

City of Carpinteria
City Council Special Meeting Agenda
Saturday, January 22, 2022 at 8:00 am
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

In-Person Meeting

IN RESPONSE TO THE GOVERNOR'S ISSUANCE OF EXECUTIVE ORDER N-07-21, WHICH FORMALLY RESCINDED CALIFORNIA'S STAY-AT-HOME ORDER ISSUED LAST IN MARCH 2020, EXECUTIVE ORDER N-08-21, AND SANTA BARBARA COUNTY HEALTH OFFICER ORDER 2021-10.3, THE CITY OF CARPINTERIA HAS MADE THE DECISION TO PROVIDE IN-PERSON ATTENDANCE AND PARTICIPATION AVAILABLE FOR THIS MEETING.

To minimize the potential spread of the COVID-19 virus, the County of Santa Barbara is requiring all individuals to wear face coverings while inside City Council Chambers, regardless of vaccination status.

Attendance/Viewing Options:

- Attend the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.) Please note that, per Health Officer Order 2021-10.3, the County of Santa Barbara requires all individuals to wear face coverings while indoors, regardless of vaccination status.

Public Comments

- Provide a live public comment during the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.). Please note the City has the discretion to limit both the overall and individual speaker time for any meeting or agenda matter. Typically, the Council's practice has been to limit each speaker to three minutes.
- Coordinate with the City Clerk to provide a live public comment by phone by sending an email to PublicComment@ci.carpinteria.ca.us by **5:00 P.M. the day before the meeting** and include the following information in your email: (1) the meeting date and agenda item (number and title) on which you wish to speak, (2) your full name, (3) your call back number and area code. During public comment on the agenda item specified in your email, City staff will make every effort to contact you via your provided telephone number so that you can provide public comment telephonically. Please note the City has the discretion to limit the speaker's time for any meeting or agenda matter. Typically, the practice has been 3 minutes per speaker on each item.
- Submit a written comment to be distributed to Council Members by **5:00 P.M. the day before the meeting** by either submitting your comment via (1) email to PublicComment@ci.carpinteria.ca.us, or (2) the **eComment** link on the City's agenda website (<https://carpinteria.ca.us/city-hall/agendas-meetings>). Please reference the agenda item to which your comment pertains. Note that written comments will not be read into the record during the meeting.

Additionally, as the situation with COVID-19 continues to evolve, the City will provide updates on any changes to this policy as soon as possible. The public is referred to the City's website at www.carpinteria.ca.us for the latest COVID-19 policies and information. The City of Carpinteria thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT WILL ONLY BE HEARD CONCERNING THE AGENDIZED ITEM BELOW

CITY COUNCIL WORKSHOP

The City Council will meet for the following purpose:

Review and approval of the Annual Work Plan.

Recommendation: Receive the staff presentation, direct any changes determined appropriate, and approve Annual Work Plan.

- a. City staff will present the draft Annual Work Plan,
- b. City Council will discuss the draft Annual Work Program and Strategic Plan and make any changes, which it deems appropriate, for incorporation into the final Plan.
- c. City Council will receive public comment concerning the matters that are the subject of the special meeting.
- d. City Council will take action to approve, amend, or reject the Annual Work Plan.

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 755-4403 or the California Relay Service at (866) 735-2929. Notification two business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

Materials related to an agenda item submitted to the City Council after distribution of the agenda packet are available for public review at the City Clerk's Office.

This agenda was posted on Wednesday, January 19, 2022, in the City Clerk's Office, on the City Hall Public Notices Window, and on the Internet.



City of Carpinteria

COUNCIL AGENDA STAFF REPORT SPECIAL MEETING Saturday, January 22, 2022

ITEM FOR COUNCIL CONSIDERATION

Review and approval of the City's Annual Work Plan for the 2022 calendar year.

STAFF RECOMMENDATION

Review and approve the Annual Work Plan for the 2022 calendar year.

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

BACKGROUND

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 14, 2022, and has been 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 and 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 in advance of the meeting, each City Council member was provided a questionnaire. Responses received are attached to this report. The City also solicited comment and participation by the public by publishing an ad in the Coastal View News and announcing the meeting at the recent past regular Council meeting.

Also, at the City Council's request, the chair of each of appointed Board, Committee and the Planning Commission are invited to attend the Work Plan meeting.

To date, no public comment has been received. Any comments received prior to the meeting will be provided to the City Council and will be made available to the public at the meeting.

DISCUSSION

The Draft Work Plan is made up of three parts: a Strategic Plan; a compilation of 2022 Department Work Plans, and the 2021 Work Accomplishments Table.

The Strategic Plan is a series of goals and objectives developed to address identified Strategic Initiatives: An Efficient and Effective Organization; A Sustainable Community; and, Interagency Cooperation/Coordination. The Strategic Initiatives represent key long-range interests of the City that are not easily resolvable or entirely within the control of the City. Annually, Work Plan items serve to implement the Strategic Plan, in part. The Strategic Plan also includes a discussion of progress, resource issues, and adjustments, concerning each Strategic Initiative.

Each Work Plan item proposes some type of discrete work matter. A Work Plan item may be a new City program or service or changes to an existing program or service, or can reflect a new or ongoing major capital project. Although work matters may influence or be affected by routine or ongoing work, the Work Plan is not a comprehensive description of day-to-day work of the City organization. Creation of the Work Plan is educated by the Strategic Plan and changes in context that are affecting progress addressing it, progress and/or completion of Work Plan items in the prior year, and direction provided by action of the City Council.

The Accomplishments Table is an accounting of last year's work plan and describes the status of each Work Plan item, in particular, those completed or proposed to be tabled.

Finally, please note that the City's Mission Statement and Vision (see pages 1 and 2 of the Work Plan), were outcomes of public processes that occurred in the early and mid-1990's, respectively. It is healthy for an organization to regularly review and update such guiding statements. The City is currently engaged in an update of its General

Plan/Coastal Land Use Plan. This may be an opportunity to consider a schedule and process for updating the Mission and Vision Statements; either as a part of or parallel to that work.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

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.

The Annual Work Plan is an opportunity to identify work that can help address legal, financial and other types of risk facing the organization.

FINANCIAL CONSIDERATIONS

The Annual Work Plan is an important precursor to the drafting of the budget for the coming fiscal year, i.e., July 1, 2021 to June 30, 2022. Through the budget development process, which begins in March and concludes with City Council adoption in June, it will be determined what projects and programs are to be funded, and the basis for determining program/service effectiveness through performance measures.

ATTACHMENT

Annual Work Plan (published separately on January 14, 2022)

Staff contact: Dave Durlinger, City Manager
(805 684-5405, x400, daved@ci.carpinteria.ca.us)



Signature



City of Carpinteria



Annual Work Plan January 22, 2022

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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 2021
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 - 2022

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. Identifying and effectively addressing strategic issues helps the City organization accomplish its stated Mission and resolve important policy questions concerning the delivery of municipal 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 an essential part of the City's ability to respond to community needs and expectations with appropriate services. The City's capacity to equitably deliver the type and quality of local government services needed and expected by the community is directly related to its workforce (in terms of capability/capacity, and ability to establish and maintain effective working relationships with elected, appointed officials and community members), 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 studies the condition of its street paving, storm water management system, and street trees, for example, in order to quantify and prioritize needed investment in maintenance and replacement. A greater and more consistent amount of infrastructure investment will be required over the next 5-10 years in order to reduce future major repair and replacement costs.

The City's public parks are at an age where increased annual investment is necessary due to wear and tear and/or compliance with current safety standards. Also, over time, the community's park needs and expectations have changed, requiring new and/or modified park facilities. Investing in these public facilities in adequate increments and consistently over time, including leveraging City revenues through grants and other means, will allow the City to provide facilities and improvements that continue to meet the needs and expectations 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. With technological advances, the public's expectations for access to information and transparency are rapidly changing. This will require the City to strategically invest in upgrading and/or replacing computer software, provide employees the tools needed to meet the information needs and expectations of decision-makers and the public, and to take advantage of social media and other information platforms, in order to ensure that communication with the public is efficient and effective.

In order to meet the goals of the City's Sustainability Policy concerning energy conservation and reduction in greenhouse gas emissions, targeted and prolonged investment in updating of building systems and converting equipment and vehicles to electric power will be required.

Public Facilities and Systems Goals

- *Consistent improvement in street pavement and parkway conditions as indicated by:*
 1. *A rising annual overall Pavement Condition Index score - toward the target of 75; and,*
 2. *Reduction in number and severity of claims; and,*
 3. *Reduction in the amount of asphalt, curb, gutter and sidewalk repairs caused by street tree root damage.*
- *Updated public buildings, including City Hall campus, Library and Community Pool, which are energy efficient and meet the needs of employees and the public.*
- *New and updated parks that meet current safety standards and community needs, including but not limited to, new children's play structures, the Rincon Bluffs Preserve, La Concha Park, Carpinteria Skatepark and Coastal Vista Trail connections.*
- *Up to date hardware and software systems as needed to support staff work and meet community needs and expectations for access and convenience.*

Progress, Resource Issues, Adjustments

The City addresses these goals primarily through work conducted annually as a part of the Street Maintenance, Public Facilities Maintenance, Capital Improvements, Financial Management and Management Information Services programs. Meeting the above goals requires a greater commitment of financial resources than has been available in the past. Local Measure X sales tax revenue is now supporting increased investment in maintenance and capital projects work. For example, the annual pavement maintenance budget is expected to range from \$1.5 to \$2 million, a significant increase over the average of \$300,000 in the recent past. However, even greater investment will be required in future years in order to achieve and maintain the goal for City-wide pavement condition.

In 2020 the City established the Parks & Facilities Maintenance Division that will allow for more timely and effective maintenance of the City's Parks, trails and open space system. The new Parks and Facilities Division includes in-house maintenance staff and is responsible for Parks and Public Facilities maintenance work both directly and via oversight of contract maintenance services. In 2021, implementation of a General Government reorganization began that is expected to, in part, result in better support for the operation of the various City Departments.

The City will take over Library management and operations on July 1, 2022, and will have the opportunity to make significant investment in improved building systems at both the

Library and rest of the Veterans Building complex. The City has budgeted in FY2021/22 to begin work on Library renovations and equipment/systems replacement and similar or greater investment will be needed over the next 3-5 years.

Preliminary design work was completed on the Rincon Bluffs Preserves for trails, restrooms and parking areas. The design work will be used as a part of work to apply for grants for construction funding. The skatepark project was put out to bid and is expected to be constructed in 2022. Funding appears to be in place for construction, including significant commitment of funds raised by the non-profit Carp Skate Foundation. Significant environmental and permitting work was completed for the Rincon and Santa Claus Lane segments of the Coastal Vista Trail. The Santa Claus Lane Trail has received City permits and county permits are pending. Although revised project alternatives have reduced cost estimates, the Rincon Trail construction cost estimates far exceed construction grant revenue. Further, the SBCAG Board recently declined to commit additional funding, which may be further delay the project. The Heath Ranch playground replacement was initiated and should be completed in early January.

The City Hall building and campus has been the focus of significant investment over the past several years and subsequent work phases are planned for the next several years. Inspired by insurance work conducted in response to damage from a major sewage leak that affected several areas inside the building, the work at City Hall has resulted in a renovated building and campus better able to meet community needs and provide a safe and healthy work environment. Future City Hall campus improvements, including landscaping, drainage, parking lot, storage building, and a law enforcement annex/emergency operations center, planned for future years.

In response to the COVID-19 Pandemic, systems for remote work and meeting participation were established that are expected to have lasting benefit. The City's public communications continue to be improved through website improvements, social media accounts, and an e-newsletter.

The pandemic has had a significant impact on public transit, including the suspension of the Carpinteria Seaside Shuttle service by MTD. After years of low ridership numbers, this beloved local transportation option now faces an existential threat. MTD is now piloting an alternative micro-transit program in other areas.

B. Policies and Procedures: Establishing and maintaining appropriate policies and procedures supports efficiency in staff work and helps to ensure compliance and accountability. 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

- *Updated General Plan/Coastal Land Use Plan*
- *Up to date, effective Administrative Procedures Manual*

Progress, Resource Issues, Adjustments

The onset of the worldwide COVID-19 Pandemic in early 2020 required that the City as a part of its response establish a variety of policies and procedures necessary to ensure the health and safety of employees and the general public, and to mitigate impacts on businesses and the local economy. This work included establishing a COVID-19 Prevention Plan and procedures for the implementation of Council programs adopted to prevent the spread of the virus and to assist businesses impacted by state and local prevention measures. For example, procedures were necessary to implement Council approved programs allowing for use of portions of sidewalks and streets for business activities, and providing direct grant funding to help offset business costs associated with certain protective measures. In 2021 many of these Council actions were extended, including allowances for remote council meeting participation and use of outdoor areas for commercial activities.

In 2019 administrative drafts of each Element of the General Plan were submitted to California Coastal Commission staff for input. Work on the General Plan has since effectively been halted by the effects of the Pandemic. The General Plan Work was projected to be completed in 2022; however, this has now been extended to 2023. The work is expected to be restarted in 2022, starting with a revised consultant services agreement. The City's hiring of a new contract Planner is expected to allow for work necessary in response to myriad state housing laws, including but not limited to Accessory Dwelling Units standards, SB9 implementation in single family zone districts, and Objective Design Standards for certain districts.

C. Workforce: Maintaining a well-trained and motivated workforce is critical to the delivery of municipal services that meet community needs and expectations. Challenges include employee retirements, recruitment competition and challenges attracting employees to public sector work, the rising costs of public pensions and health insurance, and the high regional cost of living in a competitive labor market. Also, recent changes in State law and accounting standards, which aim to improve transparency and accountability, require the City's ongoing diligence and time.

Workforce Goals

- *Maintenance of a sustainable compensation package.*
- *Successful recruitment and retention of a qualified, diverse, and professional staff.*
- *An employee orientation program that effectively imparts organizational values and practices.*
- *Meet human and technology resource needs of the organization.*

Progress, Resource Issues, Adjustments

As the City's workforce ages, this will present both challenges and opportunities: Transfer of institutional knowledge and organizational values will need to be a priority; Due to the high cost of housing in the City and region, creative and up to date compensation package will remain critical; Meanwhile, recruitment and hiring will create opportunities to evaluate the delivery of various services and make changes to best meet the evolving needs of the community. In 2021, all employment sectors, including the public sector, were challenged to recruit retain employees. Experts are suggesting this may be a long-term outcome of the Pandemic that requires a shift in workplaces.

The City has continued to keep up with personal computer hardware and software needs, adequately budgeting for this annually. As a part of the City Hall Remediation and Renovation project, building technology, security and other systems have been improved in support of a safe and productive work environment. The Pandemic shutdown required the City to shift to conducting remote work and meetings. The success of this and the long-term challenges created by the Pandemic, are expected to make remote work and meeting practices an important part of the work place in 2022 and beyond.

Negotiation between the City and SEIU labor representatives for a successor to the 2020 one-year labor agreement, made significant progress in 2021 and will continue in early 2022. Delays in completion of the total compensation study, initiated in 2019, due to Pandemic impacts on the consultant, have affected the labor agreement timeline.

The City Council has initiated a process to establish a Racial Equity and Social Justice Program with the purpose, in part, of ensuring that the City workforce is representative of the community and public resources and services are equitably allocated. Steps in the process to establish the program will including staff training as a part of creating organizational capacity for engaging in this important work. In order to assist in this process, in 2021 the City entered into two consultant agreements for staff training and other implementation work.

D. Finances: Diverse and healthy revenues, good financial management, prudent budgeting and effective cost controls, are all essential to ensuring the City is in a good position to deliver necessary and desirable services to the Carpinteria community. The City has historically been successful in weathering volatility in the local economy and providing consistent service delivery. However, the City is not immune from local government financial issues affecting most cities in the State and nation including the stagnation of various revenue sources and significant increases in public safety, employee pension and health insurance costs. These issues have historically combined to challenge many local governments, including Carpinteria, in the delivery of necessary and desired services, projects and programs.

Financial Goals

- *To ensure adequate and sustainable revenue source(s) for City operations.*
- *To have sufficiently diverse revenue sources that allow for stability in the event of decline in one or more revenue areas.*
- *To have cost controls in place that can mitigate volatile and/or unexpected increases in expenses.*
- *To keep fees and charges for services up to date in order to ensure that cost recovery objectives, as established by City policy, are met.*
- *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.*

Progress, Resource Issues, Adjustments

The COVID-19 pandemic has upended the finances of local governments across the nation, including the City. Measures aimed at discouraging the spread of the virus required businesses to shut down or operate under significant restrictions. The City experienced a related significant decline in state sales and transient occupancy taxes (hotel bed tax) revenues and an increase in expenses undertaken in order to assist with response and recovery. In response to a projected budget deficit, the City implemented a combination of cuts and use of reserves in the 2020-21 fiscal year. In 2021-22, City revenues began the process of recovery as the economy reopened. Unfortunately, relatively poor vaccination compliance has allowed the COVID virus to spawn mutations that in 2021 have kept case rates high enough to preclude a complete return to normal and this continues to have economic impacts.

Nonetheless, local sales and property tax revenues have been stable and have even exceeded growth projections, allowing for the City to continue to deliver on key service objectives including public safety, library operations, community services support, and addressing deferred streets, parks and facilities maintenance.

City staff has continued discussions this past year with a number of property owners and prospective developers on projects that, if consummated, could both be consistent with City land use goals and policies and (out 3-5 years) deliver additional revenue for community services, projects and programs. In particular, several hotel projects, the Lagunitas office building, and the redevelopment of the 700 block of Linden Avenue, hold potential for improved employment and tax base.

After an 18 percent increase in costs in the 2021-22, the Santa Barbara County Sheriff's Office has notified the City that it should expect an increase of 16 percent for the coming 2022-23 fiscal year. This is a combined increase of over \$1.5 million, or about 35%, over two years. The four contract cities have hired a consultant to assist in analyzing and responding to the

projected cost increase as well as collaborate on a successor agreement. Such significant cost increases affect the City's ability to provide other necessary services to the community.

Other projects, programs and services with potential to influence overall City finances include the City's objective of increasing investment in pavement treatment work to address years of deferred maintenance, addressing capital project needs and desires, and taking on maintenance and operation of the local Library beginning July 1, 2022.

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.

The City has adopted a sustainability Policy (Resolution No. 5500) that establishes three sustainability topic areas: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, intended to provide a policy structure for evaluating and evolving a variety of City services from public safety to energy conservation to tourism promotion. This Sustainable Community policy is also being used as a basis for policy development in the update of General Plan / Coastal Land Use Plan update. These concepts of sustainability and healthy communities represent an important recognition of the scope and breadth of City responsibilities to its constituents.

A. Economic Vitality: 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. Tourism continues to be a complement to the community rather than to overrun it, thus supporting long-term residential property values and viable small business opportunities. At the same time, the lack of diversity in the economy, relatively weak retail sales, sales tax leakage 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

- *A more diverse local economy with products and services that meet a broader spectrum of residents' needs and expectations.*
- *Retail, visitor serving, corporate headquarters and R&D sectors that are stable, successful and complementary to community character.*
- *A vibrant, healthy small business sector.*
- *Improvement in off-season visitorship.*
- *Expanded local hiking and biking trails and public transit that are attractive and convenient to residents, employees and visitors.*
- *A high quality, safe system of parks and open spaces that meet the needs of the community while also being attractive to employees and visitors.*

- *New investment through private development in the City's neighborhoods, districts and major street corridors.*
- *A balance of jobs and housing in the community, including improved availability of housing affordable to low and moderate income households and that meet the needs of the local workforce.*

Progress, Resource Issues, Adjustments

The City practices an asset based economic vitality program, maintaining and improving upon existing assets in support of the local economy. The City invests in its quaint, beachside Downtown through adequate maintenance and necessary and desirable capital projects, and maintenance of all public facilities, parks and open spaces.

Over the past two years, the response to the COVID-19 pandemic has included public health protective measures, such as restrictions on travel and gathering that significantly affected local economies. Nowhere are those impacts more severe than in places like Carpinteria where the local economy consists primarily of small, locally owned and operated businesses that rely heavily on seasonal visitors for a significant part of annual income. The City, along with federal and state governments, response included making grants and loans available, and implementing other programs aimed at supporting businesses impacted by the imposition of public health protective measures. In 2021, the economy improved as the restrictions were lifted; however, revenues from transient occupancy and state sales taxes are still below pre-pandemic levels.

Despite the challenges of the pandemic over the past two years, progress continues to be made on a variety of fronts that positively impact the local economy. The City continues to conduct work to connect and expand the Carpinteria Coastal Trail, specifically work on the Rincon Trail, Bluffs II, Bluffs III, and Santa Claus Lane trail sections, through both property acquisition, funding and engineering design/permitting work. These trail segments are a part of the Coastal Vista Trail, as well as state and federal coastal trails systems, and are a growing and considerable attraction for visitors and regional recreation users. City improvements are also complemented by improvements that the State Park is making. In recent years this has included a dune trail, replacement of restroom/shower buildings, new wayfinder signs, and landscape rehabilitation at the Carpinteria Creek lagoon. The Carpinteria State Beach Campground continues to be one of the most popular destinations in the State Parks system, drawing nearly a million visitors annually to its campground and day use area.

The City's development review process has historically been very successful at finding an appropriate balance between efficiency and getting results that are consistent with City policies and community expectations, thus serving to promote new investment while supporting the City's small town charm. However, recent state laws and evolving community expectations, have been the impetus for the initiation by the City Council of work to evolve City development standards for certain neighborhoods and commercial districts. A joint City Council, Planning Commission and Architectural Review Board committee was formed in 2019 to evaluate current development standards and establish new regulations in response to new state housing laws. In

particular, standards and guidelines are being developed to balance new state laws concerning accessory dwelling units, objective design standards and lot splits and multi-family use in single family zones, with the California Coastal Act as implemented through the City's Local Coastal Program.

Real estate and construction costs, along with a lack of vacant land, continue to exacerbate the availability and affordability of housing. These conditions are creating employee recruitment and retention challenges for employers and financial challenges for those trying to find housing near work. The issue is similar in most of California and is getting the attention of the state legislature. State housing legislation that aims to spur housing construction, in particular, along the coast, is expected to continue to be a focus of the state legislature.

Over the past several years much of the state housing legislation has aimed to preempt local government control over certain aspects of residential development as a means to promote greater volume and affordability of housing production in the state. The new state rules intend to result in development of more residential units in places like Carpinteria than would otherwise have been constructed; however, it is uncertain at best whether this housing would support the local economy by providing housing affordable to the Carpinteria workforce. There are no requirements in the new state housing laws that ensure residential development is sold or rented at amounts affordable to people of moderate and lower income levels. In Carpinteria, without controls on sales price, it is highly unlikely, no matter the number of units built, that any will be affordable. This is a missed opportunity to help address an important local need; workforce housing. Because the state rules also erode City control over density, parking and design, the new state laws represent a unique and significant risk of development occurring that is doubly bad for the local economy: making Carpinteria less attractive to visitors while doing nothing to meet local demand for workforce housing.

This Work Plan recommends the City continue to implement the new state laws through adoption of local regulations that balance the new housing law provisions with those of the State Coastal Act, as implemented through the City's certified Local Coastal Program. In this way, the City hopes to see the new laws implemented in a manner that continues to promote priorities of the Coastal Act such as affordable coastal access and protection of unique coastal resources.

B. Environmental Stewardship: The coastal location of Carpinteria presents unique responsibilities and opportunities. The City collaborates with local, state and federal agencies to implement myriad laws that are intended to protect unique natural resources such as the Salt Marsh, creeks, coastal bluffs and beaches. The City also collaborates with state and federal agencies to conserve resources and protect public health. This includes, but is not limited to, regulation and management of water and air quality, and programs aimed at reducing the amount of waste sent to landfills and conserving energy.

Environmental Stewardship Goals

- *Implement the City's Sustainability Policy through the General Plan Update and support the creation and advancement of an appropriate plan of action.*
- *Implement the latest storm water management mandates via updated City Storm Water Management Program and creek protection policies.*
- *Implement new and expanded waste stream reduction and recycling programs.*
- *Continue projects and programs that move the City toward reliance on more sustainable energy sources and reduce energy use.*
- *Explore and, as determined appropriate, pursue acquisition of land critical to preservation of local coastal resources, habitat restoration, and public access to the coast.*

Progress, Resource Issues, Adjustments

As a part of advancing the implementation of the City's Sustainability Policy goals, the City Council in 2019 approved the creation of a Sustainability division in the Public Works Department with expanded responsibilities and a new title for the Environmental Program Manager position. Important ongoing work being conducted includes participation in the Central Coast Community Energy joint powers authority, a recycled water project with the Water and Sanitary Districts (Carpinteria Advanced Purification Project), and working with the Water District on launching a Sustainable Groundwater Agency and creation of a Plan to effectively and sustainably manage groundwater resources.

In 2020 the City adopted Interim Sea Level Rise Guidelines, which allows for new development to safely and responsibly proceed while permanent policies and regulations are established through the update of the General Plan / Coastal Land Use Plan. In 2021, the City made significant progress on a Dune and Shoreline Management Plan that will provide the basis for future capital projects capable of mitigating shoreline erosion and storm related damage to private property and public infrastructure.

The transfer of ownership of the Rincon Bluffs Preserve to the City was consummated in 2020, and in 2021 the City progressed on improvement plans for the open space that will include trails, restroom and parking facilities on the approximately 23 acre site. An endowment will contribute to both the cost of the improvements and annual maintenance.

In early 2021, customers in the northern part of Santa Barbara County began the transition to Central Coast Community Energy (C3E) while Carpinteria, along with other parts of the county, transitioned in the fall. This change opens the door to a greater amount of local investment in energy conservation, sustainability and resilience projects, programs and services.

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 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. A part of the City's role is to evaluate community health, safety and wellness service needs and collaborate with other agencies and entities in order to help address them.

As the demographics of the City of Carpinteria evolve over time, the City will need to continue to evaluate the service needs of its residents and make any needed adjustments. 2020 Census results became available in 2021 and will be used by the City as a part of its work to evaluate and understand current and future service needs and expectations. Data suggests that many families with children in Carpinteria are lower income and struggle with basics such as food and shelter, and that older but active retirees have been coming to Carpinteria in greater numbers. Understanding how such demographic changes may affect community service needs, anticipating evolving community expectations and effectively implementing change is of ongoing importance.

Health, Safety and Wellness Goals

- *Effective and efficient public safety services as appropriate to maintain Carpinteria as a safe place for residents, business operators and visitors, and as a place where a relationship of trust exists between residents and law enforcement.*
- *A program such as the Neighbor-to-Neighbor program concept described in the recommendations of the Neighborhood Preservation Committee report to Council, which can serve to promote communication and build trust between neighbors and between residents and the City.*
- *An emergency preparedness program that effectively promotes resilient households, neighborhoods and businesses.*
- *A disaster planning and response program that effectively prepares City staff for responding in the event of a disaster.*
- *Carpinteria improves as a compact and accessible City where walking and bicycling are viable options for going about daily routines and commuting to work/school.*
- *Carpinteria improves as a place where access to public parks, open spaces, trails, and recreation programs and services encourage an active lifestyle.*
- *A sustaining community garden program that, along with the local farmer's market and other businesses, allows for convenient access to locally grown and healthy food.*
- *Development review and code compliance services help to ensure safe housing, protection from flooding and other hazards, and attractive and livable neighborhoods.*
- *Collaborative and cooperative relationships exist with other agencies and non-governmental organizations that contribute to the provision of appropriate, equitable and effective education, health and human services, in particular, to children and families, in the Carpinteria community.*

Progress, Resource Issues, Adjustments

With revenue from a voter approved local sales tax, in 2019 the City re-established the Community Resource Deputy (CRD) position, and the CRD began working with youth through

the Middle and High schools, working on homelessness issues, and scheduling and managing bicycle/foot patrol. A significant increase in law enforcement services costs in 2021 is challenging the City to maintain an appropriate law enforcement service level while not compromising other important City services. The law enforcement services agreement is the City's largest single expenditure, representing upwards of 40% of General Fund spending. The City is one of four cities in Santa Barbara county that contract for law enforcement services with the County. The 2022/23 fiscal year will be the final year of a five year agreement and negotiations on a successor agreement were begun in 2021. The success of this negotiation and the new agreement in controlling expenses over time will influence whether this issue rises to crisis level over the next several years.

The City initiated the Neighbor-to-Neighbor program with a pilot event at Monte Vista Park in 2019; however, the follow-up was derailed by staff turnover and the pandemic. The program is planned to resume in 2022 with the possibility of being organized around new City Council Districts. Aimed at creating a context for neighbors to interact and for local public agencies to provide information and hear from residents directly. Unfortunately, the pandemic has curtailed CRD work with youth and required that the Neighbor-to-Neighbor program implementation be suspended. Both of these efforts are expected to restart after the High School and Middle School are allowed to resume classroom instruction and public gatherings/travel restrictions are lifted.

The current COVID-19 pandemic and recent past Thomas Fire and subsequent flood, illustrate the importance of community disaster preparedness and City emergency response capacity. This work remains a priority with particular attention on improving communications through social media. The City will also continue to work with FEMA to complete local flood map changes related to Carpinteria Creek and its watershed.

The incorporation of long-term land use and development policies concerning Sea Level Rise into the General Plan / Local Coastal Plan is now well underway and interim policy guidelines were approved in 2020. This will provide the basis for mitigating hazards to life and property in the future. In 2021, the City initiated the preparation of a Dune and Shoreline Management Plan. The draft Plan has recently been published and could be adopted in early 2022, setting the stage for capital projects capable of protecting against shoreline erosion, loss of coastal habitat, and damage to private property and public infrastructure.

The Community Garden project at Fifth Street and Holly Avenue that began operating in 2018, continues to be a successful program for providing healthy food to Carpinteria households despite the pandemic's impacts over the past two years. Work to complete transfer and improve the former Whitney site for agricultural education continued in 2021 and the transfer is expected to be consummated in early 2022. The City intends to also work with CUSD on a cooperative agricultural education program at these sites.

Also, with the support of new revenue from the voter approved local sales tax, funding for local service providers, including the Carpinteria Children's Project, and the Carpinteria Library, has been expanded in recent years. In 2020 and 2021, significant additional funding was provided to assist community organizations in delivering services, such as food distribution and childcare, in response to the COVID-19 pandemic. The City has made a three-year commitment to fund a new position at the Carpinteria Children's project that, in part, coordinates collaboration and communication among local service organizations and public education concerning availability and access to services. In 2021, the Director of Community Partnerships position was filled.

The City supports the South Coast Task Force on Youth Safety and participates in THRIVE, an early education to college/career readiness advocacy effort. Through activities funded by the Santa Barbara County Continuum of Care, in particular, County Behavioral Wellness, progress is being made in housing people experiencing homelessness in Carpinteria.

Progress continues to be made in acquiring and improving public open space and trails along the coast. The acquisition of an approximate 21 acre Bluffs III site was consummated in 2020, and three trail projects that together would nearly complete the Coastal Vista Trail all advanced in the planning, acquisition and design/permitting stages in 2021. When completed, these projects will greatly improve the City's recreation infrastructure for both local use and as a regional attraction.

3.) Interagency Cooperation/Coordination

As coastal regions in southern and central California continue to grow, including San Luis Obispo, 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 resource protection, 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, the protection of critical natural resources and important habitat, or 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: Hospitality and agricultural, important industries in Carpinteria, 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 a regional economy, 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, gainful employment and active citizenship, including lack of education and experience, and involvement in criminal activities. In order to effectively develop Carpinteria youth for

employment and active citizenship, the City works cooperatively with non-government organizations, 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

- *Implement policies of the Housing Element including working with area housing providers such as the County Housing Authority and People's Self-Help Housing, to increase affordable housing opportunities.*
- *Continue and expand cooperation/collaboration with other public agencies and non-government organizations to promote health and successful children and families in the community.*

Progress, Resource Issues, Adjustments

The City's affordable housing collaborations have historically been successful in generating housing opportunities for various economic 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 operate a first time buyer down-payment loan program to assist above moderate income buyers in entering the Carpinteria housing market. Habitat for Humanity completed several affordable sweat-equity units in 2019, and in 2021, additional market rate and affordable housing units were completed at the Sea House condominium development. The City is working on implementing new and challenging state mandates to plan for significantly more housing and to allow accessory dwelling units and other housing intended to be affordable by design. These initiatives hold the prospect, over time, of mitigating a workforce housing shortage in the community.

The City has very little control over demand and production of housing, which is influenced by regional, state and national market conditions and availability and cost of land, materials and labor. These conditions ensure that house availability and affordability will remain a challenging issue requiring regional collaboration. The State legislature has passed a number of laws in recent years that serve to impose new requirements on City's and undermine local control over land use planning. The City anticipates the need to continue to respond to such legislation. Also, the Regional Housing Needs Assessment (RHNA) process has resulted in the City needing to plan for over 900 residential units over the next housing cycle that runs from 2023 through 2030, a significantly greater amount than in any prior cycle. The RHNA is the precursor to the City's update of the Housing Element of the General Plan. Work on the Housing Element update will begin in 2022.

The City continues to provide financial support and to work cooperatively with agencies such as the Carpinteria Children's Project, Girl's Inc. and the Boys & Girls Club, to help establish a context where children and their families can be successful and contribute to the Carpinteria community and society in general. Focus areas in Carpinteria include early childhood

education, family support and mental health services. In response to the pandemic, the City has been working closely with various community service agencies providing logistical support and funding for food distribution and childcare. The City also provided direct grants to small businesses impacted by pandemic related operational restrictions. In 2021, the City began a three-year commitment to providing funding to the Carpinteria Children's Project to support a new position, Director of Community Partnerships, which is responsible for coordination/communication between local service providers and for community education concerning service availability and access.

B. Open Space: Carpinteria is situated on the California coastline 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 non-government organizations and private property owners 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

- *Establishment of stable and adequate funding for parks and opens space maintenance.*
- *Protection and improvement of coastal resources through, in part, 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.*
- *Establishment of Sea Level Rise policies as a part of the General Plan/Coastal Land Use Plan capable of addressing protection of coastal open spaces and unique habitat resources such as the Salt Marsh and the Carpinteria Creek Lagoon.*
- *Completion of the next phase of the Carpinteria Shoreline Feasibility Study and advancement of the Dune and Shoreline Management Plan to protect and enhance the Carpinteria coastline.*

Progress, Resource Issues, Adjustments

The ongoing decommissioning and closure of oil & gas operations in Carpinteria and abandonment of related offshore platforms, removes a threat to sensitive coastal resources and is expected to create opportunities for enhanced protections and public access. The Shoreline Feasibility Study, a critical plan for identifying a long term solution to beach erosion and protection of coastal property and infrastructure, has been funded by the state and federal government for more work, which began in 2019, and is complemented now by a grant funded Dune and Shoreline Management Plan. The Draft Plan has been published and is expected to be adopted in early 2022. The work being conducted on Sea Level Rise as a part of the General

Plan/Local Coastal Plan update is also helping to move the City forward on identifying appropriate and feasible projects for protecting its shoreline and related environmental resources, private property and public infrastructure.

Design work for the trails, parking lot, restroom building and other complementary improvements began in 2020 and preliminary design shared at a public meeting in 2021. Final design and permitting are expected to be completed in 2022.

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 renovation and expansion with widening and interchange improvement projects currently under construction. The City of Carpinteria remains engaged as a project partner in order to ensure that the improvements are compatible with the City's interests and character.

The Union Pacific Railroad (UPRR) 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.

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, paratransit 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.

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 recipient 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, its contractors, SBCAG and the County, ensure implementation of project permits and approvals for the Highway 101 Improvements, including locally beneficial ancillary projects.*
- *Maintain and Improve commuter rail service in the region via cooperation with SBCAG and Los Angeles – San Diego – San Luis Obispo Rail Corridor Authority (LOSSAN).*
- *Working with Caltrans, SBCAG, UPRR, Coastal Conservancy, Coastal Commission, and private property owners, complete planning, permitting and construction of 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 in the City.*
- *Make annual bike and pedestrian safety and convenience improvements and attain the Bicycle Friendly Community designation.*

Progress, Resource Issues, Adjustments

There are several ancillary projects to the freeway work that are of particular interest to the City including the Rincon and Santa Claus Lane trail connections and the Santa Monica Road intersection improvements. The Santa Monica Road interchange improvements were completed in 2021. Work on the design and permitting of the trail projects advanced in 2021 and are expected to be complete in 2022, in preparation for future bidding and construction.

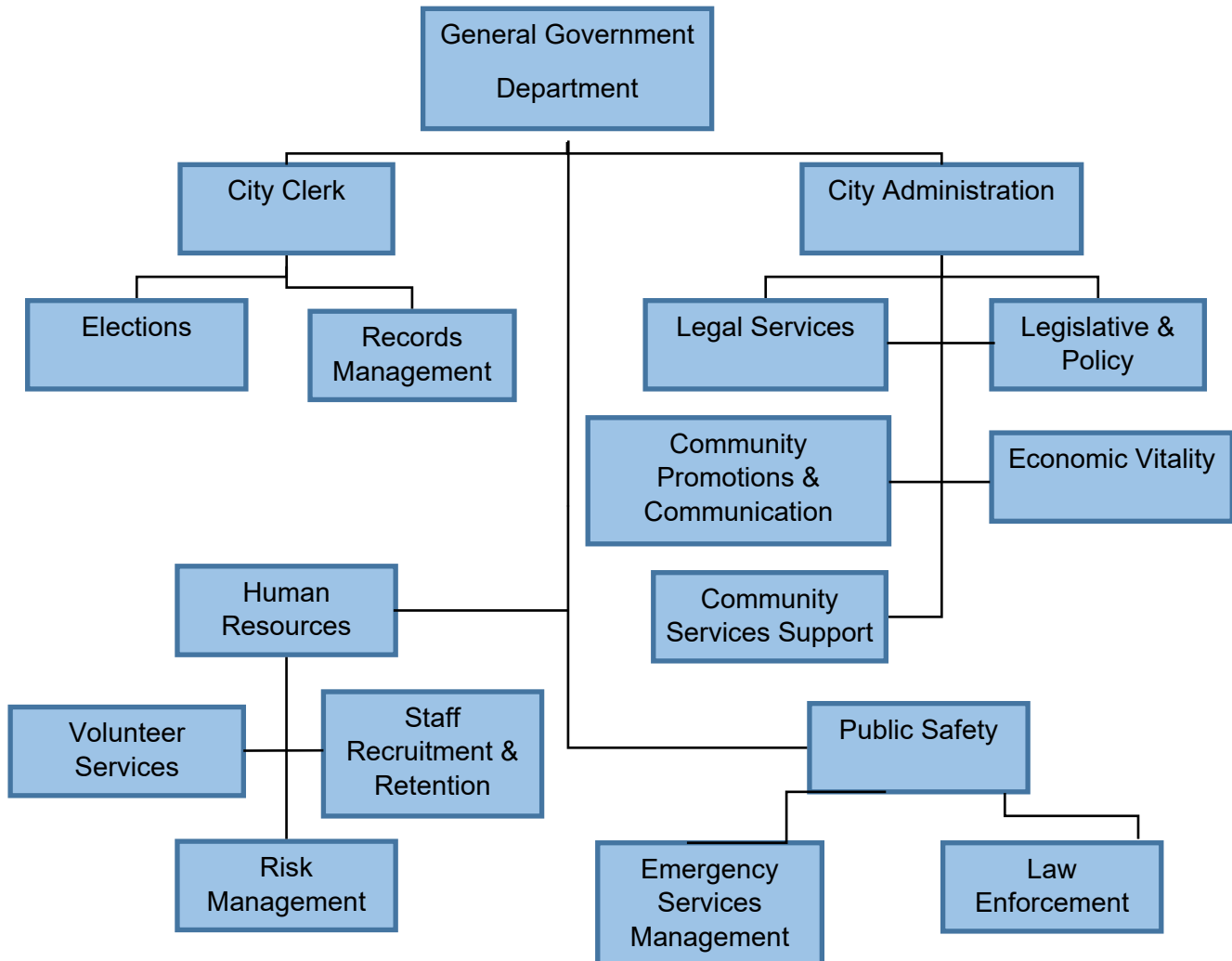
Commuter rail service continues to operate between Ventura and Goleta and LOSSAN has approved spending hundreds of millions on rail corridor improvements in Ventura and Santa Barbara counties, including making double tracking and Amtrak platform improvements at the Carpinteria station. The Carpinteria project is proposed to include several improvements that have local benefit such as an undercrossing at Elm and a new parking lot on the south side of the tracks.

The Linden-Casitas Freeway Interchanges project was completed in 2020, and in 2021 significant progress was made on the addition of the third travel lane through the Carpinteria segment. The freeway improvements located within City limits are scheduled to be completed in 2022, with construction continuing from the City through Montecito through 2023. The City and Caltrans made progress drafting the agreement needed to transfer the former Whitney property remnant (as well as Caltrans right-of-way for the Rincon Trail) to the City and the transfers are expected to be consummated in early 2022.

The connection of Via Real over Carpinteria Creek, a part of the interchanges project, and new shuttle vehicles being acquired by MTD, which can travel faster over longer distances, create an opportunity for the City and MTD to review options to meet the City's long-standing goal for improving transit services coverage in the City. The City Council re-formed its Transportation Committee with direction to work with MTD on this and other public transit needs. MTD has also announced that it will be exploring a pilot dial-a-ride service in Carpinteria in the near future; however, the pandemic has also required the suspension of Shuttle and this service is now facing an existential threat that will receive the attention of the Transportation Committee and be the subject of work with MTD.

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 of the Department pursuant to provisions of the Carpinteria Municipal Code and policy and program direction as provided by the City Council. Below are brief descriptions of each Department program.

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 Legal Services, and establishing and implementing procedures for the conduct of employee performance reviews and program performance measurement.

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, posting of ordinances, resolutions, and public hearings notices, recruit advisory board vacancies and administer 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.

General Government

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 work ranges broadly from government transparency to creating volunteer opportunities in support of City services.

Economic Vitality

The Economic Vitality program involves recognizing existing community assets that make Carpinteria attractive to business and provide opportunities for growth and investing in these assets.

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 meet 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, the program provides staff training, exercises and interagency coordination relative to all aspects of emergency management, public education on emergency preparedness and recovery.

Volunteer Services

The Volunteer Services Program is designed to coordinate and manage volunteer efforts that support existing City 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 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

The City Council carries a Legislation Update matter on its agendas that provides an opportunity to direct staff on scheduling its consideration of taking positions or other legislative matters. In 2021, the City Council considered taking positions on several matters concerning state and federal policy/regulation.

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 and also have the opportunity to participate in Channel Counties Division meetings and 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 warrant City Council consideration. Updates are also provided by the Regional Representative at quarterly Santa Barbara County Mayors & Managers and Managers & Administrators meetings.

The League's advocacy work will be guided in 2022 by the following adopted State Action Agenda:

- 1. Secure funding to increase the supply and affordability of housing and reform state housing laws to retain local authority.** Secure adequate and sustainable funding for cities to increase construction of housing at all income levels, particularly affordable housing and workforce housing. Reform state housing laws to ensure cities retain local decision-making to meet the needs of their communities.
- 2. Attain investments to strengthen and sustain critical infrastructure.** Advocate for policies that strengthen the conditions of local streets, highways, bridges, public transit, and broadband to improve workforce and economic development. Secure support for the modernization and expansion of the statewide water grid, including infrastructure, storage, and conveyance. Work with stakeholders to provide cities with access to the tools needed to ensure projects are delivered efficiently and cost-effectively to meet current and future needs.
- 3. Secure increased funding and resources to prevent homelessness and assist individuals experiencing homelessness.** Secure additional ongoing, flexible resources to provide navigation assistance, emergency shelters, and permanent supportive housing. Enhance city and county coordination and strengthen partnerships with stakeholders to ensure adequate wraparound

services are available for adults and youth at risk of, or already experiencing, homelessness in our communities, and effectively address mental health and substance use disorders.

4. **Strengthen disaster preparedness, resiliency, and recovery from climate change impacts through improved collaboration and resources.** Secure additional resources and support to mitigate the effects of climate change, including catastrophic wildfires, drought, and sea level rise. Promote collaboration with other city, state, and federal governments, to strengthen disaster preparedness, resiliency, and recovery.

Coastal Commission Matters: The City of Carpinteria is located entirely within the Coastal Zone and is subject to regulations of the California Coastal Act. While it maintains a Certified Local Coastal Plan and is therefore a permitting agency under the Coastal Act, amendments and updates to the City's Plan (and appeals of certain Coastal Permits it issues), go before the California Coastal Commission (CCC) for review and approval. 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.

In 2021, staff worked with Commission staff on the General Plan / Coastal Land Use Plan update, interim sea level rise guidance, and various housing matters, including implementation of new state housing laws concerning Accessory Dwelling Units. It is anticipated that in the coming year the City will continue to work with Coastal Commission staff on the Local Coastal Plan update, , the City's Zoning Code update, and response to the latest state housing laws such as SB9.

Highway 101 Improvements: A milestone was reached in 2020 with the completion of the Linden-Casitas Interchanges replacement project and in 2021 much progress was made on the freeway widening phase through the City. Also, work progressed on various ancillary projects including completion of intersection improvements at Santa Monica and Via Real, design, development permitting and environmental clearance for the Rincon and Santa Claus Lane trails, and establishing a requisite agreement for the transfer of the Whitney Property to the City for preservation as agricultural open space. In the coming year the City will continue to work with Caltrans and SBCAG staff on various aspects of the Highway 101 improvement projects.

Oil & Gas Development: Significant oil and gas facilities and activities have operated in Carpinteria and just offshore the City for approximately half a century. That era appears to be at an end. In 2017 the current operator, Venoco Inc., consummated sale to Chevron through federal bankruptcy of all of its Carpinteria assets, including the Carpinteria oil and gas plant and offshore platforms. Chevron has announced that it does not intend to operate the facilities but will proceed immediately to decommission the plant and offshore platforms as a part of the decommissioning of various legacy assets on the west coast. The City and Chevron have been meeting quarterly since 2018 to plan for and coordinate the process for decommissioning discuss future use of the properties. A City Council/Community briefing on the work was held in 2021 and Chevron submitted its primary development permit application to the City for the decommissioning work. It's anticipated that the application will receive a completeness determination and environmental review and issuance in early 2022, clearing the way for work to begin later in the year.

The City also has a representative participating in an Interdepartmental Working Group (IDWG) led by the Bureau of Safety and Environmental Enforcement (BSEE) that coordinates with state and local agencies responsible for various aspects of decommissioning legacy oil and gas facilities in the region.

Housing: Significant state legislation on housing continued in 2021 with the passage of SB9, which will affect how cities regulate and permit such development, and is likely to be followed by more in 2022. The

General Government

City will not only have opportunities to comment on such legislation but will be required to continue to develop legislative responses to the new state mandates.

The Santa Barbara County Association of Governments approved the 2021 Regional Housing Needs Assessment (RHNA), which allocates state development housing needs estimates to local communities. Based on the RHNA and state law, the City of Carpinteria, through updating of its General Plan Housing Element for the period of 2023-2031, and other initiatives, will need to plan for the development of 901 residential units. This planning work will require balancing competing policy interests with the housing mandate, including coastal access and resource protection policies of the California Coastal Act.

Other local government agencies face similar challenges, including the County of Santa Barbara, which is responsible for planning in the unincorporated areas surrounding the City. It is anticipated that the City will need to monitor and respond to planning and development permitting work of the County in order to ensure compatibility with City policies and regulations, and to mitigate potential project impacts on City infrastructure and government services. In 2021, the City determined that a proposed housing project just outside City limits at the north end of Bailard would likely conflict with myriad City and County policies and the California Coastal Act. The City provided extensive input/comment on the project and expects the need for more of this type attention in 2022 for this and other similar projects.

Tasks

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

Products

- N/A

Date

Ongoing

Staff Requirements

- City Manager, Assistant City Manager, Legal Counsel, Department Heads

Estimated Budget

\$100,000 for legal and consultant services

Funding Source

General Fund and other

Sources of personnel/contract funding

Program: 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. Some of the issue areas worked on in 2021, or that are ongoing, include: State Housing Laws, Mandatory Commercial Organics Recycling, California Voting Rights Act, Short-Term Rental Regulations, Citizen Initiative Responses, and Harbor Seal Protection.

In 2022 it is expected that the City will continue to expend resources on some of the matters listed above; however, in particular, the City expects to need to prioritize and commit adequate resources to the development of legislation in response to state housing law changes and continue to explore measures capable of helping to protect the affordability of local housing, e.g., “no cause” eviction ordinance, multi-family rent control, affordable housing in-lieu fees/inclusionary requirements. Other work anticipated in the coming year includes:

- Safe Parking Program regulations
- Update of City fees and charges
- Records Retention Program update
- Telecommunications Ordinance update
- Development Impact Fees update
- Special Districts Mutual Fee Waiver program
- City Purchasing Program update
- Flavored Tobacco Products regulations
- Art in Public Places Program
- Personal Mobility Device regulations.

General Government

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 City Manager, City Attorney’s Office, Department Heads

Estimated Budget

\$250,000

Funding Source

General Fund and other sources of
legal services and personnel expense

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 regional organizations such as the Air Pollution Control District (APCD), and the Santa Barbara County Association of Governments (SBCAG).

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

This work item includes regional transportation projects and programs such as commuter rail service and freeway maintenance and operations, Emergency Preparedness and Disaster Response, and health and human services such as homeless assistance programs.

Regional collaboration and cooperation work (either ongoing or anticipated) for 2022 include:

- **City Council Committees.** This work involves staff support from the City Manager and Department Heads for the various City Council committee meetings, including meetings with the special district representatives.
- **Library Services.** The City is scheduled to take over the Carpinteria branch library on July 1, 2022. The work leading up to this transition has included meetings and coordination with City and County of Santa Barbara staffs concerning agreements and facility maintenance and operation. This work in the months ahead will include close coordination with City of Santa Barbara staff on transition at the library itself, such as gaining access for barcoding books, and with the County to establish the agreement for per capita funding and facilities operation in the county library system.
- **Homeless Services.** This work involves both enforcement and response coordination of City services (Legal, Sheriff's, Code Enforcement, Public Works and Parks & Recreation), with County Health and Behavioral Wellness, Freedom Warming Centers, State Parks, and Fire District. Volunteers continue to run a lunch program, which provides an opportunity to build trust with people that are homeless and prepare them to receive services and to find housing. The City also works with agencies such as Peoples Self-Help Housing and County Housing Authority, to identify prospective housing sites for inclusion of special needs housing for people experiencing homelessness. The work is

General Government

guided by agreements and plans developed through the Continuum of Care service providers in Santa Barbara County.

- Youth and Family Services. City Manager, Councilmembers attend quarterly meetings of the South Coast Task Force on Youth Safety. The City provides annual funding to support family and youth services provided by the Carpinteria Children's Project/Family Resource Center. In 2021, the City began a three-year funding commitment to support a new position of Director of Community Partnerships at the Carpinteria Children's Project, which aims to improve coordination and communication between local service providers and to educate/inform the community about available services and how to access them.
- Freeway Improvement Projects. The Linden-Casitas Interchanges project has been completed and Highway 101 construction in the Carpinteria area has now shifted to freeway widening. The widening work through the City segment of the freeway is scheduled to be completed in 2022. Staff work includes ensuring construction impact mitigation measures, e.g., Rincon and Santa Claus Lane trails, are completed and that improvements that are to be owned/operated by City, such as drainage improvements, sidewalks and traffic signals, are built correctly.
- Parks and Trails. 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.

In 2021, progress continued on the engineering design and permitting of the Rincon Trail and full construction funding has been secured. Changes to the trail alignment required amendment to the environmental clearance delaying the project. The project is expected to be let out for bid in 2022. An easement for a critical trail connection through a Bluffs II property was acquired in 2018, a grant for design and construction has been acquired in 2021 and work is expected to begin in 2022.

The Rincon Bluffs Reserve was established as a part of the City's Parks system in 2019, for permanent preservation as open space. The Land Trust is also funding design work that is expected to be completed in 2022, sufficient for a habitat restoration, trail, parking, and restroom improvement project to be let out to bid in 2022.

After more than a decade of fits and starts on a Beach Nourishment Study aimed at determining a long term solution for the protection of Carpinteria's sandy beaches and public and private improvements, state and federal funding necessary to move the study was allocated in 2018 and work initiated in 2019. In 2020 the City requested that the project be moved to a different federal program that holds better prospects for construction funding. The City intends to have the Army Corps of Engineers (ACOE) provide a report to the City Council in 2022 on the work completed to date and what will be coming next. The City has also acquired a grant to complete a Dune and

General Government

Shoreline Management Plan, which has been published and is expected to be approved in early 2022. The Plan sets the stage for the City to seek grant funding for a dune and shoreline management capital project.

- Commuter Rail Service. In April 2018, the state announced an award of approximately \$200 million in Transit and Intercity Rail Capital Program (TIRCP) funding for improving passenger service between Los Angeles and San Luis Obispo. Several important capital projects in Santa Barbara County were funded including improvements at the Carpinteria Amtrak station that would add a second station track and platform to improve pedestrian safety, passenger access, and operational flexibility. The project would also include a pedestrian underpass of the railroad tracks.
- Water. The City is a part of a collaborative with the Carpinteria Sanitary and Water Districts to develop a reclaimed water project, the Carpinteria Advanced Purification Project. In 2019, the City participated in the review period for the CEQA Environmental Impact Report, which has since been adopted. Also in 2019, CVWD drafted a Joint Powers Agreement to create a Groundwater Sustainability Agency with the City and Counties of Santa Barbara and Ventura, which has since been approved. The City will participate in the process of developing a groundwater management plan and, ultimately, in the joint management of the groundwater basin. Additionally, the City is a Cooperating Partner for the Integrated Regional Water Management (IRWM) Program, which meets regularly. In 2019, the IRWM County-wide plan was updated, and several competitive projects were selected by the Cooperating Partners to move forward for implementation grant funding. In 2020, the City received notice that the Via Real Stormwater project was approved for funding and the project design was completed in 2021. The project is expected to be let out for bid in early 2022.

Tasks

1. Continue participation in collaborations concerning regional matters of concern to the City such as the freeway improvement project, water and stormwater management.
2. Identify and facilitate bringing family and youth related services and programs to Carpinteria
3. Identify and facilitate bringing homeless related services and programs to Carpinteria
4. Schedule any funding requests for City Council consideration
5. Schedule City Council Committee meetings as determined necessary.

Products

N/A

Staff Requirements

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

Estimated Budget

N/A

Funding Source

All Funds

Program: City Administration Library

Project Description

Transition of the Carpinteria Library to City management and operation.

Objective and Policy Consistency

- A Library program of the City is established that represents community interests and needs and is the result of a collaborative process with community partners and County of Santa Barbara.
- A service area for the City library is similar to or matching the current branch library service area and has the potential to expand pursuant to future agreement with the County.
- Necessary steps are completed that result in a smooth transition of the Carpinteria Library from a branch of the County Library system to the City of Carpinteria municipal library operating as a Zone library in the County-wide library system.
- Administrative and legislative actions are completed as necessary to establish the organizational capacity to efficiently and effectively operate the municipal library.
- The proposed project is consistent with General Plan Policy Objective Policy PF-5a, which states: The City will strive to maintain adequate library service for the community of Carpinteria.

Previous and Ongoing Work

- Carpinteria City Council formed an Ad Hoc Library Committee
- City of Carpinteria entered into a Memorandum of Understanding with the Carpinteria and Montecito Friends groups concerning completion of a library study
- Agreement with consultant approved by the City Council
- Library Study completed
- City Council acted to initiate process to take over and operate a municipal library as a Zone library in the Santa Barbara County system and to consider operating the Montecito branch library should that be desired by Montecito stakeholders and approved by the County.
- Organizational changes, including establishment of new positions, were made and a library start-up budget approved by Council.
- City has notified County and City of Santa Barbara that it will be taking over the library
- Work with community stakeholders and Library Committee and Working Group to establish a library program purpose and wrote bylaws which were adopted by the Library Board of Trustees.
- Received approval from Black Gold and State Library for municipal library operation
- Library card design was chosen through a contest held by the Lynda Fairly Carpinteria Arts Center in conjunction with Friends of the Carpinteria Library community group. The winner, Iltze Alvarado, was recognized by the Library Board of Trustees.
- Lease agreement with Santa Barbara County is being discussed. This includes site maintenance and upgrades to be made prior to municipal library inauguration

General Government

- City Librarian was hired.

Tasks

The following major tasks remain to complete the transition to City management and operation of the Library by July 1, 2022:

- Enter into the formal agreement with Black Gold.
- Establish an appropriate agreement(s) with the County of Santa Barbara for service area, including revenue sharing and operation within the County branch library system for purposes of serving unincorporated areas.
- Fill Library Specialist, Library Technician and Library Page positions and establish budget for full library operation in FY 2022-23
- Enter into various Library services contracts.
- Identify date for press release and other announcements, ceremony, etc., for reopening under City management.
- Develop and launch Library website
- Complete re-barcoding of library materials
- Complete renovation work at Library facility
- Issue new Library Cards
- Organize and hold grand opening ceremony
- Library staff and Library Advisory Committee to engage in collaborative, community process to develop Library vision and mission statements.

Products

- Black Gold MOU
- Library Services Contracts
- Budget
- Agreement with County of Santa Barbara
- Agreements with library service providers
- Adoption of Library bylaws
- Program vision and mission statements
-

Date

February/March 2022
Spring 2022
June 2022
Spring 2022
Spring 2022
November 2021
2022

Staff Requirements

- City Manager
- Assistant City Manager
- Parks, Recreation & Public Facilities
Director
- Program Manager
- Human Resources Administrator

General Government

Budget

- FY 2021/22: Approximately \$230,000 for start-up costs and \$280,000, for contribution to current City of Santa management and operations.
- FY 2022/23: Estimated \$700,000.

Funding Source

General Fund and Measure X

Priority

High

Program: City Administration Racial Equity & Social Justice

Project Description

Establishment of a Racial Equity & Social Justice (RESJ) program that implements the policy intent embedded in City Council Resolution No. 5981 and subsequent City Council actions.

Objective and Policy Consistency

- A new RESJ program is established consistent with policy intent embedded in City Council Resolution No. 5981.
- A collaborative community process is completed in order to identify the scope of the program.
- The desired program tenets are institutionalized in the City organization and its work through ongoing training, budgeting, community outreach and engagement, and the establishment of City policies, procedures and programming.
- Transparency and accountability are fundamental to the RESJ program, including ongoing community engagement and input, performance measurement, and annual reporting.
- The RESJ program is consistent with the City's Mission Statement which recognizes the diversity of the community and the need to serve and address the interests of all residents, including the equitable application of public resources.

Previous and Ongoing Work

- Drafting and adoption of Resolution No. 5981.
- Research and presentation to City Council regarding various potential RESJ actions and initiatives.
- Establishment of the City Council Ad hoc Committee on Racial Equity and Social Justice.
- Issuance of Request for Qualifications for consultant services, interviews/vetting of consultants, and drafting of scope of work.
- Consultant services agreements accepted January 26, 2021.

Tasks

- Engage consultants for assistance in organizational capacity building and creation of a RESJ program.
- Facilitate RESJ training of City staff and elected officials.
- Establish positions/job descriptions and organizational changes as needed to efficiently and effectively carry out RESJ work.
- Engage with community stakeholders and undertake community mapping.
- Establish a community stakeholder committee to facilitate community input into development and operation of RESJ program.
- Develop performance evaluation metrics (and development and drafting of annual reports).
- Create a RESJ program Action Plan.

General Government

Products

- Consultant Services Agreements
- Staffing plan and budget
- Council/Staff Training program
- Program mission statement, goals, objectives
- Action Plan

Date

January/February 2021
May 2021
2022
2022
2022

Staff Requirements

- City Manager
- Assistant City Manager
- Program Manager
- City Attorney's Office
- Human Resources Administrator

Budget

\$100,000 Consultant Services Contract cost
Unknown Program staffing and support costs

Funding Source

Measure X Fund
General Fund/Measure X Fund

Priority

High

Program: City Administration Youth Engagement

Project Description

The purpose of this Work Plan item is to collaborate with Carpinteria Unified School District and other youth organizations to increase youth engagement with Law Enforcement and prepare students for civic life.

Objective and Policy Consistency

The objectives of this Work Plan item are: To foster trust between young people and law enforcement and to build student interest in public service careers; provide tools for students to become civically aware and engaged; and to bring youth voices to local government issues.

Previous and Ongoing Work

- Reached a verbal agreement with Carpinteria Unified School District representatives for the Community Resource Deputy to spend at least one day a week at Carpinteria Middle School and Carpinteria High School to be available for students and staff.
- Researched youth engagement programs including information related to Explorer program and youth mentorship.

Tasks

1. Continue discussions with Carpinteria Unified School District via the City Council School District standing committee.
2. Share proposed approach for discussion with City Staff members.
3. Reach out to the community regarding interest in establishing a Youth Explorer program.
4. Identify steps and responsibilities for establishing the desired program.

Product

- A Youth Engagement program capable of meeting the program goals and objectives that has been institutionalized in both the City and District organizations.

Staff Requirements

- | | |
|--------------------------|-----------------------------|
| • City Manager | • Community Resource Deputy |
| • Assistant City Manager | • Station Lieutenant |
| • Department Heads | |

Budget

Inclusive of staff and law enforcement expense

Funding Sources

General and Measure X Funds

Priority

Medium

Program: Community Promotion and Communication 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, crime prevention, etc., to help build neighborhood partnerships and increase neighborhood's ability to respond to, withstand and recover from adverse situations.

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 and community engagement. The transition to district elections beginning 2022 facilitates the concept of neighborhoods working closely together.

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.
- This work implements and is consistent with the City's Sustainability Policy (Resolution No. 5500), which states, among other objectives:
"Implement programs which promote interactions and communication between neighbors, including internet-based social programs and local community groups."

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.
- Formed a committee of community members, fire, and law enforcement to create a pilot program.
- Held a kick-off event for the pilot program in August 2019 at Memorial Park.

Tasks

General Government

- Conduct outreach campaign to encourage Carpinteria residents to engage through Nextdoor.
- Create a second event in a different neighborhood extending the Neighbor to Neighbor program when events are allowed due to the COVID-19 pandemic.
- Assist with creating an outreach plan for the following projects: City's transition to district elections, library transition, and Racial Equity and Justice Program (REAJ).

Products

- Neighbor to Neighbor program second event

Date

TBD

Staff Requirements

- Program Manager
- City Manager
- Public Works Director
- Community Development Director
- Environmental Coordinator
- Code Compliance Supervisor
- Human Resource Manager
- Carpinteria Summerland Fire District
- Santa Barbara County Sheriff Department

Budget

\$3500

Funding Source

General Fund

Priority:

High

Program: Economic Vitality

COVID-19 Economic Recovery Action Plan

Project Description

The public health response to the COVID-19 Pandemic has resulted in state and county restrictions on travel and conduct of business activities, among other things. These necessary public health protection measures have had devastating community impacts, in particular, on small businesses and the local economy. The City Council Ad hoc Recovery Committee initiated this work to establish an Economic Recovery Action Plan that reflects the response work conducted to date by the City to support small businesses as well as mid and long-term initiatives identified as being needed to support economic recovery.

Objective and Policy Consistency

Agreement on initiatives to be undertaken to support economic recovery from the impacts of the COVID-19 Pandemic response. This work can be found consistent with the City's asset based economic vitality strategy and interest in supporting and promoting a vibrant local economy.

Previous and Ongoing Work

- The City has historically taken an asset based approach to economic development. For example, the City invests in developing and maintaining infrastructure, facilities, parks and open space that promote tourism and pedestrian activity in the Downtown.
- The City Council formed an Ad hoc Committee of its members to help guide recovery work.
- The City has undertaken a number of actions to support local businesses during the pandemic and these measures have been widely reported.

Tasks

- Conduct meetings of the Economic Vitality Committee, in part, to assist with preparation of the ERAP
- Conduct a survey of small businesses, hold a roundtable, or similar to gauge needs and interests of small businesses.
- Draft the ERAP for City Council consideration.

Products

Economic Recovery Action Plan

Staff Requirements

Assistant City Manager, Department Heads, Program Manager, City Manager.

Budget and Funding Source

It's expected that the implementation of an Economic Recovery Plan over time will involve investment by the City in certain projects, programs and services and the amount would be

General Government

known at a later date once such projects, programs and services are developed. To date, there has not been federal and state funding for local governments to support economic recovery. The City should anticipate that funding for economic recovery efforts will derive from existing discretionary funds such as the General Fund and Measure X.

Priority

High

Program: Economic Vitality
Surfliner Inn and Public Parking Project

Project Description

A lease and development for a hotel project of City property located at 499 Linden Avenue (Parking Lot No. 3 and also involving the vacant lot south of the railroad tracks).

Objective and Policy Consistency

In approving a Lease, Disposition and Development Agreement, the City Council determined consistency with various City policies and interests concerning coastal access, visitor accommodations and economic vitality.

Previous and Ongoing Work

- Acquisition of 2.1 acres of land along the railroad tracks in 2012 and 2013.
- Prepared a concept design for an inn with restaurant.
- Prepared a concept for parking lot No. 4 to provide improved public parking.
- Hired consultant to assist in feasibility study and request for proposal process.
- Completed feasibility study.
- Prepared and Published a Request for Proposals.
- Selected an Exclusive Negotiation Partner to further refine concept design.
- Selected Consultant to analyze concept project parking requirements.
- Conducted Concept Project Hearing on November, 2020
- Entered into a Lease, Disposition & Development Agreement, July, 2021
- Council authorization for submittal of development application, November, 2021

Tasks

- Actions related to consummating the Lease, should LDDA terms be met
- Implementation of Lease terms, should Lease be consummated.

Products

Executed Lease.

Staff Requirements

Parks, Recreation and Public Facilities Director, Assistant City Manager, City Attorney.

Budget

\$50,000

Funding Source

General Fund/Developer Deposit

Priority

High

Program: Law Enforcement
Law Enforcement Services Agreement (Successor)

Description

Negotiation and adoption of a successor to the current agreement for law enforcement services (runs from July 1, 2019 to June 30, 2023) between the City and County of Santa Barbara.

Objectives

- To complete negotiations and consummate any related changes to the Law Enforcement Services Agreement that meets the needs and expectations of the City and the County.
- For Sheriff's Office representatives to effectively engage in training and collaborative Racial Equity and Social justice program development.

Previous and Ongoing Work

- Approval and implementation of the current Law Enforcement Services Agreement, which commenced on July 1, 2019 and will sunset June 30, 2023
- Amendment No. 1, to the Agreement, dated July 1, 2021

Tasks

- Participation in meetings to negotiate any proposed/desired changes to the Law Enforcement Services Agreement.
- Conduct of City Council Public Safety Committee meetings
- Preparation and conduct of agenda matter(s) for City Council to consider a successor agreement.

Products

- A successor Agreement to Provide Law Enforcement Services

Staff Requirements

City Manager
Assistant City Manager
City Attorney's Office

Budget

Regular Staffing Costs

Funding Source

General and Measure X Funds

Program: Emergency Services 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 and updating the EOC Activation Plan.

Previous and Ongoing Work

- The Emergency Operations Center Activation Plan was revised in March, 2015 and continues to be updated as needed.
- The City received a FEMA grant to update the Local Hazard Mitigation Plan. The grant spans 36 months and will incorporate the Safety Element of the updated City General Plan.
- Assisting the Carpinteria Unified School District Safety Committee in emergency preparedness.
- SBC Disaster Feeding plan was completed in 2019 and implemented in 2020.

Tasks

- Update the City's Emergency Operation Plan and Local Hazard Mitigation Plan
- Participate in the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan update process.
- 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.
- Identify and seek COVID-19 pandemic related response and recovery resources.
- Work with health and human services providers in community recovery efforts.

Products

- Emergency Operation Plan
- Continuity of Government Plan
- Local Hazard Mitigation Plan Update
- COVID-19 Response and Recovery Resources

Date

July
May
June 2022
April 2021

General Government

Staff Requirements

- Program Manager
- City Staff
- City Manager
- Carpinteria Unified School District
- Community Partners
- Santa Barbara County Office of Emergency Management
- Santa Barbara County Social Services & Public Health Departments
- Santa Barbara County Food Bank

Budget

\$5000

Funding Source

General Fund

Priority

High – Continued COVID-19 pandemic recovery efforts, updating the Emergency Operation Plan and creating a Continuity of Government plan.

Program: Emergency Services City Staff and Elected Officials Training & Exercise

Project Description

As mandated by FEMA and Cal OES, City staff and elected officials will participate in trainings to maintain their FEMA certifications and to increase their ability to effectively operate the City's Emergency Operations Center (EOC). Additionally, to test the City's Emergency Operations Plan (EOP), a city-wide disaster exercise will be held, involving City Special Districts and First Responders.

Objective and Policy Consistency To ensure City staff are prepared to lead the community in the event of a disaster/emergency, a series of training programs, including a functional exercise, will be developed to reinforce the knowledge, skills and abilities needed to operate the City's EOC. To qualify for federal funding, cities are mandated to train all staff and elected officials in certain emergency management and response.

Previous and Ongoing Work

- 25 City employees have completed FEMA certification in IS-100, 200, 700 and 800.
- Refresher training on Disaster Service Worker requirements and City expectations are held annually.
- Continue to foster supportive working relationships with local First Responders and County OEM.
- Hold refresher training on NIMS, SEMS, and ICS, as well as other critical disaster response topics as appropriate.
- Schedule emergency preparedness orientation with new staff incorporating IS100 and IS 700 certification.

Tasks

- Working with the Human Resources Department, develop and implement a yearly training calendar for City staff and elected officials
- Create an online/virtual training program for City staff.
- Evaluate a city-wide Disaster Response with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.

Products

- City staff training calendar
- Online/virtual training program
- City-wide Disaster Exercise

Date

March
June
November

General Government

Staff Requirements

- Program Manager
- City Manager
- City Staff
- County OEM
- Carp-Summerland Fire Protection District
- Santa Barbara County Sheriff's Department

Budget

\$500

Funding Source

General Fund

Priority

High

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, 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 volunteer position descriptions for active City volunteer positions.
- Developed and implemented a standardized New Volunteer Orientation for all City volunteers.
- Implemented a Service Award to recognize City HOSTs who have performed five and ten years of service with the City.

Tasks

- Develop strategy for creating more consistent communications with City volunteers and implement communications plan.
- Reevaluate HOST schedule post COVID-19
- Identify volunteers within the Neighbor-to-Neighbor program

Products

- Volunteer Communications Plan

Date

June 2022

Staff Requirements

- Program Manager
- Human Resources Administrator

Budget

\$2500

Funding Source

General Fund

Priority

Medium

Program: Staff Recruitment & Retention

Total Compensation Survey and Compensation Schedule

Project Description

California minimum wage will increase every year until it reaches \$15.00 per hour. The minimum wage for 2021 is \$14.00 per hour. The City has adjusted the Compensation Schedule of Hourly and Seasonal Employees to comply with the minimum wage law; however, the Compensation Schedule of Management, and Miscellaneous Unrepresented Employees has not been updated to adjust to the minimum wage increases. The last Total Compensation Survey was done in 2014. Additionally, current unemployment is very low. The City has experienced a turnover of employees in the last 2-3 years. In order to retain employees and be competitive in recruitment, the City should update and adjust as appropriate the Compensation Schedule of Management and Unrepresented Miscellaneous Employees.

Objective and Policy Consistency

Completion of work necessary to determine appropriate salaries and benefits for Management and Unrepresented Miscellaneous Employees. This work is consistent with the City's mission to make judicious use of limited resources, promote highest possible quality of life for residents and provide services consistent with community needs.

Previous and Ongoing Work

California minimum wage will increase every year until it reaches \$15.00 per hour. The minimum wage for 2021 is \$14.00 per hour. The City has adjusted the Compensation Schedule of Hourly and Seasonal Employees to comply with the minimum wage law; however, the Compensation Schedule of Management, and Miscellaneous Unrepresented Employees has not been updated to adjust to the minimum wage increases. The last Total Compensation Survey was done in 2014. Additionally, current unemployment is very low. The City has experienced a turnover of employees in the last 2-3 years. In order to retain employees and be competitive in recruitment, the City should update and adjust as appropriate the Compensation Schedule of Management and Unrepresented Miscellaneous Employees.

A consultant services agreement was entered into with CPS HR Consulting for a total compensation study. The study has been delayed due to pandemic impacts and is expected to be completed in early 2022.

Tasks

- Update job descriptions.
- Work with consultants to develop work schedule and project timelines.
- Update the Compensation Schedule of Management and Unrepresented Miscellaneous Employees.

General Government

Product

- Compensation Study
- Update Job Descriptions
- Update Compensation Schedule

Due Date

Early 2022
Early 2022
Early 2022

Staff Requirements

- Human Resources/Risk Manager
- Consultant
- Assistant City Manager
- City Manager

Budget

\$25,000.00

Funding Source

General Fund

Priority

High

**Program: Staff Recruitment & Retention
Employee Training and Development**

Project Description

Train managers and supervisors in various leadership skills with include effective performance evaluation of employees, cross training team building workshops for managers and supervisors and a formal new employee orientation program. Develop a staff training program and have a variety of developmental courses such as public speaking, customer service, and Microsoft Word essentials.

The Human Resources/Risk Manager will develop a schedule of mandated, leadership, safety and other development training for City Staff. Using resources such as California Joint Powers Association (CJPIA), LinkedIn, and other 3rd party training company, the Human Resources/Risk Manager will conduct, facilitate and coordinate a yearlong employee training. Additionally, develop a virtual and in-person (Lunch and Learn) training series will provide employees computer and leadership training options.

Objective and Policy Consistency

Design and develop an Annual Training Calendar to provide management, supervisors and employees variety of skills so they are able assist the City accomplish its goals.

Previous and Ongoing Work

In-house training, training through CJPIA and LinkedIn platform training.

Tasks

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

Product

Training calendar
Train manager, supervisors and employees

Due Date

July 2022
December 2022

Staff Requirements

- Human Resources/Risk Manager

Budget

\$10,000.00

Funding Source

General Fund

Priority

High

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

Project Description

The City’s agreement with employees represented by SEIU Local 620 is due to expire at the end of the 2020-2021 fiscal year and this matter involves negotiating and gaining approvals necessary to establish a successor agreement to be effective (retroactively to) July 1, 2021.

Objective and Policy Consistency

To establish a successor labor agreement.

Previous and Ongoing Work

Labor negotiations have been held in good faith throughout 2021.

Tasks

- Conduct surveys of labor agreement key terms with other comparable coastal cities
- A total compensation survey is being conducted by consultant that will support this work effort
- Draft key terms for discussion with negotiations with SEIU Local 620 representatives
- Consult with and present updates to the City Council and/or Council committee.
- Present final agreement consideration by the City Council

Staff Requirements

Human Resources/Risk Manager
Assistant City Manager
City Manager
Special Legal Counsel

Budget

\$40,000.00

Funding Source

General Fund

Priority

High

Program: Elections
Establishing District Based-Elections

Project Description

Transition from at-large method of elections to district-based election by November 2022.

Objective and Policy Consistency

To change City’s method for electing members of the City Council by district to conform to the California State Elections Code, the Santa Barbara County Election Division regulations, and City regulations.

Previous and Ongoing Work

- The District Elections Ad Hoc Committee developed a plan through in person meetings in 2020 and virtual meetings in 2021 for workshops and outreach to the community to develop and adopt district election maps Ad Hoc Committee completed its work after fall workshops were held.
- Three workshops were held in September 2021 to inform the public about the process to moving to district elections and about Communities of Interest
- Two public hearings were held in November and December at City Council to provide additional contextualized information that incorporates newly released census data from 2010
- A dedicated email was created for all public communication regarding district elections.
- A project website was created for District Elections which maintains information about the process, timeline, records of all public meetings, public comments including maps submitted by the public
- Website includes link to DistrictR, an online mapping tool to draw districts
- A mailing was sent to all city residents including an informational letter and 11x17 size printed maps to be filled and returned to city hall with suggested districts.

Tasks

- Conduct community outreach and education
- Hold public hearings in accordance with Elections Code §10010
- Draw potential district maps
- Select final district map
- Adopt ordinance implementing change to district elections and adopt final map
- Work with County Elections Office on incorporating Districts into the elections process

Products

Date

- | | |
|---|----------------|
| • Community outreach and education forums | September 2021 |
| • Drawing of maps | Fall 2021 |
| • Selection of map | Winter 2022 |
| • Final Map adopted | March 2022 |
| • Districts elections incorporated into elections process | November 2022 |

General Government

Staff Requirements

- Acting City Clerk
- Program Manager
- City Attorney

Budget

\$40,000

Funding Source

General Fund

Priority

High

Program: Elections **2022 Municipal Election**

Project Description

Conduct the 2022 Municipal Election

Objective and Policy Consistency

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

Previous and Ongoing Work

Elections of Councilmembers are conducted every even year. In November 2021, the proponents filed an Initiative Petition with the City Clerk. The City Council accepted the City Clerk's Certificate of Sufficiency of the Initiative Petition and placed the Initiative Measure on the ballot for the November 2022 election.

Tasks

- Prepare resolutions, for adoption by City Council and Santa Barbara County Board of Supervisors, calling the November 8, 2022 General Municipal Election for the submission of an Initiative Measure to the voters, requesting consolidation of election with Santa Barbara County Elections Division, setting priorities for filing written arguments and directing the City Attorney to prepare an impartial analysis, and providing for the filing of rebuttal arguments for the Initiative Measure.
- Prepare resolutions, for adoption by City Council and Santa Barbara County Board of Supervisors, calling the November 8, 2022 General Municipal Election for the election of Councilmembers, requesting consolidation of election with Santa Barbara County Elections Division and setting requirements for campaign statements.
- Prepare all required notices of election as per State Elections Code.
- Prepare candidate handbook and candidate nomination packets.
- Assist candidates in making correct filings for office, review materials submitted by each candidate for compliance with Election Code, verify signatures on nomination papers and submit listing of candidates to County elections.
- Receive and review required campaign financial disclosure statements throughout the election period.
- Prepare documents for certification of election and swearing in of new councilmembers.

General Government

Products

- Resolutions, calling election for submission of Initiative Measure, requesting consolidation, setting priorities for filing written arguments and directing City Attorney to prepare impartial analysis, and providing for the filing of rebuttal arguments
- Resolutions, calling election, requesting Consolidation and setting candidate statement regulations
- Candidate Manual/Handbook
- Candidate Packets

Date

January 2022

May 2022

June 2022

June 2022

Staff Requirements

City Clerk and City Attorney

Budget

\$25,000

Funding Source

General Fund

Priority

High

Program: Records Management Records Management Program

Project Description

Upgrade Records Management Program & Retention Schedules and improved related storage facility.

Objective and Policy Consistency

- Control the quantity and quality of records and establish adequate on-site facility storage.
- Simplify the activities, systems, and processes of records maintenance and use.
- Identify what records exist by records inventory.
- Organize and reduce paper storage to a manageable and suitable format.
- Identify and clarify areas of responsibility.
- Develop and administer policies and procedures for managing records.
- Preserve records throughout their life cycle.
- Comply with state and federal laws and regulations.

An update will also reduce current and future records storage costs, eliminate duplication of effort and increase efficiency and take advantage of the current technology and changes in the law and lesson the need for future off-site storage.

Previous and Ongoing Work

The current retention schedule and policy was last updated in May 2009. As a result of continued growth of the City and City business conducted, the volume of records generated and received has increased requiring the rental of storage space to house these records. In February 2020, the block building located behind City Hall with the move back to City Hall has been converted to storage space for permanent and current records of the City Clerk Office. Additional work includes updating a bid for a new high-density storage and filing system. Lastly, throughout the year departments continue to purge non-current records as time allows and as space is needed.

Tasks

- Retain Consultant to conduct records assessment, update records program and retention schedules.
- Inventory records to identify and insure all created and received records are captured by the retention schedule.
- Determine areas of Management and determine responsible staff.
- Determine best way to store and manage City records.

Products

- Consultant Services Contract
- Updated Records Management Policy
- Updated Retention Policy

Date

July
December
December

General Government

Staff Requirements

- City Clerk and City Attorney

Budget

\$10,000 Consultant Contract
\$25,000 High Density Storage & Filing System

Funding Source

General Fund
General Fund

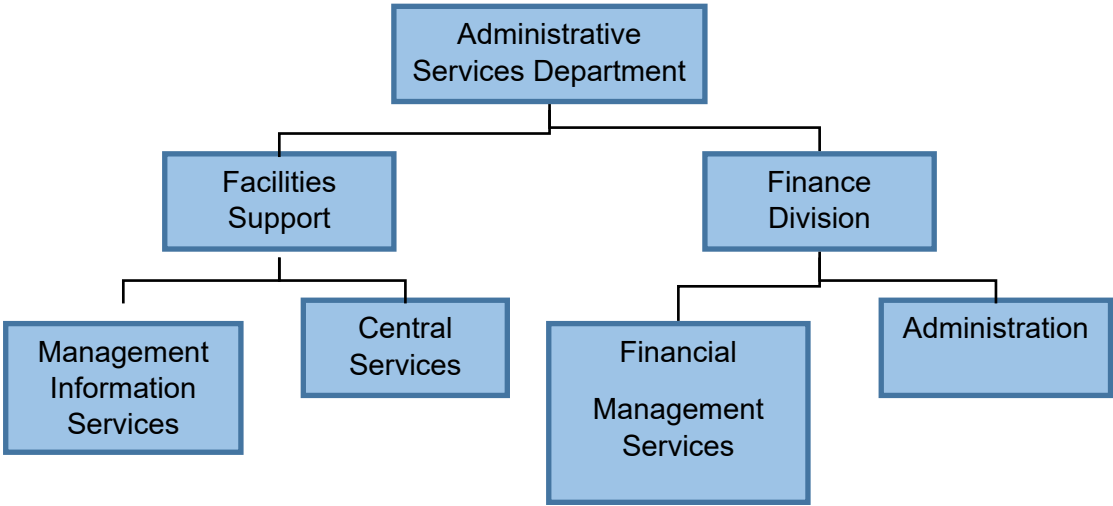
Priority

High

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.

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 mandated 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 to successful use of City resources and increasing productivity.

Program: Financial Management Services 5-Year Financial Plan (2023-2028)

Project Description

The City needs to prepare a long-term fiscal forecast and financial plan that assesses the General Fund's ability over the next five years. A 5-Year Financial Plan is required to assess how the City will continue current services in the aftermath of the global pandemic, address long-term liabilities and achieve capital improvement plan (CIP) goals; and if the forecast projects a negative gap between revenues and expenditures, to identify realistic options for the City's consideration in closing the gap.

Objective and Policy Consistency

The objective is to hire a consultant that can provide a new 5-Year Financial Plan that will allow the City to better assess the long-term outlook, more closely define the size and duration of fiscal challenges, and make better decisions accordingly for both the short and long run.

Previous and Ongoing Work

The last General Fund Five-Year Financial Plan (2017-22) was completed in May of 2017 by William C. Statler. Not only is this report nearing the end of its 5-year period, but this report was produced after the worst recession since the Great Depression, amidst a period of economic expansion with a favorable fiscal outlook. A new General Fund Five-Year Financial Plan is necessary due to the unforeseen effects of the novel Coronavirus ("COVID-19"). As a result of the declaration of this pandemic, many businesses are either not permitted to remain open or must severely restrict activities, causing significant adverse financial impacts that need to be assessed. A goal for the new General Fund Five-Year Financial Plan (2023-28) will be to develop both a mid and long-term Economic Recovery Plan for the City.

Tasks

1. Set goals and define specific reporting requirements
2. Research and compile samples to prepare the Request for Proposal
3. Go through the Request for Proposal process to procure a consultant to prepare the General Fund Five-Year Financial Plan
4. Provide support to gather data required to complete the Analysis
5. Present recommendations determined by the report

Products

1. General Fiscal Outlook: 2022-27
2. Reserve for Fiscal Stability, Cash Flow and Contingencies
3. General Fund Five-Year Financial Plan

Date

January 2022
January 2022
February 2022

Staff Requirements

- Administrative Services Director
- Senior Financial Analyst
- City Manager

Administrative Services

Budget
\$12,000

Funding Source
General Fund

Priority
High

Program: Financial Management Services Business License and Short-Term Rental Enforcement Program

Project Description

The addition of HdL Companies, Inc has provided the ability to prioritize monitoring of revenue collection for and the enforcement of the Business License and Short-Term Rental Programs. Both programs require tracking of license renewals, collection of various fees, and outreach to the community to ensure compliance with City policies.

Objective and Policy Consistency

The objective is to create an enforcement program in which three City departments, Administrative Services, Community Development- Code Compliance and General Government- Legal Services, work together to ensure City-wide compliance with Business License and Short-Term Rental policies. The Administrative Services Department tracks revenues, collects data and communicates information. The Code Compliance division works out in the field to ensure local businesses and short-term rentals are licensed and comply with City policies. The General Government- Legal Services team provides professional consulting services. An Enforcement Program will outline the way in which these departments work together to better administer these licensing programs.

Previous and Ongoing Work

Effective August 2021, HdL Companies started monitoring revenues with their database to track Business License and Short-Term Rental license (application fees and renewals) as well as quarterly Transient Occupancy Tax payments. The Community Development Department- Code Compliance division works out in the field to ensure businesses are operating with a City license and notifies those who are noncompliant with program policies.

Tasks

1. Outline the tasks of each department to create a Business License and Short-Term Rental Enforcement Program.
2. Disseminate duties to each department.
3. Set goals that measure the success of the program and align with each department's individual goals.
4. Brochure for new businesses within the City (orientation).

Products

- Set up Programs

Date

June 2022

Staff Requirements

- | | |
|------------------------------------|------------------------------|
| • Administrative Services Director | • City Attorney |
| • Senior Financial Analyst | • Code Compliance Supervisor |
| • Assistant City Manager | • Code Compliance Officers |

Administrative Services

Budget

Work to be completed by City staff.

Funding Source

General Fund

Priority

High

Program: Financial Management Services Cost of Service Analysis

Project Description

The Cost of Service Analysis that determines the level of fees that would have to be imposed in order to meet the cost recovery percentages as stipulated by the City's municipal code was last taken up for City Council consideration in 2017. An update to the Cost of Service Analysis is required to ensure that cost of living and inflationary adjustments are incorporated into the City's Master Fee Schedule and staff's fully-burdened hourly rates.

Objective and Policy Consistency

The objective is to hire a consultant that can provide a new Cost of Service Analysis on City programs that will provide a revenue to cost comparison system that can be used to determine the level of fees that would have to be imposed in order to meet the cost recovery percentages as stipulated by the City's municipal code (CMC 3.34.040).

Previous and Ongoing Work

The last comprehensive cost study was undertaken in February 2011. On October 7, 2015 the City entered into an agreement with Revenue & Costs Specialists, LLC (RCS) to conduct a study and update of the City's Master Fee Schedule consistent with provisions of Carpinteria Municipal Code Chapter 3.34. The Service Cost Update Report was used to update the Master Fee Schedule on February 13, 2017. Since this date, staff have come across certain fees with levels that are not proportional to staff time and resources required to provide services and need adjustments, for example, the recent reduction of the home occupation permit rates. This analysis will provide departments the opportunity to make necessary changes. In addition, the City will consider adding verbiage to the Resolution approving the updated fees that directly grants City Council the ability to waive and adjust fees as necessary.

Tasks

1. Set goals and define specific programs in need of additional fees or major changes.
2. Research and compile samples to prepare the Request for Proposal.
3. Go through the Request for Proposal process to procure a consultant to prepare the Cost of Service Analysis.
4. Provide support to gather data from all departments required to complete the Analysis.
5. Modify the Master Fee Schedule to reflect the fees recommended by the report.

Products

- Cost of Service Analysis
- Updated Master Fee Schedule

Date

June 2022
December 2022

Staff Requirements

- Administrative Services Director
- Senior Financial Analyst
- City Manager

Administrative Services

- City Attorney
- All Department Heads and their assigned lead staff person

Budget

\$40,000

Funding Source

General Fund

Priority

High

Program: Financial Management Services Updates to the Carpinteria Municipal Code

Project Description

The Carpinteria Municipal Code is the codified and published version of the City's Code of Ordinances which serves as the governing law of the city. Periodically it is necessary to update the Municipal Code which can be done by adopting any ordinance adding to, amending, correcting or repealing existing ordinances. An update to several sections of the Municipal Code is required to keep up with best practices, correct fees, redefine procedures and modernize financial policies and regulations.

Objective and Policy Consistency

The objective is to make updates to various Carpinteria Municipal Code sections related to financial policies and regulations, including fiduciary, bonding, business license, and purchasing sections. Performed on an as-needed basis, updates to the Municipal Code ensure that the city's policies and procedures will continue to safeguard City assets and ensure the City's long-term financial health.

Previous and Ongoing Work

The Carpinteria Municipal Code was originally published in 1962 and has been kept current by regular updating of City Ordinances as they are adopted. Staff has been keeping track of the various Carpinteria Municipal Code sections that need to be updated to reflect new processes and procedures that follow best practices and areas that are no longer relevant to City programs. With the recent adoption of a new Investment Policy, upgrades to the financial software and many changes within the Financial Management Services program, updates to the Code are necessary.

Tasks

1. Compile list of sections requiring updates to the Municipal Code, reaching out to other departments as needed
2. Draft proposed changes
3. Work with City Attorney to receive approval of changes
4. Present recommendations to Council for adoption of Ordinances or Policy/Procedure

Products

- Fiscal Management
- Budget and Fiscal Policy
- General Reserve Policy
- Purchasing Policy
- Travel Policy
- Payment Methods and Cash Handling Policy
- Disbursement Policy
- Cash Handling Policy
- Fraud Policy
- Business License Ordinance

Date

April 2022
April 2022
February 2022
June 2022
March 2022
March 2022
March 2022
March 2022
April 2022
June 2022

Administrative Services

Staff Requirements

- Administrative Services Director
- Senior Financial Analyst
- City Manager
- City Attorney
- Assistant City Manager
- Public Works Director

Budget

Work to be completed by City Staff

Funding Source

N/A

Priority

Medium

Program: Management Information Services
Proposal for Information Technology (IT) Services

Project Description

A review of the City's Information Technology (IT) services is necessary to ensure that current practices align with set goals for security and backup. Upon the determination of what services are required or need to be updated, the City will proceed with the Request for Proposal (RFP) process.

Objective and Policy Consistency

The objective is to prepare an RFP form and begin the review of services process which will allow the department to compare current contract pricing with other vendors, learn of any additional services that are available, and modernize any of the City's current services that might not be up to date or industry standard.

Previous and Ongoing Work

Currently the City has a contract with Policore, Inc. for IT services. An inventory of the City's hardware has been started but has not yet been completed.

Tasks

1. Organize a needs assessment and review what system upgrades are needed, including an implementation process for interactive forms on the City website.
2. Use data to prepare a formal Request for Proposal.
3. Upon completion of the process, review bids and enter into an agreement with the selected vendor.
4. Update and realign IT services to ensure practices align with department goals.

Products

- Request for Proposal
- Contract IT services agreement

Date

February 2022
February 2022

Staff Requirements

Administrative Services Director and Senior Financial Analyst.

Budget:

Needs Assessment to be completed by City staff. The annual Information Technology (IT) budget is currently \$48,000.

Funding Source

General Fund

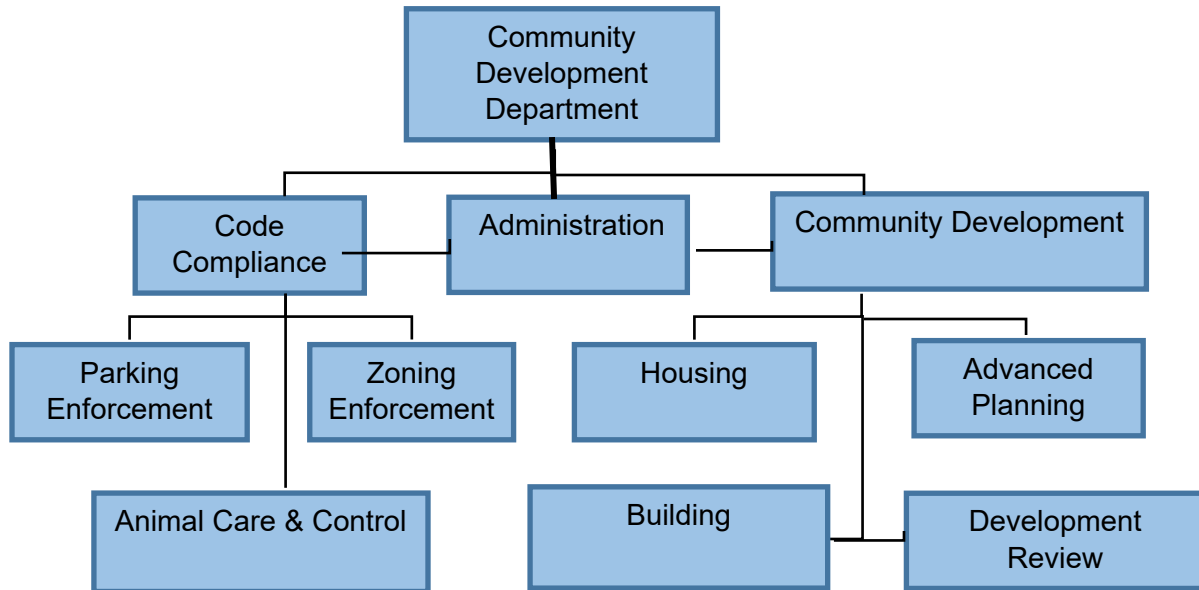
Priority

Medium

Community Development

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.

Community Development

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, Downtown “T” Business 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’s jurisdiction as well as those proposed by Special Districts within and surrounding the City boundaries. All work is done with the goal of implementing the Department’s Mission Statement.

Other Work Items: A substantial work effort concerning CMC updates regarding Soft Story buildings and the sale of Flavored Tobacco products/and smoking prohibitions in multi-family residential buildings will continue through 2022.

Other new work items could include:

- Changes to the City’s Home Occupancy Permit regulations;
- Changes to the City’s Telecommunications regulations in response to state law; and
- Updates to the City’s Subdivision Ordinance (CMC Title 16);

Meetings have been held with the developers of several large projects including the two parcels totaling 27.30 acres located in the Carpinteria Bluffs I planning area, and the vacant Bluffs III parcel located at the easternmost area of the Bluffs. The application for residential development proposed at what was the Carpinteria Unified School District’s seven-acre East Valley School site, has been submitted to the County.

Review of Chevron’s decommissioning plans for the Carpinteria Oil and Gas plant will continue through 2022. The Code Compliance team is spending considerable time in the field and in meetings concerning the City’s homeless population. These projects will constitute a major work effort for the Planning Division in 2022.

Community Development

Program: Administration

Project Description

The purpose of this Work Plan item is to improve the Community Development Department's administrative systems. The Department continues with the process of digitizing approved building plans, project files and address files. Older large plan sets are being sent out to be digitized; we currently require new materials to be provided in digital format. This effort has already proven to be tremendously valuable in this COVID-restricted face-to-face contact as we are able to quickly find and provide the public with available copies of building plans and permits. Having these, in addition to project application materials, staff reports and action minutes in a digital format (.pdf), allows staff to reply to email requests for information from the public without necessitating a trip to City Hall.

The Department's new GIS map viewing software allows for quick retrieval of property information, zoning/land use designations, map imagery and related data. The maps have proven to be invaluable in getting up to date information out during the Thomas Fire and debris flow incidents. Once fully deployed, the GIS software can be used by all City Departments and would also have the capability to provide the public with access to basic land use and property information through the City's website. Future development of the application may also allow address file and/or building permit histories to be accessible through the map viewing program.

Two years ago, the Department bought Bluebeam Revu plus Bluebeam Studio; a software application that allows users to markup, takeoff, organize, and collaborate with PDF files. Bluebeam Studio is a third-party collaboration platform that connects CDD staff with applicants, architects, and engineers on building and planning permits, giving them the ability to markup and review documents from remote locations in real-time. Bluebeam has been a huge time savings for the Department and the applicants who choose to use this platform.

Objective and Policy Consistency

The objective of this Work Plan item is to continue with the updates and modernization systems that will allow the Community Development Department to provide information to residents, business owners/operators, developers and interested parties. The goal is to improve service to the public, consistent with the City's intent to deliver services to the public as efficiently and effectively as possible.

Previous and Ongoing Work

- Investigate the lease/purchase of a large format scanner – Ongoing
- Clean address files of excess material and scan/digitize contents – Ongoing
- Digitize remaining approved building plan sets – Ongoing

Products

- Lease/purchase a large format scanner
- Digitized address files
- Digitize remaining approved building plan sets

Date

Fall 2023
Fall 2023
Fall 2023

Community Development

Staff Requirements

- Community Development Director and all staff

Funding Source

This is a multi-year program funded through the General Fund for CDD personnel and supplies allocation.

Priority

Medium.

Program: Advanced Planning Design Standards and Guidance

Project Description

Updating Zoning Code to establish a Downtown Design Overlay, and amending Carpinteria Neighborhood Design Guidelines.

Objective and Policy Consistency

The objective of updated regulations and/or guidelines would be to reduce uncertainty in the City's discretionary permitting review process, while ensuring that new development remains consistent with the City's "small beach town" identity.

Previous and Ongoing Work

Discretionary review of several development projects in 2018/19 resulted in contradictory recommendations or decisions being rendered among the decision-making bodies responsible for the City's development review process. Coincident to this, the State adopted legislation that limits local discretion and requires application of objective versus subjective standards. In November 2018, Concha Loma residents made a presentation and submitted a petition requesting the Council initiate an Overlay that would prohibit two-story structures. Subsequently, the Council directed staff to update Neighborhood Design Guidelines. There is currently no money set aside for this task other than the General Fund.

In March of 2019, a Special Joint Meeting of the City Council, Planning Commission, and Architectural Review Board was held to initiate a re-examination of the regulatory and design guidance tools available to applicants, City staff and decision-makers to consider whether there are opportunities to clarify the City's design intent through amended or new regulations and/or guidelines. An Ad Hoc Committee was created with Mayor Wade Nomura, Vice-Mayor Al Clark, Planning Commissioner Jane Benefield, Planning Commission Chair John Callender, ARB Member Jim Reginato, and ARB Member Brad Stein to serve on the Committee with Councilmember Gregg Carty as alternate.

In May 2019, Council adopted Resolution No. 5895 to initiate legislation and development of policies to establish a Downtown Design Overlay, Zoning Code design regulations, and to address recent changes in state Density Bonus and Housing laws.

In November 2019, Council adopted Resolution No 5929, authorizing application for SB 2 Planning Grants to Develop the Downtown Overlay and update City's Density Bonus regulations

Tasks

Coordination with Ad Hoc Committee, City Consultants, City Attorney, Coastal Commission and state department of Housing and Community Development (HCD) to implement these regulations. Public workshops and hearings will be held to solicit full community engagement.

Community Development

Products

- Amendments to the CMC creating the Downtown Design Overlay
- Amendments to the Neighborhood Design Guidelines

Date

December 2022
July 2023

Staff Requirements

- City Manager
- Community Development Director
- Advanced Principal Planner
- Contract Architects/Planners
- CDD Planners

Budget

Downtown Design Overlay: CDD Personnel Allocation and Grants

Neighborhood Design Guidelines: CDD Personnel Allocation, General Fund

Funding Source

This is an existing program funded through the General Fund for CDD personnel allocation. SB 2 Grant funds will also be used to offset staff costs associated with the Downtown Design Overlay.

Priority

High

Program: Advanced Planning

General/Coastal Plan and Comprehensive Zoning Code Update

Project Description

Comprehensive updates to the City's General Plan / Local Coastal Land Use Plan and Zoning Code.

The existing General Plan/Local Coastal Plan contains the City's long-range vision and land use plan and was last comprehensively updated between 1996 and 2003. The CLUP/General Plan update will enable new data and information, contemporary scientific knowledge, new statewide legislature, and updated programs and policies to be integrated into the City's planning process, based on community goals and values related to land use and resource management. The CLUP/General Plan update will integrate new policies and implementation measures to address City resiliency to sea level rise and coastal hazards, facilitate multi-modal transportation and associated reduction in Greenhouse Gases (GHG), promote social equity and inclusiveness in the decision-making process, introduce a new Health Community Element, and provide compliance with both the California Coastal Commission (CCC) and Office of Planning and Research (OPR) guidelines for all City plan elements.

This comprehensive update is partially complete, and the Coastal Commission LCP Planning Round 3 Grant partially funded the Administrative Draft CLUP/ General Plan update, including administrative drafts for the new Coastal Resiliency Element and Healthy Community Element, and completion of the Final Sea Level Rise Vulnerability Assessment and Adaptation Project (SLRVAAP) in 2019. Additionally, the CLUP/General Plan update team provided Administrative Draft deliverables for all plan elements to complete the fulfillment of the LCP Round 3 Grant requirements.

With additional grant funding under LCP Round 6 from the CCC, and by strategically leveraging City staff resources including general funds and in-kind contributions, the CLUP/General Plan update team will complete preparation of the Public Draft CLUP/General Plan in spring 2021, update environmentally sensitive habitat (ESHA) mapping, and initiate public and decision-maker hearings in the spring/summer of 2021. Following release of the Public Draft, the CLUP/General Plan update would undergo environmental review consistent with the California Environmental Quality Act from spring 2021 through spring 2022. The City intends to complete and adopt the CLUP/General Plan update with integration of comments from the public, other local stakeholders (e.g., special districts, county and state agencies, study site property owners, special interest groups), CCC, and decision-makers throughout the public hearing and decision-making process.

As the CLUP/General Plan is currently undergoing a comprehensive update, updates to the City's Zoning Code are necessary to implement updated CLUP/General Plan goals and policies, new statewide legislation, and implement measures, including regulatory amendments to address potential sea level rise hazards. The City's current Zoning Code was certified by the Coastal Commission in 1982, and while the City adopted Zoning Code amendments and obtained amendment certifications from the CCC, the entire Zoning Code has not been comprehensively updated. Concurrently with the CLUP/General Plan update, the City's Advanced Planner is

Community Development

continuing to update certain key sections to the Zoning Code. These updates to the City's Zoning Code would realize the CLUP/General Plan goals and policies that support GHG reductions, coastal access and trail development, protection of ESHA, and implementation of the Sea Level Rise Adaptation Overlay.

In addition, the City of Carpinteria was awarded \$237,000 in Caltrans grant funds under the Caltrans Adaptation Planning Grant to conduct a feasibility study and conceptual design for a Living Shoreline adaptation strategy between December 2019 and February 2021. The living shoreline is an adaptation strategy identified within the SLRVAAP and will continue to be discussed as part of the public process. Policies that support this project will be included within the Draft CLUP/General Plan and Zoning Code Update.

Concurrent with these planning studies, expanded public outreach and City meetings will be necessary as well as continued coordination meetings and grant administration as required by the grantors.

Objective and Policy Consistency

To comprehensively update the CLUP/General and Zoning Code. This work is consistent with the inherent need to revisit and update City strategic plans and policies through a planning process, requisite to the City operating consistently with its Mission.

Previous and Ongoing Work

- Coastal Commission LCP Round 3 Grant award of \$150,000 secured for work on the Update with an emphasis on Sea Level Rise Vulnerability Assessment and Adaptation Plan, August 2016
- Award contract to Prepare the Carpinteria General Plan and Local Coastal Plan Update to Wood Environment & Infrastructure Solutions, Inc., May 2017
- Caltrans Senate Bill 1 Adaptation Planning Grant award of \$218,093 secured for transportation adaptation planning, December 2017
- Completion of the Final Sea Level Rise Vulnerability Assessment and Adaptation Project, March 2019
- CalOES Hazard Mitigation Grant Program grant for \$84,000 for Local Hazard Mitigation Plan Annex Update and Safety Element. September 2019
- Caltrans Senate Bill 1 Adaptation Planning Grant award for \$237,000 secured for the Dune and Shoreline Management Plan, December 2019
- Coastal Commission Grant award for \$190,000 secured for completion of the Draft CLUP/General Plan and the Draft Zoning Code Update, December 2019
- Completion of the Administrative Draft CLUP/General Plan Elements and policies in fulfillment of Coastal Commission LCP Round 3 Grant, March 2021
- REAP Grant award of \$115,881 secured in Spring 2021
- Application to secure the Coastal Commission Round 7 grant to continue work on the CLUP/General Plan and accompanying EIR.

Tasks

- Prepare draft documents for the CLUP/General Plan, CLUP/General Plan EIR, and Zoning Code

Community Development

- Wrap up General/Coastal Plan Update Committee meetings
- Planning Commission hearings
- City Council hearings
- Coastal Commission coordination
- Support the City's grant administration requirements for awarded grants

Products

- | | |
|---|-----------|
| • Sea Level Rise VAAP completed | 2019 |
| • Draft CLUP/General Plan | 2020-2022 |
| • Draft CLUP/General Plan EIR | 2020-2022 |
| • Draft Zoning Code Key Sections Update | 2021-2022 |
| • Staff reports for public hearings | 2020-2023 |

Date

Staff Requirements

- City Manager
- Community Development Director
- Advanced Principal Planner
- Contract Consultants
- CDD Planners

Budget

- Staff
- Consultant Contract

Funding Sources

General Fund and Grants
General Fund and Grants

Priority

High

Program: Advanced Planning

Housing Element Update and Response to State Housing Legislation

Project Description

The City's Housing Element describes the City's needs, goals, policies, objectives and programs regarding the preservation, improvement and development of housing. It provides an indication of community housing needs in terms of affordability, availability, adequacy, and accessibility. The Element sets forth a strategy to address housing needs and identifies a range of specific housing programs to meet identified needs.

The Housing Element is an official municipal response to the need to provide housing for all economic segments of the community, as well as a legal requirement for all California jurisdictions. It provides Carpinteria with the opportunity to plan for the existing and future housing needs in the community.

While jurisdictions must review and revise all elements of their general plans on a regular basis to ensure that they remain up to date, state law was amended in 2008 to require housing elements be reviewed and updated on an eight-year cycle in coordination with every other update to the Regional Transportation Plan. The process of updating housing elements is initiated by the state through the Regional Housing Needs Assessment (RHNA) process. The planning period for this current Housing Element runs from February 15, 2015 to February 15, 2023. Late last year the City initiated an update to the Housing Element for the next eight-year cycle. It is critical to initiate this update now as Carpinteria's RHNA housing unit allocation for this next cycle- which runs concurrent with the Housing Element cycle- has increased from 163 housing units to 901 units.

In addition, the state has made numerous changes to California laws concerning certain types of development that preempt and create mandates for cities. Laws effective January 1, 2020 through 2022 concern the relaxation of standards for accessory dwelling units (ADUs), additional incentives for Density Bonus projects, the ability to permit duplex units on single family residential parcels and ministerial lot splits of single family properties in order to reduce barriers to the development of ADUs, affordable housing, and market rate housing projects.

Other work products falling within the housing policy updates could include:

- A "No Cause" eviction prohibition ordinance;
- Local rent control for multi-family housing; and
- Affordable housing in-lieu fees/inclusionary requirements

This year's work plan includes research and development of legislation amending the City's Zoning Code standards as determined necessary and appropriate to comply with state law while balancing other related and/or competing policies and regulations.

Community Development

Objective and Policy Consistency

To initiate the next Housing Element update and establish amended Zoning Code development regulations that comply with state law by balancing its requirements with those of the City's Local Coastal Land Use Plan. The subject legislative work will allow staff to embark on updates to the City's Local Coastal Program and Zoning Code standards for Density Bonus projects and ADUs (currently referred to in the Zoning Code as secondary dwelling units) to implement the goal of state housing and ADU legislation to increase the availability of smaller, more affordable housing units while also addressing local conditions, including the need to protect coastal resources under the Coastal Act.

Previous and Ongoing Work

- March 27, 2017: Staff presents an informational briefing on state legislation concerning Accessory Dwelling Units;
- September 23, 2019: Adoption of Resolution No. 5915, initiating legislation to amend the City's Secondary Dwelling Unit Regulations, a part of its Local Coastal Program, in response to state Accessory Dwelling Unit legislation;
- Staff briefing of new housing laws in effect as of January 1, 2022. The target date is currently February or March 2022.

Tasks

Coordination City Attorney, Coastal Commission and state department of Housing and Community Development (HCD) to implement state law. Public workshops and hearings will be held to solicit full community engagement.

Products

- Update to the Housing Element
- Amendments to the City's Zoning Code

Date

2021 through 2023
2021 through 2023

Staff Requirements

- City Manager
- Community Development Director
- Advanced Principal Planner
- CDD Planners
- Legal Counsel

Budget

Existing Program – CDD Personnel Allocation and Grants

Funding Source

This is an existing program funded through the General Fund for CDD personnel allocation. SB 2 and REAP and LEAP Grants will also be used to offset staff costs.

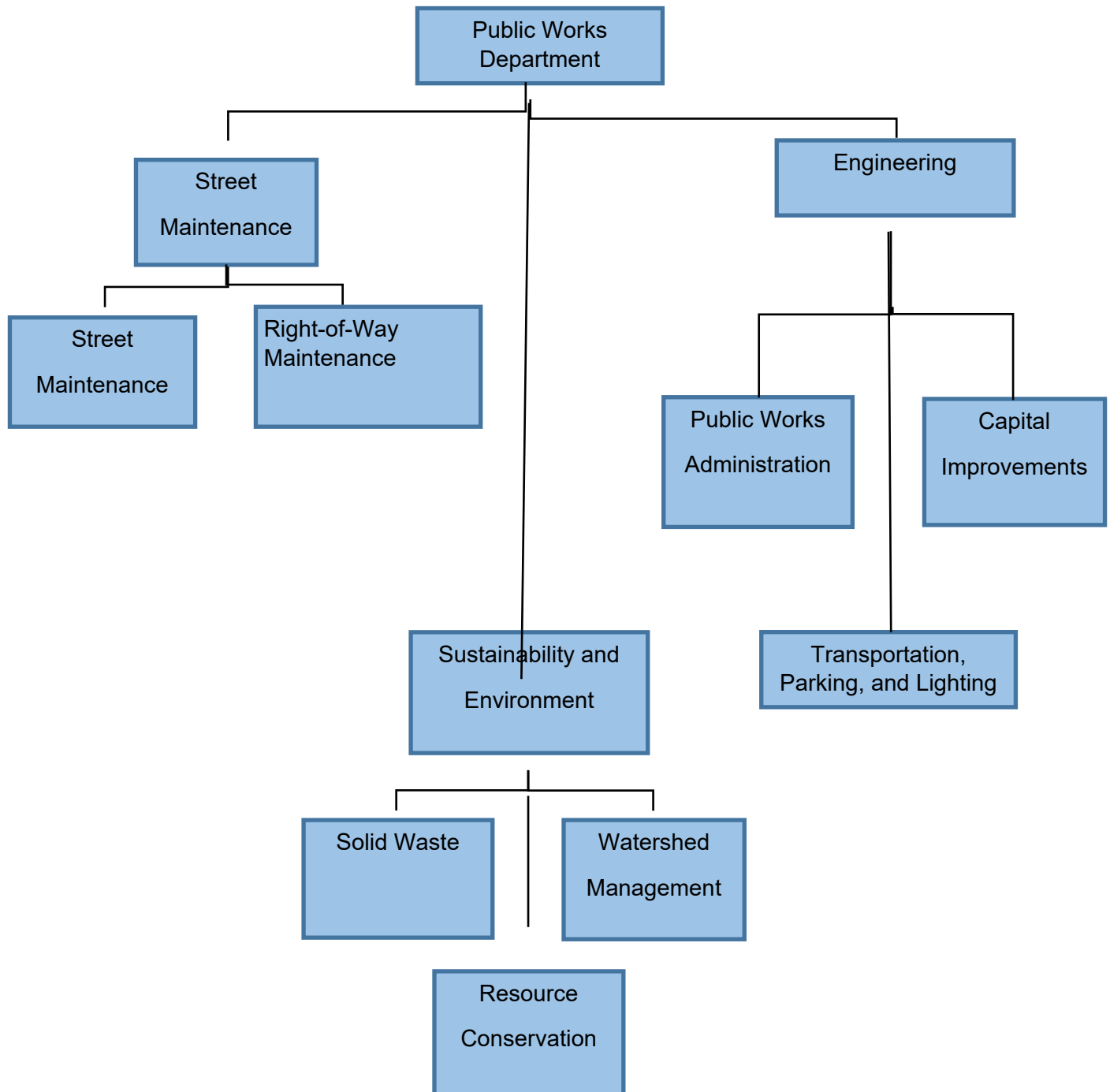
Priority

High

Public Works

Department: Public Works

Department Organizational Chart



Mission Statement

Public Works

The Public Works Department is committed to efficiently providing, operating, and maintaining the public infrastructure, facilities, and services in order to make everyday life as safe, convenient, and successful as possible for the Carpinteria community.

Description of Department Programs and Services

The Public Works Department is comprised of the following divisions and respective programs:

Engineering Division

- ◆ Public Works Administration
- ◆ Transportation, Parking, and Lighting
- ◆ Capital Improvements

Street Maintenance Division

- ◆ Street Maintenance
- ◆ Right-of-Way Maintenance

Sustainability and Environment Division

- ◆ Resource Conservation
- ◆ Solid Waste
- ◆ Watershed Management

The Public Works Administration Program is responsible for the planning, organizing, and directing of all services in the Public Works Department. The Public Works Department is augmented with contracts for professional (consulting) services, solid waste hauling, street sweeping, and street and right-of-way maintenance. The Public Works Administration Program also administers the Engineering Permits Service. Under this service, engineering permits are issued for grading, right-of-way encroachments, dumpsters, and oversize loads; and special event permits are issued for events held in the public right-of-way including temporary parking.

The Street Maintenance Program provides for the maintenance of all City streets. There are approximately 33 centerline miles of streets or 6 million square feet of pavement which now includes the new Via Real extension. Maintenance of City streets includes pavement, traffic control devices (traffic signals, signing, and striping), street lights, bikeways (bike paths, bike lanes, and bike routes), and bridges. Repairs of pavement potholes and traffic signing and striping are able to be performed by Street Maintenance Division staff. Maintenance contracts augment Street Maintenance Division staff for larger work involving pavement replacement, traffic signals, and street lights.

The Right-of-Way Maintenance Program provides for the maintenance of all City rights-of-way. Maintenance of City rights-of-way includes curbs, gutters, sidewalks, curb ramps, planter medians, benches, trash receptacles, bicycle racks, street trees, and graffiti removal.

The Resource Conservation Program provides for renewable energy development, energy efficiency, and strategic energy planning. The City is committed to providing equitable, clean resilient power for the community. The program involves the following services or activities: Community Choice Energy, Strategic Energy, and Energy Efficiency.

Public Works

The Solid Waste Program provides for solid waste collection including handling, disposal, and recycling operations; and street sweeping. The City contracts with E.J. Harrison and Sons, Inc. to provide the solid waste collection and with Pacific Sweep, LLC to provide the street sweeping. The program also provides for the collection of antifreeze, batteries, oil, and paint (ABOP); and an annual collection of household hazardous waste, household goods, and electronic waste (E-Waste). The Solid Waste Program is funded by Assembly Bill (AB) 939 fees which are collected by E. J. Harrison and Sons, Inc. and remitted to the City as part of the contract. The cost of the program is also offset with the Oil Payment Program Funds from the California Department of Resource, Recovery and Recycling (CalRecycle).

The Watershed Management Program provides for the public outreach and education of stormwater quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of stormwater quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination; and the overall stewardship of local watersheds by regulating stormwater runoff into creeks and salt marsh. The program was created in response to a need to comply with the National Pollution Discharge Elimination System (NPDES) Phase II Small Municipal Storm Sewer System Permit. The program involves the following services or activities: Stormwater Management, Storm Drain Maintenance, Regional Watershed and Stormwater Funding Coordination, and State and Federal Permit Coordination.

Other Work Items

Other work items for 2022 include:

1. Administer two pavement improvement projects- one pavement maintenance and one pavement rehabilitation.
2. Administer sidewalk repairs for streets that are identified in the Special Conditions Streets Management Plan.
3. Update Pavement Management System.
4. Update Capital Improvement Program.
5. Update Development Impact Fee Program.
6. Underground overhead utility services for Cactus Lane (between Carpinteria Avenue and Wullbrandt Way).
7. Update Storm Drain Asset Inventory and Condition Assessment.
8. Develop computer maintenance management system (i.e. work order system).
9. Implement NPDES Phase II MS4 Trash Amendment.

**Program: Public Works Administration
National Flood Insurance Program Community Rating System**

Project Description

This Work Plan item is to participate in the National Flood Insurance Program (NFIP) Community Rating System (CRS). The CRS is a voluntary program for recognizing and encouraging community floodplain management activities exceeding the minimum NFIP standards. Under the CRS, flood insurance premium rates are discounted to reward community actions that meet the three goals of the CRS, which are to reduce flood damage to insurable property, strengthen and support the insurance aspects of the NFIP, and encourage a comprehensive approach to floodplain management. Participation in the NFIP CRS includes the following benefits:

1. Lower cost flood insurance rates are only one of the rewards a community receives from participating in the CRS.
2. Citizens and property owners in CRS communities have increased opportunities to learn about risk, evaluate their individual vulnerabilities, and take action to protect themselves, as well as their homes and businesses.
3. CRS floodplain management activities provide enhanced public safety, reduced damage to property and public infrastructure, and avoidance of economic disruption and loss.
4. Communities can evaluate the effectiveness of their flood programs against a nationally recognized benchmark.
5. Technical assistance in designing and implementing some activities is available to community officials at no charge.
6. CRS communities have incentives to maintain and improve their flood programs over time.

The CRS uses a Class rating system that is similar to fire insurance rating to determine flood insurance premium reductions for residents. CRS Classes are rated from 9 to 1, with 9 being the lowest and 1 being the highest. Most communities enter the program at a CRS Class 9 or Class 8 rating, which entitles residents in a Special Flood Hazard Area (SFHA) to a 5-percent discount on their flood insurance premiums for a Class 9 or a 10-percent discount for Class 8. As a community engages in additional mitigation activities, its residents become eligible for increased NFIP policy premium discounts. Each CRS Class improvement produces a 5-percent greater discount on flood insurance premiums for properties in the SFHA.

Status of Letter of Map Revision

The City's Letter of Map Revision (LOMR) for Carpinteria Creek is currently on hold due to the new FEMA restudy efforts for the Carpinteria and Montecito areas. In order for the California Department of Transportation (Caltrans) to process the LOMR for Franklin Creek, the LOMRs for the Linden Avenue and Casitas Pass Road overcrossings/bridges would need to be approved first (by FEMA). In order to process the LOMRs for these overcrossings/bridges, the LOMR for Carpinteria Creek would need to be approved. The reason for the holding is because the FEMA restudy would essentially affect these LOMRs. For example, parcels removed from the SFHA in

Public Works

a LOMR may revert to a SFHA in the FEMA restudy. This is a possible risk in which is the main reason for the City and Caltrans is holding onto its respective LOMRs.

The FEMA restudy is in progress. FEMA is aware of these LOMRs, and already obtained the engineering studies and other relevant technical data from these LOMRs for evaluation and consideration in the FEMA restudy. Once the results or preliminary results of the FEMA restudy are available, the City as well as Caltrans would be better informed on how to proceed with the LOMRs. FEMA is involving the City in the restudy process including the review of the technical information being used.

Objective and Policy Consistency

The objective of this Work Plan item is to obtain the NFIP CRS program benefits for the Carpinteria community. This Work Plan item is consistent with the City Floodplain Management Regulations and the General Plan and Local Coastal Plan's Safety Element.

Previous and Ongoing Work

- The Letter of Map Revision (LOMR) to the Flood Insurance Rate Map (FIRM) for Carpinteria Creek is on hold due to a recently started restudy by the Federal Emergency Management Agency (FEMA) in October 2019. The LOMR and any appeals to that will be superseded by the FEMA restudy. The base mapping is complete, and the hydrology and hydraulic modeling is in progress.
- The CRS Application is in progress.
- Drafting of the ordinance amendment for the floodplain management regulations update is in progress.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

Due to the current pandemic, some work on the 2021 Annual Work Plan was temporarily deferred, especially in-person visits by FEMA which is a requirement of the CRS Application process. The following tasks are unchanged from the 2021 Annual Work Plan:

1. Prepare and submit CRS Application.
2. Coordinate CRS Application review with FEMA including verification visit by Insurance Services Office, Inc. (ISO)/CRS Specialist.
3. Public Outreach.

Products

- CRS Application

Completion Date

Winter 2021 estimated

Staff Requirements

- Public Works Director
- Assistant to the Public Works Director
- Engineering Technician

Public Works

Budget

<u>Task</u>	<u>Estimated Cost</u>
• CRS Application	\$5,000
• Public Outreach	\$500
• Project Management (City Staff), 15%	\$825

Work will be performed as part of the general work load by the Public Works Department.

Funding Source

General Fund

Priority

Low

Program: Sustainability and Environment Sustainable Resources

Project Description

This Work Plan item is to identify projects, programs, and related work or resources necessary to move the City's interest in energy and water conservation, waste reduction, and pollution prevention.

Objective and Policy Consistency

The objectives of this Work Plan item are to (1) Develop sea level rise adaptation strategies, (2) Encourage land use development that incorporates alternative transportation and compact and accessible communities, (3) Promote social equity and recognizing that different groups experience different impacts of development interventions, (4) Reduce greenhouse gas emissions through improving and encouraging alternative transportation goals, (5) Reduce energy consumption at municipal facilities by improving existing facilities and leading by example for the community and other local agencies, (6) Develop and implement waste and source reduction measures including food waste programs, litter removal, and extended producer responsibility, and (7) Reduce surface water pollution by developing runoff reduction measures and education outreach.

Previous and Ongoing Work

- **Planning:** In 2017, an update of the General Plan and Local Coastal Plan was launched. Concurrently to that update, drafting of the Sea Level Rise Vulnerability Assessment and Adaptation Plan (SLRVAAP) was initiated. The General Plan/Local Coastal Plan update includes new land use policies, and two new elements- the Climate Change and Resiliency Element, which will incorporate elements of the SLRVAAP, and the Healthy Community Element. It is expected that sustainability goals and policies will be drafted and included in both of these new elements as well as with many of the goals of the Sustainable Communities Policy incorporated into the Healthy Community Element.
- **Via Real Stormwater Project:** This project is intended to address runoff from Bailard Avenue west to Carpinteria Creek. Currently, all storm events of one year and greater overwhelm the drainage systems from Poplar Street to Carpinteria Creek. The new design is intended to capture and treat 25-year storm events. A FEMA Hazard Mitigation Program grant funding for this project was awarded in June 2020. The design (plans, specifications, and estimate) is substantially complete.
- **Source Reduction:** In 2012, single-use bag regulations were adopted. Large stores are prohibited from using both paper and plastic single-use carry-out bags and small stores (less than 2 million gross sales annually) are prohibited from using single use carry-out bags. In 2017, expanded polystyrene regulations were updated to include prohibition of the sale and distribution of single-use polystyrene products not encased in a hard material.
- **LED Upgrades:** In 2017, lighting at the Carpinteria Community Pool, Veterans Memorial Building, Carpinteria Branch Library, Parking Lot No. 1, and all City restrooms were upgraded to LED bulbs through funding from Southern California Edison (energy efficiency incentives and direct install).

Public Works

- Community Choice Energy: In August 2019, the City elected to join Central Coast Community Energy, a Community Choice Energy agency. In October 2021, the Community Choice Energy Program rolled out. The City is assisting with outreach by posting information on the City website and the City's social media.
- Strategic Energy Plan: In February 2018, representatives from the cities of Carpinteria, Goleta, and Santa Barbara and the County of Santa Barbara selected a consultant to draft a strategic energy roadmap for the area. The roadmap, adopted in July 2019, includes a focus on emergency preparedness as well as long term energy resiliency. The City's Strategic Energy Plan (SEP) identifies barriers and solutions to renewable energy and energy storage development throughout the community. In accordance with the SEP, the City is currently working with other regional agencies in order to draft energy assurance plans for increasing local energy resilience.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

1. General Plan and Local Coastal Plan Update: Continue supporting Community Development Department.
2. Via Real Stormwater Project: Submit to City Council for authorization to bid.
3. Community Choice Energy: Continue working with other local agencies and Central Coast Community Energy to develop energy programs that encourage emergency preparedness at critical facilities, renewable energy development, and energy storage projects. Continue assisting Community Choice Energy with outreach.
4. Strategic Energy Plan: Continue working with other regional agencies to draft energy assurance plans.

Products

- Via Real Stormwater Project- Final Design
- Via Real Stormwater Project- Construction

Completion Date

February 2022 estimated
Spring 2022 estimated

Staff Requirements

- City Manager
- Public Works Director
- Environmental Program Manager
- Engineering Technician

Budget

Task

- Via Real Stormwater Project- Construction

Estimated Cost

\$1,200,000

Funding Source

General Fund and grant funding

Priority

Medium

Program: Capital Improvements
Carpinteria Avenue Bridge Replacement Project

Project Description

This Work Plan item is to remove and replace Carpinteria Avenue Bridge over Carpinteria Creek because the bridge is deemed structurally deficient by the California Department of Transportation (Caltrans).

Objective and Policy Consistency

The objective of this Work Plan item is to remove and replace the bridge in order to meet current engineering, safety, and accessibility standards. This Work Plan item is consistent the General Plan and Local Coastal Plan's Community Design, Circulation, Noise, and Safety elements. This Work Plan item is also consistent with the City's Creeks Preservation Program.

Previous and Ongoing Work

- On July 11, 2019, the City Council approved receiving HBP funds.
- On September 11, 2019, the City and the Carpinteria Valley Water District executed the Cooperative Agreement. The Cooperative Agreement was drafted in order to establish a legal prior rights agreement for the project.
- On November 21, 2019, the Architectural Review Board (ARB) recommended for approval of the Conditional Use Permit and Coastal Development Permit (CUP/CDP).
- All utility agreements and right-of-way acquisitions are complete.
- The design (plans, specifications, and estimate) is substantially complete.
- The environmental document revalidation is complete.
- Federal-aid funds for construction will not be available until Federal Fiscal Year 2024-2025 (October 1).

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

The following tasks are unchanged from the 2021 Annual Work Plan:

1. Coordinate with the **California Department of Transportation** (Caltrans) and the Santa Barbara County Association of Governments (SBCAG) to reprogram HBP funds and amend the Federal Transportation Improvement Program (FTIP) for construction funding availability as early as possible.
2. Submit to Caltrans the Request for Authorization to Proceed with Construction Package.
3. Submit to City Council for authorization to bid.

Products

- Final Design
- HBP Funds Reprogram
- Authorization to Proceed with Construction
- City Council Authorization to Bid

Completion Date

December 2019
Fall 2023 estimated
Fall 2024 estimated
Winter 2024 estimated

Public Works

Staff Requirements

- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Engineering Technician

Budget

<u>Task</u>	<u>Estimated Cost</u>
• Construction	\$10,500,637
• Contingency	\$1,400,085
• Construction Management	\$2,100,128
• Project Management (City Staff), 5%	\$1,998,859

Funding Source

This Work Plan item would be funded by HBP (88.53%) and Development Impact Fees (11.47%). Measure A and/or Measure X would supplement funding as needed.

Priority

High

**Program: Capital Improvements
City Hall Campus Improvements- Phase 2**

Project Description

This Work Plan item is the second phase in improving the City Hall campus. Improvements would include parking lot sustainable pavement resurfacing, drainage, storm water quality, and circulation; and a new Corporation Yard Office prefabricated building. The existing building (formerly named as Public Works Yard building) would be renamed as Corporation Yard building and divided into two areas- one for fleet/equipment maintenance servicing and the another for file storage. Staff from both the Street Maintenance Division and the Parks, Recreation and Public Facilities Department would be relocated in the new Corporation Yard Office building.

Objective and Policy Consistency

The objective of this Work Plan item is to provide for a sustainable and circulation-efficient parking lot, and additional file storage facility. **This Work Plan item is consistent with the Sustainable Community Policy and the Regional Water Quality Control Board (RWQCB) Post-Construction Stormwater Management Requirements for Development Projects (RWQCB Resolution No. R3-2013-0032).**

Previous and Ongoing Work

- City Hall Remediation and Renovation Project is complete.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

Due to the current pandemic, some work on the 2021 Annual Work Plan was temporarily deferred. The following tasks are unchanged from the 2021 Annual Work Plan:

1. Meet with the Public Facility Site Acquisition/Development Committee to define scope of work.
2. Prepare and issue request for proposal (RFP) to procure design consultant.
3. Prepare conceptual design.
4. Present conceptual design to the Public Facility Site Acquisition/Development Committee and City Council.
5. Prepare preliminary design.
6. Present preliminary design to the Public Facility Site Acquisition/Development Committee and City Council.
7. Prepare draft final design.
8. Submit Architectural Review Board application.
9. Submit Planning Commission application.
10. Submit building permit application.
11. Submit to the City Council for authorization to bid.

Public Works

Products

- Conceptual Design
- Preliminary Design
- Final Design
- City Council Authorization to Bid

Completion Date

Spring 2022 estimated
Summer 2022 estimated
Fall 2022 estimated
Winter 2022 estimated

Staff Requirements

- City Manager
- Parks, Recreation, and Public Facilities Director
- Community Development Director
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Environmental Program Manager
- Engineering Technician

Budget

<u>Task</u>	<u>Estimated Cost</u>
• Design	\$250,000
• Construction	\$1,000,000
• Construction Management	\$150,000
• Project Management (City Staff), 15%	\$150,000

Funding Source

Development Impact Fees.

Priority

High

Program: Capital Improvements
City Hall Solar Energy Generation and Storage Project

Project Description

This Work Plan item is to install solar energy generation (photovoltaic) and solar energy storage (battery) facilities at City Hall. The Strategic Energy Plan identifies the potential for a 137.2-kilowatt solar energy generation system with a 57-kilowatt storage system in which would offset 99-percent of consumption from the electrical grid.

As a part of the development of the Strategic Energy Plan, site analyses were conducted on a range of properties within the city including the City Hall site. Each site analysis included assessing the physical space available for solar systems; evaluating the condition, age, and material of rooftop sites; and estimating any additional limitations such as surrounding vegetation or heating, ventilation, and/or air conditioning equipment. The technical feasibility of each potential site was broken down into five categories- shading, electrical, structural, geotechnical, and environmental. Each site was rated based on potential challenges in each of the five said categories- from no potential for challenges to high potential for challenges. The City Hall site was rated low in the electrical, structural, and geotechnical categories; a zero rating for environmental; and a medium rating for shading. The Strategic Energy Plan identified the City Hall site as a top priority project site due to its excellent potential for solar energy generation and storage development.

Objective and Policy Consistency

The objectives of this Work Plan item are to (1) Decrease long-term electric energy costs, (2) Provide self-contained electric power for City Hall as a critical facility in the event of disaster or electric power grid outage, (3) Enhance local resiliency, and (4) Decrease greenhouse gas emissions. **This Work Plan item is consistent with the Strategic Energy Plan and the Sustainable Community Policy.**

Previous and Ongoing Work

- On July 8, 2019, the City Council adopted the Strategic Energy Plan.
- The request for qualification (RFQ) and request for proposal (RFP) are complete. The RFQ was issued in October 2020, and the RFP is estimated to be issued in January 2022.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

Due to the current pandemic, work on the 2021 Annual Work Plan was temporarily deferred. For much of the calendar year, staff prioritized department services to the implementation and/or support of COVID-19 virus prevention measures. The following tasks are unchanged from the 2021 Annual Work Plan:

1. Meet with Public Facility Site Acquisition/Development Committee to define scope of work.
2. Prepare and issue request for proposal (RFP) to procure design consultant.
3. Prepare conceptual design.

Public Works

4. Present conceptual design to Public Facility Site Acquisition/Development Committee and City Council.
5. Prepare preliminary design.
6. Present preliminary design to Public Facility Site Acquisition/Development Committee and City Council.
7. Prepare draft final design.
8. Submit Architectural Review Board application.
9. Submit Planning Commission application.
10. Submit building permit application.
11. Submit to City Council for authorization to bid.

Products

- Conceptual Design
- Preliminary Design
- Final Design
- City Council Authorization to Bid

Completion Date

Spring 2022 estimated
Summer 2022 estimated
Fall 2022 estimated
Winter 2022 estimated

Staff Requirements

- City Manager
- Parks, Recreation, and Public Facilities Director
- Community Development Director
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Environmental Program Manager
- Engineering Technician
- Legal Counsel

Budget

<u>Task</u>	<u>Estimated Cost</u>
• Design	\$12,500
• Construction	\$50,000
• Construction Management	\$7,500
• Project Management (City Staff), 15%	\$7,500

Funding Source

The Strategic Energy Plan identified three main paths for financing a solar energy project- direct purchase, power purchase agreement (PPA), or hybrid purchase. The PPA rate for this project is predicted to be 17 cents per kilowatt-hour with a simple payback period of 22.6 years. The addition of a solar energy storage facility would be cost-neutral and would not increase the PPA expected payback period.

Priority

Medium

Program: Capital Improvements Rincon Multi-Use Trail Project

Project Description

This Work Plan item is to continue work collaboratively with the California Department of Transportation (Caltrans) and Santa Barbara County Association of Governments (SBCAG) toward delivery of the Rincon Multi-Use Trail Project. As a condition of approval in the Conditional Use Permit/Coastal Development Permit (CUP/CDP) for the Highway 101 Linden Avenue and Casitas Pass Road Interchanges Project, the Rincon Multi-Use Trail Project would connect the eastern limits of Carpinteria Avenue and Rincon County Beach Park. This project is a regionally significant public benefit that would close a gap long overdue in the California Coastal Trail.

Objective and Policy Consistency

The objective of this Work Plan item is to complete the Rincon Multi-Use Trail Project including coordination and collaboration with Caltrans, SBCAG, County of Santa Barbara, utility companies, and other stakeholders. This Work Plan item is consistent with the Sustainable Community Policy and the General Plan and Local Coastal Plan's Circulation Element.

Previous and Ongoing Work

- The Subsequent Mitigated Negative Declaration was accepted and certified by the Planning Commission on January 6, 2020. The Petition for Modification was submitted to the California Public Utilities Commission in July 2020.
- The design (plans, specifications, and estimate) was revised to realign trail including the reduction of earthwork and construction cost.
- Preparation of the Focused Environmental Report is in progress. On April 13, 2021, the Environmental Review Committee reviewed the Draft Focused Environmental Report.
- On October 28, 2021, the Architectural Review Board reviewed the proposed improvements within the City limits portion of the project.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

12. Submit City CUP/CDP.
13. Submit County CUP/CDP.
14. Submit Draft Focused Environmental Report to the Planning Commission.
15. Submit request to the California Coastal Commission for construction funding allocation.

Products

- City CUP/CDP
- County CUP/CDP

Completion Date

Summer 2021 estimated
Summer 2021 estimated

Public Works

Staff Requirements

- Parks, Recreation, and Public Facilities Director
- Community Development Director
- Public Works Director
- Principal Planner
- Assistant to the Public Works Director

Budget

No cost is expected from the City to continue this Work Plan item.

Funding Source

City expenses are reimbursed by Caltrans.

Priority

High

Program: Capital Improvements U.S. Highway 101 Projects

Project Description

This Work Plan item is to continue work collaboratively with the California Department of Transportation (Caltrans) and Santa Barbara County Association of Governments (SBCAG) toward delivery of the following U.S. Highway 101 improvements and related mitigation projects in Carpinteria:

- **Highway 101 HOV Carpinteria to Santa Barbara Project**
This project proposes to add high occupancy vehicle (HOV) lanes from 0.2 mile south of Bailard Avenue to 0.7 mile south of Padaro Lane. As also a part of the project, improvements include the intersections of Santa Monica Road and Via Real, Reynolds Avenue and Carpinteria Avenue, and Bailard Avenue and Highway 101 Ramps, respectively; freeway bridge replacements at Santa Monica Creek and Franklin Creek; and sound walls.
- **Highway 101 Linden Avenue and Casitas Pass Road Interchanges Project**
This project proposes to improve the interchanges at Linden Avenue and Casitas Pass Road including the overpasses. As also a part of the project, improvements include Via Real extension, freeway bridge replacements over Carpinteria Creek, traffic signals, and sound walls.
- **Rincon Multi-Use Trail Project**
This project proposes to connect the pedestrian and bicycle facilities between the eastern end of Carpinteria Avenue to Rincon County Beach Park. The intent of the project is to close more gaps in the California Coastal Trail. The California Coastal Trail is a network of public trails for walkers, bikers, equestrians, wheelchair riders, and others along the 1,200-mile California coastline.
- **Santa Claus Lane Bike Path Project**
This project proposes to connect the pedestrian and bicycle facilities between the western end of Carpinteria Avenue to Santa Claus Lane. The intent of the project is to close more gaps in the California Coastal Trail. The California Coastal Trail is a network of public trails for walkers, bikers, equestrians, wheelchair riders, and others along the 1,200-mile California coastline.

Objective and Policy Consistency

The objective of this Work Plan item is to complete the U.S. Highway 101 projects through Carpinteria including coordination and collaboration with Caltrans, SBCAG, County of Santa Barbara, utility companies, and other stakeholders. **This Work Plan item is consistent with the Sustainable Community Policy and the General Plan and Local Coastal Plan's Circulation Element.**

Public Works

Previous and Ongoing Work

- Highway 101 HOV Carpinteria to Santa Barbara Project: On April 1, 2019, the Planning Commission approved the Final Environmental Impact Report/Environmental Assessment and the Conditional Use Permit/Coastal Development Permit. Construction is in progress.
- Highway 101 Linden Avenue and Casitas Pass Road Interchanges Project: Caltrans deemed the construction by the freeway contractor as complete. Punch list items for City public improvements are complete. Landscaping is complete. The project is still not fully accepted by the City because there are a couple of major conditions of approval from the project's Conditional Use Permit/Coastal Development Permit (City Permit No. 09-1522-CUP/CDP) in which Caltrans is still in progress of addressing.
- Rincon Multi-Use Trail Project: On January 6, 2020, the Planning Commission approved the Subsequent Mitigated Negative Declaration. The Petition for Modification was submitted to the California Public Utilities Commission in July 2020. On April 13, 2021, the Environmental Review Committee reviewed the Draft Focused Environmental Report. The design (plans, specifications, and estimate) was revised to realign trail including the reduction of earthwork and construction cost. On October 28, 2021, the Architectural Review Board reviewed the proposed improvements within the City limits portion of the project.
- Santa Claus Lane Bike Path Project: The Mitigated Negative Declaration was certified in January 2020. The design (plans, specifications, and estimate) is complete. On December 6, 2021, the Planning Commission approved the project's Conditional Use Permit/Coastal Development Permit (City Permit No. 21-2122-CUP/CDP).

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

1. Review traffic impacts resulting in stage construction and utility relocations.
2. Update the City Council.

Products

- Project Updates

Completion Date

Ongoing

Staff Requirements

- | | |
|---|--|
| • Parks, Recreation, and Public Facilities Director | • Public Works Director |
| • Community Development Director | • Principal Planner |
| | • Assistant to the Public Works Director |

Budget:

No cost is expected from the City to continue this Work Plan item.

Funding Source:

City expenses are reimbursed by Caltrans.

Priority: High

Program: Transportation, Parking, and Lighting Improved Public Transit Services

Project Description

This Work Plan item is to collaborate with Santa Barbara Metropolitan Transit District (SBMTD) on improved transit service in the City. This may include, but would not be limited to, exploring changed and/or expanded shuttle routes, express bus service to Santa Barbara destinations, third-mile service from the Amtrak Station, and dial-a-ride service. The following transit system routes are currently provided by SBMTD and the Ventura County Transportation Commission (VCTC), respectively:

SBMTD Routes

Route Number	Route Description	Operating Days
20	Carpinteria (Transit Center-Milpas-Montecito-Summerland-Carpinteria)	Weekdays and Weekends
36	Seaside Shuttle (Train Station-Linden-Carpinteria Avenue-Casitas Pass Road-El Carro Lane-Santa Ynez Road)	Weekdays and Weekends

VCTC Routes

Route Number	Route Description	Operating Days
80	Coastal Express- Northbound to Santa Barbara; Southbound from Santa Barbara; Southbound to Ventura	Weekdays and Weekends
80C	Coastal Express- Southbound to Santa Barbara	Weekdays
84U	Coastal Express- Northbound to Santa Barbara	Weekdays
85C	Coastal Express- Northbound to Goleta	Weekdays

SBMTD Route 36 is the only intracity transit route which uses electric shuttles. SBMTD Route 36 is contemplated as the primary expansion. The other transit routes are mainly intercity routes which use buses. These routes are contemplated as secondary expansions. Paratransit services are currently provided by Easy Lift Transportation and Help of Carpinteria, but are not being contemplated for expansion at this time.

Objective and Policy Consistency

The objective of this Work Plan item is to establish a plan for improved local transit options to better meet the needs of the Carpinteria community. **This Work Plan item is consistent with the Sustainable Community Policy and the General Plan and Local Coastal Plan's Circulation Element.**

Public Works

Previous and Ongoing Work

- On December 17, 2019, the Santa Barbara County Association of Governments (SBCAG) conducted a public hearing to survey countywide transit needs. SBCAG also facilitated an on-line survey. SBCAG's report of results is anticipated to be available in the first quarter of 2020.
- Due to the current pandemic, Route 36 was suspended by SBMTD in March 2020.
- In the Transportation Committee Meeting of June 7, 2021, SBMTD General Manager Jerry Estrada reported the status of Route 36. Depending on the pandemic, SBMTD anticipates Route 36 to be restored in early 2022. On-demand, microtransit service (i.e. small-scale, on-demand public transit services such as vans) will also be considered.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

1. Draft local transit plan including funding plan in cooperation with SBMTD and present for City Council consideration.

Products

- Plan for transit improvements

Completion Date

Fall 2022 estimated

Staff Requirements

- City Manager
- Public Works Director
- Assistant to the Public Works Director

Budget

No cost is expected from the City in requesting for expansion of the SBMTD fixed-route shuttle system.

Funding Source

None

Priority

Medium

Program: Transportation, Parking, and Lighting Parking Management Plan

Project Description

This Work Plan item is to develop a Parking Management Plan based on the Downtown Carpinteria Parking Study. There are proposed development projects that have the potential to affect parking demand and availability in the Downtown “T” and beach areas. In December 2017, the City Council approved a letter of support to a state grant proposal for the Los Angeles-San Diego-San Luis Obispo (LOSSAN) North Improvement Program. The proposed improvements are at the Amtrak Station which would include a second passenger platform, rail siding, parking lot, and pedestrian facilities such as a pedestrian undercrossing and a safe route to school. The expanded rail platform project and related increase in rail transit service could be expected to result in additional parking demand and spaces.

In June 2018, the City Council entered into an Exclusive Negotiation Agreement with Theimer Group, LLC, as a part of its interest in exploring a ground lease hotel development at Parking Lot No. 3 (hereinafter called Surfliner Inn Project). The Surfliner Inn Project footprint would result in the loss of parking spaces at Parking Lot No. 3 and would be required to provide new parking. The City Council indicated that it expects the Surfliner Inn Project to result in no net loss of public parking. The City is also in the process of updating the General Plan and Local Coastal Land Use Plan.

Objective and Policy Consistency

The objectives of this Work Plan item are to (1) Manage existing and new parking inventory, (2) Plan maintenance activities, (3) Plan capital improvements, (4) Update the Development Impact Fees, (5) Assist the Downtown “T” Business Advisory Board with operations of the City’s public parking lots, and (6) Manage outdoor seating decks in the Downtown “T” area. **This Work Plan item is consistent with the Downtown Carpinteria Parking Study, and the General Plan and Local Coastal Plan’s Land Use Element.**

Previous and Ongoing Work

- In 2001, a Parking Demand Analysis was first conducted by Walker Consultants.
- In 2009, the Parking Demand Analysis was updated by Walker Consultants to study any changes to such characteristics including estimating future build-out projections.
- In August 2019, vehicular parking count data was collected.
- In October 2019, the City Council authorized the City Manager to execute an Agreement with Walker Consultants to provide consulting services for the 2020 Parking Demand Analysis Update.
- In June 2020, the Administrative Draft Downtown Carpinteria Parking Study was presented to the Public Facility Site Acquisition/Development Committee.
- In October 2020, the development of a special website for the Draft Downtown Carpinteria Parking Study was completed.
- In April 2021, the Draft Downtown Carpinteria Parking Study was presented to the Planning Commission.

Public Works

- In July 2021, the Planning Commission recommended for the City Council to accept the Downtown Carpinteria Parking Study.
- In November 2021, the City Council accepted the Downtown Carpinteria Parking Study.

Tasks

1. Develop Parking Management Plan based on Downtown Carpinteria Parking Study.
2. Present Draft Parking Management Plan to the Downtown “T” Business Advisory Board, Public Facility Site Acquisition/Development Committee, and Planning Commission.
3. Submit Parking Management Plan to the City Council for acceptance.

Products

- Parking Management Plan

Completion Date

Winter 2022 estimated

Staff Requirements

- City Manager
- Parks, Recreation, and Public Facilities Director
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director (Downtown “T” Business Advisory Board Liaison)
- Engineering Technician

Budget

Task

- Parking Management Plan
- Project Management (City Staff), 15%

Estimated Cost

\$10,000
\$1,500

Funding Source

This Work Plan item would be funded by Measure A.

Priority

Medium

Program: Transportation, Parking, and Lighting Downtown “T” Parklet Permit Program

Project Description

This Work Plan item is to develop the Downtown “T” Parklet Permit Program with a concurrent ordinance regulation.

Objective and Policy Consistency

The objectives of this Work Plan item are to manage outdoor parklets (i.e. seating decks) in the Downtown “T” area. **This Work Plan item is consistent with the** Downtown Carpinteria Parking Study.

Previous and Ongoing Work

- In November 2021, the City Council authorized the initiation of the ordinance process concerning Downtown “T” Parklet Permit Program. Also, the City Council adopted an urgency ordinance to allow temporary parklets, under the Temporary COVID-19 Outdoor Business Permit Program, in the City’s public right-of-way within the Downtown “T” area.

Tasks

1. Conduct workshops for Draft Downtown “T” Parklet Permit Program.
2. Present Draft Downtown “T” Parklet Permit Program to the Downtown “T” Business Advisory Board, Public Facility Site Acquisition/Development Committee, and Planning Commission.
3. Submit ordinance to the City Council for adoption.

Products

- Downtown “T” Parklet Permit Program
- Ordinance

Completion Date

Spring 2022 estimated
Summer 2022 estimated

Staff Requirements

- City Manager
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director (Downtown “T” Business Advisory Board Liaison)
- Engineering Technician

Budget

<u>Task</u>	<u>Estimated Cost</u>
• Downtown “T” Parklet Permit Program	\$10,000
• Project Management (City Staff), 15%	\$1,500

Funding Source

This Work Plan item would be funded by Measure A.

Priority: High

Program: Solid Waste
Franchise Agreement Negotiations and SB 1383

Project Description

This Work Plan item is to plan for implementation of Senate Bill (SB) 1383 (Short Lived Climate Pollutants) and initiate negotiations for an amendment to the Solid Waste Collection Services Franchise Agreement with E.J. Harrison & Sons, Inc. (Agreement) in order to prepare for the implementation of SB 1383.

The Agreement was last amended in 2012. The Agreement is for all regular solid waste collection services including residential and commercial refuse, recycling, and green waste services. The term of the Agreement is set to expire on December 31, 2022. In order to cover the costs of implementing SB 1383, an amendment to the Agreement is needed especially for updating the fee structure.

Objective and Policy Consistency

The objective of this Work Plan item is to prioritize negotiating an amendment to the Agreement and implementing the requirements of SB 1383, which focus on the diversion of organic materials from landfills. This Work Plan item is consistent with the General Plan and Local Coastal Plan's Open Space, Recreation & Conservation Element; the Creeks Preservation Program; and the **Regional Water Quality Control Board (RWQCB) Post-Construction Stormwater Management Requirements for Development Projects** (RWQCB Resolution No. R3-2013-0032).

Previous and Ongoing Work

- **Regular Solid Waste Handling Services:** The Solid Waste Program provides for the monitoring of the community's solid waste stream in order to ensure compliance with goals and mandates as set by the California Department of Resource, Recovery and Recycling (CalRecycle). The City also operates the Annual Household Goods and Hazardous Waste Collection Day event which allows residents to dispose of items otherwise not allowed to be collected in regular trash, recycle, and green waste bins due in part to state regulations. The household goods and electronic waste collections from the event are services provided by E.J. Harrison & Sons, Inc. in accordance with the Agreement. E.J. Harrison & Sons, Inc. supports negotiating an amendment to the Agreement as a part of the City's process to comply with SB 1383. Depending on the outcome of the negotiations, it is anticipated for a proposed amendment to be brought to the City Council for consideration by early 2022.
- **Commercial Food Waste Program:** E.J. Harrison & Sons, Inc. launched a commercial food waste collection pilot program in 2015. E.J. Harrison & Sons, Inc. also provided public outreach and educational materials to commercial customers who participates in the food waste program. New state legislation requires the Commercial Food Waste Program to increase each year. However, there are barriers to implementing Commercial Food Waste Program due to the lack of facilities to handle the materials and risk of contamination. Staff is working closely with E.J. Harrison & Sons, Inc. in continuing to educate commercial customers about Commercial Food Waste Program and to increase enrollment.

Public Works

- Santa Barbara Food Rescue: The City; the cities of Buellton, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria, and Solvang; and the County of Santa Barbara has contracted with the Community Environmental Council and Waste Not Our Communities in order to conduct a regional Food Recovery and Needs Capacity Assessment as a first step in implementing a comprehensive food rescue program. This assessment is expected to be completed in mid-2021. At which point, the region will assess the results and launch the second phase including a regional database to connect food production facilities with food distribution facilities.
- In January 2021, the SB 1383 Implementation Plan was submitted to CalRecycle.
- Tracking: The City tracks and reports on the success of existing programs on an annual basis. It is expected that tracking requirements will be greatly increased as implementation of SB 1383 rolls out in the community.

This Work Plan item is a carryover from the 2021 Annual Work Plan.

Tasks

1. Initiate negotiations with E.J. Harrison & Sons, Inc.
2. Identify commercial customers not in compliance with existing and future organics diversion requirements
3. Enroll commercial customers in Commercial Food Waste Program. Goal is to have all generators enrolled by mandatory enforcement deadlines.
4. Amend Carpinteria Municipal Code Chapter 8.08 to incorporate new organics diversion requirements.
5. Complete regional Food Recovery and Needs Capacity Assessment.
6. Present amendment to Agreement to City Council.

Products

- Amendment to Agreement
- Amend Carpinteria Municipal Code Chapter 8.08

Completion Date

Spring 2022 estimated
January 2022

Staff Requirements

- City Manager
- Public Works Director
- Environmental Program Manager
- Environmental Technician (Proposed Position)- It is anticipated for this position to assist the Environmental Program Manager in the implementation of SB 1383.
- Public Works Supervisor
- Assistant to the Public Works Director

Budget

Task

- Solid Waste Collection Services Franchise Agreement
- Implementation of SB 1383

Estimated Cost

\$50,000
To be determined

Funding Source

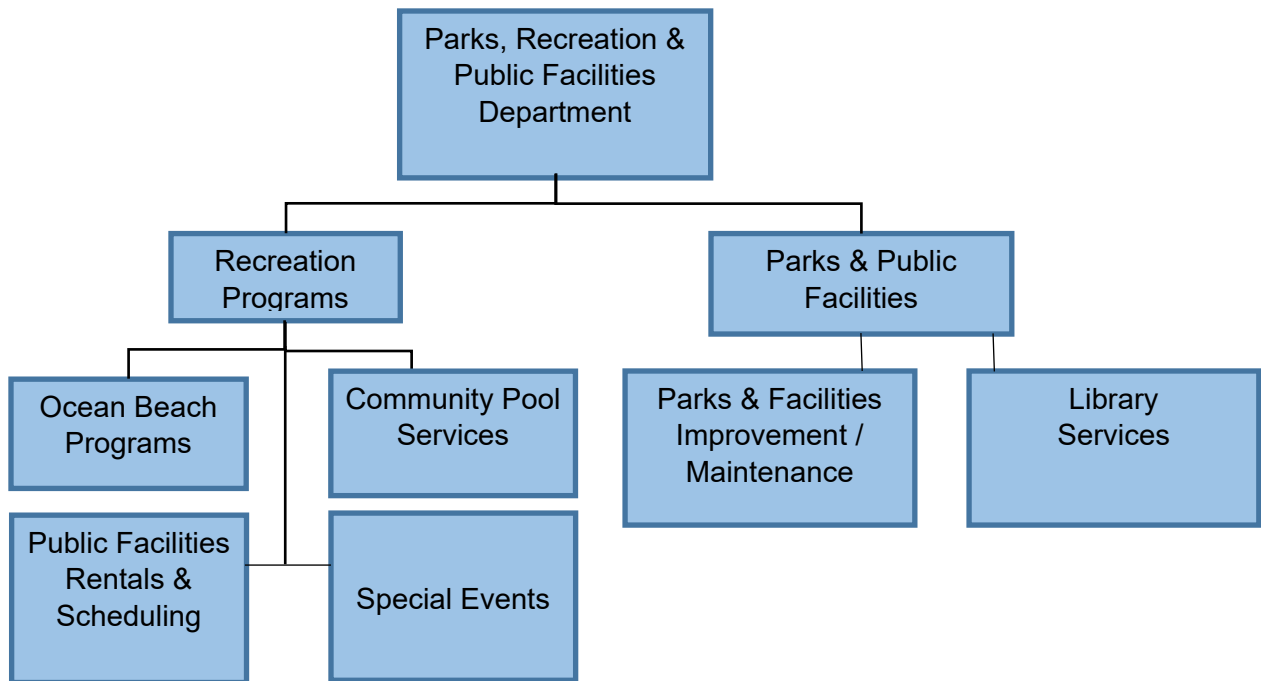
This Work Plan item would be funded by AB 939 Fees.

Priority: High

Parks, Recreation and Facilities Administration

Department: Parks, Recreation and Facilities Administration

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, Recreation and Facilities Administration

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, Recreation and Facilities Administration
 - a. Grant administration and park and facility planning
 - b. General support for all department functions
 - c. Staffing for the Carpinteria Open Space Management Advisory Board
 - d. Staffing for the IPM committee
1. Library Services
 - a. Staff recruitment and training
 - b. Facility maintenance and improvement
 - c. Community programming
2. Community Pool Services
 - a. Staff recruitment and training
 - b. Year-round programming for adults and children
 - c. Facility maintenance and improvement
 - d. Swimming lessons
 - e. Youth swim and water polo 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.
4. Special Events
 - a. Summer adult league softball
 - b. Annual Pool 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 and maintenance.
 - e. New park planning and construction

Parks, Recreation and Facilities Administration

2021 Work Plan Tasks Summary and Schedule

Parks, Recreation and Facilities Department Work Program - 2022

Updated
12/14/20

Activity	Planned		% Comp												
	Start Month	Dur Month		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
				1	2	3	4	5	6	7	8	9	10	11	12
Carpinteria Bluffs III Improvements	1	36	10%												
Dog Park Design	1	24	10%												
Community Farm Project	1	24	10%												
Art in Public Places	Ongoing		10%												
Library Services	Ongoing		10%												
Corporate Maintenance Building	1	18	10%												
Skate Park Construction	3	9	15%												
La Concha Park	1	24	10%												
Carpinteria Coastal Vista Trail	Ongoing														
Creekside Parcel Acquisition	1	8	50%												
City Hall Expansion	3	18	10%												
Playground Replacement	1	12	50%												
Linden Avenue Plaza and L G Tower	6	18	10%												

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Public Facilities Administration Rincon Bluffs Preserve Improvements

Project Description

Design and Permit of the Rincon Bluffs Nature Preserve, 23 acres of coastal bluffs property comprised of two APN's 001-210-020 and 001-210-024 for public open space and conservation. Improvements include trails, parking, restrooms, an outdoor amphitheater, coastal overlooks, a donor acknowledgement monument and habitat restoration.

Objective and Policy Consistency

Improvements envisioned include some topographical alterations to improve the visual and acoustic setting of the property. Trail improvements, coastal overlooks, a donor acknowledgement monument, a parking area, a restroom, an outdoor classroom and native vegetation restoration will be included in the preliminary design.

Environmental stewardship of open spaces contributes to maintaining a high community quality of life and economic vitality.

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

- Grant awards for acquisition funds have been received from:
 - California Coastal Conservancy
 - California Resources Agency
 - County of Santa Barbara CREF
- Prepared Purchase and Sale Agreement, Endowment Fund Agreement and Conservation Easement.
- Property was publicly acquired in March of 2020.
- The Carpinteria Open Space Management Advisory Committee (COSMAB) was formed on September 14, 2020 to help provide advisory guidance to the City Council was formed
- Carpinteria Open Space Management Advisory Committee COSMAB
- A design services agreement was executed in December 2020.
- A public Workshop via Zoom was conducted on May 25, 2021 where the proposed design was presented and discussed.

Tasks

1. Seek grant funding
2. Seek project permits including a Coastal Development Permit.

Products

- Make application for project grant funds

Date

January 2022

Parks, Recreation and Facilities Administration

- Obtain CEQA clearance and necessary permits
- Construct improvements

June 2024

Staff Requirements

- City Manager
- Assistant City Manager
- Parks, Recreation and Facilities Director

Budget

Construction Funds of \$2,200,000

Funding

\$2,200,000 Improvements

Source

Grants / Endowment/ Parks DIF

Priority

High

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Public Facilities Administration Off Leash Dog Park

Project Description

Pursue the construction of a new park with a dedicated off leash area and other amenities

Objective and Policy Consistency

The project may be found to be consistent with the City's General Plan / Local Coastal Plan with reference to the following policies; Objective OSC-14. Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Previous and Ongoing Work

- In September, 2018, the Carpinteria City Council directed Staff to prepare a feasibility Study for a dedicated dog park. Direction to propose relaxed dog leash regulations was also provided.
- An in-house authored feasibility study was presented to the City Council on March 11, 2019.
- An acceptance of an offer to dedicate a 2.58 acre parcel of park land was recorded on July 31, 2019 that may be considered for a dog park use.
- The Carpinteria Municipal Code was amended on November 11, 2019 to allow for dogs off leash in designated areas.
- A dog park design services contract was awarded by the Carpinteria City Council on November 25, 2019.
- An off leash area was established in the north of El Carro Park with rules and limited hours as a pilot program on October 31, 2020.
- A dedicated dog park design was presented to the City Council on September 14, 2020.
- The first annual Off Leash Area Pilot Program report was provided to the City Council on October 2021.

Tasks

Develop a dog park conceptual design for City Council consideration.

Products

Dog Park permits

Date

June 2023

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

Budget

\$1,000,000

Funding

\$1,000,000

Source

Park Improvement Fund, Grants, Other

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Facilities Administration Community Farm Planning

Project Description

The City will be granted approximately 2.75 acres of agricultural land as a result of the Caltrans project at Casitas Pass Road. Project requirements anticipate the establishment of an ongoing community agricultural program. This property's use will be restricted to agricultural endeavors. An analysis on how the City may operate the property ranges from leasing it to a for profit farmer or operate it as a community agricultural center with the vision to develop facilities that support the public's use as a community farm.

The City of Carpinteria is surrounded by agricultural properties and the provision for a community farm / agricultural education center within the community may be desirable.

The long term success of the community farm requires collaboration with a variety of local partners including the Carpinteria Unified School District, the Farm Bureau, SB-4H, local youth service organizations, the UC extension, the County of Santa Barbara Agricultural Commissioner and others.

The community farm will allow for special events that encourage sustainable farming, locally grown food and community involvement.

Capital improvements could include a working farm building, a farm center building, an irrigation water well and other support facilities to best encourage a broad participation of residents.

Objective and Policy Consistency

Carpinteria General Plan

Land Use Element Objective LU-5: Maintain availability of agriculture, coastal -dependent industry and visitor-serving commercial development including hotels/motels, restaurants and commercial recreation uses.

Policy LU-5a. The City shall continue to give priority to agriculture, coastal-dependent industry and visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation over residential, general industrial, or general commercial development.

Previous and Ongoing Work

- Consultation with Coastal Commission Staff on deed restriction language to be used by Caltrans in preparation of the Property's grant deed.
- Preparation of a concept plan for a Community Farm.
- Delineated northern property line with boundary survey
- Held neighborhood meeting regarding privacy fence
- Received materials quote for privacy fence

Parks, Recreation and Facilities Administration

Tasks

Complete transfer of Property to City
Make perimeter site improvements including fencing and driveway
Establish near term management plan for property
Continue to develop long term vision.

Products

Community Farm Plan for CC consideration

December 2022

Staff Requirements

Parks, Recreation and Facilities Director

Budget

\$200,000 (privacy fence only)

Funding Source

Caltrans Funding

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Public Facilities Administration Art in Public Places

Project Description

Prepare a report with recommendations to the City Council concerning the establishment of an Art in Public Places program.

Objective and Policy Consistency

To provide the City Council with information sufficient to deliberate and make decisions concerning the possibility of establishing an Art in Public Places program. Consideration of an Art in Public Places program is consistent with the City's historic interest in promoting the arts, including its financial contribution toward the purchase of the Arts Center property on Linden Avenue, and various general plan policies that encourage City projects, programs and services capable of supporting the preservation and promotion of local history and culture, including the following Community Design Element Policy:

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

An Art in Public Places program can also encourage public art projects that support the City's interest in establishing and maintaining distinct and identifiable neighborhoods, commercial districts and vital public spaces.

Previous and Ongoing Work

The City Council authorized a public art project, "Facing Ourselves", in the Downtown in 2019 (Resolution No. 5923), and also directed that exploration of a City Art in Public Places program be a 2020 Work Program matter. Although, due to the COVID-19 pandemic, no work was done on this matter in 2020, the City did collaborate with the Carpinteria Arts Center on a public arts project, "Mask-Up Carp Chalk Art" and has requested a proposal from the Arts Center for a rotating public art display at City Hall.

Tasks

- Form a City Council ad hoc Art in Public Places Committee.
- Identify stakeholders and hold meetings to review examples of city public art programs and determine options appropriate for Carpinteria.
- Present findings and Committee recommendations in a report to the City Council.

Products

- Report to City Council

Date

November 2022

Staff Requirements

- Assistant City Manager
- Public Works Director
- Parks, Recreation and Public Facilities Director
- City Attorney's Office

Parks, Recreation and Facilities Administration

Budget

Costs associated with staff and legal services time

Funding Source

General and Measure X Funds

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Facilities Administration Maintenance Building

Project Description

Design, permitting and construction of a 1,500 square foot building on the City Hall campus to serve city needs including storage and maintenance operation support.

Objective and Policy Consistency

The proposed building will allow the City to continue to perform maintenance and administrative functions considered essential to carrying out vital public service tasks.

Previous and Ongoing Work

- Issued a design contract for engineering of the building.

Tasks

Obtain permits for building
Coordinate construction through a bid process.

Products

Completed building

December 2022

Staff Requirements

Parks, Recreation and Facilities Director

Budget

\$175,000

Funding Source

Measure X

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Facilities Administration Creek Side Parcel Acquisition

Project Description

Acquisition of 0.61 Acres of Creekside property located at 5467 Carpinteria Avenue consisting of three APN's; Book 001, Page 070, Parcel 029, Book 003, Page 280, Parcels 006 & 007 for the purposes of public safety, passive recreation and creek side habitat restoration.

Objective and Policy Consistency

Objective OSC-6: Preserve the natural environmental qualities of creekways and protect riparian habitat.

Policies:

***OSC-6a.** Support the preservation of creeks and their corridors as open space, and maintain and restore riparian habitat to protect the community's water quality, wildlife diversity, aesthetic values, and recreation opportunities.*

***OSC-6b.** Protect and restore degraded creeks on City-owned land where protection and restoration does not interfere with good flood control practices.*

Objective S-4: Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from flooding.

Previous and Ongoing Work

- In August, 2018, the Carpinteria City Council adopted Resolution No. 5839 authorizing the City Manager to execute Hazard Mitigation and other disaster related grant program documents on behalf of the City of Carpinteria.
- In July, 2020, the City of Carpinteria was notified that its grant application had been approved to move forward with the acquisition.
- In December 2020, the City received a land appraisal for the acquisition.
- In October 2021, the City received an updated appraisal for the land.
- On December 13, 2021, the City Council approved the land acquisition and authorization to execute the Purchase and Sale Agreement.
- On December 15, 2021, the City and the seller opened an escrow that is scheduled to close on April 6, 2022.

Tasks

- Conduct final inspection of the Property prior to close of escrow
- Remove all improvements on the property including buildings
- Hydroseed native plants on the property
- Final Grant Administration.

Products

Acquisition of 0.61 acres of Creekside open space.
Remove improvements and seed property

Date

April 2022
July 2022

Parks, Recreation and Facilities Administration

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

Budget

\$313,000

Funding

227,233.50

85,766.50

Source

HMGP funding

Park Acquisition Fund

Priority

High

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Facilities Administration City Hall Expansion

Project Description

Explore the price and terms of purchasing additional land to the south of the City Hall Campus. This additional land will serve as expansion area to allow for current and future needs of the City including public safety, public works, and parks.

Objective and Policy Consistency

Additional land will allow the City to best carry out public service functions including public safety, public works and parks.

Previous and Ongoing Work

None

Tasks

- Consider available land acquisition options
- Negotiate price and terms
- Identify funding
- Complete land acquisition.

Products

Acquired land

December 2023

Staff Requirements

- Parks, Recreation and Public Facilities Director
- Public Works Director

Budget

TBD

Funding Source

TBD

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Capital Improvement Skate Park Construction

Project Description

Construction of a public skate park at the City Hall Campus.

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.
- MOU executed in February, 2016
- Received Skate Foundation funding for design work
- Engaged design professional
- Skate Park design plans have been prepared
- Project application filed with City Planning Department
- Permits Granted June 1, 2020, Res No. PC 20-006
- Project out for bidding with opening date on January 27, 2022

Tasks

Cooperate with Skate Foundation to secure construction funding
Negotiate agreement for management and operations with Skate Foundation
Construct Skate Park

Products

Funding
Operations Agreement
Complete Skate Park

Date

January 2022
May 2022
July 2022

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

Budget

\$1,500,000

Funding Source

Grants / Fundraising

Priority

High

Parks, Recreation and Facilities Administration

Program: Capital Improvement La Concha Park

Project Description

Design and permit a park located on the north end of Concha Loma Drive.

Objective and Policy Consistency

Determine alternatives for design and construction of a pocket park.

An opportunity may exist to construct a pocket park in the immediate vicinity of the Historical Marker on Concha Loma Drive. The area is about 9,000 square feet if 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

- Civil Survey of possible site and surroundings has been prepared.
- Conceptual Plans have been prepared.
- Preliminary review by Fire District has been conducted.

Tasks

1. Hold public workshop and refine site plan. This had s been delayed due to Covid-19 protocols. Now planning to hold workshop in early spring 2022
2. Present to City Council for direction
3. Obtain discretionary and regulatory permits
4. Obtain funding
5. Install improvements.

Products

- Approved permits
- Park Installed

Date

TBD pending funds
TBD

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

Parks, Recreation and Facilities Administration

Budget

No construction budget has been estimated at this time.

Funding

\$15,000	Planning
\$650,000	Construction

Source

Parks Improvement Fund
TBD

Priority

High

Parks, Recreation and Facilities Administration

Program: Capital Improvement Carpinteria Coastal Trail

Project Description

The Carpinteria Coastal Vista Trail is envisioned to provide a unique and scenic route that stretches over three miles in length from the Carpinteria Salt Marsh Nature Park to the Rincon Bluffs Preserve. Continuation toward the completion of the trail involves many segments; each with their own circumstances. This work program item involves dedicating further effort to complete the comprehensive project. The Project helps improve our community's well-being while engendering stewardship of the extraordinary amount of environmental resources here. A summary of some of the major segments to be completed is presented below.

1. 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 should be complete in early 2022. Construction is programmed for 2024.
2. 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. In order to complete this segment, trail easements and a railroad undercrossing will be needed.
3. The Carpinteria Bluffs 2 Trail Reach connects the Lois Sidenberg Coastal Overlook with Bluffs 3 and the Carpinteria Rincon Trail. The City purchased a trail easement across the property immediately to the east and is now seeking permits for this 250' stretch of trail. The parcel just further east will include a connecting trail when it is commercially developed and this will complete the trail from the Carpinteria Bluffs to the Rincon Bluffs Preserve.
4. The Linden to Holly Avenue 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 on the 850 foot long public property between Linden and Holly Avenues just south of the railroad tracks. A public parking lot may also be added to accommodate visitors to the trail system, the Tomol Interpretive Play Area, the Linden Field, the Carpinteria Beach, to support expanded Amtrak service and the City's downtown.
5. A railroad under crossing near Holly Avenue to provide a safe connection for coastal access, school routes and shopping. This crossing at Holly may be part of a larger scale railroad improvement project funded by LOSSAN. A trail running east / west along Fifth Street that includes a pedestrian bridge over Franklin Creek may also be included in the LOSSAN Project. The trail would continue westward and connect to the Aliso School Campus and Seventh Street providing a safe route to school and improving coastal access.

Parks, Recreation and Facilities Administration

6. Another railroad undercrossing is thought to be desirable at the southern terminus of Calle Ocho. In this location, the where coastal access is in high use. Trails, parking and other amenities to be constructed in the newly acquired Carpinteria Rincon Bluffs Preserve. This 21.65 acre property has spectacular views and acts as the eastern gateway to the City's trail system.

Objective and Policy Consistency

- The Trail has many attributes that are in conformance with the City's GP/LCP and that contribute to meeting sustainability goals of the City's Sustainability Policy.
- 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.
- Prepared Coastal Access and Railroad Safety study.
- 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)
- Certified the CRT MND.
- Obtained CDP for portion of CRT in the City of Carpinteria.
- Received Measure A grant for further CRT design work.
- Completed evaluation (appraisal) of trail easements needed on Bluffs 2.
- Obtained CPUC license to construct Bridge over railroad
- Project has been awarded construction funding for 2019. (ATP Grant)
- Obtained Grant from Coastal Conservancy to further design work (\$150,000)
- Made application for HCF Grant for Bluffs Two trail acquisition
- Easement for trail over Bluffs II property has been purchased.
- An application for necessary permits has been filed for the Bluffs II trail.
- Permitting and design for Carpinteria Rincon Trail is ongoing.

Parks, Recreation and Facilities Administration

Tasks

- Obtain CDP for Bluffs II trail.
- Open up trail preliminarily and seek grant funding to improve optimally.
- Identify and implement future trail segment improvements.
- Promotion of trails through various means including internet, and public relations.

Products

Completed new trail on Bluffs II

Date

March 2023

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant
- Public Works Director
- Community Development Department Staff

Budget

TBD

Funding Source

Various

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Capital Improvements Playground Replacement

Project Description

Replacement of the playground equipment in Monte Vista Park. The existing play equipment dates from the 1990's and is in need of replacement. A new play structure will be more accessible and will offer high quality play. A new installation will also feature a rubberized use area to improve access and reduce fall injuries.

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

Concept replacement designs have been prepared for Monte Vista Park.

Tasks

- Obtain bids for replacement installations.
- Identify required funding.

Products

Replace Monte Vista Play Structure

Date

December 2022

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

Budget

\$300,000

Funding Source

TBD / General Fund

Priority

High

Parks, Recreation and Facilities Administration

Program: Capital Improvements

Linden Avenue Lifeguard Tower Replacement and Linden Plaza

Project Description

Replace the Linden plaza area, and the Linden Avenue lifeguard tower / Design for improved accessibility, bicycle parking, refuse handling, emergency access, storm readiness and beach nourishment capacity.

Objective and Policy Consistency

The project is consistent with the City's General Plan / Local Coastal Plan with reference to the following policies;

***OSC-14a.** Increase coastal and recreational access for all segments of the population, including the disabled and elderly, while protecting natural resources, particularly environmentally sensitive habitat areas.*

***OSC-14c.** Increase opportunities for ocean recreation programs including: kayaking, sailing, snorkeling, and scuba diving through the city Parks, Recreation and Facilities Department, and by encouraging private development of these activities.*

Previous and Ongoing Work

- Concept designs have been developed in September 2019
- Applied for Grant funds in November 2021 for improvements on State Park property

Tasks

Collaboration with State Parks
Seek discretionary permits
Issue construction contract

Products

Completed Project

Date

April 2023

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

Budget

\$500,000

Funding

\$500,000

Source

Grants
Tidelands / Park Improvement DIF

Priority

Medium

Appendices

A. 2021 Work Plan Accomplishments

GENERAL GOVERNMENT

2021 Work Plan Accomplishments

Activity	Comments
Program: Legislative & Policy	
Legislative Advocacy. 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 coalitions for City positions, drafting legislation, making presentations, and providing testimony before other agencies or directly to legislators.	The City, primarily, relies on the League of California Cities to advocate the State legislature on matters of local government interest and to assist the City in identifying issues of unique local interest. City advocacy efforts in support of the League’s work and regarding other matters included: Housing. The City Council approved taking a position against SB 9, concerning state preemption of local control over land use/zoning and the permitting of housing development. Council also authorized the Mayor to work with staff to take positions consistent with SB 9 Opposition on a myriad of state housing legislation that served to undermine local control. The City Council acted to terminate memorandum of understanding negotiations with the County Housing Authority concerning collaborating on affordable housing at the north end of Bailard Avenue, and approved sending various communications opposing the project to the Housing Authority Trustees and county Board of Supervisors. The decision of the Council was supported by staff’s report that the project being put forth by the Housing Authority was inconsistent with the California Coastal Act and related City policies and regulations. Anti-Hate Resolution No. 6040 and letters. Adopted Resolution No. 6040 and communicated to state and federal representatives to condemn hate crimes, hateful rhetoric and hateful acts against Asian Americans and Pacific Islanders.

Activity	Comments
Legislative and Policy Research & Development. Local legislative and policy responses to new/changed federal and state laws, legal or practical mandates, and changing community needs/expectations.	California Voting Rights Act. The City hired a consultant to assist the transition from at-large to district City Council elections, including drawing of the district lines. Residents were engaged and informed about the transition and districting process via several workshops, public hearings, and a specially made district elections website that provides mapping tools to assist the public in drawing and submitting maps compliant with state law. Library. As a part of its work to take over management and operation of the Carpinteria branch library, the City took various legislative actions, including creating the Board of Trustees and joining the Black Gold cooperative library system via a Joint Powers Agreement. COVID-19 Pandemic Response and Recovery. Extended the emergency legislation creating the temporary program for outdoor use areas by restaurant and retail businesses. The City Council initiated a process to consider legislation that would establish regulations for a permanent program allowing for limited commercial use of streets and other outdoor areas. The program, if adopted, would succeed the temporary program for use of outdoor areas established in response to COVID-19 restrictions. Short-Term Rental Program. In November, the City Council received an update on the City's short-term vacation rental program, and directed amendments to administrative regulations in response to issues identified to date. ADU/JADU Legislation. Draft regulations were prepared and considered by the Planning Commission and City Council. The regulations concern changes to the City's zoning standards for uses and development in residential zones as necessary to accommodate Accessory Dwelling

Activity	Comments
	Units and Junior Accessory Dwelling Units consistent with the Coastal Act. Objective Design Standards Consultant Services. The City Council approved the budget and a consultant services agreement for work necessary to establish objective design standards for certain development types in response to new preemptive state laws. Mobile Home Regulations. Staff are implementing AB 2782 (2020), which ended the long-term lease exemption from local rent control, consistent with the City’s Mobile Home Park regulations. This implementation work is expected to include legislative responses to update the City’s Code or administrative procedures to reflect current law. Affordable Housing/Homelessness. The City continued to explore measures capable of helping to protect the affordability of local housing, e.g.,” no cause” eviction ordinance, multi-family rent control, affordable housing in-lieu, enforcing and updating as needed Short Term Rental regulations, and fees/inclusionary requirements. Other work anticipated in the coming year includes: Subdivision Ordinance Update, Update of City fees and charges, Response to new state allowance for microenterprise kitchens in residential zones. The City received a presentation in March on the New Beginnings Safe Parking Program. The program operates in much of Santa Barbara County and has become a national model for effective community response to assist people living out of vehicles while mitigating impacts. Council directed staff to work with New Beginnings to find a suitable location(s) in the city for the program and to return to Council with the proposed site, including locations suitable for the placement of portable 24-hour restrooms. Subsequently, the county determined to prepare a model ordinance for the program.

Activity	Comments
	Citizen Initiative Proposal. A citizen ballot initiative prompted by the Surfliner Inn Project, that would make certain zoning and general plan changes, qualified for consideration by the City Council in January 2022. At that time, the Council will either adopt the legislation or schedule it for a vote at a future election. During the year, the City Clerk's office, in consultation with the City Attorney's office, ensured that requisite Elections Code steps were followed. The City also prepared a report pursuant to Elections Code 9212, to analyze the impacts of the proposed Initiative and assist the City Council in determining how it wishes to act in January. AB1383, State Organic Waste law, Implementation. The City drafted regulations as required to implement new state regulations concerning diversion of organic waste from landfills. Ordinance No. 750 was approved on first reading by the Council in December and is expected to be adopted and become effective in early 2022. The Ordinance would add Article V (Specific Regulations for Organics Waste Disposal, Reduction, Recycling, and Solid Waste Collection) to Chapter 8.08 (Integrated Waste Management) of the Carpinteria Municipal Code. Harbor Seal Protection. In response to citizen requests, the City Council initiative a public process to evaluate Carpinteria harbor seal habitat conditions and local regulations aimed at protecting seals and habitat. The process includes the formation of a committee that is expected to make recommendations concerning, in part, any necessary amendments to City regulations.

Regional Programs Collaboration and Cooperation. 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 regional organizations such as the Air Pollution Control District (APCD), and the Santa Barbara County Association of Governments (SBCAG).	COVID-19 Pandemic Emergency Response and Recovery. The City of Carpinteria works cooperatively with the County of Santa Barbara and the other cities in the County to prepare and respond to disasters. The City is a part of the Operational Area Council for emergency response, which meets quarterly. Since March, 2020, the City has been participating in numerous staff and elected official meetings concerning county-wide collaborative work on pandemic response and recovery. The City also initiated and carried out cooperative work with local service providers to provide necessary assistance to residents. This included logistical support for food distribution, e.g., traffic control, and \$100,000 in supplemental community service support program funding to Carpinteria Children’s Project, Boys & Girls Club, Girls Inc, and the Community Action Commission, among others, involved in food distribution, child care and meeting other health and human service needs of the Carpinteria Community. The City elected also to join with the County of Santa Barbara to contribute its share of emergency Community Development Block Grant fund to support the county-wide Emergency Rental Assistance Program. Subsequently about two dozen Carpinteria residents benefitted from this assistance that is designed to avoid renters being displaced during the pandemic. Although County Operational Area meetings and direct assistance work has wound down, certain work continued throughout 2021, including maintaining local Communications Committee and carrying out related work to inform the public regarding Health Orders and other pandemic response activities. The City has also consummated an agreement with the Carpinteria Children’s Project to support a new position that, in part, assists with
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Activity	Comments
	coordination and communication between agencies providing health and human services in Carpinteria. Sustainability/Renewable Energy. In October, Carpinteria electricity customers were transitioned from SCE to the new Central Coast Community Energy (CCCE). The City coordinated with and assisted CCCE to get information out to the public about the transition and benefits from being a CCCE customer. Work included holding public meetings and disseminating information via the City’s website and social media accounts. Regional Transportation Projects. The City is a member of the Santa Barbara County Association of Governments (SBCAG) where Vice Mayor Clark is its representative on the Board that, among other things, oversees regional transportation project and program funding and delivery. The City continues to work cooperatively with Caltrans and SBCAG to ensure satisfactory completion of the Linden-Casitas Interchange Project while also engaging in review and assistance with related 101 Widening project mitigation such as the Santa Monica / Via Real Intersection improvements. Two hiking/biking trails are also a part of the freeway improvements: the Rincon Trail and the Santa Claus Lane Trail. The City is working cooperatively with Caltrans and SBCAG to ensure delivery of both of these important regional trail connection projects. The City also monitored progress this year made by SBCAG and the Los Angeles – San Diego – San Luis Obispo Rail Corridor Authority (LOSSAN) on planning and permitting of improvements to the Carpinteria Amtrak platform that would double its capacity by adding a second platform and parallel track/siding. The City Council has previously issued a letter of support for related grant funding for the project. Regional Sediment Management. The City initiated efforts this year with BEACON and the

Activity	Comments
	County of Santa Barbara to establish plans and permits, through flood control and other projects and programs, for the regional management of beach sediment sufficient to ensure that sediment is safely and efficiently deposited to benefit beaches and help counter coastal erosion. The City also received a grant to complete a coastal dune restoration study that could serve as the basis for a capital project coordinated between City, County and state jurisdictions. Housing/Homelessness. The City continued to financially support and collaborate with the County of Santa Barbara Public Health Department and local volunteers, to respond to people experiencing homelessness in Carpinteria and to connect them with housing and other supportive services. The City has also continued discussion with the Housing Authority of Santa Barbara County on the acquisition and development of a site for an apartment development that would include affordable housing. The Council authorized negotiating a Memorandum of Understanding and a report on that is expected to return to the Council later in the year. Broadband. The City entered into a Memorandum of Understanding with the Santa Barbara County Association of Governments; County of Santa Barbara; and the cities of Buellton, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria, and Solvang concerning the preparation of the Santa Barbara County Regional Broadband Strategic Plan. The purpose of the Strategic Plan is to streamline grants and other funding, establish policy alignment among jurisdictions, increase accuracy of asset identification and provide community education, in furtherance of improving the coverage, quality and reliability of broadband services in the county. Diversity, Equity and Inclusion. A Santa Barbara county regional collaboration between cities and the

Activity	Comments
	county was initiated in 2021 as a means to support agencies in undertaking this important work in their respective communities. Work could include: Shared training, community forum, and surveys of community members and elected officials.
Library: Preparation to begin operations of a municipal library	City Council Ad hoc Library Committee and Working Group meetings continued in 2021, with work focusing on preparing for taking over Library Operations on July 1, 2022. Key milestones met included: • Gaining membership in Black Gold and submitting requisite information to the State Library Board. • Discussions with City and County regarding the transition, including amending the facility lease and per capita revenue, are occurring on a monthly basis. • The Library Board of Trustees was established. • A Library Advisory Commission was created and bylaws for this commission were adopted • A City Librarian was hired and has joined the City Staff
Racial Equity & Social Justice. Establishment of a Racial Equity & Social Justice (RESJ) program that implements the policy intent embedded in City Council Resolution No. 5981 and subsequent City Council actions.	The City Council formed a Council Committee to assist with steps to create this new program. Two consultants were engaged to support the work and planning meetings held. Meetings are being scheduled and the work will be begun in earnest since the Assistant City Manager has joined the City Staff.
<i>Program: Community Promotion and Communications</i>	
Neighbor to Neighbor	The Neighbor to Neighbor program is on hold due to the COVID-19 Pandemic

Activity	Comments
<i>Program: Emergency Services</i>	
Community Preparedness & Engagement	All community training classes were cancelled in 2021 due to the COVID-19 Pandemic.
Emergency Response Capacity Building	Work continues on the Local Hazard Mitigation Plan Update and the Multijurisdictional Hazard Mitigation Plan Update. Working through a grant from FEMA, mapping specific to Carpinteria is being added. COVID-19 Response Activities: • Communication efforts continue through added editions of the City E-newsletter, press releases, social media posts and the local newspaper providing up to date information on health orders and protective measures. • Signs are being updated with COVID-19 messages and posted on A-frames throughout the downtown area in response to new Santa Barbara County Department of Public Health – Health Officer Orders. • The Ad Hoc COVID-19 Communication Committee resumed meeting every other week starting in July 2021
City Staff Training & Exercise. As mandated by FEMA and Cal OES, City Staff will participate in trainings to maintain their FEMA certifications and to increase their ability to effectively operate the City’s Emergency Operations Center (EOC). Additionally, to test the City’s Emergency Operations Plan (EOP), a city-wide disaster exercise will be held, involving City Special Districts and First Responders.	Staff has been trained on current safety protocols needed during the COVID – 19 pandemic.

Activity	Comments
Program: Volunteer Services	
Volunteer Management. 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, 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.	While CERT training are currently on hold, the 2021 HOST season began July 4th and ended Labor Day Weekend. The Schedule was limited to two days (Fridays and Saturdays from 10:00 a.m. to 4:00 p.m.) and averaged 200 contacts per weekend. No new active recruitment of volunteers occurred.
Program: Elections	
Establishing District-Based Elections. Transition from at-large method of elections to district-based election by 2022	Actions to implement District Based Elections continued in 2021: • The City Council Ad hoc District Elections Committee developed three recommendations which the City Council approved on July 26, 2021: (1) direct that maps be prepared for its consideration with five City Council districts; (2) determine the order in which districts will come up for election by relying on the related provisions of Elections Code Section 10010 (b); and (3) direct that drafting of maps by the public be facilitated through multiples means including the DistrictR software platform and paper maps, through online and manual resources, web based and in-person instruction. • Workshops were held in September on the transition to district elections and to map Communities of Interest. • Outreach continues online, in print and at meetings to provide information about the transition to district elections

Activity	Comments
	• Maps and instructions were mailed to all residences within City limits to invite the public to participate in drawing 5 districts. • Public Hearings began in October to identify 5 districts and will continue an iterative process until March 2022.

ADMINISTRATIVE SERVICES DEPARTMENT

2021 Work Plan Accomplishments

Activity	Comments
Program: Financial Management Services	
5-Year Financial Plan	The objective is to hire a consultant that can provide a new 5-Year Financial Plan that will allow the City to better assess the long-term outlook, more closely define the size and duration of fiscal challenges, and make better decisions accordingly for both the short and long run. Bill Statler was hired in August 2021 and expected to be completed by February 2022.
Business License and Short-Term Rental Enforcement Program	The objective is to create an enforcement program in which three City departments, Administrative Services, Community Development- Code Compliance and General Government- Legal Services, work together to ensure City-wide compliance with Business License and Short-Term Rental policies. The Administrative Services Department tracks revenues, collects data and communicates information. The Code Compliance division works out in the field to ensure local businesses and short-term rentals are licensed and comply with City policies. The General Government- Legal Services team provides professional consulting services. An Enforcement Program will outline the way in which these departments work together to better administer these licensing programs. This project has not been started and expected to be completed by June 2022.
Cost of Service Analysis	The objective is to hire a consultant that can provide a new Cost of Service Analysis on City programs that will provide a revenue to cost comparison system that can be used to determine the level of fees that would have to be imposed in order to meet the cost recovery percentages as stipulated by the City's municipal code (CMC 3.34.040). This project has not been started and expected to be completed by June 2022.
Updates to the Carpinteria Municipal Code	The objective is to make updates to various Carpinteria Municipal Code sections related to financial policies and regulations, including fiduciary, bonding, business license,

	and purchasing sections. Performed on an as-needed basis, updates to the Municipal Code ensure that the city's policies and procedures will continue to safeguard City assets and ensure the City's long-term financial health. This project has not been started and expected to be continuous throughout calendar year 2022.
Program: Management Information Services	
Information Technology (IT) Services	The objective is to prepare an RFP form and begin the review of services process which will allow the department to compare current contract pricing with other vendors, learn of any additional services that are available, and modernize any of the City's current services that might not be up to date or industry standard. The City released the Request for Proposal (RFP) on September 15, 2021 with a deadline of October 15, 2021. The City received 5 proposals that are currently being reviewed by Admin Staff. This project is in progress and expected to be completed by February 2022.

PUBLIC WORKS

2021 Work Plan Accomplishments

Activity	Comments
Program: Public Works Administration	
National Flood Insurance Program Community Rating System	Work on Community Rating System (CRS) Application is in progress. In October 2021, FEMA reviewed the City's existing floodplain management regulations, and provided CRS requirements and recommendations for amending the floodplain management regulations. The amendment to the ordinance of the floodplain management regulations is anticipated to be complete in Spring 2022.
Pedestrian Bridge Inspection Program	Pedestrian Bridge Inspection Program completed in July 2021.

Program: Sustainability and Environment	
Sustainable Resources	• Via Real Stormwater Project. In addition to receiving federal-aid funds from the Hazard Mitigation Grant Program from FEMA in June 2020, the California Natural Resources Agency approved state-aid funds from the Urban Flood Protection Grant Program for the engineering design and construction. The engineering design is in progress and is estimated to be complete in February 2022. • Ordinance No. 750 was approved by the City Council on January 10, 2021, for incorporating SB 1383 Organics Diversion requirements. The existing Franchise Agreement is expected to be renegotiated to accommodate the new requirements. • Central Coast Community Energy, formerly Monterey Bay Community Power, rolled out services to the south coast agencies in October 2021.
Program: Street Maintenance	
Pavement Management Program	• 2021 Pavement Maintenance Project. Construction completed in June 2021. • 2021 Pavement Rehabilitation Project. Construction is estimated to be complete in February 2022.
Street Tree Management Plan Update and Special Conditions Streets Management Plan	Street Tree Management Plan and Special Conditions Streets Management Plan were adopted by the City Council on July 12, 2021.

Program: Capital Improvements	
Carpinteria Avenue Bridge Replacement Project	Right of Way Certification completed in September 2021. Federal-aid funds for construction will not be available until Federal Fiscal Year 2024-2025 (October 1). Start of construction is estimated in fall 2024.
Rincon Multi-Use Trail Project	Plans, specifications, and estimate at 60-percent completion. The Subsequent Mitigated Negative Declaration was accepted and certified by the Planning Commission in January 2020. The Petition for Modification was submitted to the California Public Utilities Commission in July 2020. Preparation of the Focused Environmental Report is in progress.
U.S. Highway 101 Projects	• Highway 101 HOV Carpinteria to Santa Barbara Project. Construction of Franklin Creek and Santa Monica Creek bridges, sound walls, drainage, and freeway pavement are in progress. Santa Monica Road and Via Real intersection improvements are complete. • Highway 101 Linden Avenue-Casitas Pass Road Interchanges and Via Real Extension Project. Caltrans deemed the construction by the freeway contractor as complete. Punch list items for City public improvements are in progress. Landscape contractor on site. • Santa Claus Lane Bikeway Project. SBCAG is currently acting as the implementing agency of the environmental phase, and Caltrans is the CEQA/NEPA lead agency. The Mitigated Negative Declaration was certified in January 2020. The Conditional Use Permit and Coastal Development Permit were approved by the Planning Commission on December 6, 2021.
Program: Transportation, Parking, and Lighting	
Improved Public Transit Services	On June 7, 2021, the Transportation Committee received a status of the Seaside Shuttle (SBMTD Route 36) from SBMTD General Manager Jerry Estrada. SBMTD is reassessing the route including the use of micro-transit service.
Parking Management Plan	The Downtown Carpinteria Parking Study was accepted by the City Council on November 22, 2021. The Downtown Carpinteria Parking will be the basis of the Parking Management Plan.

PARKS & RECREATION & FACILITIES MAINTENANCE

2021-22 Work Plan Accomplishments

Activity	Comments
Department Staffing	Hiring of an Aquatic Supervisor and a Park and Facilities Maintenance technician has been completed.
Parks Landscape Maintenance Contracting	A new Service Provider has been awarded a three-year contract to perform all park and ROW landscape maintenance.
Carpinteria Bluffs III Acquisition / Improvements	Completed March 30, 2020. Held workshop on proposed design for trails and other amenities has been completed. Concept design has been completed.
Dog Park Project	Staff published a Dog Park Feasibility Study that concluded the 2.4 acre Lagunitas property may be a viable site, as well as consideration of a shared use park at El Carro. Staff has completed the acceptance of the offer to dedicate the Lagunitas park property. The City now owns it. Concept designs for a dedicated dog park and fenced off-leash areas have been prepared. An unfenced off-leash area in El Carro Park has been established as a pilot program. First annual report has been presented to City Council and Pilot Program has been extended another year.
Community Farm Project	Staff has negotiated an amendment to the condition of approval related to the transfer of the Whitney property from the State to best reflect the City's interest. Staff has conducted a neighborhood meeting to receive neighborhood feedback on the concrete fence. Staff has received a cost proposal for the fence. City is waiting for Caltrans to convey the property to the City.

Activity	Comments
Carpinteria Shoreline Feasibility Study	The Study has come to a decision point where the ACOE staff believes it is best to transfer the study from the Feasibility Study Program to a Continuing Authority Program (CAP). City is still waiting for study to transfer over to CAP program.
Carpinteria Creek Side Parcel Acquisition	The City has opened an escrow with the seller to acquire a 0.61 acre parcel of land just west of Carpinteria Creek and south of Carpinteria Avenue.
Carpinteria Coastal Vista Trail	After acquisition of a grant to partially fund acquisition, the City has acquired the trail easement in the Bluffs 2 planning area. A trail design has been prepared and a CDP application has been assembled for submittal to allow the City to consider permits to build the project. The application has been submitted and is waiting for a planning department response.
Skate Park Planning and Permitting	The Project was given final approval and has obtained necessary permits to construct. A permanent easement has been negotiated with Chevron to allow for a public parking area to be constructed to serve the project. The construction of the park is now out to bid with a bid opening due on January 27, 2022.
Linden Beach Plaza and Lifeguard Tower	Concept plans have been prepared that improve coastal access and ambiance. The concept lifeguard tower has also been drawn in an attempt to capture an iconic California Beach style. A grant has been applied for to partially fund the project.
Historical Marker Park AKA La Concha Park	A concept Design for a park at this location has been prepared. The next step was to have a public meeting on the concept. This has been delayed due to Covid-19 control protocols. A covid safe public relations effort is being designed.

Activity	Comments
Heath Ranch Park Playground	A new playground is under construction with completion expected in January 2022.

B. 2021 Carpinteria Valley Economic Profile Executive Summary

2021 Carpinteria Valley Economic Profile



The 2021 Carpinteria Valley Economic Profile

Volume 5

September 2021

Prepared for:



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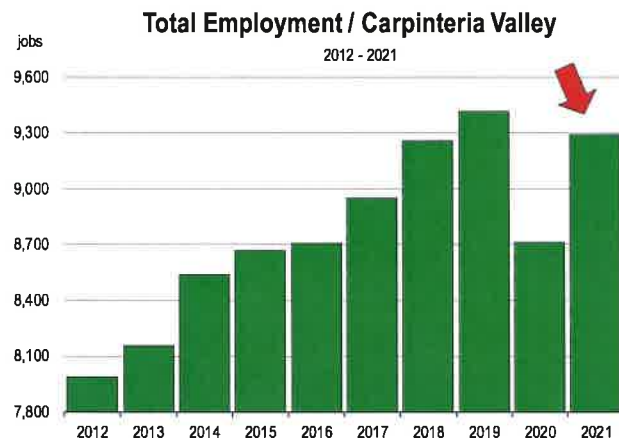
EXECUTIVE SUMMARY



Overview

The Carpinteria Valley is home to 20,340 residents. The community has evolved to become a diverse economy consisting of growing tech companies, manufacturers, and financial services firms. Software and IT development has flourished in recent years, as has the visitor serving sector.

Carpinteria is a meaningful employment center. The number of workers located in Carpinteria exceeds the number of residents in the Valley's labor force. Many workers commute from Santa Barbara, Oxnard and Ventura. The agriculture sector employs more people than any other industry, followed by manufacturing, the production of information (software), and the hotel and food services sector.



Just over 700 jobs were lost in the Carpinteria Valley labor market in 2020, a direct consequence of the pandemic. By mid-2021, most of these jobs had been restored, and full reinstatement of the workforce should be complete by mid 2022.



Carpinteria Bluffs

The largest pandemic related impact occurred in the Hotel and Restaurant sectors. The Accommodation and Food services sector is in the process of a rapid recovery during 2021 because the volume of visitor travel has been higher than expected throughout California since the state opened up entirely in June 2021.

Procore Technologies and Agilent are expected to create more new positions this year and next as the economy ramps up towards full employment. Jobs have already expanded in most sectors, but especially in Technology, Agriculture, Leisure and Hospitality, Retail Trade, and Construction.

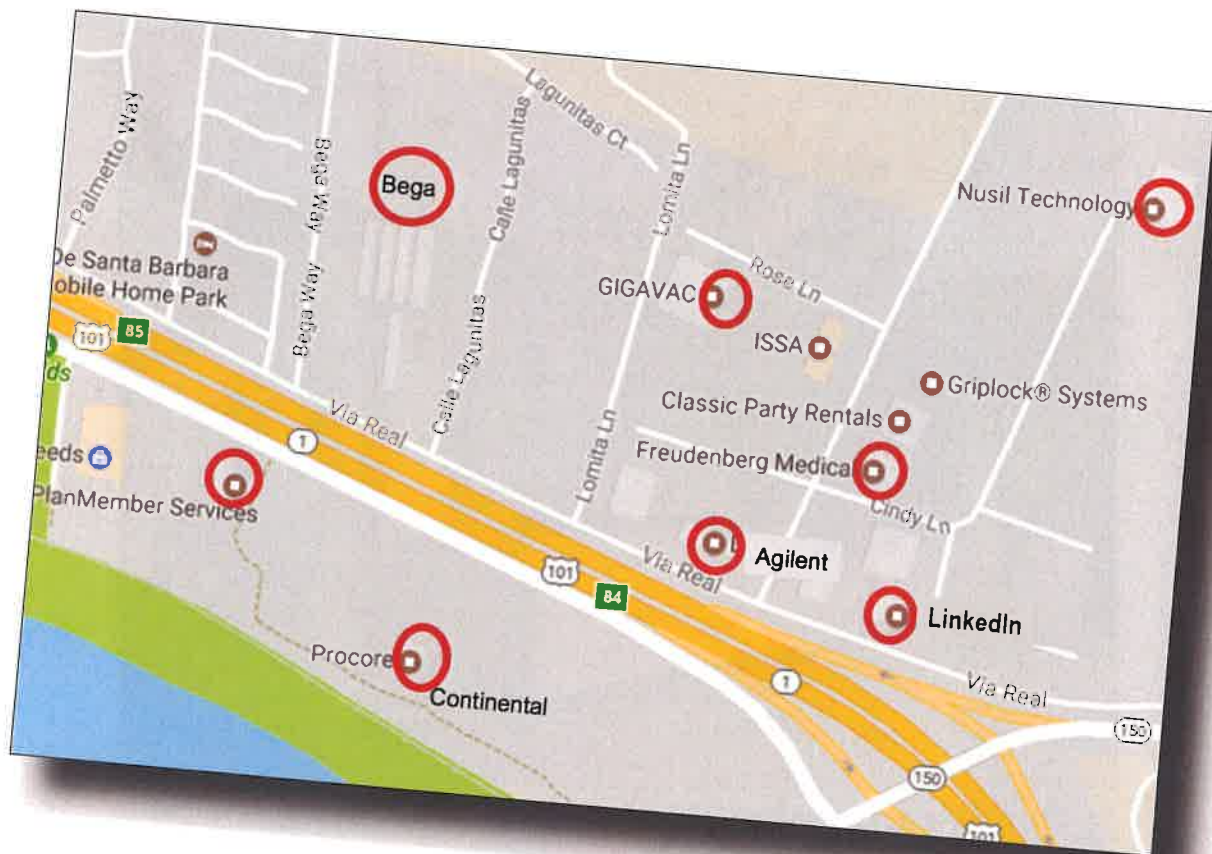
In August 2021, the unemployment rate was estimated at 4.9 percent. The largest employer in the Valley is Procore followed by Agilent, the Carpinteria Unified School District, LinkedIn, and NuSil Silicone Technology.

In 2021, the median household income in City of Carpinteria was \$87,000. More than 40 percent of households earned \$100,000 or more.

Because high-skilled industries are heavily represented in the Carpinteria labor market, the region has a prominent share of residents with college degrees. 21 percent of the population aged 25 and older have a bachelor's degree, and 14 percent have an advanced degree.



Procore Office



Largest Employers in the Carpinteria Valley

Tourism

The presence of visitors and their spending represents a significant contribution to the Carpinteria Valley economy. Tourism generates substantial revenues for the city's general fund, supports a significant number of jobs, and contributes more than half of all retail sales transactions in the City of Carpinteria at local shops, restaurants, recreational sites, and gasoline stations.

The State Beach attracted an estimated 891,000 visitors in 2018. These visitors spend approximately \$30 million annually in Carpinteria.

There are seven formal transient lodging facilities with 611 rooms in the region. Though occupancy rates are still below the pre-pandemic period, they have impressively rebounded as more visitors return to traditional coastal California destinations for leisure travel.

Annual room sales are now on a pace to record new highs in the city during fiscal year 2021-22.

The City of Carpinteria's short term visitor rental industry has evolved in recent years, expanding to include 202 revenue reporting properties in 2021. These alternative transient stay homes are on pace to generate \$12.4 million in total revenues, and \$1.5 million to the city budget through transient occupancy taxes.



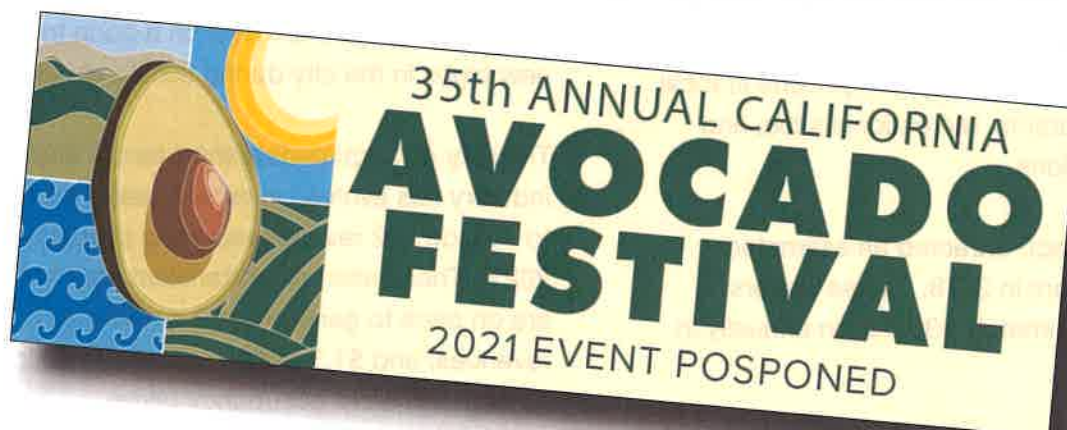
The Spot is a popular burger stand on Linden serving both residents and visitors for over 50 years.

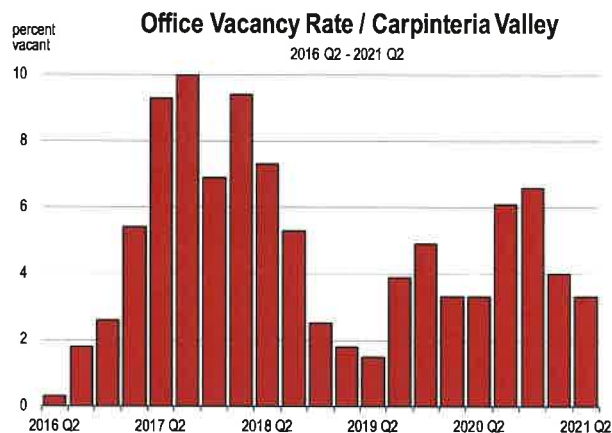
The annual California Avocado Festival held in October is the largest community event in Carpinteria. It is estimated that the three day celebration of the avocado with food and merchandise booths, contests, and entertainment, attracts 80,000 visitors to the city.

Due to the pandemic, the festival was not held in 2020 or 2021.

Commercial Real Estate

All categories of commercial real estate are currently reporting very high utilization.





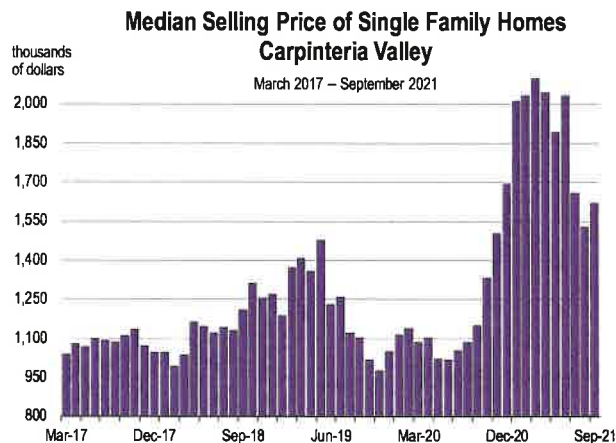
Consequently, as the local economy rapidly recovers from the pandemic recession, there is little excess space available in Carpinteria.

Industrial building space includes 1.3 million square feet in the Valley with a vacancy rate at 3.6 percent. In the office market, there is approximately 475,000 square feet of space with a vacancy rate of 3.3 percent.

For many years, the Carpinteria Valley industrial sector has been a strong competitor for neighboring cities, like Santa Barbara, Goleta, and Ventura. Manufacturing and technology are the most important sectors of the Carpinteria Valley economy, and the high rates of both office and industrial market utilization are a testament to the strength of the Carpinteria Valley as a desirable business location along the Central Coast.

Residential Real Estate

Over the last 3 years, housing demand has been prolific in Santa Barbara County and Carpinteria. During the pandemic, home sales and selling values soared throughout the state and local



areas. Currently, selling values for homes are at their highest levels on record.

The existing for-sale housing market offers few properties for sale per year, and the 2021 market has been the most limited on record. Nevertheless, sales have been prolific, for both single family attached and detached (condominium) homes.

The median selling value of a single family home in Carpinteria during 2021 was \$1.7 million, an increase of 35 percent over the median selling value of all homes sold in 2020.

New Housing Development

The construction of new homes has been sparse over the last decade. The relative lack of new housing units has helped to ensure that the region remains small, though traffic congestion on Highway 101 is intensified by limited worker housing. Furthermore, retail stores and services must rely more on visitor spending than resident spending. The former is more volatile during the year, peaking in the summer months and diminishing during the winter months.

Currently, the new residential project pipeline has 103 residential units in some stage of the planning process, and 77 of these units have been approved.

There is also 234,797 square feet of commercial and industrial space in the pipeline, with 102,170 square feet of space approved.

The Cannabis Sector

The Carpinteria Valley had been referred to as “California’s flower basket.” The region’s greenhouse industry, which is just outside of the city limits, was one of the largest in the state, producing millions of dollars in flower sales each year.

Cannabis cultivation has now replaced most of the greenhouse flower production. The conversion to cannabis is easier in Carpinteria because the indoor growing infrastructure is largely in place with many of the fixed costs already incurred and depreciated.

Currently, as of September 2021, there were 29 growers with 309 active cannabis cultivation permits in the Carpinteria Valley. Approximately 20 percent of the total cannabis harvest in Santa Barbara County is attributed to Carpinteria Valley growers.

Although the cannabis industry operates outside of the city limits, a vibrant cannabis industry has been beneficial to the city’s economy by creating new customers for local goods and services and contributing to city tax revenue.



Cannabis Greenhouse in the Carpinteria Valley

Quality of Life

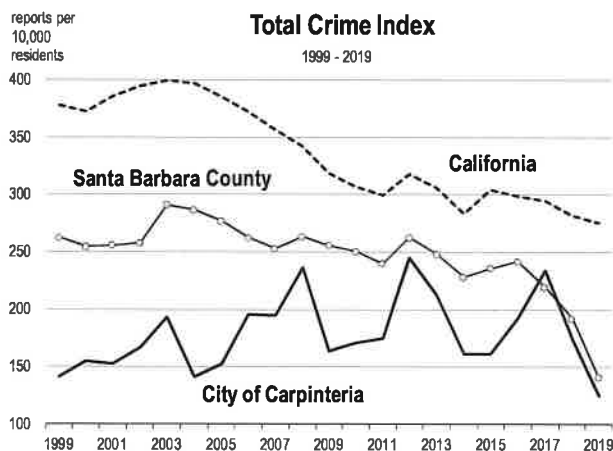
Regional economic conditions are influenced by many community lifestyle factors. Residents of the Carpinteria Valley enjoy a relatively high standard of living, and 39 percent of the population has a 4 year college degree or higher.

For the greater Santa Barbara County area, the median household income is slightly less and 33 percent of the population owns a bachelor's degree or higher.

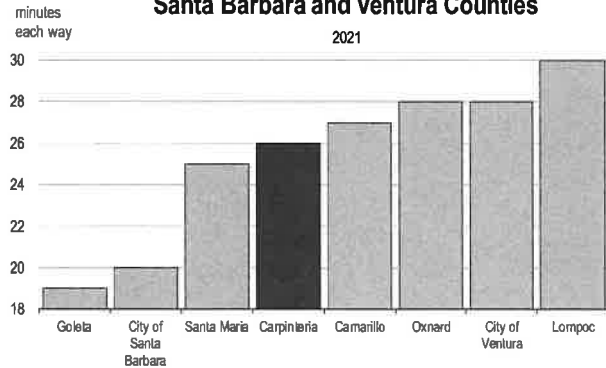
Crime rates in Carpinteria have been very low since the late 1990s. They are among the lowest levels observed in Santa Barbara County, and are significantly lower than those that prevail across California.

At Carpinteria Senior High, students that took the SAT in the 2019-2020 school year had average test scores that were higher than the average for all students across California.

Carpinteria routinely has much lower levels of road usage than surrounding communities, and



Average Commute Times for Selected Cities in Santa Barbara and Ventura Counties



during most times of the day, driving around the city is relatively easy. But peak hour traffic can be heavy, and people who commute into or out of the city can encounter high levels of congestion. For residents of the Valley, commute times to work have increased since 2016. This issue has been exacerbated by the current widening of Highway 101 through Carpinteria.

Once the Highway 101 construction phases in Carpinteria are completed in 2022, it is expected that peak hour congestion will improve significantly around the city.

