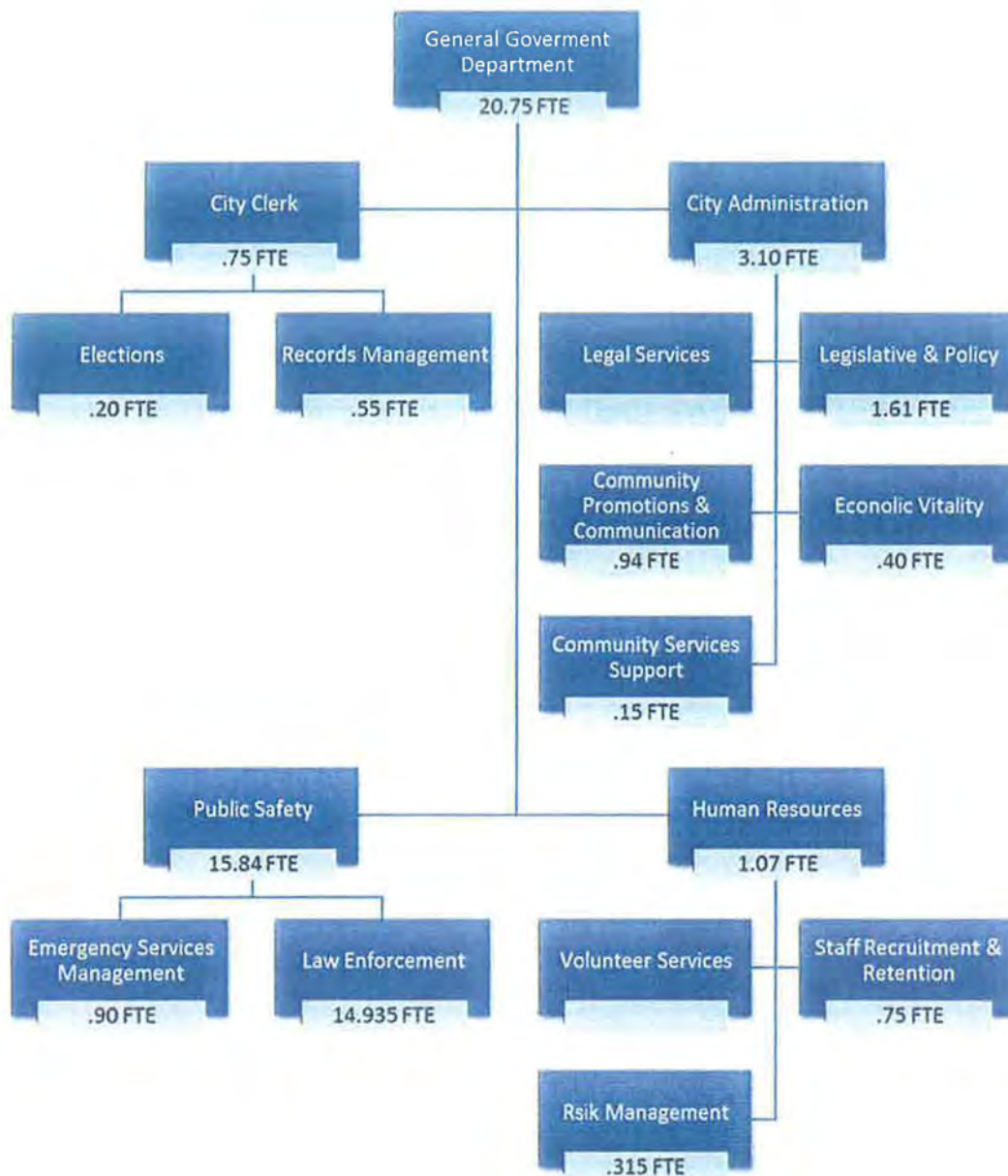
- *Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective education related services to the Carpinteria community.*
- *Continue and expand collaboration and cooperation with other agencies and non-governmental organizations 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.*

Progress, Resource Issues, Adjustments

The work plan anticipates this work continuing in 2015, including but not limited to collaboration with THRIVE, CalGRIP grant services, Friends of the Library, and South Coast Task Force on Youth Gangs. Also, the work program includes development of a community committee to address homelessness.

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: Legislation & Policy
Legislative Advocacy

Project/Program Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

- League of Cities: Membership and participation in the League of California Cities, including its Grass Roots Network and educational opportunities is ongoing. Councilmembers, appointed officials and staff typically attend one or more League conferences/seminars each year where important information on City issues is communicated. The City also has the opportunity to participate in Channel Counties Division meetings and through various policy committees of the League. Further, the City Council and staff receive email notices and updates from the Regional Representative of the League's Channel Counties Division concerning topical issues and state legislation that may require City Council consideration. Updates are also provided by the Regional Representative at quarterly Santa Barbara County Managers & Administrators meetings.
- Coastal Commission Matters: The City of Carpinteria is located entirely within the Coastal Zone and is subject to regulations of the California Coastal Act. Although the City is a permitting agency, amendments and updates to the City's Local Coastal Plan and appeals of certain Coastal Permits issued by the City, routinely come before the California Coastal Commission (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, the City's Zoning Code update.
- Freeway Interchanges and widening: The City is currently working with Caltrans and SBCAG staff on three freeway related projects: Linden Avenue and Casitas Pass Road Interchanges Project, Ventura/Santa Barbara 101 HOV Project, and

General Government

South Coast HOV Lanes Project (US 101 Santa Barbara to Carpinteria). City staff works as a part of the Project Teams to prepare the projects for the development and permit review processes. The City also has permit authority over the portions of the projects that are within the City limits and will analyze the project applications for consistency with local, state and federal regulations and, if determined appropriate, issue the development permits for the projects.

At the federal level, the Linden Avenue and Casitas Pass Road Interchanges Project must be consistent with Federal Emergency Management Agency (FEMA) policies and regulations for floodplain development. The project partners, Caltrans, SBCAG and the City, are seeking to restore Carpinteria Creek to its natural flow in a "100 year" (1% chance) event. The project partners will be working with FEMA at the national level to apply floodplain policy and regulations. This effort may require lobbying efforts if the partners need assistance from the region's congressional leadership.

- 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, funding to complete the study must now be found. 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 2015. Also, a project in San Luis Obispo County, if approved, would result in significantly increased risk of oil-by-rail transportation accidents in the region and the City will be working with the County, state and federal representatives to ensure that alternatives are considered and adequate mitigation established through any permit issued.

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.

General Government

Products

- N/A

Date

Ongoing

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 **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 2015 work item includes but is not limited to City participation in the South Coast Task Force on Youth Gangs, CalGRIP grant administration, THRIVE, work with the Carpinteria Valley Chamber of Commerce, work with C3H and community members to establish a community committee on homelessness, and continued cooperation on a recycled water program with 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 2014, including meetings with the Water and Sanitary District, Chamber of Commerce and School District.
- Central Coast Collaborative on Homelessness (C3H): The City has agreed to participate in this regional effort created in 2014 to better address issues of homeless persons. A Council member was appointed to the group and meetings have been held over the past two years. Recently, the City has held meetings with C3H staff to cooperatively work on a county and survey of the homeless and to anticipate creation of local committee to address homeless in Carpinteria. This collaboration replaces a number of other groups addressing the homeless issue including the South Coast Homeless Advisory Committee, which the City participated in.

General Government

- **School Services:** The City is working cooperatively with the School District to administer a CalGRIP grant and in promoting and developing the THRIVE program involving extended education and family services.
- **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 2014 on a flood mapping issue, the project LCPA and related trails projects and community garden program.

Tasks

1. Continue participation in meetings
2. Identify and facilitate bringing youth related services and programs to Carpinteria
3. Identify and facilitate bringing homeless related services and program to Carpinteria
4. Schedule any funding requests for City Council consideration
5. 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: 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. Implementation of The Affordable Care Act.
 - c. Monitoring changes in telecommunications laws concerning local permitting of cellular antennas and similar.
 - d. New State massage business law.
 - e. Court cases and new laws relating to State single-use plastic bag law
 - f. Court cases and new laws relating to internet based businesses concerning short-term property rentals and taxi service.
 - g. Requirements concerning construction project contracting/labor agreements.
 - h. Adoption of Trench Cut Regulations
 - i. 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. The City has incorporated changes consistent with AB340 in one of its labor agreements and expects to complete changes to all of the agreements by early 2015.
- **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 conclude in early 2015 and public hearings will be scheduled for the spring.
- **Storm Water Management:** The State Regional Water Quality Control Board issued post construction Storm Water Management rules in 2013 that require local

General Government

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 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: 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)

The implementation of this work has been delayed due to limited staff resources. A work item in the Administrative Services program would address staffing of that Department and allow for the Director to address a variety of matters, including this work.

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:

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

General Government

- 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
 - 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

Strategic Planning & General Plan Updates

Project Description: Establish the process and schedule for updating the City's Strategic and General Plans and initiate the process per the agreed upon plan and schedule. The City last engaged in a comprehensive update of these plans beginning in 1996 and culminated with the certification of the General Plan/Local Coastal Land Use Plan in 2003. Pre-dating the update of these plans was the drafting of the City's Mission Statement in 1993. Cities typically perform this type strategic planning work every 20 years in order to account for evolving priorities and changing conditions. Examples of some of the important changes that have occurred since the last process and which will influence City strategic issues and policies include sea level rise and State government requirements/responses, and the City's adoption of a Sustainable Community Policy.

Strategic Planning goals and implementing Work Program initiatives are reviewed and updated as part of the City's annual work planning process. General Plan/Local Coastal Land Use Plan policies are implemented on an ongoing basis through a variety of means including the application of development policies and regulations to development project applications and through public projects, programs and services.

Objective and Policy Consistency: To develop an agreed upon schedule and approach to the comprehensive update of the Strategic and General Plans and to initiate the update process. This work is consistent with the inherent need to revisit and update City strategic plans and policies through a planning process and can be understood as requisite to the City's operating consistently with its Mission.

Previous and Ongoing Work

- Resolution No. 4313, July 1996, Commencing a Community-Wide Visioning Process
- Completion of "Carpinteria: On Track to the Future – 2020" visioning document, 1996
- General Plan/Local Coastal Land Use Plan, 2003
- Annual Work Program and Strategic Planning, annually in January
- Adoption of Sustainable Community Policy, January 2014
- Sea Level Rise Regional Grant work

Tasks

- Develop a multi-year schedule for work completion, including key milestones and responsibilities.
- Identify key community stakeholders and establish a Strategic Planning Committee.
- Review and update the City's Mission Statement.
- Conduct a broad community survey and intensive analysis of community trends and forecasts to obtain information necessary to draft strategic goals, objectives and priorities.
- Research, identify and implement a performance management system to track metrics related to the Strategic Plan to enhance accountability and visibility into City projects.
- Draft an Implementation Plan for the dissemination and implementation of the updated Strategic Plan.
- Complete a comprehensive update to the City's Strategic Plan.

General Government

Products

- Multi-year schedule for work completion
- Updated City Mission Statement
- Establish Strategic Planning Committee
- Performance Measurement System
- Implementation Plan for Strategic Plan
- Updated City Strategic Plan

Staff Requirements

- City Manager
- Volunteer & Emergency Services Coord.

Budget

Unknown

Priority: High/Medium/Low.

Date

Year 1
Year 1
Year 1
Year 2
Year 2
Year 2

Funding Source

General Fund

Program: City Administration
Performance Measurement and Transparency

Project Description: Update the City's performance measurement system and acquire and implement software that permits public access to City performance measurement, financial and other data.

Objective and Policy Consistency: This work supports the City's interest in being good stewards of public resources and promoting open government practices.

Previous and Ongoing Work

- Budget performance measures included in the annual budget
- Data published on the City's website

Tasks

- Form a staff committee to review various software solutions and make recommendations
- Select the preferred system and make budget and staffing resource estimates
- Seek City Council program and budget approval
- Establish administrative policy and protocols for developing and reporting on performance measures, collecting and providing Department data for publication.

Products

- City website data portal
- Updated performance measurement system

Date

November 2015
November 2016

Staff Requirements

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

Budget

Unknown

Funding Source

General Fund

Priority: Medium.

**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

- Public Works Director, Assist. to the City Manager, and Public Works Engineering Technician are working to outline the steps to update City's Transition Plan
- City staff completes and oversees various accessibility improvements throughout the year
- Creation of spreadsheet that outlines completed accessibility related projects and tasks
- Various Citywide improvements were previously completed as a part of the City's Settlement Agreement with the Department of Justice (DOJ)
- Use of the City's Settlement Agreement with the DOJ as the City's Transition Plan

Tasks

1. Research the needed components/scope of work to update the City's ADA Transition Plan

Products

- Complete an outline of options/work needed as well as a draft budget related to updating the City's current ADA transition plan

Date

6/15

Staff Requirements

Assistant to the City Manager, City Manager, Public Works Director, Public Works Engineering Technician

Budget

Funding Source

A budget amount for this item has not yet been determined. It is anticipated that it would include 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

- Formation of ad hoc City Council Committee
- Formation of 50th Anniversary Community Committee
- Approval of budget
- Implementation of recognitions through 2014 holiday parade and 2015 Chamber of Commerce Annual Awards Banquet.

Tasks

- Form City Council and/or community committee
- Prepare plan for 50th Anniversary related projects and events
- Implement activities as planned throughout 2015.

Products

A 50th Anniversary celebration plan
Budget
Merchandise related to the anniversary

Date

September 2014
January 2015
March 2015

Staff Requirements

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

Budget

\$27,700 has been budgeted to date

Funding Source

General Fund.

Priority

High

Program: Community Promotions & Communication City Maps

Project Description: Update and install City maps at the Visitor's Kiosk, Parking Lot 3 and at the State Park entrance to enhance visitors' ability to discover locales in and around Carpinteria.

Objective and Policy Consistency: To enhance the visitor experience in Carpinteria by driving tourism into the heart of business and cultural districts in the city.

Previous and Ongoing Work

- City maps are currently in place at the Visitor's Kiosk, Parking Lot 3 and at the State Park entrance. However, each of these maps are out of date and are in need of a comprehensive update to highlight current businesses, districts and things to do in Carpinteria.

Tasks

- Research and consult with a graphic design/map design businesses to discuss mapping needs.
- Determine scope of work and budgetary needs to implement and complete the project.
- Design unique maps for each location and install maps.

Products

- City Maps

Date

December

Staff Requirements

- Volunteer & Emergency Services Coord.
- City Manager
- Outside graphic designer/consultant

Budget

Unknown

Funding Source

General Fund

Priority: Medium. The street maps in the current locations are all accurate, but the business information connected to the maps is out of date. Should funds be available, updated maps will enhance the visitor experience and drive tourism towards business and cultural districts, contributing towards the economic vitality of the city.

Program: Community Promotions & Communication Phone App

Project Description

Consider implementation and components of a City mobile phone software application (Phone App) in light of existing social media.

Objective and Policy Consistency

- Explore the uses of a City Phone App (e.g., reporting of a City related maintenance issues/concerns, listing of business related information, etc.) in light of other competing social media (i.e., Yelp, Trip Advisor, Facebook, etc.)
- Improved communication and convenient access to information that supports various City services including capital projects/maintenance construction, tourism promotion, and community events. This project aligns with the City's interest in delivering cost effective, efficient, and equitable local government services.

Previous and Ongoing Work

- City staff has received Phone App information/proposals from En Feugo Design and My City Mobile
- Staff participated in an on-line Phone App demonstration

Task

1. Compare City Phone App uses to current Social Media Apps
2. Evaluate various costs to implement City Phone App

Products

Date

- | | |
|--|-------|
| • Complete an outline that compares potential City Phone App uses to current Social Media Apps | 7/15 |
| • Report to City Council with recommendation | 9/15 |
| • Implementation of City Phone App | 12/15 |

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: Community Promotion and Communication
City Website Privacy Policy and Terms & Conditions Update**

Project Description

Identify and implement updates to the City's website Privacy Policy and Terms & Conditions.

Objective and Policy Consistency

Update the City's website Privacy Policy and Terms & Conditions in order to reflect applicable website policy standards for a public entity.

Previous and Ongoing Work

- The City's web site has been periodically updated over the years.

Tasks

1. Review the City's existing website Privacy Policy and Terms & Conditions
2. Research current public entity Privacy Policy and Terms & Conditions
3. Implement needed website Privacy Policy and Terms & Conditions

Products

Date

- | | |
|---|------|
| • Identify out-dated website Policies and Terms | 5/15 |
| • Outline needed website current public entity Policies and Terms | 6/15 |
| • Update the City's website Policies and Terms | 7/15 |

Staff Requirements

- Assistant to the City Manager

Budget

Funding Source

N/A

Priority

Low

Program: Economic Vitality Business Development Support

Project Description

Complete goals & objectives related to the Carpinteria First Committee strategic planning and update the City's 2013 Economic Profile report.

Objective and Policy Consistency

Pursue various goals & objectives related to the Carpinteria first committee

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

- Completed strategic planning and visioning efforts related to future work of the Carpinteria First Committee.
- Completed December off-season promotion advertisements (Coastal View News)
- Held various First Friday/Saturday events throughout the year including Snow Day, 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
- Economic Profile report completed in 2013

Tasks

1. Complete objectives related to transition of First Friday/Saturday events to a sustainable program
2. Pursue completion of additional FY 2014-15 committee goals as determined by the committee
3. Continue to provide staff support to the Carpinteria First committee
4. Prepare annual Carpinteria First budget
5. Update the City's 2013 Economic Profile report

Products

- Proactive planning of events, complete database update, complete First Friday/Saturday information piece, etc.
- Create objectives for FY2014-15 goals as outlined by the Carpinteria First committee
- Contract for an update of the City's 2013 Economic Profile report. The report will be presented at the Chamber of Commerce State of the City breakfast and to the City Council

Date

1/15—12/15

2/15—4/15

2/15

Staff Requirements

Assistant to the City Manager, City Manager

Budget

Economic Vitality/Contract Services

Funding Source

General Fund

Priority

Medium

General Government

Program: Staff Recruitment & Retention

Options on Health Insurance Carrier for City Employees

Project Description

Create a Health Care All Employee Committee.

Objective and Policy Consistency

To evaluate options for the provisions of health insurance other than the City's current health care administrator, CalPERS.

Previous and Ongoing Work

The Human Resources Administrator has been working with the City's insurance broker to develop health insurance option for City consideration.

Tasks

A Health Care All Employee Committee (one representative for the represented employees and one representative for each of the two non-represented employee groups and one City representative) will be created to make recommendations and review alternatives to CalPERS.

The Human Resources Administrator will be the City's representative and will be leading the Committee. A representative of Digital Insurance Benefits, the city's insurance broker will be marketing and reviewing alternative insurance carriers for the City. An employee census has been submitted to Digital Insurance. The census will assist them to receive quotes, review cost and benefits that are competitive with CalPERS.

Product

Competitive Health Insurance carrier/administrator

Due Date

August 2015

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

High

Program: Staff Recruitment & Retention

Employee Training and Development

Project Description

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

The HR Administrator will develop a schedule of mandated, leadership, safety and other development training for City Staff. Using resources such as California Joint Powers Association (CJPIA), Lynda.com and other 3rd party training company, the HR Administrator will conduct, facilitate and coordinate a yearlong management and employee training. Additionally, the Lunch and Learn training series will provide employees computer and leadership 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 2014, the City of Carpinteria has conducted and facilitated seventeen on-site employee trainings. Trainings conducted were as follows:

- Illness and Prevention
- Heat Illness and Prevention
- Tractor Training
- Excel Essentials
- Conflict Resolution Fundamentals
- Chain Saw Training
- Safety and Substance Abuse
- Crossing Guard
- Distracted Driving
- Hand and Power Tools
- Ladder Safety
- Overcoming Procrastination
- CPR, First Aid and AED
- CalPERS – Planning your Retirement
- Business Writing Fundamentals
- Defensive Driving

General Government

Off-site trainings:

- Environmental Safety
- Hazard Communications
- Aerial Lift Operator
- First Responder Hazmat
- Respirator Certification
- Flagging Safety
- Traffic Control
- Performance Pro Refresher

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

Due Date

December 2015

Staff Requirements

Human Resources Administrator

Budget

\$7,000.00

Funding Source

General Fund

Priority

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

General Government

Program: Staff Recruitment & Retention

Update Administrative and Workplace Safety Policies and Procedures

Project Description

Write and update City policies and procedures.

Objective and Policy Consistency

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

Previous and Ongoing Work

The Human Resources Administrator has drafted policies on Blood borne Pathogens Exposure Control Plan, Confined Space Entry Program, Code Enforcement Manual, and Social Media for employees and the City, Fire Prevention Plan, Facilities Use Agreement, Hazard Communication, Hazard Waste Control Policy, Taxable Employee Benefits Policy, Fuel Cards and Guidelines policy and Hiring Procedures. Additional policies and procedures will be written as indicated below.

Tasks

A Special All Employee Committee (one representative for the represented employees and one representative for each of the two non-represented employee groups and one City representative) will be created to make recommendations and/or recommend changes on the following policies and procedures:

- Complaint Procedures against City staff
- Telecommunications
- Dress Code
- Substance Abuse
- City Property
- Cell Phone Policy
- Fitness for Duty

The Human Resources Administrator will be the City's representative and will be leading the Committee. Legal counsel will also review the above policies.

Product

Eighteen new and updated policies and procedures

Due Date

December 2015

General Government

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.

Priority

Medium

Funding Source

General Fund

Program: Staff Recruitment & Retention

Employee Hand Book Update

Project Description

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

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

Objective and Policy Consistency

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

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

Previous and Ongoing Work

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

Tasks

- 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.
- 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.

General Government

Product

Due Date

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

June 2015
June 2015
June 2015

Staff Requirements

Human Resources Administrator
City Manager
Special Counsel

Budget

Funding Source

\$3,000.00

General Fund

Priority

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

**Program: Risk Management
Complete Implementation of CJPIA
Loss Control Action Plan (LossCAP)**

Project Description

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

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

On February 26, 2014, a Risk Management Evaluation (RME) for the City of Carpinteria was conducted by the California Joint Powers Insurance Authority (CJPIA). The resulting report includes recommendations for various City operations and programs.

The LossCAP Plan recommendations are mostly completed. The City's objective is to be an Agency Exemplar.

Objective and Policy Consistency

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

Tasks

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

Previous and Ongoing Work

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

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

General Government

Staff Requirements

Human Resources Administrator
City Manager and Department Heads

Budget

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

Funding Source

General Fund

Priority

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

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 a citywide volunteer management database to track all City volunteers, record volunteer activity, maintain program rosters and facilitate ongoing communication with volunteers.
- Created formal volunteer position descriptions for active City volunteer positions.
- 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.

Tasks

- 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

\$2,950

Funding Source

General Fund

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

Program: Volunteer Services Neighbor-to-Neighbor

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

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

Objective and Policy Consistency

- To build a network of neighborhood leaders capable of engaging residents for purposes of addressing neighborhood problems, promoting effective communication with City Hall and creating more prepared and disaster resilient neighborhoods.
- To create resources to educate and support neighborhood leaders and residents in promoting effective communication and community building.

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 a draft neighborhood map that indicates the number of households, trained CERTs, and *Don't Panic! Prepare!* kit recipients in each quadrant.
- Participated in product tour with Nextdoor and discussed City options regarding account services.

Tasks

- Create a City Nextdoor account to promote neighbors getting to know neighbors.
- Conduct outreach campaign to encourage Carpinteria residents to engage through Nextdoor.

Products

- City Nextdoor Account

Date

December

Staff Requirements

- | | |
|--|---|
| <ul style="list-style-type: none"> • Volunteer & Emergency Services Coord. • City Manager • Public Works Director | <ul style="list-style-type: none"> • Community Development Director • Environmental Coordinator • Code Compliance Supervisor |
|--|---|

Budget

\$4,500

Funding Source

General Fund

General Government

Priority: Low. The matter of neighbors getting to know neighbors was a priority recommendation of the Neighborhood Preservation Committee. This matter has the potential 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.

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 development of a Continuity of Government Plan, the creation of an EOC Activation Plan and the identification and acquisition of emergency response tools and resources.

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 in 2014.
- The City's Emergency Operations Plan was updated and approved by Council in 2014.
- The City's Hazard Mitigation Plan was updated and approved by Council in 2012.
- 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.
- Created an Emergency Notification & Reporting Guide to identify how and when City employees will report for duty during an emergency.
- Planned and convened a successful Carpinteria Oil & Gas Plant Systems Safety Review Group meeting in May 2013 and October 2014. This is now an annual meeting.
- Began working with Public Works Department and County OEM on identifying radio communications needs during an emergency.

Tasks

- Create a Continuity of Government 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.
- Create an EOC Activation Handbook to quickly identify critical steps that need to be taken to activate the EOC 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.
- Create a Shelter Response Plan in partnership with the American Red Cross, Santa Barbara County Department of Social Services and the Santa Barbara County Public Health Department.
- Conduct a survey to inventory all soft-story buildings within the city.
- Complete a comprehensive update of the Civil Defense section of the City's municipal code.
- Create emergency response resource lists to proactively identify City resources and local resources that may be used during an emergency.
- Assess City emergency communications needs, including radios, and create a plan for meeting identified needs.
- Continue to update EOC Kits, including maps, resource lists, guides, etc.

General Government

Products

- Inventory of soft-story buildings
- EOC Activation Handbook
- Shelter Response Plan
- Municipal Code update – Civil Defense
- Continuity of Government Plan
- Emergency Response Resource Lists
- School District Emergency Sheds
- Identification of communications needs
- EOC tools and resources

Date

April
June
October
December
December
December
December
December
Ongoing

Staff Requirements

- Volunteer & Emergency Services Coord.
- City Staff
- City Manager
- Carpinteria Unified School District
- American Red Cross
- Santa Barbara County Social Services & Public Health Departments

Budget

\$2,625
\$25,000

Funding Source

General Fund
Grant Funding, Local Businesses

Priority: High – updating EOC Kits; creating an EOC Activation Handbook; and creating a Continuity of Government plan. Medium – assessing communications needs; updating Municipal Code; and creating emergency response resource lists. Low – developing School Shed Plan; creating a Shelter Response Plan; and inventorying soft-story buildings.

Program: Emergency Preparedness City Staff Training & Exercise

Project Description: As mandated by FEMA and CalOES, 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 ability to respond to emergencies, a city-wide disaster exercise will be held involving partner agencies.

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 full-scale exercise, will be developed to reinforce the knowledge, skills and abilities needed to operate the City's EOC.

Previous and Ongoing Work

- 28 City employees have completed FEMA certification in IS-100, 200, 700 and 800.
- In 2014, three City employee trainings were developed and conducted on emergency response topics. In partnership with the American Red Cross, 21 employees were trained to open and operate an emergency shelter. All employees received training on the new Emergency Notification & Reporting Guidebook, which outlines employee responsibilities during an emergency. And, 22 employees received ongoing training on Emergency Operations Center functions and duties.
- Since 2012, eleven trainings have been conducted to prepare City employees for their role as disaster service workers.
- Continue to foster supportive working relationships emergency response agencies.

Tasks

- Design, implement and evaluate a full-scale city-wide disaster exercise with participation from partner agencies.
- Identify and provide Public Information Officer (PIO) training for City staff identified as PIOs during a disaster response.
- Offer continuing education on the role of elected officials during an emergency for Elected Officials.
- Create a multi-year exercise and evaluation plan.

Products

- Full-scale city-wide disaster exercise
- PIO Training
- Elected Officials Training
- Multi-year exercise and evaluation plan

Date

December
December
December
December

Staff Requirements

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

Budget

\$1,800

Funding Source

General Fund

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

Program: Emergency Preparedness StormReady/TsunamiReady

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

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

Previous and Ongoing Work

- Encouraged CERT members to complete the NOAA Weather Spotter course to increase the number of trained weather spotters in the city.
- 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.
- Developed a tsunami preparedness section on the City's webpage.
- Developed a tsunami awareness presentation to be delivered to community groups.

Tasks

- 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.
- Design a public education campaign to reach businesses and residents with tsunami preparedness information.
- Write a Tsunami Response Plan in coordination with the Santa Barbara County Sheriff's Department and the Carpinteria-Summerland Fire Protection District.
- Continue to send CERT graduates and other volunteers to NOAA's Weather Spotter training.
- Continue to maintain relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.

Products

- Create a Tsunami Response Plan
- Receive StormReady and TsunamiReady status

Date

May
August

Staff Requirements

- | | |
|---|---|
| <ul style="list-style-type: none"> • Volunteer & Emergency Services Coord. • NOAA • County OEM | <ul style="list-style-type: none"> • Carp-Summerland Fire Protection District • Santa Barbara County Sheriff's Department • Carpinteria State Park |
|---|---|

Budget

\$1,250

Funding Source

General Fund

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

Program: Emergency Preparedness Community Preparedness & Engagement Program

Project Description: The City's Community Preparedness & Engagement Program is designed to engage and empower Carpinteria residents by providing them with preparedness and response education and resources.

Objective and Policy Consistency: To conduct community preparedness presentations, deliver *Don't Panic! Prepare!* guides and starter emergency kits and to facilitate basic and advanced Community Emergency Response Team (CERT) trainings in English and Spanish.

Previous and Ongoing Work

- Since 2010, we've reached over 2,560 residents with emergency preparedness information and starter emergency supplies kits through the *Don't Panic! Prepare!* program.
- In 2012, the City hosted Preparedness in the Plaza, reaching over one thousand Carpinteria residents with preparedness information.
- In 2013, the City hosted preparedness stations with local businesses, reaching over 400 local residents with critical preparedness information.
- In honor of The Great Shakeout in October 2014, CERT volunteers distributed 400 door hangers inviting community members to participate in the world's largest earthquake drill and to take steps towards their own personal preparedness.
- Over 250 local residents have graduated from the CERT training program and are ready to serve as disaster response resources during an emergency situation.
- In June 2014, 20 participants graduated from the City's first Spanish CERT training course.

Tasks

- Create a plan for transitioning preparedness programming from *Don't Panic! Prepare!* to a more comprehensive community preparedness and engagement program.
- Reach 500 households with preparedness information, including starter emergency supplies kits and preparedness guides.
- Coordinate community preparedness event in September.
- Conduct CERT trainings in English and Spanish.

Products

- | | |
|---|----------------------------|
| • DPP transition plan | <u>Date</u>
June |
| • Community preparedness event | September |
| • CERT trainings in English and Spanish | December |
| • Community preparedness presentations | Ongoing |
| • Emergency Kit and Survival Guide distribution | Ongoing |

Staff Requirements

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

Budget

\$5,400

Funding Source

General Fund; Aware & Prepare Grant

Priority: Low. Priority will be placed on transitioning *Don't Panic! Prepare!* from a standalone program to an integrated part of the City's new Community Preparedness & Engagement Program.

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. This item was part of last year's work plan and some additional efforts have been accomplished.

Previous and Ongoing Work

The current phone system is more than 26 years old. It has been very reliable but there are concerns for its long term viability. The current voicemail system actually failed earlier this year for a few days raising the perceived urgency of this item.

Tasks

1. Obtain proposals from WIP Communications and Cox Cable
2. Evaluate the proposals and set up a budget
3. Choose a vendor and commence installation and training

Products

Date

New phone system

December 2015

Staff Requirements

Administrative Services Director
Scott McKay as a consultant

Budget:

Funds would be budgeted within the Central Services program.

Funding Source:

General Fund

Priority:

Medium

**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

Staff Requirements

All Administrative Services staff (2)

Budget:

Unknown but likely minimal

Funding Source:

General Fund

Priority:

High

Program: Financial Management New Part time Account Clerk Position

Project Description: Explore establishing a new part time account clerk position in the department

Objective and Policy Consistency

In keeping with the concern for internal controls and general work load demands it is thought that the department is understaffed. An additional position would improve our ability to continue proper segregation of duties and would assist the director in focusing less on day to day routine matters and more on strategic long range bigger picture items and analysis.

Tasks

1. Develop a job description
2. Develop a budget

Products

Minimization of errors, better segregation of duties, increased/improved work product

Staff Requirements

One half time position

Budget:

\$50,000

Funding Source:

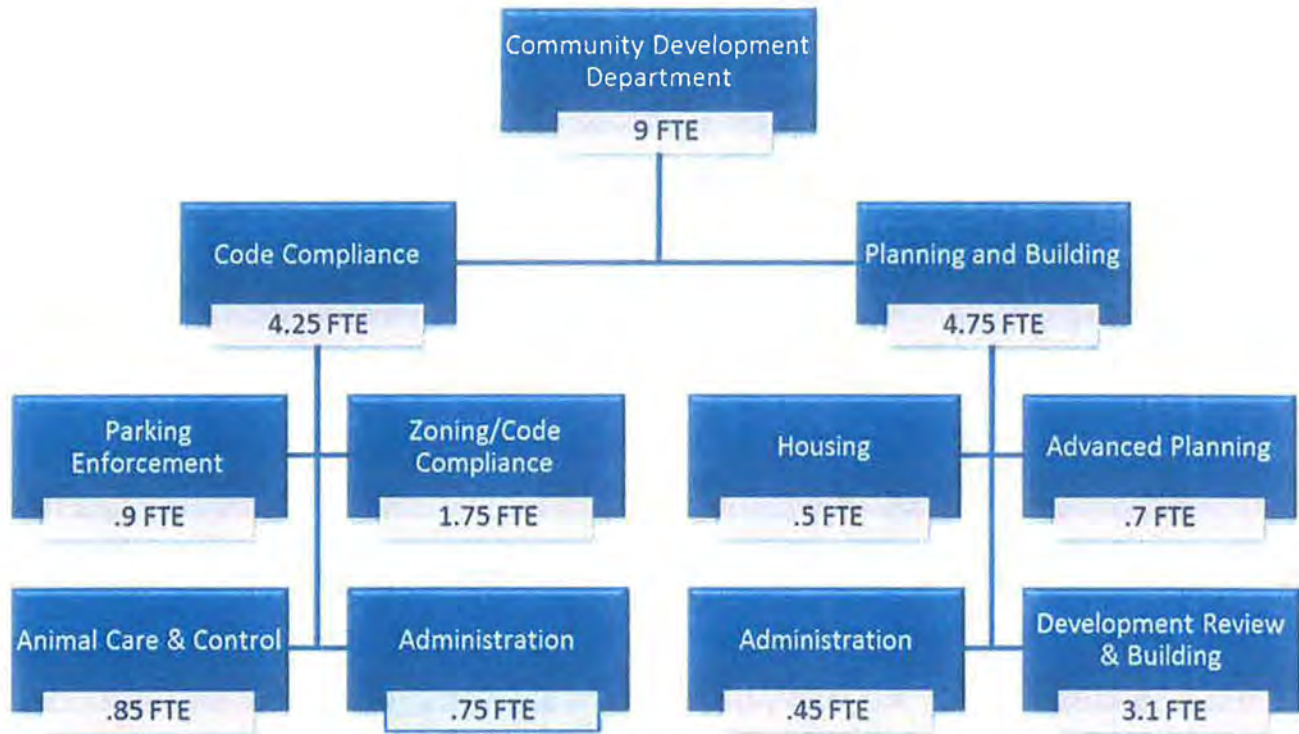
General Fund

Priority:

Medium

Department: Community Development

Departmental Function 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 2015, after a scheduled meeting with Coastal Commission staff to review updated biological resource studies. We also continue to meet with local architect Barton Myers who has submitted preliminary plans for a mixed use development on the vacant Bluffs II property east of S&S Seeds which is in the process of a lot line adjustment and finalizing building permits for the move to the former Salvation Army building at the corner of Via Real and Mark Avenue. The Bluffs I property recently sold to O.Rhyan Capital, a development firm interested in starting the conceptual review process in early 2015 as well. Any one of these projects will constitute a major work effort for the Planning Division in 2015, along with the expected submittal of the Via Real Hotels project and conversion of the office building at 5464 Carpinteria Avenue to an assisted living facility. Additionally, Community Development Department staff will work with environmental consultant Marine Research Specialists on the draft EIR for the Paredon Project, to commence in January 2015 with expected delivery of the public review document in late fall 2015.

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

Community Development Department - 2015 Work Plan

Activity	Start Month	Duration Month	% Complete	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
				1	2	3	4	5	6	7	8	9	10	11	12
Climate Change Adaptation Policy	Jan-16	12	0%												
Consistency Rezoning - Mapping	1	8	40%												
Highway 101 Improvement Projects	1	12	60%												
Massage Regulations	1	9	10%												
Spay and Neuter Ordinance	4	10	0%												
Zoning Code Update	1	12	40%												

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 on our coastal ecosystems. 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/winter 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. Therefore, the adaptation study effort will follow the vulnerability assessment and we will start on that in 2016. This effort may ultimately become part of the City's Local Coastal Program when the next General Plan Update occurs in the next few 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

Community Development

- Served as a pilot project site for the Draft Adaptation Planning Guide (California Emergency Management Agency and California Natural Resources Agency, 2012)
- 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 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

- Coastal Plan Policies Effectuation has been incorporated into the Zoning Update
- Administrative Draft Code to consultants in June 2014
- Administrative Draft Code to City Attorney Office November 2014

Tasks

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

Products

- | | |
|---|----------------------------|
| • Public Draft Zoning Code | <u>Date</u>
Spring 2015 |
| • Staff Report/Public Workshops | Summer 2015 |
| • Planning Commission and City Council Hearings | Fall 2015 |
| • Submittal to Coastal Commission | Winter 2015 - 16 |
| • Final Zoning Code (after CCC review) | 2016 - 17 |

Staff Requirements

- Community Development Director and all staff
- City Attorney

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.

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: 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. The map changes have been approved by both the Planning Commission and City Council. A submittal to the Coastal Commission was made in September 2014 to amend the City's Local Coastal Program (LCP).

Tasks

1. Coastal Commission Review and Approval
2. Acceptance by City Council

Products

- Submittal to Coastal Commission
- Final Zoning Map (after CCC review)

Date

Fall 2014
Spring – Summer 2015

Staff Requirements

- Community Development Director, Associate Planner

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.

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 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; and
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 Avenue Overcrossing which segment has been completed and opened to vehicles. The bike path along the southbound shoulder of the Rincon Parkway has also been completed. The pedestrian undercrossing from La Conchita, the additional lanes through Ventura County and the public parking lot 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
- Mussel Shoals to Carpinteria US 101 HOV Lane complete through Carpinteria
- Public Workshops for Linden/Casitas Interchanges Project
- ARB Review for Linden/Casitas Interchanges Project
- Design Review Team (DRT) for Linden/Casitas Recommendations to Council
- Final EIR certified for South Coast HOV Lane
- FEMA Determination on Carpinteria Creek Flooding Issue

Tasks

Mussel Shoals to Carpinteria:	Monitor Landscape Installation at Construction Completion
Linden/Casitas Interchanges:	Process LCP Amendments and Project Permits
South Coast 101 HOV Lane:	Monitor CEQA Litigation/Review Design Options

Products

- | | |
|---|--|
| • Local Coastal Program Amendments (Linden/Casitas) | <u>Date</u>
Spring - Summer 2015 |
| • LCPA Submittal to Coastal Commission (L/C) | Fall 2015 |
| • Rincon Trail CEQA Document and Permit Review | Summer 2015 |

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. Ancillary bike/trail projects (Rincon Trail and Santa Claus Lane) represent important regional and statewide connections.

Community Development

Program: Code Compliance Massage Regulations

Project Description: AB 1147 was adopted in 2014 and became effective on January 1, 2015. This legislation returns broad control over land use to local governments in regulating massage establishments in the best interests of the individual community. Our Municipal Code may now be revised to include development standards that we were previously preempted from enforcing, before the passage AB 1147. While Carpinteria did not experience the negative effects of the previous legislative environment in terms of the inability to regulate massage establishments that were being used for illicit activities, other cities were inundated with problems related to prostitution and human trafficking. Cities and counties are now better able to regulate the business that provides the massage therapy services and the California Massage Therapy Council will be responsible for regulating those individuals who apply or have a certification to provide massage therapy services. Regulations in our Code will also be clarified as relates to massage services as a home occupation.

Objective and Policy Consistency: Update the City's regulations for massage establishments as allowed by the new law to ensure the lawful operation of all massage businesses for the public health, safety and welfare.

Previous and Ongoing Work

- Monitor Legislative Process
- Participate in League of California Cities Webinar
- Review Other Cities' New Ordinances

Tasks

1. Draft Ordinance
2. Outreach to Massage Business Owners and Massage Professionals
3. City Council Hearings

Products

- Draft Code
- City Council Hearings

Date

Spring 2015
Summer 2015

Staff Requirements

- Community Development Director
- Code Compliance Supervisor
- City Attorney Staff

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

Community Development

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

Priority: Medium. This work effort is important to ensure the City's Municipal Code provides authority to regulate the land use aspects of businesses that provide massage services to ensure no illicit activities occur.

Community Development

Program: Animal Control Spay and Neuter Ordinance

Project Description: The City has been solicited by animal support groups to adopt a spay and neuter ordinance similar to the County and City of Santa Barbara's "Responsible Pet Ownership Programs." This effort will make the City's regulations regarding spay and neuter requirements consistent with those of other local agencies and will address the issue of pet overpopulation. Goleta, Solvang and Buellton also have responsible pet ownership ordinances that address spay and neuter for dogs and cats; Lompoc's ordinance addresses just dogs.

Objective and Policy Consistency: The purpose of this effort is to help address overpopulation: the number one threat to domestic animals today. It is estimated that as many as four million dogs and cats are euthanized annually in our nation's shelters, and much of the neglect and cruelty endured by animals is a direct result of overpopulation. According to the Santa Barbara Humane Society, no animals should be born into a world that has no room for them. Spay/neuter surgery benefits the community by reducing pet overpopulation and leads to fewer unwanted dogs and cats in shelters and on the streets. Between six and eight million dogs and cats enter U.S. shelters every year costing local governments billions of dollars. As many as four million dogs and cats are euthanized each year because there are not enough homes available. Female dogs and cats that are spayed have a reduced incidence of breast cancer, uterine infections and tumors. Male dogs and cats that are neutered have fewer prostate problems and no testicular cancer. Spay and neuter surgeries help to prevent unwanted behaviors such as aggressive behavior towards other animals, roaming in search of mates, urine marking in dogs and urine spraying in cats, and persistent barking and mounting in dogs.

Previous and Ongoing Work

- Review County of SB Ordinance adopted in 2009
- Review County of SB Progress Report - 2013

Tasks

1. Draft Ordinance
2. City Council Hearings
3. Education and Outreach

Products

- Draft Code
- Staff Report/Public Workshops
- City Council Hearings
- Education and Outreach

Date

Spring 2015
Summer 2014
Summer 2015
Fall – Winter 2015 - 16

Staff Requirements

Community Development

- Community Development Director
- Dr. Smith, Animal Medical Clinic
- Animal Control Volunteers

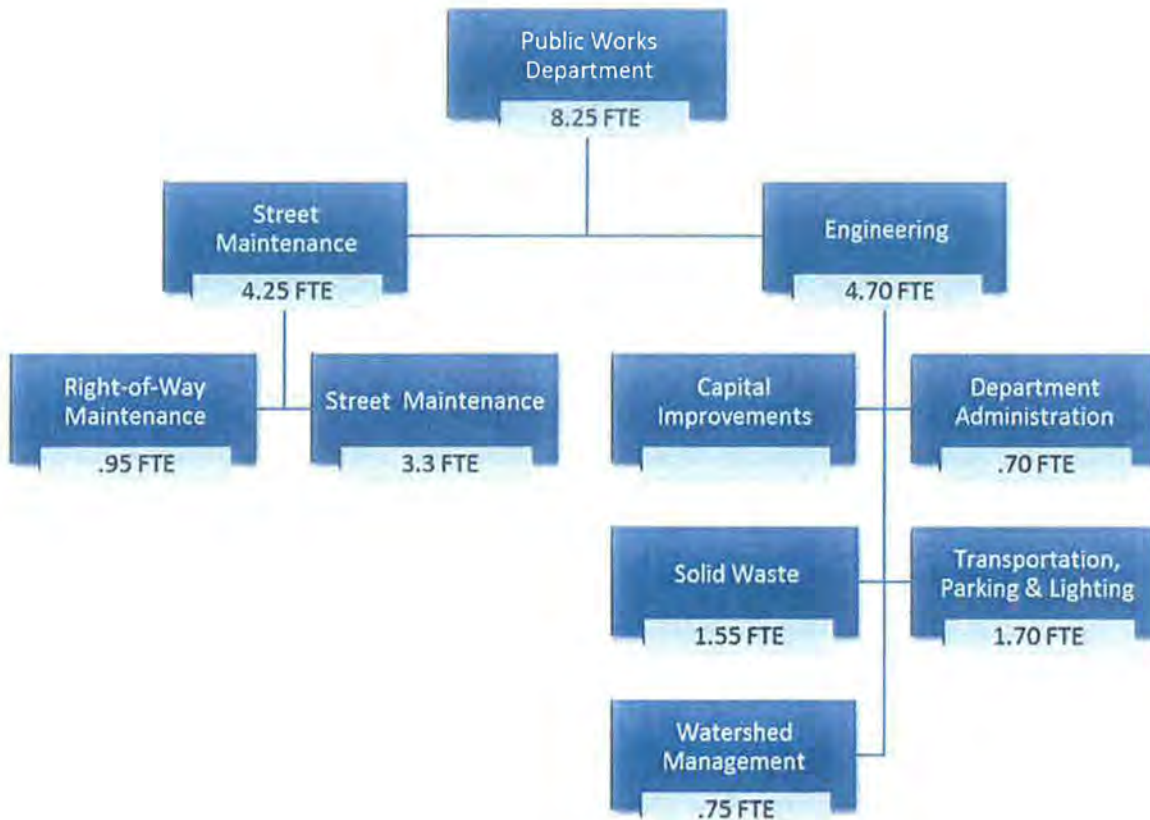
Budget: CDD Staff costs are ongoing as part of the CDD budget.

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

Priority: Medium. This work effort has been proposed by animal advocates for several years. Staff was waiting for statistics from County of Santa Barbara Animal Services and volunteer assistance to assist in preparing the ordinance and conducting outreach and education.

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.

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 2015:

- Alternative Transportation Plan
- Via Real at Cravens Lane Sidewalk In-fill
- Grant Applications
- Inspections and Inventories
- Alternative Transportation Grant Applications
- Carpinteria Ave./Elm Ave. Bus Stops
- Linden Ave Sidewalk Maintenance Phase II
- Contract and Construction Documents Update
- Pavement Management / Funding
- Children's Project at Main Sidewalk In-fill Project

Public Works - 2015 Work Plan

Activity	Start Month	Duration Month	% Complete	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
				1	2	3	4	5	6	7	8	9	10	11	12
Public Works Administration	1	12	80%												
CIP/DIF Program Updates	1	8	20%												
US 101 Projects	1	12	N/A												
Carp. Ave. Bridge Replacement Project	1	12	35%												
Ash Avenue Improvements Project	1	12	50%												
Pavement Maintenance Program	4	12	N/A												
Public Parking Management Plan	4	8	20%												
Annual Street Tree Maintenance	1	12	N/A												
Floodplain Management	4	6	0%												
Municipal Code Updates	1	4	65%												
Malibu Channel	6	12	0%												
Review and Update of the Assessment Districts	1	8	20%												
Phase II MS4 Permit	1	12	0%												
Parking Lot Lighting	1	9	0%												

Program: Administration
Public Works 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.

Over the last year, the Department has transitioned the engineering permit process to the recently established and filled Civil Engineer position. Public and private development projects are now reviewed by the Civil Engineer and the City Engineer 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 typically been provided by consultants under contract with the City. The combined work effort for engineering permits and capital project construction inspection and management exceeds a full-time equivalent staff member. Therefore, to reduce costs, the City Council authorized Public Works to establish and fill a new Civil Engineer staff position to provide these services. The Department continues to rely on consultants for capital project design, materials testing, and many other services.

Public Works is now in the process of updating many of its procedures to address the change in staffing and 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.

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 and fill Civil Engineer Position - Completed
- Establish permit tracking and financial database – Ongoing
- Revise engineering permit forms and guidelines – Ongoing
- Establish engineering permit records management system – Ongoing

Public Works

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
- 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 2015

June 2015

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 2014-2015 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 are 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 the new staff position funding comes from fees for services and grant reimbursements. For example, applicants that are proposing development projects within the City reimburse the City for the cost of processing, reviewing and permitting the projects.

Priority: This item is a High priority

Program: Administration
Capital Improvement Plan / Development Impact Fee Program
Updates

Project Description

The purpose of this Work Plan item is to update the City of Carpinteria Capital Improvement Plan and Development Impact Fee (DIF) Program.

The City's current Capital Improvement Plan was developed in 2002. The project cost estimates for the plan were updated in 2007. The new Capital Improvement Plan will consist of a Capital Maintenance Plan and a Project List based on the City's Development Impact Fee (DIF) Program. The DIF Program update is discussed below.

The Capital Maintenance Plan will consist of a prioritized list of Department of Public Works major maintenance projects. Public Works will work with each of the City Departments and the City Council to develop and prioritize the 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.

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.



Objective and Policy Consistency

The objective of this Work Plan item is two-fold, (1) to develop a new ongoing Capital Maintenance Plan that assists the Department of Public Works and the City with work planning and budgeting, and (2) to update the DIF Program.

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

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

Tasks

For Capital Improvement Plan Update:

1. Complete 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

For Development Impact Fee Program Update:

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

Public Works

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

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

For Capital Improvement Plan Update:

• Capital Maintenance Plan	June 2015
• Planning Commission Staff Report	July 2015
• City Council Staff Report	July 2015

Date

For Development Impact Fee Program Update:

• Consultant Procurement	March 2015
• Development Impact Fee Program Nexus Study	June 2015
• Project List Including Cost Estimates	June 2015

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 included in the annual budget.

Funding Source:

This work item will be funded by the General Fund.

Priority: This item is a High 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 owners 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 projects, 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 2015

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
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 four 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 Street Lighting District No. 1
- 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

Please note that Carpinteria Street Lighting District No. 2 was superseded by District No. 3 and no longer exists. 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 by the City Council. The steps are:

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

In addition to the yearly reviews discussed above, this year the Assessment Districts will be reviewed and potentially updated, as necessary. The review will confirm all of the properties and business that are subject to an assessment and will confirm the special benefit that will come from the assessment. 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 confirm that the City's policies and administrative procedures for the Assessment Districts are in compliance with state law. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

Previous and Ongoing Work

- This project is a carryover from the 2014 Work Plan

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

Public Works

Products

- Assessment District Review
- Engineer's Report

Date

Spring 2015
Spring 2015

Staff Requirements:

- City Manager
- Director of Public Works
- Management Analyst

Budget:

This Work Plan item is included in the FY 2014-2015 budget.

Funding Source:

This Work Plan item will be funded by the General Fund

Priority: This item is a High priority

Program: Administration
Public Parking Management Plan

Project Description

The purpose of this Work Plan item is to develop a parking management plan for the City of Carpinteria. The Parking Management Plan is intended to be a tool to assist the Department of Public Works and other City departments and divisions such as the Code Compliance 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, 2009 and 2012. 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 Downtown-T Business Advisory Board (formerly 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 Management Plan
- Parking Development Impact Fee Program
- Include potential capital improvements in the City's Capital Improvement Plan

Date

Summer 2015
Summer 2015
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 2014-2015 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
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 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 likely include alternatives for the ownership status

Products

- Staff Report to the City Council

Date

August 2015

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
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:

- 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

- Watershed Management Program Ordinance – Complete
- Floodplain Management Ordinance – Complete
- Trench Cut Ordinance (Now called Pavement Preservation Ordinance) – Will be complete in early 2015

Tasks

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

Products

- | | <u>Date</u> |
|--|--------------------|
| • Speed Zone ETS | June 2015 |
| • Preparation of ordinances, staff reports and presentations for CMC updates | 2015 |

Public Works

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 2014-2015 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: Street Maintenance
Pavement Maintenance Program**

Project Description

The purpose of this Work Plan item is to address street pavement maintenance needs in the City of Carpinteria. The 2014 Work Plan item for pavement maintenance focused on the Downtown and Beach areas of the City. The Department of Public Works recently completed the Carpinteria Avenue and Casitas Pass Road Pavement Rehabilitation Project and is in the process of developing the Ash Avenue Improvement Project, as described in another 2015 Work Plan Item. Public Works will continue to work on the projects in the 2014 Work Plan Item including submitting grant applications for the Third Street Trail when grant programs are available, updating the roadway and parking lot landscaping in the Downtown “T” area and development of pavement rehabilitation projects in the Downtown and Beach area.

The Department of Public Works has also been developing a history of data collection regarding the condition of the roadway pavement within the City. At approximately 2 to 4-year intervals, all of the roadways within the City are comprehensively inspected. Public Works presented the City Council the results of those inspections on November 8, 2010 and April 14, 2014. In summary, the reports to the City Council showed that while the pavement in City of Carpinteria overall is in good condition, many individual streets are beginning to decline. The studies also showed that a significant portion of the City’s streets were originally constructed in the late 1960s and 1970s and are aging as a group. This group will need to be addressed in the next few years as their condition declines.

Public Works will continue to monitor the condition of the roadway pavement. This information will enable the Department to develop a list of prioritized maintenance projects. The project list will be incorporated into the update of the City’s Capital Improvement Plan (CIP). . The Department of Public Works also plans to review roadway maintenance funding and potentially update the Right-of-Way Assessment District that provides roadway maintenance funding. The CIP and Assessment District review and updates are 2015 Work Plan Items contained herein.

Objective and Policy Consistency

The objective of this Work Plan item is to complete needed street maintenance. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

Previous and Ongoing Work

- 2009 ARRA Pavement Maintenance Project (Casitas Pass Road and Santa Ynez Avenue)
- 2010 and 2014 Pavement Condition Studies
- 2014 Carpinteria Avenue Pavement Rehabilitation Project

Tasks

1. Continue to monitor and inspect the City’s roadway pavements
2. Develop Community Outreach/Dialog for future pavement maintenance and funding

Public Works

Products	Date
• Program for Community Outreach/Dialog	Spring 2015
• Incorporate Pavement Maintenance into updated CIP	Spring 2015

Staff Requirements:

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

Budget: This item is included in the 2014-2015 City of Carpinteria Budget. The Budget includes Measure A funding for the on-going pavement inspections. The Budget also includes General Funds for the Capital Improvement Program Update and Assessment Districts Review and Update.

Funding Source: This Work Plan item will be funded by Measure A and 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 a 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 Streets. 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
- 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
- Install 20 new street trees in vacancies

Date

Spring of 2015
Spring of 2015
By June of 2015

Public Works

- Linden Avenue Concrete Repair and Tree Replacement Project Phase II Fall of 2015

Staff Requirements:

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

Budget:

This item is included in the 2014-2015 City of Carpinteria Budget. The budget includes:

Street Tree Maintenance	\$110,000
Street Tree Replacements	\$25,000
Special Condition Street Trees	\$25,000

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: Capital Improvements US 101 Projects

Project Description

The purpose of this Work Plan item is to address the Department of Public Works work effort on several US 101 projects within the City of Carpinteria. These project include:

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 Department of Public Works continues to assist with the development and coordination of the following projects:

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.

Rincon Trail – This project proposes to connect the eastern end of Carpinteria Avenue to the County's Rincon Trail Park. The project is included in the project descriptions that have been 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 South Coast HOV Lanes Project.

Santa Claus Lane Bike Path - This project proposes to connect the western end of Carpinteria Avenue to Santa Claus Lane. The project is included in the project descriptions that have been 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 South Coast HOV Lanes Project.

US 101 Rehabilitation Project (SHOPP) – Caltrans has initiated a State Highway Operation Protection Program project for US 101 in the Santa Claus Lane On-Ramp/Carpinteria Avenue Off-Ramp vicinity. Caltrans is in the initial stages of studying operational and configuration improvements to the two freeway ramps. Ultimately, any improvements will have to be coordinated with the other freeway projects listed herein.

Bailard Avenue Interchange Project – Caltrans has initiated a Project Study Report (PSR) for addressing nonstandard vertical clearance issues between the freeway and the overcrossing bridge. Initial studies have included alternatives that range from lifting the existing bridge to full replacement. The finished PSR will likely be used by Caltrans as a project planning document and to obtain funding.

Objective and Policy Consistency

The objective of this Work Plan item is for the Department of Public Works to continue to work with Caltrans as they proceed with design work on these projects. 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

Public Works

- Continuing to work with Caltrans and FEMA to resolve floodplain management issues for the project

South Coast High Occupancy Vehicle Lanes

Rincon Trail

Santa Claus Bike

US 101 Rehabilitation Project (SHOPP)

Bailard Avenue Interchange Project

- 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 2015
Spring 2015

Staff Requirements:

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

Budget:

This item is included in the 2014-2015 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

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 \$15 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 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

- Type Selection Report
- Environmental Review
- Plans, Specifications and Estimates

Date

Winter 2015
Spring 2015
Fall 2015

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 2014-2015 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 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 3rd and 4th Streets 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 2015. The project will also likely include improvements to the Ash Avenue sidewalk between 3rd Street and Sandyland Road.

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

- Using the City's Engineering Consultant On-call List, the City Council approved a contract for design services
- Preliminary engineering design plans have been developed for the project

Tasks

1. Further develop the preliminary design plans
2. Initiate a Public Outreach effort to obtain comments on the proposed project design
3. Finalize construction documents for the project

Public Works

Products

- Public Outreach
- Construction Documents

Date

Winter/Spring 2015
Summer of 2015

Staff Requirements:

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

Budget: This item is included in the 2014-2015 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: Watershed Management
Phase II MS4 Permit Implementation**

Project Description

The purpose of this Work Plan item is to prioritize the ongoing implementation of the State Water Quality Control Board's Phase II Municipally Separate Storm Sewer System Permit (Phase II Permit). This is part of the Federally Mandated National Pollution Discharge Elimination System Permit, which the State Water Board implements through several different permits for municipal, industrial and construction activities. The items in this task are ongoing.

This City has had a storm water program since approval of the Stormwater Management Plan by the Regional Water Quality Control Board (RWQCB) in November of 2009. With the adoption of the new Phase II Permit in 2013, measures in the Stormwater Management Plan were combined with new measures into a Storm Water Program Guidance Document to meet the requirements of the Phase II Permit.

The Phase II Permit has a phased implementation schedule to allow agencies time to prioritize resources and funding for larger tasks. In addition to ongoing implementation measures, water quality sampling, long-term operation and maintenance plans, updating the storm drain maps to include land uses, sampling areas, inspecting and cleaning out storm drains annually, and implementing an assessment program for all measurable goals are tasks included in the Phase II Permit.

This City currently is working with other local agencies on a Community Based Social Marketing outreach effort called 'Close the poop loop', which will target pet owners to encourage cleaning up after their pets and improving water quality. The website for this effort will launch February 1, 2015. Additionally, a draft water quality monitoring plan has been submitted to the RWQCB with proposed sampling locations and schedule.

Objective and Policy Consistency

The objective of this Work Plan item is to prioritize tasks in the Phase II Permit. This includes public education and outreach, construction and post-construction runoff controls, good housekeeping of City facilities, water quality monitoring, and evaluating the effectiveness of each measure. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan

Previous and Ongoing Work

- Public education, outreach, and involvement through volunteer activities such as Coastal Cleanup Day
- Pollution prevention –following up on discharge reports, tracking and abating polluted discharges
- Post-construction runoff controls – all new and redevelopment projects are required to comply with the County of Santa Barbara Technical Guide for Post-Construction Runoff Controls.

Tasks

1. Update existing storm drain map to include priority land uses and water quality sampling areas. This includes conducting and maintaining an inventory of all commercial, industrial, and construction sites and using that inventory to determine priority monitoring locations and a map of all permittee owned or operated facilities.
2. Implement a water quality monitoring program that includes field sampling set locations within parameters set by the State Water Board, including field sampling of any outfalls flowing or ponding 72 hours after rain events and developing a pollutant loading model. A Quality Assurance Project Plan will also be submitted to the RWQCB in the spring of 2015.
3. Program Effectiveness Assessment and Improvement Plan (PEAIP) – a draft PEAIP that tracks annual and long-term effectiveness of the storm water program and identifies a strategy that will be used to gauge the effectiveness of prioritized best management practices and the overall program will be submitted to the RWQCB at the end of this permit year (June 30th, 2015).

Products

Date

- | | |
|---|-------------------------------------|
| • Storm Drain Map that includes priority land uses, sampling locations, industrial/commercial sites, construction sites, and all permittee owned facilities | June 30, 2015 and updated as needed |
| • Water Quality Monitoring Program/Quality Assurance Project Plan | May 1, 2015 |
| • Program Effectiveness Assessment and Improvement Plan | June 30, 2015 |

Staff Requirements:

- Director of Public Works
- Environmental Coordinator

Budget: This item is included in the 2014-2015 City of Carpinteria budget. Not all tasks to be performed are directly related to the budget; the PEAIP and inventory of commercial, industrial and construction sites will be performed as part of the general work load assigned to the Environmental Coordinator.

Funding Source: This Work Plan item will be funded by the general fund.

Priority: This item is a High priority.

**Program: Transportation, Parking and Lighting
Parking Lot Lighting Improvements**

Project Description

The purpose of this Work Plan item is to initiate a capital improvement project for upgrading lighting in the City's parking Lots. The City of Carpinteria owns and maintains three public parking lots in the Downtown "T" area. The parking lots are located at the following locations:

- Parking Lot No. 1 – Adjacent to the intersection of Ninth Street and Elm Avenue
- Parking Lot No. 2 – On Cactus Lane between Wullbrandt Way and Carpinteria Avenue
- Parking Lot No. 3 – On 5th Street between Linden Avenue and Elm Avenue

This capital improvement project will add to or improve the lighting for each of the parking lots. Parking lots No. 1 and 3 will likely be improved by upgrading to energy efficient LED-type fixtures. Improvements to Parking Lot No. 2 will likely include fixture upgrades as well as adding fixtures to improve public safety. This work plan item includes an analysis of the existing lighting and determining the need for upgrades and additions. Once the needs have been determined, the Department of Public Works will then develop conceptual designs, complete environmental review, develop construction plans and specifications and then construct the improvements.

Objective and Policy Consistency

The objective of this Work Plan item is to improve energy efficiency and safety in the City's Downtown parking lots. This Work Plan item is consistent with many policies and objectives included in the General Plan/Local Coastal Plan including sections pertaining to Public Spaces in the Community Design Element.

Previous and Ongoing Work

- This is a new Work Plan Item

Tasks

1. Prepare analysis of existing parking lot lighting and identify
2. Prepare Environmental Review Document
3. Construction Documents - Prepare Plans, Specifications and Estimates

Products

- Needs Assessment Letter Report
- Environmental Review Document
- Prepare Construction Documents

Date

Spring 2015
Summer 2015
Fall 2015

Staff Requirements:

- Director of Public Works
- Public Works Civil Engineer

Public Works

Budget: The 2014-2015 City of Carpinteria Budget includes funding for public lighting capital maintenance. The construction portion of this Work Plan Item will be budgeted in the 2015-2016 City of Carpinteria Budget.

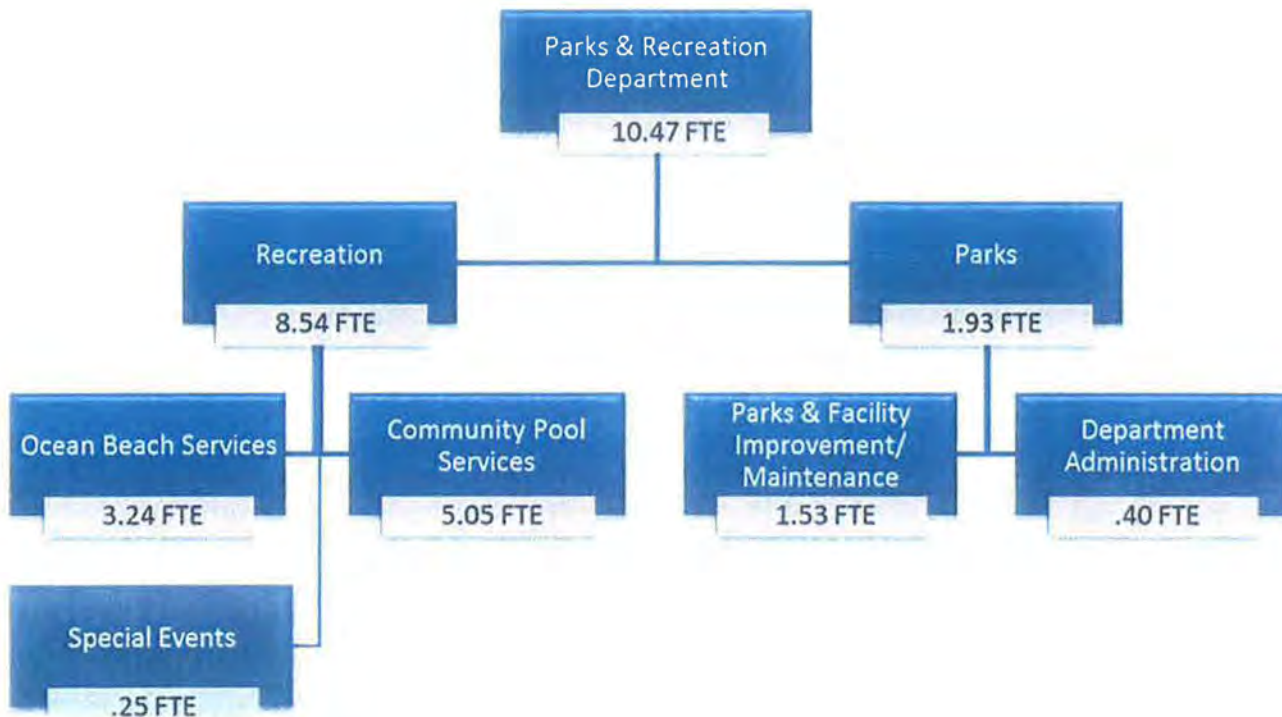
Funding Source: Funding for capital maintenance projects using the Street Lighting Fund is included in the 2014-2015 City of Carpinteria Budget. Funding for the construction portion of the project will be included in the 2015-2016 Budget.

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 Department Work Program - Fiscal Year 2015/16

Updated 1/12/2015

Activity	Planned		% Comp												
	Start	Dur		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Month	Month		1	2	3	4	5	6	7	8	9	10	11	12
Community Pool Improvements	Ongoing		50%												
Municipal Property Concept Planning	1	12	5%												
Skate Park Planning	1	24	10%												
Carpinteria City Hall Improvements	1	24	10%												
Community Garden at Fifth Street	1	24	10%												
Coastal Access Improvements	Ongoing		5%												
City Wide Hiking Biking Trail System	Ongoing		50%												
Historical Marker 535 Park	12	12	0%												
Memorial Park Improvements	1	24	10%												
Franklin Creek Park Improvements	1	8	10%												
Irrigation Water Well	6	3	20%												
Holly Lifeguard Tower	1	6	40%												
Removal of Relic Facilities in Parks and on Tidelands	Ongoing		50%												

2015 Work Plan Tasks Summary and Schedule

Parks and Recreation

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 will help the City plan downtown improvements on public land and maximize the benefit to the public. Concept development will consider potential uses with consideration to Carpinteria General Plan consistency.

Previous and Ongoing Work

- Have concept layout designs for a parking area, a community garden, trails, a railroad undercrossing and a commercial building for the area.

Tasks

Develop list of potential uses
Conduct Public Land Acquisition and Improvement subcommittee meeting
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

High

Funding Source

Park Improvement Fund

Program: Parks and Recreation Administration

Skate Park Planning

Project Description

On December 15, 2014, at a Special City Council meeting, the City Council gave City Staff direction to evaluate the Carpinteria City Hall site for the addition of a skate park and to author an agreement with the Carpinteria Skate Park Foundation to partner with the City and serve as a funding and skate park operating organization.

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

- Acceptance by the City Council of the Carpinteria Skate Park Feasibility Study.

Tasks

Author Agreement with the Carpinteria Skate Park Foundation

Develop Concept design(s) for a skate park at the Carpinteria City Hall Site.

Products

A draft agreement for the funding and operation of a skate park

A concept design for a skate park at the City Hall site.

Staff Requirements

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

Budget

\$1,000

Funding Source

Park Improvement Fund

Priority

Medium

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 small wetland area, improve coastal access and public safety, restore native plantings, and protect adjacent natural wetland resources.

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
- Placed some tree branch obstacles and some signage intended to protect from illicit entry into wetland area.

Tasks

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

Parks and Recreation

Products

Improved trail and coastal access
Restored native plantings
Protected wetland habitat

Date

12/16

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$25,000

Funding Source

Parks Improvement Fund
Tidelands Fund
Grants

Priority

Medium

Program: Parks and Facility 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 and storm water quality benefits that can be used by Carpinteria Businesses and homeowners.

Evaluation of skate park amenities into the site is an additional project goal.

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 and vehicle wash down facilities. The project will also result in additional covered public works shop space.
5. To integrate recreational amenities into the plan such as a skate park.

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.
- A storm water study has been completed
- Working drawings are now in progress.

Parks and Recreation

Tasks

1. Develop plans for site improvements including new landscaping, parking, access, signage and annex building.
2. Seek necessary permits.
3. Construct project improvements as funding allows.

Products

- Approved plan June 2015
- Implement funded portions of the project September 2015

Staff Requirements

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

Budget

\$250,000 in FY 14/15

Funding Source

General Facilities DIF

Priority

High

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.
- A garden site plan has been prepared.
- A railroad building 12'x14' has been salvaged for use in the project.

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 2015
December 2015
July 2016

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$ 350,000 in FY 015/16

Funding Source

EEMP Grant

Priority

High

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 comprehensive 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 or maybe routed in part through newly acquired public property between Linden and Holly Avenues adjacent to the railroad.

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

A trail connection along Fifth Street that includes a pedestrian bridge over Franklin Creek. The trail would continue westward and connect to the Aliso School Campus and Seventh Street. A portion of this trail may be included in the Community Garden Project.

Parks and Recreation

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 access and health.
- The installation of the CRT trail will provide a safer route than the unsanctioned use of the railroad corridor or the class two bike lane on southbound US 101, improving public safety.
- Completion of all the trail segments will result in a truly remarkable public asset that will provide enormous benefits in public health, safety, recreation, economics and environmental appreciation.

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 Carpinteria Rincon Trail (CRT) study.
- Completed CRT Project Study Report (PSR) that includes preliminary engineering.
- Obtained Coastal Conservancy Grant for Environmental Report (CRT)
- Prepared administrative draft of CRT MND.
- Prepared Coastal Access and Railroad Safety study.
- Received Measure A grant for further CRT design work.
- Completed evaluation (appraisal) of trail easements needed on Bluffs 2.
- Further define railroad undercrossing location and design at Holly or Ash.

Tasks

Project coordination with Santa Barbara County, Cal Trans, and UPRR.
Hold necessary public meetings to allow for environmental document certification.
Evaluate Cal Trans real property for acceptance by City to further CRT project.
Conduct CRT route alternative analysis.
Engage engineer to evaluate railroad undercrossing locations.
Make application for CDP.

Products

Date

Updated preliminary engineering plans

6/15

Parks and Recreation

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 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 included 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.

Funding

\$75, 000

Source

Parks Improvement Fund

Priority

Low

Program: Parks and Facility Improvement and Maintenance
Memorial Park Improvements

Project Description

The installation of Memorial park amenities such as trails, BBQ's, benches, new water wise landscaping, fencing and new play area equipment. 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 encourage resident use by including amenities such as a jogging trail, an improved play area, an improved picnic area, new landscaping and other amenities.

A recent survey of residents in the Memorial Park neighborhood has helped to determine desired improvements so certain conceptual improvements such as a restroom are not being considered at this time.

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.

Worked with local benefactor to sponsor new monument sign for the park.

Have developed new play structure concept plan.

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

Date

May 2015

Parks and Recreation

August 2015

- Improvements installed

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$150, 000

\$200,000

Funding Source

Parks Improvement Fund

Housing Related Park Grant

Priority

High

Parks and Recreation

Program: Parks and Facility Improvement and Maintenance

Franklin Creek Park Improvements

Project Description

Franklin Creek Park is a long but narrow strip of parkland on Sterling Avenue. The park features a swing set but otherwise it has few amenities. With drought conditions forcing water cutbacks Franklin Creek Park turf areas have been virtually eliminated. Proposed park improvements include the installation of new landscaping with a long term goal of having a grove of established native trees. Some additional park furniture, and some trail improvements. The project will better habitat for native birds and insects enhancing the park experience.

Objective and Policy Consistency

Improve Franklin Creek Park to encourage resident use by including amenities such as a trail, an improved tree inventory, improved park furniture, new landscaping and other amenities.

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 a concept planting plan for the park.
Have negotiated tree donations for the project.

Tasks

1. Finalize site plan
2. Seek neighborhood input
3. Initiate planting
4. Install other improvements.

Products

- Trees installed
- Improvements installed

Date

May 2015
August 2015

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$45,000

Funding Source

Parks Improvement Fund

Priority

High

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

6/14
11/16

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$70,000

Funding Source

Parks Maintenance Fund

Priority
Medium

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 adult 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 recent completion of the following projects:

- Ozone system installation for water disinfection
- Steel pool locker replacement in men's room.
- Pool water heater replacement
- ADA compliance upgrades

Objective and Policy Consistency

This project's objective 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

- Installed Ozone system
- Replaced steel lockers with plastic lockers
- Replaced pool water heater
- Replaced pool chemical computer
- Replaced pool chlorine injector
- Replaced pool thermal blankets
- Purchased portable bleachers

Tasks

1. Continue facility fundraising.
2. Design multipurpose pool
3. Design Happy Hut commissary
4. Upgrade Ph management to CO2 based system.
5. Complete steel locker replacements

Products

Multipurpose room and commissary design
CO2 based Ph management system

Date

June 2015
June 2015

Parks and Recreation

Staff Requirements

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

Budget

\$5,000
\$5,000
\$10,000

Funding Source

Fund raising,
Aquatics Facility DIF
Recycled plastic beverage container fund

Priority

High (depending upon funding)

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 2015

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

Appendices

A. 2014 Work Plan Accomplishments

**General Government
2014 Work Plan Accomplishments**

Activity	Comments
Program: Legislative & Policy	
Regional Programs Collaboration and Cooperation	During 2014 City representatives, including staff and Council members participated in meetings of THRIVE and CalGRIP, as well as the various standing regional board and committee assignments that include: Representatives to Regional Agencies and Committees a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Shaw/Alt. Carty) b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Shaw) c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw) d. Santa Barbara Association of Governments (SBCAG)(Clark/Alt. Nomura) e. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura) f. Santa Barbara Joint Housing Task Group (Carty & Shaw) g. Central Coast Collaborative on Homelessness (C3H) (Carty) h. South Coast Task Force on Youth Gangs Leadership and Executive Council (Carty & Clark) 2. Joint and Special Committees a. City Council/Chamber of Commerce Board of Directors Committee (Carty & Nomura) b. City Council/Public Safety Committee (Clark & Shaw) c. City Council/School Board Committee (Stein & Carty) d. City Council/Utilities Committee (Stein & Nomura) e. City Council/First District Supervisor Committee (Stein & Carty) 4. City Representatives on other Committees

	a. Community Media Access Center (Gary Dobbins) b. Santa Barbara Coastal Vector Control District (Ronald Hurd) c. Santa Barbara Metropolitan Transit District (Chuck McQuary)
Legislative Advocacy	Continuing work with State and regional agencies concerning the Highway 101 projects, working with various agencies on trail development at east and west ends of town, i.e., Rincon and Santa Claus Lane connections, and working with State and SBCAG on agricultural land mitigation program associated with Linden-Casitas Interchanges Project. Cooperated with the Water and Sanitary Districts on preparing a successful grant application for a recycled water feasibility study.
Legislation and Policy Research & Development	In 2014 the City took a position on a county initiative concerning oil and gas fracking and sent a letter of concern to Governor Brown concerning state regulation of fracking. The City Council also received a report on local oil and gas drilling regulations and related options for change. In cooperation with SBCAG and Caltrans, the City is working with a lobbyist to engage federal regulators on flood plain issues currently holding up the Linden-Casitas Interchanges project. The City is also working with County, Caltrans and railroad representatives to advance the Rincon and Santa Claus Lane Trails projects. The City also initiated work associated with responding to new State laws including State plastic bag and massage regulations. Finally, the City successfully defended its position concerning the employment status of the City Attorney through an appeal of an IRS ruling that the City Attorney must be treated as an employee rather than a contractor.
Sustainability Program	The Community Sustainability Policy was adopted by the City Council and now serves as a guide for policy, program and service development.
Program: City Administration	
Long-Term Financial Plan	Work on a Long-Term Financial Plan was put on hold due to staff resource considerations.
Public Facilities Access	This is a continuing work plan item. The Assist. to the City Manager, Public Works Director, and Public Works Engineering Technician are working to outline the steps and actions needed to update City's Transition Plan.
Program: Community Promotions and Communications	
50 th Anniversary	A City Council 50 th Anniversary Community Committee was formed and the City Council approved a budget.
Phone App	This is a continuing work plan item. Staff received Phone App

	information/proposals from En Feugo Design and My City Mobile and participated in an on-line Phone App demonstration. Moving forward, staff will consider implementation and components of a City mobile phone application (Phone App) in light of existing social media.
Program: Economic Vitality	
Business Development Support	The Carpinteria First Committee completed its strategic plan and a 2014 work plan. The budget was completed and included in the City's municipal budget for 2014-15. The Committee continues to work to encourage participation of local businesses and local non-profits as well as exploring new promotions.
Program: Records Management	
Relocation of Off-Site Records	Elimination of obsolete records, both on- and off-site, is ongoing. City Hall Project is on schedule.
Program: Elections	
2014 Municipal Election	Completed research and resolution canceling the 2014 Election and appointment of incumbent Councilmembers due to only incumbents filing for re-election. Notices and certifications of canceled election were completed. Certificates of appointment, oaths of office administered, and reorganization notice completed.
Program: Staff Recruitment and Retention	
Compensation Survey	Completed June 2014
Employee Hand Book Update	Ongoing. Policies and updates of the Personnel Rules, Employer/Employee Relations Resolution are being reviewed and drafted. Seven policies will be reviewed and discussed by a Special Employee Committee in 2015.
Labor Agreements	Completed. MOU was ratified and approved by Council on December 22, 2014.
Succession Planning	Has not been initiated.
Employee Training & Development	This program has been implemented. A uniform training program has been established and myriad training is now scheduled annually (25 training sessions were offered in 2014) Leadership skills training is under development.
Update Administrative and Workplace Safety Policies and Procedures	Eleven policy updates have been drafted. Seven additional policies (new and updates) will be discussed in a special Employee Committee.
Program: Volunteer Services	
Volunteer Management	Volunteer Database: Continued to maintain the City's volunteer management database, which seamlessly tracks volunteers, contact information, position placement, hours of service, etc. This database is updated as needed. Volunteer Communications Program: During 2014, a monthly CERT e-newsletter was created and maintained to keep trained CERTs informed. Additionally, all HOST volunteers continued to receive the City Advance monthly e-newsletter to provide them

	with details about City happenings. A more comprehensive communications plan will be developed in 2015. Volunteer Recognition Program: A new service award was created for the HOST Program in 2013 and continued to be issued in 2014. This service award will be expanded in 2015 to cover the entire City volunteer corps. Additionally, to begin addressing the development of a formal volunteer recognition program, a volunteer recognition event was conducted in relationship with the HOST Program.
Neighbor-to-Neighbor	During 2014, establishing the Neighbor-to-Neighbor Program was a lower priority item than others projects that needed attention. In 2015, the scope of the Neighbor-to-Neighbor Work Plan item will be adjusted to enable headway to be achieved in this area while also enabling higher priority areas to be focused on.
Program: Emergency Preparedness	
"Don't Panic! Prepare" (¡No Te Asustes! Prepárate)	Don't Panic! Prepare! Outreach: Through the Aware & Prepare Initiative emergency preparedness grant, the City reached 38 residents this year 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 October 2014, the City enlisted CERT volunteers to conduct preparedness outreach connected to The Great Shakeout. CERTs distributed flyers to 400 households encouraging residents to participate in the world's largest earthquake drill and to take steps towards personal preparedness in their home.
Emergency Response Capacity Building	Updated Emergency Operations Plan: The Emergency Operations Plan was updated and approved by Council in 2014. Emergency Notification & Reporting Guide: Created an Emergency Notification & Reporting Guide for City employees to clearly identify how and when City employees will be notified about emergencies and what the reporting requirements are for personnel. EOC Activation Handbook: During 2014, a draft EOC Activation Handbook was started. A final version will be drafted in 2015. Continuity of Government Plan: During 2014, a Continuity of Government Plan was not created, however, it will be started in 2015. EOC Tools and Resources: During 2014, EOC kits were equipped with updated materials, including city maps, flow

	charts and other tools. However, the kits will need to be updated with the new EOP information in 2015. School Sheds: The Emergency Services Coordinator actively attends CUSD Safety Committee Meetings. During 2015, the Coordinator will continue to participate in these meetings. Updating the school sheds is a low priority item, however, conversations regarding the school sheds and maintenance plans will continue to occur with the school district. Carpinteria Oil & Gas Plant Systems Safety Review Group: Planned and convened a successful Review Group meeting in October 2014. 18 attendees from 11 agencies participated. The City received critical input from various agencies regarding local oil and gas activities and regulatory standards.
StormReady / TsunamiReady	StormReady/Tsunami Ready Status: During 2014, 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. Drafting the City's Tsunami Response Plan is the one remaining step needed to submit our application packet. We hope to receive both the StormReady and TsunamiReady designations in 2015. Tsunami Education Program: The tsunami preparedness section of the City's webpage continues to be monitored. 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. Weather Spotter Training: CERT members were reached out to regarding the opportunity to become official NOAA Weather Spotters. This training will continue to be promoted during 2015.
City Staff Training & Exercise	Training Calendar: A 2014 Employee Emergency Response Training Calendar was drafted and released to all employees, which included critical response trainings as well as other necessary trainings. Staff Trainings: This year, several trainings have been offered to City employees to increase their knowledge and ability to respond to local disasters. Conducted an Employee Notification & Reporting Procedures training for all staff to outline their roles and responsibilities during an emergency. Worked with the American Red Cross to conduct a Shelter Operations Workshop for employees to increase our ability to open and operate an emergency shelter. And, conducted an EOC Workshop to emphasize ICS/SEMS/NIMS to provide continuing education to employees on their roles within the EOC. Disaster Exercise: A multi-agency emergency response exercise did not take place in 2014. However, during the EOC Workshop training in September, tabletop components were utilized to engage participants with real world scenarios and the decision-making process as it may occur during an emergency.

	A full-scale exercise will take place in 2015. PIO Training: During 2014, we did not offer a Public Information Officer (PIO) training. As part of the 2015 training calendar, we will send City staff who have been identified as PIOs to a statewide training course. Disaster Services Worker Tools: During 2014, 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. A pamphlet titled "An Employees Guide to Preparedness" was created to prepare employees and their families for their role during an emergency. Additionally, ID badges were created for all employees to use during an emergency. And, all employees were trained on their role as a Disaster Service Worker and what the expectations are regarding their notification and reporting during an emergency.
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Administrative Services Department 2014 Work Plan Accomplishments

Activity	Comments
Accounting Software	New multi-user accounting software has been installed; currently conducting user training
Internal Audit	Have not identified an appropriate internal audit firm

Community Development Department 2014 Work Plan Accomplishments

Activity	Comments
DEVELOPMENT REVIEW & BUILDING	
Highway 101 Projects - Mussel Shoals to Carpinteria HOV Lane - Linden/Casitas Interchanges - South Coast HOV Lane	Ongoing. HOV Lane construction completed through Carpinteria. Staff to ensure landscape installation per ARB reviewed plans. Project Development Team (PDT) meetings continue; ARB preliminary review complete; Public Works, SBCAG and Caltrans continue to work on FEMA issue. Final EIR released in September. Awaiting outcome of two CEQA lawsuits filed against Caltrans et al.
HOUSING	
Housing Element Update Prepare Housing Element Update	Completed. Planning Commission recommended approval to HCD in August. City Council approved document and transmitted to HCD in October. Final HCD approval received in November. Housing Element 2015 – 2023 posted to website and in effect ahead of the February 2015 deadline.

ADVANCED PLANNING	
Consistency Rezoning Align zoning with General Plan Designations	Ongoing. The LCPA was recommended for approval by the Planning Commission on August 4 th . The City Council approval on September 8 th was forwarded to Coastal Commission in late September. The application is currently incomplete and our resubmittal is being prepared.
Downtown Design Guidelines/Concha Loma Neighborhood Design Guidelines Adopt Design Guidelines Due to the availability of planning interns, we worked on the Concha Loma area rather than the Downtown given the previous model documents already created for the Beach Neighborhood and El Carro, Santa Monica, Canalino areas.	Completed. The ARB recommended approval of the draft Concha Loma Residential Design Guidelines in July. The Planning Commission approved the Guidelines in September. The Guidelines were reviewed by the City Council in late September and recommended minor changes were returned to the Planning Commission and granted final approval on November 3 rd . The final Guidelines have been posted to the website and are being applied to new development in the Concha Loma Neighborhood.
Zoning Code Update Comprehensive Update to Zoning Code	Ongoing. An administrative draft of the zoning code has been reviewed by City attorneys. The public draft Zoning Code will be released in winter 2015 and an outreach/workshop schedule has been prepared for review of the Code by decisionmakers throughout 2015.
Climate Change Adaptation Policy Adopt Adaptation Policy	Ongoing. CDD staff are participating in two regional efforts that implement the City's Sustainability Policy. The Coastal Ecosystems Vulnerability Assessment work is expected to be finished in winter 2016 through the University of California Sea Grant Program. Historic weather data for Carpinteria has been submitted to assess potential impacts from climate change to coastal infrastructure as part of a regional South Coast Resiliency Project sponsored by the County.

Public Works 2014 Work Plan Accomplishments

Activity	Comments
Capital Improvement Plan Update	The Capital Improvement Plan process and schedule have been developed with the assistance of a consultant. The project list is based on the 2003 Capital Improvement Plan, project requests by the Public and City Staff recommendations
Public Works Department Administration	Public Works has developed and is now using, as a pilot program for the City, a staff time tracking system and financial tracking system. This will assist the Department with further development of its Permit and Work Order systems.
Parking Management Plan	Parking inventory and analysis has been completed.
Municipal Code Updates	The Watershed Management Ordinance has been completed and Public Works has made progress in developing the Trench Cut Ordinance.
Annual Street Tree Maintenance and Special Condition Streets	Public Works continues to work on developing a solution for Camino Trillado tree preservation test case. The design

	is complicated by limited public right-of-way and a very close driveway flare.
Downtown and Beach Area Street Maintenance	Completed major pavement rehabilitation project on Carpinteria Avenue and Casitas Pass Road. The project included approximately 40,000 sq. ft. of roadway that was reconstructed.
Ash Avenue Improvements Project	Continued to work on the plans, specifications and engineer's estimate for this improvement project. 35% plans have been completed.
Carpinteria Avenue Bridge Replacement Project	Significant progress was made on this project. All of the engineering and environmental studies, type selection report, and 35% plans, specification and engineer's estimate have been completed.
Ninth Street Pedestrian Bridge Replacement Project	This project is complete.
US 101 Projects	Linden Avenue and Casitas Pass Road Interchanges – Public Works has primarily focused this year on resolving the project's FEMA floodplain issues, review of the 100% Plans, Specifications and Engineer's Estimate and review of the proposed Local Coastal Program amendment.

Additional Work Items Listed in the 2014 Annual Work Plan Public Works Introduction:

- Bicycle Master Plan – Completed (Now updating to Alternative Transportation Plan)
- Rincon Trail – In Progress
- Santa Claus Lane Trail – In Progress
- Via Real at Cravens Lane Sidewalk In-fill – In Progress (Currently reviewing 35% Plans)
- Pavement Maintenance System Update - Completed
- Construction Documents Updates – In Progress

**Parks and Recreation
2014 Work Plan Accomplishments**

Activity	Comments
Parks Administration	
New Park Property on Linden Concept Planning	A site planner has been engaged to develop some preliminary concepts for the property recently acquired by the City. Public Facility Site Acquisition/Development Committee has met and offered direction in this effort.
Skate Park Feasibility Study	Completed in December 2014
Parks and Facility Improvement and Maintenance	
Seaside Building Park Project	Completed September 2014

Community Garden Project	The funding contract is now fully executed. Design Committee work is now being initiated.
Coastal Access Improvements Tar Pits Park	No work has been performed on this task.
Irrigation Water Well	The project has been delayed but will be reinitiated in Spring 2015
Carpinteria City Hall Campus Improvements	Site plans for phase one of the project are almost complete
City Wide Hiking Biking Trail System Planning and Construction	Railroad has accepted the 30% design submittal. Currently working with Cal Trans to determine best method to route project over their real estate.
Historical Marker #535 Pocket Park. Chumash Village of Mishopshnow	No work has been performed on this project.
Memorial Park Improvements	A site survey of the park has been prepared in July 2014 and a park designer has been engaged to plot some envisioned park improvements into a plan. A preliminary site plan has been prepared. Construction of improvements will follow in the summer of 2015.
Community Pool Services	
Ozone System install at the Carpinteria Community Pool	The design of the system was complete in April 2014. The system was purchased and installed by August 15, 2014.
ADA upgrades at the Carpinteria Community Pool	A new electric person lift has been purchased. A new handrail has been fabricated and the installation should be complete by March 2015.
Ocean Beach Services	
Holly Avenue Lifeguard Tower replacement	The project is permitted. The lower portion of the building is being fabricated by vendor. The upper portion is in final construction drawing phase.

B. 2013 Carpinteria Valley Economic Profile Executive Summary

The 2013 Carpinteria Valley Economic Profile

Volume 1

June 2013

Prepared for:



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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.

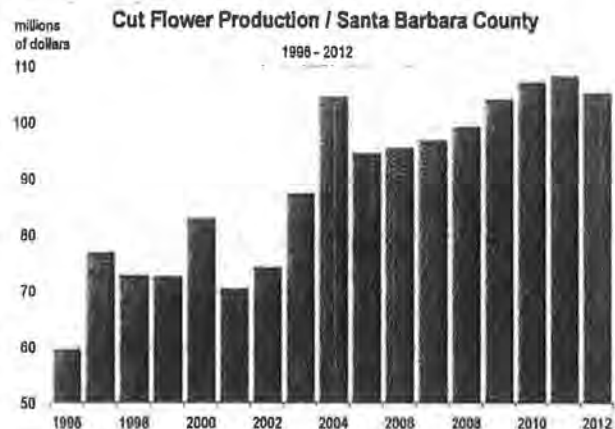
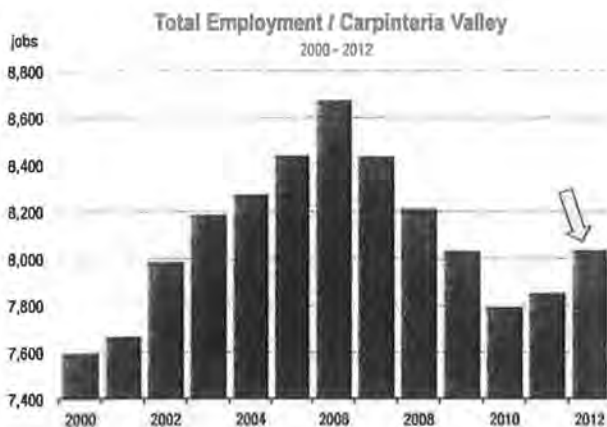
Approximately 300 jobs were created last year in the Carpinteria Valley, a large total for an economy of its size. Most of these jobs occurred in professional, technical and scientific services, but the manufacturing and leisure/hospitality sectors each added more than 50 positions.

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.

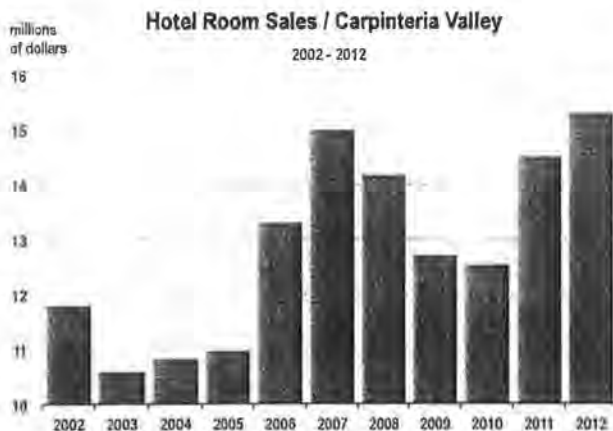


Tourism

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

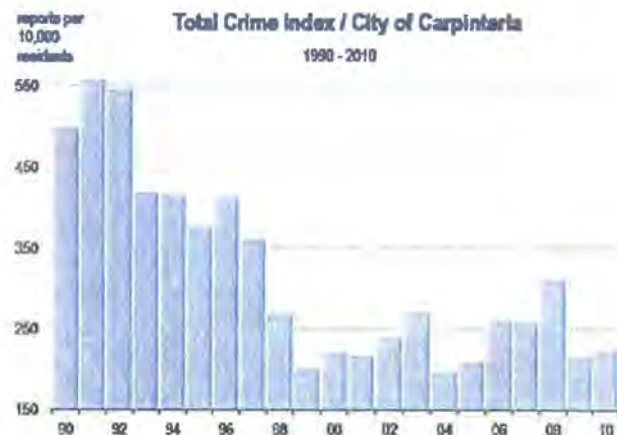
In addition to traditional economic factors, regional conditions can be influenced by a number of lifestyle and demographic factors. As measured by several important indicators – crime, traffic congestion, and education – the residents of the Carpinteria Valley enjoy a high standard of living.

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.



C. Neighborhood Preservation Committee Recommendations Table

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

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

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

Department	Recommendation	Status
Community Development	1.a. Pursue and encourage development of Single Room Occupancy units	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
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	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**

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	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
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		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**

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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" (part 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