

City of Carpinteria
City Council Special Meeting Agenda
Monday, January 29, 2024 at 5:30 pm
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

In-Person Meeting

Attendance/Viewing Options:

- Attend the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.).

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.
- Submit a written comment on a specific agenda item to be distributed to Council Members by **12:00 P.M. on the day of the meeting** by either submitting your comment via (1) email to PublicComment@carpinteriaca.gov, (**PLEASE NOTE NEW PUBLIC COMMENT EMAIL ADDRESS**) or (2) the **eComment** link on the City's agenda website (<https://carpinteriaca.gov/city-hall/agendas-meetings/>). Please reference the agenda item to which your comment pertains. While written comments become part of the record, they will not be read aloud at the meeting.

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:

Presentation of the revised Annual Work Plan process and status report for the 2023 Annual Work Plan, and to develop and review for approval City Council goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

Recommendation: Receive presentation and approve goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

- a. City Manager will provide a summary of the revised and future Annual Work Plan process, including an organization and budget overview.
- b. Staff will provide a status report on the 2023 Annual Work Plan.

- c. City Council will receive public comment concerning the matters that are the subject of the special meeting.
- d. City Council will participate in a facilitated exercise, led by City Consultant Tripepi Smith, to develop goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.
- e. City Council will take action to approve, or extend to a second meeting, goals and priorities for Fiscal Year 2024-25 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, located at 5775 Carpinteria Avenue, Carpinteria, CA 93013 or by going to the City's website at <https://carpinteriaca.gov/city-hall/agendas-meetings/>.

This agenda was posted on Wednesday, January 24, 2024, in the City Clerk's Office, on the City Hall Public Notices Window, and on the Internet.



City of Carpinteria

COUNCIL AGENDA STAFF REPORT January 29, 2024

ITEM FOR COUNCIL CONSIDERATION

Presentation of the revised Annual Work Plan process and status report for the 2023 Annual Work Plan, and to develop and review for approval City Council goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

STAFF RECOMMENDATION

Receive presentation and approve goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

Sample Motion: I move to receive the presentation and approve the goals and priorities for the fiscal year 2024-25 Annual Work Plan.

BACKGROUND

Each year, a City Council-approved Annual Work Plan serves as the primary document to guide new or significantly modified work for City staff. For the past several years, the City Council, City Manager, and City Department Heads have met in late January to discuss strategic issues and to review the Annual Work Plan for modifications and/or approval. A draft Annual Work Plan was published in advance of these meetings for City Council and public review, and a questionnaire was distributed to each Council member to stimulate strategic thinking during the workshop-like meeting. The public was invited to attend the meeting and encouraged to provide public comment for Council consideration.

On December 11, 2023, City Council approved the Annual Work Plan special meeting date and time of January 29, 2024, at 5:30PM. The date and time were set based on strong public participation in 2023 when scheduling conflicts serendipitously led to the traditional Saturday meeting date being moved to a Monday at 4:00PM. This year, the meeting start time was moved to 5:30PM for consistency with Council meeting start times and to increase the opportunity for participation for those who may have conflicting work schedules earlier in the day. As part of the staff report, City Manager Michael Ramirez introduced a revised multi-day Annual Work Plan development

process for 2024¹. Details regarding the revised process are highlighted in the discussion section below.

The purpose of this agenda matter is to:

1. Provide information on the revised Annual Work Plan development process.
2. Provide a status report for the 2023 Annual Work Plan.
3. Develop, and review for approval, City Council goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

DISCUSSION

Key revisions to the Annual Work Plan development process with justification:

- Changed from a calendar year Annual Work Plan to fiscal year Annual Work Plan.
 - This will help to better align work plan objectives with budgetary resources.
- City Council will not engage in prioritization of individual work plan items, rather the City Council's primary role will be to establish high-level goals and priorities for the upcoming fiscal year.
 - This allows City staff to select individual work plan items based on their strategic alignment with City Council goals and priorities, as well as other important criteria such as funding availability, staffing resources, and regulatory compliance.
- City work plan items will henceforth be referred to as "objectives."
 - To emphasize their direct relationship to City Council goals and priorities, as well as their need to be measurable. The City Manager will be responsible for establishing measures and metrics to track progress, and for ensuring regular reporting to City Council.
- Annual Work Plan development has been changed from a single-meeting to a multi-meeting process, with the total number of meetings to be determined by the length of time required to approve City Council goals and priorities, and subsequently, staff-established objectives.
 - A multi-meeting process will allow goals and priorities to be set prior to establishing fiscal year objectives. In the future, a multi-meeting process will better support increased public outreach.

¹ carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1356

As part of this new process, the City has retained the services of Tripepi Smith to facilitate the initial meeting. Tripepi Smith is a team of more than 50 communications experts, providing marketing, technology, and public affairs consulting. Tripepi Smith currently works with over 100 city governments and public agencies, and has experience facilitating comprehensive goal setting processes, specifically with Council-manager forms of government like the City of Carpinteria.

Prior to today's initial work plan meeting, Tripepi Smith held a kick-off meeting with the City Manager to discuss meeting form and deliverables. Following the kick-off meeting, Tripepi Smith created and distributed questions for City Council members to consider prior to participating in one-on-one interviews with Tripepi Smith.

Tripepi Smith's remaining scope of work includes:

- Facilitation of today's initial work plan meeting to lead the Council in development of goals and priorities for fiscal year 2024-25.
- Conduct a work session with City management staff to review the goals and priorities of the Council, and to assist staff in development of tactical steps and key metrics to deliver on City Council goals.
- Provide a finalized report and virtual presentation to the City Council. The report will summarize City Council goals and priorities, affirm the City mission and vision statement, list staff-developed objectives, and identify key metrics to use in measuring progress on City Council goals.

Upon approval of the report, the City will utilize the content to create a concise and visually pleasant Annual Work Plan document, increasing transparency and utilization by ease of reference, with a focus on connecting the dots between the City Council vision, mission, goals and priorities with measurable objectives. For subsequent Annual Work Plans, the City plans to conduct a more robust public outreach campaign to reach all city demographics and encourage greater public participation.

POLICY CONSISTENCY

Conducting the Annual Work Plan meeting at a time and place where the Councilmembers, staff, and public can dedicate a significant block of time for discussion of this important work is helpful to the work plan development process. This special meeting can be found consistent with the City's interest in promoting good governance, including efficient use of public resources and encouraging public participation.

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, 2024 through June 30, 2025. Through the budget process, the Annual Work Plan will determine what projects and programs are to be prioritized for funding.

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. 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.

OPTIONS

1. Receive presentation and approve goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.
2. Receive presentation and extend the development and approval of goals and priorities for the Fiscal Year 2024-25 Annual Work Plan to a subsequent meeting.
3. If approved, the Council may select a subsequent meeting date to receive a virtual presentation by Tripepi Smith, including a list of staff-developed objectives (it was previously suggested to set a special meeting on February 19; however, that day is a City holiday.)

PRINCIPAL PARTIES EXPECTED AT MEETING

The general public, including various interest groups.

ATTACHMENTS

Attachment A: City Presentation Slides

Attachment B: Tripepi Smith Presentation Slides

Staff contact: Michael Ramirez, City Manager
(805 755-4450), michaelr@carpinteriaca.gov



Signature

CITY OF CARPINTERIA

2023 ANNUAL WORK PLAN STATUS REPORT

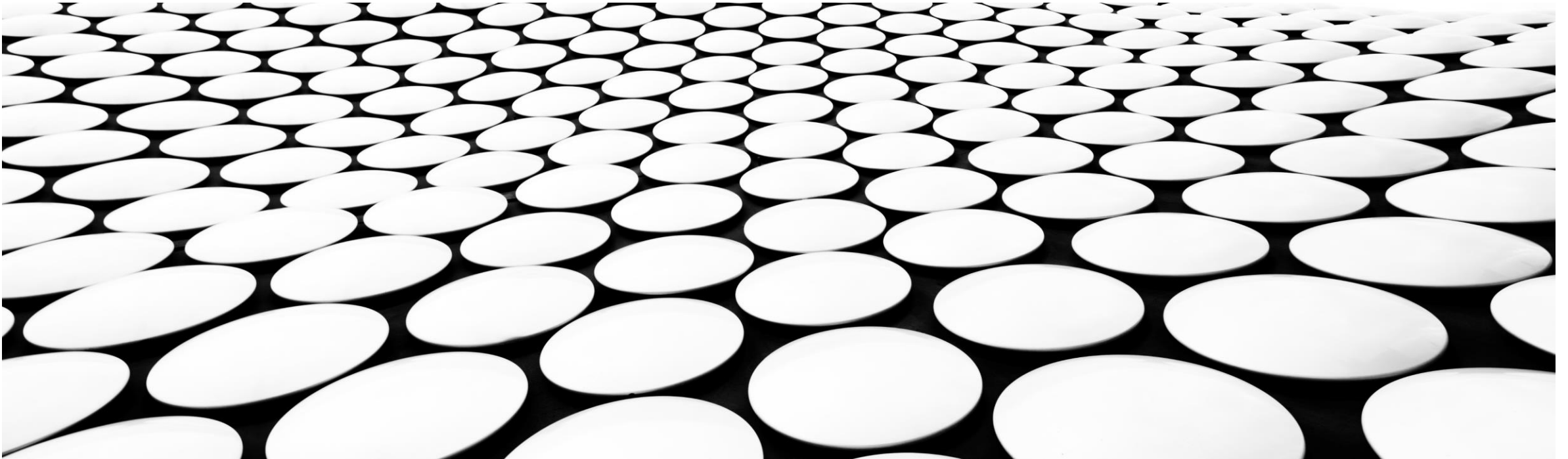
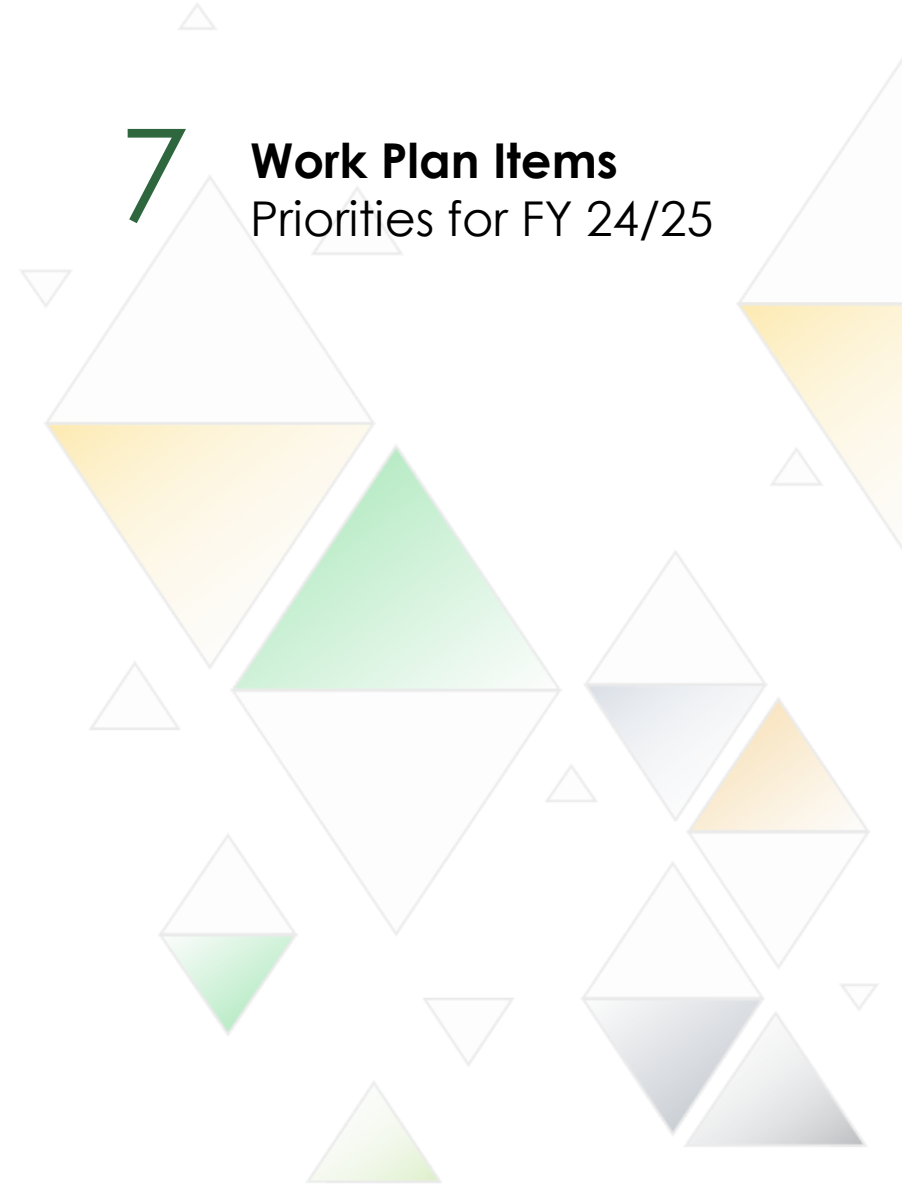


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In Progress
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Priorities for FY 24/25



ANNUAL WORK PLAN PROCESS

Today and in the Future



- **Today:** Connecting Mission, Vision, and Values with Goals, Priorities and Measurable Objectives.
- **The Process:** What's New?
- **The Future:** 2-Year Annual Work Plan / 5-Year Strategic Plan / Community Satisfaction Survey (every 2 years) / Enhanced Community Engagement
- **Budget Outlook:** Resource Capacity

2023 WORK PLAN ITEMS COMPLETE – CITYWIDE

Item	Dept
Monte Vista Playground	PRCS
Linden Trail	PRCS
Rincon Multi-Use Trail Project Alternative 3	PW
Broadband Technical Assistance Grant	PW

Q2

Q3

Item	Dept
ADU Implementation	CDD
Skate Park Opening	PRCS
Harbor Seal Rookery Report	PRCS
Tomol Interpretive Play Area Mural	PRCS
Carp Ave Bridge Replacement Environmental Doc	PW

Q4

Item	Dept
Advanced Planning Division	CDD
Housing Element Adoption	CDD
Senior Services - <i>AGEWELL</i>	PRCS
Broadband Fiber Optic Installation	PW
Cost of Services Analysis	AS

GENERAL GOVERNMENT DEPARTMENT (GG)

Michael Ramirez – **City Manager**

Vacant – *Assistant City Manager*

**Emergency Services, Communications,
Volunteers, Emergent Projects.**

Olivia Uribe Mutal – *Program Manager*

City Clerk's Office

Brian Barrett – *City Clerk*

Maria Olivas – *Office Assistant II*

Human Resources (HR)

Teresa Ilasin – *Management Analyst*

Javier Gutierrez – *HR Assistant*

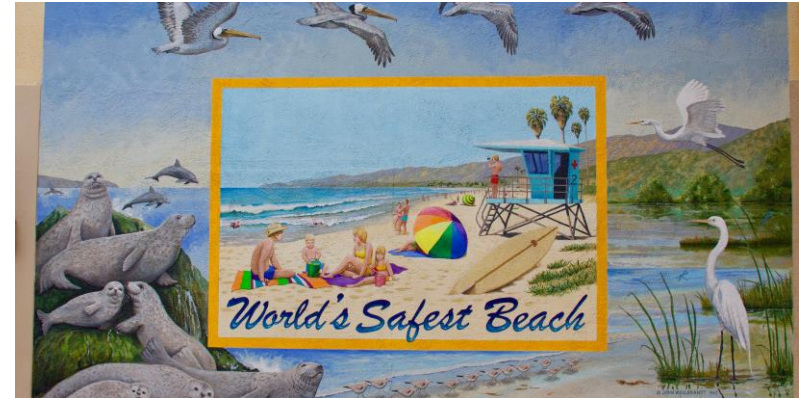


Departmental Activities: The Day-to-Day

- ✓ Contract management
- ✓ Public safety and legal services
- ✓ Intergovernmental collaboration (local, regional, state)
- ✓ Legislative and policy support
- ✓ Agenda management
- ✓ Budget development
- ✓ Response to questions, comments, & concerns of the public
- ✓ Emergency management
- ✓ Community engagement
- ✓ Volunteer Services
- ✓ Preparation of meeting agendas, minutes, and legal publications
- ✓ Records management
- ✓ Oversight of election activities and filings
- ✓ Staff recruitment, selection, training, and evaluation
- ✓ Employer-Employee relations
- ✓ Risk management
- ✓ Policy and Procedures development and implementation

WORK PLAN ITEMS COMPLETE

- LEGISLATIVE ADVOCACY, RESEARCH & DEVELOPMENT (ONGOING)
- INTERGOVERNMENTAL COLLABORATION & COOPERATION (ONGOING)
- ACTIVE ADULT / SENIOR CENTER (ONGOING & MOVED TO PRCS)
- EMERGENCY RESPONSE CAPACITY BUILDING (ONGOING)
- CITY STAFF & ELECTED OFFICIALS TRAINING & EXERCISE (ONGOING)
- COMMUNITY PREPARATION & ENGAGEMENT (ONGOING)
- VOLUNTEER MANAGEMENT (ONGOING)
- EMPLOYEE TRAINING & DEVELOPMENT (ONGOING)



COMMUNITY DEVELOPMENT DEPARTMENT (CDD)

Nick Bobroff – CDD Director

Lorena Esparza – Administrative Asst. II

ADVANCED PLANNING

Mindy Fogg – Principal Planner

Meagan Musolf – Assistant Planner

CURRENT PLANNING

Brian Banks – Principal Planner

Syndi Souter – Senior Planner

Marysol Smith – Associate Planner

CODE COMPLIANCE

David Hernandez – Code Compliance
Sup.

Henry Menendez – Code Compl. Officer
II

BUILDING & SAFETY

Dan Chepley

Departmental Activities: The Day-to-Day

- ✓ **Administration**
Provide administrative and clerical support to CDD Divisions
- ✓ **Advanced Planning**
Maintain & update City development regulations & planning documents to achieve state & local directives
- ✓ **Current Planning**
Review & processing of development applications & permits
- ✓ **Building & Safety**
Implement state & local building & safety regulations through review, permitting & inspection of buildings & improvements
- ✓ **Code Compliance**
Enforce local & state regulations related to zoning, licensing/permitting, parking, animal control, and health & safety



WORK PLAN ITEMS COMPLETE



- ESTABLISH ADVANCED PLANNING DIVISION
- IMPLEMENT ADU PROGRAM
- ADOPTION OF HOUSING ELEMENT UPDATE



ADMINISTRATIVE SERVICES DEPARTMENT (AS)

Licette Maldonado– Admin Srvs Director

**FINANCIAL MANAGEMENT, CENTRAL
SERVICES, AND MANAGEMENT
INFORMATION SERVICES**

Gilbert Punsalan– Finance Manager

Alexiss Lynch – Accounting Technician

Brenda Robinson – Accounting Specialist

Departmental Activities: The Day-to-Day

- ✓ Accounting, Payables, and Receivables
- ✓ Annual Audits
- ✓ Payroll
- ✓ Treasury Management
- ✓ Annual City Budget
- ✓ Financial Reporting
- ✓ Centralized Purchasing
- ✓ Management Information Services (IT)

WORK PLAN ITEMS COMPLETE

- Cost of service analysis



PUBLIC WORKS

FIRST RESPONDER

Public Works Staff

John L. Ilasin, Public Works Director/City Engineer

ENGINEERING

Josefina Arechiga, Assistant Engineer
Shay Darrington, Engineering Technician
Stephon Downes, Management Analyst I

MAINTENANCE

Robert Howard, Public Works Supervisor
Tiffany Smith, Parks and Facilities Supervisor
Manny Gonzalez, Senior Maintenance Technician
David Huff, Lead Maintenance Worker
Anthony Vega, Maintenance Worker II
Tim Gray, Maintenance Worker II
Rosendo Aispuro, Maintenance Worker I
Ruben Estrada, Maintenance Worker I
Pedro Lopez, Maintenance Worker (Part Time)

SUSTAINABILITY AND ENVIRONMENT

Erin Maker, Environmental Program Manager
Lindsay Erdmann, Civic Spark Fellow

PUBLIC WORKS DEPARTMENT (PW)

Departmental Activities: The Day-to-Day

- ✓ Public Works Administration Program
- ✓ Capital Improvements Program
- ✓ Transportation, Parking and Lighting Program
- ✓ Street and Right-of-Way Maintenance Program
- ✓ Parks and Facilities Maintenance Program
- ✓ Fleet Maintenance Program
- ✓ Resource Conservation Program
- ✓ Solid Waste Program
- ✓ Watershed Management Program

**WORK
ZONE**



WORK PLAN ITEMS COMPLETE



- COMMUNITY BROADBAND
 - ✓ Santa Barbara County Regional Broadband Strategic Plan (Nov 2022)
 - ✓ Local Agency Technical Assistance Grant (May 2023)
 - ✓ Frontier Communications Fiber Optic Installation Project (Dec 2023)

WORK PLAN ITEMS COMPLETE



- CAPITAL IMPROVEMENTS

Carpinteria Avenue Bridge
Replacement Project

- ✓ Right-of-Way Certification
(Sep 2021)
- ✓ Environmental Document
(Aug 2023)

Rincon Multi-Use Trail Project

- ✓ Environmentally Superior
Alternative 3 Selection
(May 2023)



PARKS, RECREATION, & COMMUNITY SVCS DEPARTMENT (PRCS)

Michael Ramirez – Interim Director
Aida Thau – Management Analyst II

LIBRARY

Jody Thomas – City Librarian
Eric Castro – Library Specialist

AQUATICS

Vacant – Aquatics Superintendent
John Sofer – Aquatics Prog. Coordinator

ACTIVE ADULT & SENIOR SERVICES

Vacant – Recreation & Community
Services Coordinator

Departmental Activities: The Day-to-Day

- ✓ Library services & programming
- ✓ Aquatics services & programming
- ✓ Senior services & programming (AgeWell)
- ✓ Carpinteria Community Garden
- ✓ Memorial & Sponsorship Programs: Benches, dogipots, etc.
- ✓ Art in Public Places Program
- ✓ Rental & special use permits of City facilities
- ✓ City's long term leases: DCOR Pipelines, Chevron Pipelines, Casitas Pier and Veterans Building long term tenants
- ✓ Management of Partnering Services: Skate Foundation, Food Bank, Good Samaritan, CCC for Senior Citizens, CA State Parks, SB Land Trust, etc.
- ✓ Administration of all department's contracts, grants & requests for proposals
- ✓ Coordination of field & courts use for youth & adult sports activities
- ✓ Coordination of all maintenance needs for the beach, parks, open space, library, aquatics center and Veterans Building
- ✓ Staff Liaison to: Carpinteria Open Space Advisory Board (COSMAB), Harbor Seal Advisory Committee (HSAC), Carpinteria Dog Owner Group (CDOG), Friends of the Library, and Library Advisory Board

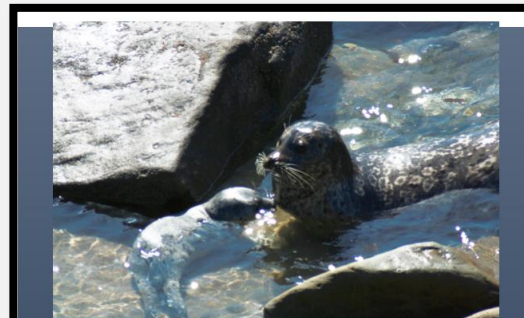




WORK PLAN ITEMS COMPLETE



- MONTE VISTA PLAYGROUND
- HARBOR SEAL ROOKERY REPORT
- CARPINTERIA SKATE PARK
- SENIOR SERVICES – AGEWELL
- LINDEN TRAIL



Carpinteria Harbor Seal Rookery Report

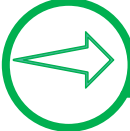
JULY, 2023

Prepared under the direction of the
Ad Hoc Harbor Seal Advisory Committee

CITY OF CARPINTERIA



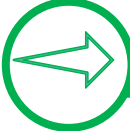
PROJECT STATUS REPORT: GENERAL GOVERNMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Records Management Program Update and Implementation</i>
MILESTONES REACHED	City Council approved updated records retention policy and schedules on October 9, 2023. City staff trained on new retention schedules and process for destroying records that have exceeded their retention period. Each department currently reviewing their records. Purchased two storage containers located behind City Hall. All offsite records moved to onsite storage units and no longer paying for storage costs.
TASKS / MILESTONES REMAINING With estimated time of completion	Re-organize City Clerk files with new file classification system. Purchase and implement an electronic records system.

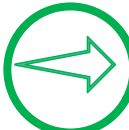
PROJECT STATUS REPORT: GENERAL GOVERNMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Racial Equity & Social Justice</i>
MILESTONES REACHED	Executed agreement with Equity Praxis Established internal Diversity, Equity, & Inclusion (DEI) committee Conduct interviews with law enforcement personnel Conducted community listening sessions
TASKS / MILESTONES REMAINING With estimated time of completion	Conduct an internal DEI audit - 2024 Develop a long-term and sustainable staff development program - 2024 Creation of blue ribbon committee - 2024

PROJECT STATUS REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>CDD Administration: Digitize CDD records & files</i>
MILESTONES REACHED	Building Permit plans archive digitized up to current CDD project files & plans consolidated on city hall campus Digitization of Address Files underway
TASKS / MILESTONES REMAINING With estimated time of completion	Develop & implement secure file archiving platform- FY 24/25 Complete review of records per City Records Retention Policy- 2+ years to complete

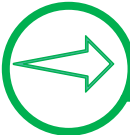
PROJECT STATUS REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Building & Safety: Adopt Soft-Story Building Ordinance</i>
MILESTONES REACHED	Updated draft Ordinance prepared Draft revised Ordinance presented to City Council for 1 st reading 01/08/24
TASKS / MILESTONES REMAINING With estimated time of completion	Council requested CDD hold additional public workshops & seek public input, then return to Council- Spring '24 Adoption of Ordinance by City Council- Summer '24 Begin implementation outreach & enforcement- Summer/Fall '24

PROJECT STATUS REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Code Compliance: Adopt Multifamily Residential Smoking Ordinance</i>
MILESTONES REACHED	Draft Ordinance prepared Draft City Council 1 st Reading staff report prepared
TASKS / MILESTONES REMAINING With estimated time of completion	1 st reading of Ordinance by City Council- Winter/Spring '24 2 nd reading & adoption by City Council- Spring '24 Implementation/Outreach- Spring/Summer '24

PROJECT STATUS REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Advanced Planning: Downtown Design Overlay</i>
MILESTONES REACHED	Admin draft of Downtown Design Overlay & Users Guide prepared
TASKS / MILESTONES REMAINING With estimated time of completion	Review & refine Admin draft with support from City Downtown Design Review Committee- Spring '24 Release public draft (Outreach/workshops)- Summer '24 Adoption of Overlay Ordinance by City Council- Fall '24 Certification by CA Coastal Commission- Winter/Spring '25

PROJECT STATUS REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Advanced Planning: General Plan/Coastal Plan & Zoning Code Updates</i>
MILESTONES REACHED	Admin draft of General Plan/Coastal Plan in final review stages
TASKS / MILESTONES REMAINING With estimated time of completion	Release public draft of General Plan/Coastal Plan Update (outreach/workshops)- Summer '24 Prepare & Release Program EIR- Fall '24 City Council- Adoption of General Plan/Coastal Plan Update- Spring '25 Certification of General Plan/Coastal Plan Updates by CA Coastal Commission- Fall '25 Implementation of Zoning Code Updates- Ongoing through Fall '26

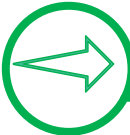
PROJECT STATUS REPORT: COMMUNITY DEVELOPMENT DEPARTMENT

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Advanced Planning: Housing Element Implementation</i>
MILESTONES REACHED	Housing Element Update found to be “substantially compliant” by HCD Jan. 2024 Housing Element Update re-adopted by City Council Jan. 2024. Housing Element Update submitted to HCD for final certification Jan. 2024
TASKS / MILESTONES REMAINING With estimated time of completion	Prepare draft Ordinances for required rezones & zoning code amendments- Spring/Summer '24 Complete CEQA review for rezones & zoning code amendments- Summer/Fall '24 City Council approval of Ordinances- Fall '24 CA Coastal Commission certification- Winter '25

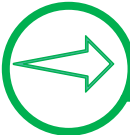
PROJECT STATUS REPORT: ADMIN SERVICES

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Budget and Annual Comprehensive Financial Report Dashboards and other Financial Transparency tools.</i>
MILESTONES REACHED	The Financial Transparency Page on the City's website has been completed
TASKS / MILESTONES REMAINING With estimated time of completion	ACFR-in-Brief and upload to City's Website, December 2024 Budget-in-Brief and upload to City's Website, June 2024 Dashboards linked to the City's Website, June 2024

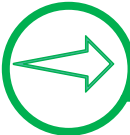
PROJECT STATUS REPORT: ADMIN SERVICES

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Carpinteria Municipal Code Update</i>
MILESTONES REACHED	<i>Budget and Fiscal Policy is completed. Travel Policy, Cash Handling Policy, and Purchasing Policy are drafted.</i>
TASKS / MILESTONES REMAINING With estimated time of completion	Updated the General Reserve Policy, June 2024 Draft Fraud and Disbursement Policy, July 2024 Business License Ordinance, April 2024

PROJECT STATUS REPORT: PUBLIC WORKS

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	Community Broadband
MILESTONES REACHED	Local Agency Technical Assistance Grant Frontier Communications Fiber Optic Installation Project
TASKS / MILESTONES REMAINING With estimated time of completion	Regional and Statewide Middle Mile (Ongoing) Digital Literacy and Affordability Programs (Ongoing) Joint Powers Authority (2024)

PROJECT STATUS REPORT: PUBLIC WORKS

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Capital Improvements</i>
MILESTONES REACHED	City Hall Campus Improvements Project ➤ Right-of-Way Certification ➤ Environmental Document Rincon Multi-Use Trail Project ➤ Environmentally Superior Alternative 3 Selection
TASKS / MILESTONES REMAINING With estimated time of completion	Carpinteria Avenue Bridge Replacement Project (2025) City Hall Campus Improvements Project (Ongoing) City Hall Solar Generation and Storage Project (2025) Rincon Multi-Use Trail Project (To Be Determined)

PROJECT STATUS REPORT: PARKS, RECREATION & COMMUNITY SERVICES

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Off-Leash Pilot Program at Monte Vista Park</i>
MILESTONES REACHED	The Planning Commission approval of Temporary Use Permit The Public Facilities/Site Acquisition Committee recommendations for additional locations Dog Park concept designs completed
TASKS / MILESTONES REMAINING With estimated time of completion	2/12/24 City Council fund allocation for the TUP at Monte Vista Park during current FY2023/24 and approval of the dog park concept design. Bring back to Planning Commission this pilot program for review at the 6-month mark Bring back to City Council the request of funding for additional locations during FY2024/25

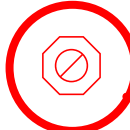
PROJECT STATUS REPORT: PARKS, RECREATION & COMMUNITY SERVICES

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>Linden Plaza Renovation</i>
MILESTONES REACHED	Secured a grant of \$226,800 by the State of CA Dept. of Parks & Recreation. CA State Parks project review & modifications requested to integrate sea level rise sustainability components.
TASKS / MILESTONES REMAINING With estimated time of completion	<i>City will engage architect firm to develop modified designs</i> <i>City will coordinate public workshops for the community to provide updates and receive feedback</i> <i>New design and engineering drawings to be completed for permit processing</i> <i>The project will move under Public Works for construction, and consideration of funding as a Capital Improvement Project</i>

PROJECT STATUS REPORT: PARKS, RECREATION & COMMUNITY SERVICES

OVERALL PROJECT STATUS	 IN PROGRESS
PROJECT SUMMARY	<i>ADA Carpinteria Community Library Improvements</i>
MILESTONES REACHED	ADA drawing designs were completed Plumbing inspection and estimates
TASKS / MILESTONES REMAINING With estimated time of completion	This project will move to Public Works

PROJECT STATUS REPORT: PARKS, RECREATION & COMMUNITY SERVICES

OVERALL PROJECT STATUS	 <u>ROADBLOCKS/CONSTRAINTS</u>
PROJECT SUMMARY	<i>Rincon Bluffs Preserve – Carpinteria Bluffs III</i>
MILESTONES REACHED	Concept Plan has been completed Public Workshop completed Project review completed with the Carpinteria Open Space Management Advisory Board (COSMAB) Grant application under the Rural Tourism Grant Program was completed but not awarded Request for Proposal (RFP) for environmental services was issued and 2 responses were received and reviewed by the COSMAB and the Santa Barbara Land Trust
TASKS / MILESTONES REMAINING With estimated time of completion	Pending for new Director of PRCS to be recruited to complete the selection of the RFP Initiate with permit process Seek funding

PROJECT STATUS REPORT: PARKS, RECREATION & COMMUNITY SERVICES

OVERALL PROJECT STATUS	 POTENTIAL RISKS/DELAYS
PROJECT SUMMARY	Carpinteria Coastal Vista Trail project - Additional section of the coastal trail on Bluffs II
MILESTONES REACHED	Discretionary permits have been granted for the trail improvement across the south side of 6155 Carpinteria Ave. Demolition of outdoor structure and installation of fencing between commercial property and trail easement was completed. The Habitat Conservation Fund (HCF) Acquisition Grant has been closed out. This grant funded 50% of the trail acquisition. A second HCF grant application has been submitted to fund 50% of the construction and landscaping costs
TASKS / MILESTONES REMAINING With estimated time of completion	Awaiting the award of grant application Development of construction design drawing Permit processing

GENERAL GOVERNMENT: WORK PLAN ITEMS (PENDING)

Item Title	Project Description Summary	Roadblocks / Constraints Potentials Risks or Delays	Notes
Strategic Reorganization	Staff reorganization to meet the expanding needs of the City.	Funding Constraints	
Youth Engagement	Collaborate with Carpinteria Unified School District and other youth organization to increase youth engagement with law enforcement to prepare students for civic life.	Staffing Capacity	Some traction being made through South Coast Youth Safety Partnership
Homeless Services	Develop a program that will track, evaluate, improve, and optimize the services and compliance mechanisms at the City to assist people experiencing homelessness.	Funding Constraints / Staffing Capacity	On hold
Civic Engagement	Formal opportunities for civic and community engagement.	Staffing Capacity	On hold

GENERAL GOVERNMENT: WORK PLAN ITEMS (PENDING)

Item Title	Project Description Summary	Roadblocks / Constraints Potentials Risks or Delays	Notes
Economic Vitality	Micro Transit Options	Funding Transferred to Parklet Program	

COMMUNITY DEVELOPMENT DEPT: WORK PLAN ITEMS (PENDING)

Item Title	Project Description Summary	Roadblocks / Constraints Potentials Risks or Delays	Notes
Acquire large format scanner	Purchase or rent large format scanner to support digitization of CDD records & plans archives	No funds allocated to acquisition in CDD budget Department transitioning to paperless processes	On hold
Neighborhood Design Guidelines	Prepare or update residential design guidelines for the 6 city community design sub-areas	Limited staff capacity / Higher priority work items (state mandates, etc.) No funds allocated in CDD budget for consultant support Efficacy of Guidelines limited by State housing laws	On hold

ADMIN SERVICES: WORK PLAN ITEMS (PENDING)

Item Title	Project Description Summary	Roadblocks / Constraints Potentials Risks or Delays	Notes
BUSINESS LICENSE AND SHORT-TERM RENTAL ENFORCEMENT PROGRAM	Managing license renewals, collecting diverse fees, and engaging with the community to ensure adherence to City policies, including monitoring revenue collection and enforcing compliance for the Business License and Short-Term Rental Programs.	Staffing capacity in	General Government to take

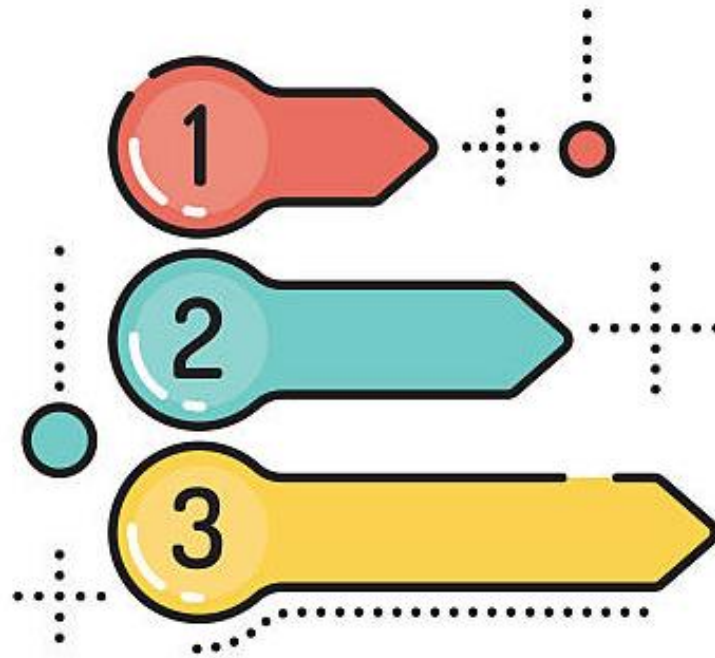
PARKS, RECREATION & COMMUNITY SERVICES: WORK PLAN ITEMS (PENDING)

Item Title	Project Description Summary	Roadblocks / Constraints Potentials Risks or Delays	Notes
Permanent Dog Park, Pickle Ball Facility	This project is to design and permit a dedicated off-leash dog park along with additional amenities.	No funds allocated This project was not selected as a Capital Improvement Project for current Fiscal year	An initial concept design has been prepared that uses City-owned property (Lagunitas Park) to optimize a dog park with separate small and large dog areas, pickle ball courts, and general park amenities
Art in Public Places	This project requires the establishment of a City Council Ad Hoc Committee to initiate a path forward, evaluate other communities' programs, and select options for Carpinteria.	Staffing limitations	
Concha Park	This project is to permit a pocket park in the Concha Loma area to serve multi-family community	No funds allocated This project was not selected as a Capital Improvement Project for current Fiscal year	A concept park design has been prepared A grant application to the Land and Water Conservation Fund (LWCF) program was submitted but not awarded
Carpinteria Community Swim Lesson Pool	This project is to build an additional pool area for smaller non-swimming lap water activities	No funds allocated This project was not selected as a Capital Improvement Project for current Fiscal year	

PARKS, RECREATION & COMMUNITY SERVICES : WORK PLAN ITEMS (PENDING)

Item Title	Project Description Summary	Roadblocks / Constraints Potentials Risks or Delays	Notes
Park Ranger	To integrate new staffing positions to best deliver enforcement of the Carpinteria Municipal Code in the parks and open spaces of the City	This position was not approved in the FY23/24 budget	The Carpinteria Open Space Management Board and the Harbor Seal Advisory Committee has recommended the recruitment of Park Rangers for several years. This staffing position remains a priority for the PRCS department

DEPARTMENT ANTICIPATED PRIORITIES FOR FY 24/25



PRIORITIES



Strategic Planning Workshop

City Council Meeting
January 29, 2024

Objectives for Today

- 
- A decorative horizontal band across the slide featuring a series of lightbulb icons. Some are green, some are yellow, and some are grey, creating a patterned effect.
1. Review background
 2. Review consolidated concerns
 3. Discuss correlated strategic planning goals

Background

1. Kick-off meeting with the City Manager
2. Questions prior to council member interviews
3. One-on-one interviews with each Council member

Defining Terms

- **Vision** – What is Carpinteria's overarching aspiration for the City and community? Think 30+ years out.
- **Mission** – What is Carpinteria focusing on now to achieve the vision?
- **Goals** – What are definable elements that we need to accomplish to deliver on the mission in the next year or we can show progress on during the next year?



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Mission and Vision

Vision

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.

Mission

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.

Values





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Consolidated Concerns

Consolidated Concerns

- 
- A decorative background on the left side of the slide featuring a vertical column of lightbulbs. Some lightbulbs are lit (yellow), while others are unlit (grey).
- A segment of Carpinteria population is hard to reach or disconnected
 - There is a thin strata of people who are engaged with the City's activities and then a large portion who are unaware, indifferent or simply don't have time. City Council wants to hear from more voices or ensure policies are benefiting from the voices of a broader swath of residents
 - City is struggling to accommodate growth while maintaining a quieter beachside town personality
 - There are hotel projects on the horizon that will affect open space and a downtown area

Consolidated Concerns

- Short term rentals are absorbing the housing stock, driving up pricing and disrupting quality of life in some neighborhoods, even with restrictions in place
- The Joint Use Agreement with the School District has not been touched in a while and there are opportunities for better collaboration.
- The City's fiscal position is weakening with increasing costs and flattening revenues
- City staff turnover and competitive pressures are making fielding a team harder to manage and support

Secondary Concerns

- Regional sediment management during extreme weather events
- Pedestrian safety on Carpinteria Ave
- Code enforcement – dogs off leash, parking, e-bikes tearing up trails, e-bike speeds
- Ease of obtaining business permits
- Concerns with financial sustainability given the rising costs of public safety
- Demand for dog parks, but not near neighborhoods
- Demand for pickleball courts
- Road and sidewalk maintenance
- Water Supply Issues
- Culture of customer service in the Development department
- Grant writing capabilities and pursuits
- Senior Citizen facility



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Goals for Discussion

Primary Goal #1

Enhance public outreach, education and transparency

- Objective to hear from more voices and ensure policies are benefiting from the voices of a broader swath of residents
- Improve relations with non-profits that are strongly connected to the Latino community
- Speak to community on budget, economics and tradeoffs
- Continue investments in Spanish language resources
- Formalize appointment process to commissions and committees; Assess current communication tools and methodologies; Track and report on engagement efforts; Evaluate investing in an ongoing polling tool

Primary Goal #2

Accommodate City growth while maintaining a quieter beachside town personality

- Complete the implementation of zoning to implement adopted Housing Element
- Define what smart implementation is and how to balance competing objectives
- Navigate through the two major hotel development projects
- Address County development visions impacting City's sphere of influence
- Prioritize environmental sustainability and preservation in the context of the small town and the City's niche tourism activity
- Address STR enforcement issues to improve housing inventory and neighborhood quality of life

Primary Goal #3

Take Steps to Address the Fiscal Sustainability of the City

- Pursue steps to address subsidies of special districts like lighting and landscape districts
- Address the City's fee schedule to modernize the structure fees
- Revisit the structure of the business license fees
- Evaluate new revenue sources to assist with funding local initiatives
- Review development impact fees

Primary Goal #4

Strengthen Community Institution Collaboration

- Revisit Joint Use Agreement with the School District
 - Meet regularly with School District board
 - Implement Youth Civic Leadership Program or Youth Council
 - Identify changes in the community's needs or priorities since the agreement was last updated
 - Develop a long-term vision for the Joint Use Agreement that aligns with the goals of both the city and the school district
- Revisit relationship with non-profit organizations
- Prioritize collaboration with other agencies

Primary Goal #5

Invest in a High-Performance Team at City Hall

- Successfully transition in a new executive leader
- Invest in staff learning through conferences and other learning tools
- Build a high-performance culture that both yields efficient results and increases staff retention
- Inject a customer services element into City Staff collaboration with stakeholders
- Sustain City Council's strong reputation for making Carpinteria a stable place to work and build community

Other Goals

- *Develop regional sediment management plan and messaging*
- *Prioritize code enforcement along beaches, bluffs*
- *Address crosswalks on Carpinteria Ave and additional investments*
- *Improve process for obtaining building permits*
- *Review public safety costs and strategies for addressing public safety in a cost-effective manner such as identifying alternative or supplemental service solutions*
- *Increased economic vitality of overall community*

Pre-Meeting Submitted Items from Public

- *Initiate programs to protect the Harbor Seals*
- *Acquisition of building for senior services (Rite Aid building)*
- *4 permanent Pickleball courts*
- *Funding a park ranger position*

Meeting Public Comment Asks - Page 1

- *Harbor Seal Rookery protection - more aggressive protection via a Park Ranger and issue citations*
- *Carpinteria Valley Association Suggestions:*
 - *Need a multi-year plan for low-income housing*
 - *City take an advocacy role on issues that affect the bigger region*
 - *Recognize staff and budget for rookery needs*
 - *Make council, ARB and planning commission meetings shorter and more efficient with reduced staff review of agenda items and focus on Q&A*
- *Pickleball Club - we desire 4 or more pickleball courts. Property near Lagunitas is a good site for Pickleball*

Meeting Public Comment Asks - Page 2

- *Library and Friends of the the Library - Fund a couple additional staff people at library to support literacy programs.*
- *Library needs additional staff support, more space for programming, add Sunday hours and additional suggestions.*
- *Use Library to address draft Goal 1 that is outlined in the PPT deck*
- *Additional comments about the need for active planning to fund low-income housing.*
- *The General Plan needs to be updated and this should be prioritized.*
- *Budget document that easy for the average person to read, and is a resources for the average member of the public.*
- *Keep making progress on road maintenance*

Meeting Public Comment Asks - Page 3

- *Please keep supporting senior services and expanding support*
- *Revise and approve General Plan*
- *Request for expanded outreach with more articles and information, and great recognition of the mission for the city*
- *Develop a code of ethics with expectations for timely response to resident inquiries*
- *Chart a pathway to building up reserves to then fund low-income housing*
- *Better engage and hire Carp High School students to intern and engage with city government*
- *Reminder that library was key asset with the passage of Measure X and City should continue to fund the library sufficiently to help it fulfill its mission.*



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Discussion

Strategic Planning Goals Discussion

Any additions/amendments to the strategic planning goals?

Primary Goals

1. Enhance public outreach, education and transparency
2. Accommodate City growth while maintaining a quieter beachside town personality
3. Take steps to address the fiscal sustainability of the City
4. Strengthen community institution collaboration
5. Invest in a high-performance team at City Hall

Other Goals

1. Develop regional sediment management plan and messaging
2. Prioritize code enforcement along beaches, bluffs
3. Address crosswalks on Carpinteria Ave and additional investments
4. Improve process for obtaining building permits
5. Review public safety costs and strategize for addressing service delivery

Next Steps

- City Staff and Tripepi Smith will meet to review the goals affirmed by the City Council and discuss programmatic responses and metrics
- Tripepi Smith will assemble a report and summary on today's meeting and measurement metrics
- City Council will review and consider adoption of a final report affirming Vision, Mission, Goals, Objectives and Metrics in February or March