City of Carpinteria

Annual Work Plan
January 26, 2019
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I. INTRODUCTION

The City’s annual work planning is an important aspect of the ongoing implementation of the Community’s defined mission and vision. The process allows the City Council to revisit those statements of community intent within the context of organizational values and real world information, e.g., demographics, economic conditions, progress on the prior year’s work, and to then direct changes or take on new initiatives as necessary for the City organization to respond to the evolving needs and expectations of the community.

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

A mission statement conveys the purpose of the organization, the essential reasons for its existence; serving as the foundation for policy and resource allocation decisions.

City of Carpinteria Mission Statement
January 25, 1993

Government in Carpinteria shall be open, honest and equitable and shall encourage, to the fullest extent possible, public participation in the decision-making process.

Government shall make judicious use of the City’s limited resources to promote the highest possible quality of life for all of Carpinteria’s residents. This includes providing services consistent with community needs as well as protecting the social and physical environment.

Government shall strive to enhance the City’s economic base in a manner that is consistent with the needs and preferences of the community. The city budget shall reflect the goals and priorities of the majority of the City residents and shall be managed in a professional and business-like manner.

The diversity of the community shall be recognized, and City government shall serve the interest of all residents, maintaining an atmosphere in which the residents feel the City has their best interests at heart at all times.

The long-range vision and course of action for Carpinteria’s future shall continue to be articulated and implemented through an ongoing process of community-wide consensus building.
III. VISION STATEMENT

A vision statement describes the desired future; the collective understanding of the ideal situation.

Carpinteria in the Year 2020
Community Vision Statement
September 1997

Carpinteria is a vibrant but easy going, family oriented small town with an economically and ethnically diverse population, working together for the common good of all residents and visitors.

Framed by the mountains and the Pacific Ocean beaches, Carpinteria’s unusually mild climate provides a beautiful setting in which to live, to work and to play.

It has safe and attractive commercial, agricultural and residential areas. It benefits from an outstanding local school system. Walkways and bike paths link centers of interest in the town. The automobile is a choice rather than a necessity. Excellent local and regional transportation connects Carpinteria to nearby cities. Opportunities for the enjoyment of recreation and the arts are widely available.

The community maintains a balance between effective growth and open space through sensitive, area-wide planning which ensures that the small town, rural identity of Carpinteria will flourish.
IV. STRATEGIC INITIATIVES

The Strategic Initiatives identified and discussed below are high level policy areas that have been determined to be strategic because they represent more than a current crisis and are not easily resolvable or entirely within the control of the City. 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, 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/replacement. The City Hall building and campus is also in need of significant investment in order to continue to meet community needs and provide a safe and healthy work environment. The City’s neighborhood parks are also at an age where the need for increased annual investment is being experienced. 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. Also, with technological advances, the public’s expectations with regard to access to information and transparency are rapidly changing. The City will need to continue to strategically invest in upgrading and/or replacing computer software, and to take advantage of social media and other information platforms, in order to ensure that communication with the public is efficient and effective.

**Public Facilities and Systems Goals**

- Increasing the amount of street and parkway major maintenance projects, e.g., paving, curb, gutter and sidewalk repairs, and tree replacements, specifically, completing annually a major pavement maintenance project and one Special Conditions Street project.
- Completing annually a phase of City Hall facility improvements
- Upgrading City hardware and software systems and activating regular social media communication.
- Completing annually one or more Carpinteria Coastal Trail links and rehabilitation of at least one park playing field and/or playground.
- Establishment of a concrete plan for expansion/improvement of local public transit to include better east/west connectivity.
- Improve the Carpinteria Library in order to better meet the needs of the community through working cooperatively with the Friends of the Library.

**Progress, Resource Issues, Adjustments**

The City continued to address these goals for Public Facilities and Systems over the past year; however, investment will need to be increased in order for more meaningful progress to be made. In particular, the annual pavement maintenance project was deferred due to the January 9 debris flow disaster and is now scheduled to be completed in spring 2019. New revenue from both state, SB1, and local, Measure X sales tax, sources are expected to create an opportunity to increase the amount and frequency of pavement maintenance projects and to improve the City's Pavement Condition Index.

The insurance claim work at City Hall is scheduled to occur in 2019 and will result in a safer and more functional City Hall for the public and employees. The building will operate more efficiently, using less energy, will be more accessible, provide better public spaces, and extend the life of the building for at least 50 years. Future City Hall campus improvements, including landscaping, parking lot, corporation yard and maintenance building expansion, are needed and being planned for future years.

The Thomas Fire and subsequent floods highlighted the important role that social media can play in public communications during a disaster. In 2018 the City established a social media presence, created a new electronic newsletter, and initiated the comprehensive update of its website. In the fast moving world of social media, it will be important for the City to continue to evolve its approach and use of these communication tools.

In 2018, the City initiated a comprehensive updating of its financial software systems, which is expected to be completed in 2019. The project was budgeted for, software purchased, and training is ongoing.

Significant progress continues to be made on completing the Carpinteria Coastal Trail. The Santa Claus Lane Trail, linking westerly Carpinteria Avenue to Santa Claus Lane in unincorporated Santa Barbara County has been incorporated into the freeway widening project and the Rincon Trail, linking easterly Carpinteria Avenue to Rincon County Park, is expected to be completed by 2021. A trail easement was recently acquired over a private property on Bluffs II and the City will be making grant applications for construction of the trail in 2019-20. Progress was made in 2018 in establishing conservation and endowment agreements necessary as a part of the transfer of Bluffs III property to the City in anticipation of its improvement and operation as a part of the City's public open space system by 2020.
Significant progress has been made on the freeway interchanges project, which is expected to be completed in 2020. The next phase of the Highway 101 improvements, the widening of the freeway to three lanes will begin in Carpinteria in the next year. There are a number of City projects that will follow on the heels of the Highway 101 projects including the establishment of the Community Garden/Agriculture program, the completion of improvements at the Whitney property for use as a public space, and various roadway, pedestrian and bicycle improvements adjacent the freeway and its interchanges.

In face of significantly increased operating expenses, the City, County and Friends of the Library have worked cooperatively to maintain service levels at the Carpinteria library through increased investment. Unfortunately, there has not been adequate resources available to invest in the needed technology, materials, and interior improvements. The passage by voters of a local sales tax is expected to generate revenue, beginning April 1, 2019, sufficient for the City to take on a larger role in financially supporting annual operating costs and allowing the Friends to invest in needed library facility improvements.

The anticipated completion of the Via Real extension creates an opportunity to reevaluate public transit service in the City. MTD provides that service via the Line 20 and Seaside Shuttle services. In 2019 the City will work with MTD to reevaluate local service and determine the feasibility of various service expansion alternatives.

B. Policies and Procedures: Establishing and maintaining appropriate policies and procedures is a part of the support that City staff needs in order to do their jobs. In a dynamic local government environment with limited resources, keeping policies and procedures up to date can be an ongoing challenge. City policies and procedures cover subjects that vary from personnel rules and workplace safety to land use and development permitting.

Policies and Procedures Goals

- Complete the Zone Code Update
- Continue to progress on the General Plan/Local Coastal Plan update
- Update and implement GIS and financial account software systems.
- Conduct Annual Employee Training to impart organizational values and ensure disaster readiness.
- Organize/Update Administrative Procedures Manual

Progress, Resource Issues, Adjustments

The City’s General Plan Committee made good progress on the update in 2017. Also, additional grant opportunities will allow for greater public outreach related to the work. Some progress was made on the Zone Code update, which is scheduled for Planning Commission hearings this spring.

The employee handbook was completed and published in 2017. Annual staff training is being conducted, including emergency response training.
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 key employees nearing retirement age and the rising costs of public pensions and health insurance, and a competitive labor market. 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.
- Meet human and technology resource needs of the organization.

**Progress, Resource Issues, Adjustments**

The City Council approved new labor agreements in 2017, including a three year agreement with union employees. The staff health insurance committee made recommendations for changes and these were implemented through labor negotiations and City Council action in 2017. The committee is scheduled to re-form and continue to meet in 2019. City had several employees leave the City in 2018 and completed successful recruitments for the Public Works Director, Engineering Technician and Financial Analyst positions. As the City’s workforce ages it is expected that this will present more opportunities for recruitment and hiring as well as evaluating the delivery of various services.

The City has continued to keep up with personal computer hardware and software needs, adequately budgeting for this annually.

The City Council approved an update law enforcement services agreement with the County of Santa Barbara and authorized an extension of that agreement after the first year. Implementation of the Goals for Law Enforcement Services will begin in 2019.

D. **Finances:** The City remains financially stable; however, the issues of the stagnation of various revenue sources, significant increases in law enforcement and pension costs, expected health insurance cost increases, and a projection of a steep rise in public facilities maintenance, are expected to challenge the City organization in its ability to deliver necessary and desired services, projects and programs to the Carpinteria community.

**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, e.g., law enforcement and health insurance.
- Maintenance of up to date fees and charges for services that meet cost recovery objectives as established by City policy.
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

In 2018 the City completed various implementation measures of the City's Five-Year financial plan. The work, in part, resulted in voter approval of a sales tax measure that is projected to generate approximately $2.3 million in General Fund revenue. This new source of revenue is expected to help address major maintenance, capital project and various service demands, as prioritized by the City Council. The City Council also took actions to establish a Pension Stabilization Trust Fund in 2018, which will help to mitigate future pension cost impacts to the City's General Fund/operating budget.

The new Agreement for Law Enforcement Services was completed in 2018. Based costs are projected to decline in 2019-20; however, the lack of control over this program costs remains a potential financial liability for the City.

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, hotel projects, the Lagunitas office building, and the redevelopment of the 700 block of Linden Avenue, hold potential for improved employment and tax base.

Also, the decommissioning of the Carpinteria Oil & Gas Plant began in 2018. City staff is working closely with Chevron representatives (the new owner conducting the decommissioning). Shutting down production could have an effect on property tax revenue in the near-term and, depending on long-term use/development, could be a revenue generator.

2.) A Sustainable Community

The concept of a sustainable community is commonly understood as meeting existing needs of a community without compromising the ability of future generations to meet their own needs.

Many of the projects, programs and services of the City can be understood as promoting this approach to local government operations and public policies, programs and services. More specifically, three areas of service: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, provide a policy structure that supports a variety of important local services from public safety to energy conservation to tourism promotion. This Sustainable Community policy was adopted by the City through Resolution No. 5500, and, importantly, is being folded into the policy considerations of the General Plan / Local Coastal 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 for local residents. 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 diversified 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 the community.
- 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 employees and visitors.
- Improving the City’s system of parks and open spaces.
- New investment through private development in the City’s neighborhoods, districts and major street corridors.
- An improved balance of jobs and housing in the community with housing types available to those with varied household incomes, especially aiming to improve the availability of low and moderate income housing that meets the needs of the local workforce.

**Progress, Resource Issues, Adjustments**

The City practices an asset based economic vitality program, building on existing assets in support of the local economy. The City continues to invest in its quaint, beachside Downtown through increased maintenance and capital projects. This past year the City completed a landscape revitalization project in the Downtown district and continued with replacement of street trees. Also, visitor information kiosks were updated and several sections of damaged sidewalks repaired. A pavement maintenance project on Linden and several adjacent streets will be completed in early 2018.

Work on additional links to the Carpinteria Coastal Trail is ongoing, will be a considerable attraction for visitors to the coast and will be complemented by improvements that the State Park is making, including a dune trail, replacing restrooms and signage and rehabilitating landscaping in locations such as the Carpinteria Creek lagoon. The anticipated transfer of the Bluffs III property from the Land Trust to the City in 2018 will significantly expand the City’s open space and trails system along the coastline.

The City’s development review process is successfully balancing efficiency with results that are consistent with City policies and community expectations and thus is serving to promote new investment; however, real estate values and construction costs, along with a
lack of available land, are exacerbating 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. Comprehensive housing legislation was passed in 2017 and more housing related legislation is expected in 2018 that could provide affordable financing for development of housing and change the regulatory context for housing development.

B. **Environmental Stewardship:** The coastal location of Carpinteria presents unique responsibilities and opportunities. The City is required by myriad state and federal laws to establish policies, regulations and implementing programs and services that protect unique natural resources such as the Salt Marsh, creeks, coastal bluffs and beaches. The City is also required to collaborate with state and federal agencies to conserve resources, to ensure that water and air quality does not represent a threat to people or the environment, and to reduce the amount of waste sent to landfills from community.

**Environmental Stewardship Goals**

- Implement the City’s Sustainability Policy through the General Plan Update and through appropriate staffing support necessary to develop and advance an appropriate plan of actions.
- Implement the latest storm water management mandates via updated City Storm Water Management Program and creek protection policies.
- As described in the City’s waste hauling franchise agreement, implement new and expanded waste stream reduction and recycling programs.
- Continue projects to reduce energy use at City buildings and facilities through equipment replacement and taking advantage of incentives programs.
- Complete the acquisition of the Rincon Bluffs Preserve in a manner that ensures appropriate improvements and their long-term sustainability.

**Progress, Resource Issues, Adjustments**

Overall the City’s approach to implementing its Sustainability Policy goals has been ad hoc and based on the availability of limited resources, including staffing. In order to develop and consistently implement and maintain projects, programs and services consistent with the Policy, the City will need to increase its investment in staffing and capital projects.

At the direction of the City Council and General Plan committee, the General Plan / Local Coastal Plan update will include new policies on sea level rise and sustainability. These policies can provide important guidance for future development patterns and land uses, and help protect important natural resources.

The City Hall remediation/renovation project (spurred by insurance work related to asbestos remediation) will result in significant energy efficiency and interior environment improvements for employees and the public.

The completion of the Rincon Bluffs Preserve transaction will provide both an opportunity to protect and improve sensitive habitat and to expand and improve public
access along the coast. In order to improve and maintain sensitive habitat areas along the coast, from the Salt Marsh to the Rincon, the City will need to increase its investment in inspection, maintenance and capital projects.

C. **Health, Safety and Wellness:** People make communities function well and achieve success. In order for people to succeed they need to feel safe, have access to good housing, healthy food, education and health and human services for children and families. Carpinteria has a wealth of facilities and services that support a healthy and safe community. The City’s role in this varies from little involvement to providing services directly. As the demographics of the City of Carpinteria evolve over time, the City will need to continue to monitor the service needs of its residents and make adjustments as needed. For example, the US Census suggests that many families with children in Carpinteria are lower income and struggle with basics such as food and shelter. Also, older but active retirees are coming to Carpinteria in greater numbers. Anticipating how such demographics affect service needs and expectations of the community and being able to respond to changes, is very important.

*Health, Safety and Wellness Goals*

- Maintaining effective and efficient law enforcement services in order to promote the continuation of a safe place for residents, business operators and visitors.
- Implement recommendations of the Neighborhood Preservation Committee that can serve to promote interaction and communication between neighbors.
- 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 fruits and vegetables.
- The conduct of development review and code compliance services in a manner that helps to ensure safe housing, protection from flooding and other hazards, and livable neighborhoods.
- Collaborative and cooperative relationships 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**

The City’s law enforcement services contract is being updated and it is clear that expenses will increase significantly. This will challenge the City’s ability to maintain service levels, let alone expand to address changing needs of the community in terms of identified outreach and education goals.
The 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 is also looking to complete its Storm Ready / Tsunami Ready certification with FEMA; an indicator that the agency and community understand and are preparing for this type of catastrophic event. The incorporation of long-term land use and development policies concerning sea level rise into the General Plan / Local Coastal Plan is underway. This will provide the basis for mitigating hazards to life and property in the future.

The Community Garden project at Fifth Street and Holly Avenue began operating in 2018 and is providing a place for gathering, education, and growing healthy food. The City has had initial discussions with CUSD about cooperating on an agricultural education program that involves the new Avocado orchard at Via Real and a garden for families at the Carpinteria Children’s Project.

The City supports the South Coast Task Force on Youth Safety and THRIVE, an early education to college/career readiness advocacy effort. Through activities funded by the Santa Barbara County Continuum of Care, in particular, outreach work by the North County United Way and County Behavioral Wellness, progress is being made in housing people living on Carpinteria streets. The Regional Coordination Committee on homelessness met throughout 2018 and several prospect housing projects are being explored.

3.) Interagency Cooperation/Coordination

As coastal regions in southern and central California continue to grow, including Ventura and Santa Barbara Counties, the ability of a city or county to independently have a positive effect on issues such as traffic congestion, housing affordability, or 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, or important factors that may influence a business to move out of the City or not move here in the first place. There are several issue areas that are central to the City’s need to work cooperatively with other agencies at the County, state and federal level.

A. Housing and Employment: Important industries in Carpinteria, hospitality and agriculture include relatively low wage jobs. In conjunction with a high cost of living, affordable housing is a critical need in the region. Also, as a small City situated in an area where a significant portion of the affordable housing demand is generated in the neighboring unincorporated County, Carpinteria must work cooperatively with other public agencies and non-government organizations in order to address the affordable housing need in the community.

Carpinteria is not immune from societal problems that frustrate workforce development, 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 NGO’s, 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 recently built several affordable sweat-equity units and in 2019 it is expected that additional market rate and affordable housing units will be constructed through private developments such as the Green Heron Spring project. The City is also working with United Way, PSHHCs and the County Housing Authority to identify local sites for housing that can meet the needs of people experiencing homelessness.

However, City control over these factors are very limited and market conditions, including lack of available land for new development, ensure that house availability and affordability will remain a challenging issue requiring regional collaboration.

The City continues to provide financial support and to work cooperatively with agencies such as 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. It’s expected that the City will explore opportunities to explore partnerships and cooperation with local service providers that are addressing these needs in Carpinteria.

**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 open space maintenance.
- Transfer of the Rincon Bluffs Preserve from the Land Trust to the City in a manner that allows for the improvement and long-term maintenance of environmentally sensitive habitat and public access.
- Protection and improvement of coastal resources through cooperation with responsible agencies such as the California Coastal Commission, State Department of Fish and Wildlife, California Water Board, UCSB Extension, and County of Santa Barbara.
- Establishment of Sea Level Rise policies as a part of the General Plan/Local Coastal Plan that is 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 an implementation plan to protect and enhance the Carpinteria coastline.

**Progress, Resource Issues, Adjustments**

The 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 coastal property damage, has been funded by the state and federal government for more work, which is expected to progress in 2019. 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.

The Land Trust for the County of Santa Barbara acquired a significant portion of Bluffs III, now known as the Rincon Bluffs Preserve, and has proposed transferring the property to the City in order for it to be improved and maintained as public open space. In 2019 it’s expected that the Conservation and Endowment agreements between the Land Trust and the City will be completed, the transfer of the Preserve to the City consummated, and improvement plans consistent with those agreements advanced. In order to meet expectations for the improvement and maintenance of the Preserve and other public open spaces in the City of Carpinteria, a greater investment in maintenance and capital projects will be required.

**C. Transportation:** Regional transportation facilities in the City include Highway 101, the railroad corridor, and the Santa Barbara Metropolitan Transportation District public transit system. The freeway is currently undergoing a significant expansion. With widening and interchange improvement projects currently either under construction or in the planning/permitting stage. These projects will be ongoing for the next five years. The City of Carpinteria must remain engaged as a partner in order to ensure that the improvements are compatible with the City’s interests and character.
The Union Pacific Railroad (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, SBCAG and the California Coastal Commission, complete project implementation and inspections of City owned facilities for the Linden-Casitas Interchanges project; complete development permitting consistent with City policies for the Highway 101 widening project and participate in related 101 Improvement Projects affecting Carpinteria, including ensuring completion of ped/bike connections between Santa Claus Lane and Carpinteria Avenue (west), and Rincon County Park and Carpinteria Avenue (east).
- Maintain and Improve commuter rail service in the region via cooperation with SBCAG and 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.
- Complete the City’s Bicycle Master Plan and gain Bicycle Friendly Community status.

**Progress, Resource Issues, Adjustments**

Commuter rail service is now operating between Ventura and Goleta and LOSSAN has approved spending hundreds of millions on rail corridor improvements in Ventura and Santa Barbara counties, including $30 million on 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.

Construction of the Linden-Casitas Interchanges project is ahead of schedule and now projected for completion in 2020. The 101 widening project development permit application is pending with the City and work is expected to be underway by 2020. The
related Rincon and Santa Claus Lane Trail projects are also expected to be completed in conjunction with the 101 projects and are progressing on schedule.

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.
Department: General Government

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.
**Risk Management**
The Risk Management program involves identification and analysis of loss exposures and examining alternative techniques to minimize the City’s liability exposure and financial risk. The City works to be an enterprise risk management organization where awareness and creative solutions in response to risk are pervasive. The City participates in the California Joint Powers Insurance Authority (CJPIA). The self-insuring and loss pooling programs for Property Insurance, Workers’ Compensation, Commercial Crime Policy including Public Official and Employee Bonds, and General and Automobile Liability offer advantages to the City in terms of cost, protection, risk management and loss control advice and assistance.

**Communications & Community Promotions**
This program seeks to establish and maintain effective communication with the community and to promote the community for purposes such as support for the local economy. The program 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 supportive coalitions for City positions, drafting legislation, making presentations, and providing testimony before other agencies or directly to legislators.

Objective and Policy Consistency

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

Previous and Ongoing Work

League of Cities: Membership and participation in the League of California Cities, including its Grass Roots Network and educational opportunities is ongoing. Councilmembers, appointed officials and staff typically attend one or more League conferences/seminars each year where important information on City issues is communicated. The City also has the opportunity to participate in Channel Counties Division meetings and through various policy committees of the League. Further, the City Council and staff receive email notices and updates from the Regional Representative of the League’s Channel Counties Division concerning topical issues and state legislation that may require City Council consideration. Updates are also provided by the Regional Representative at quarterly Santa Barbara County Managers & Administrators meetings. The League’s strategic goals for 2019 are:

1. **Provide Cities Additional Funding and Tools and Preserve Local Authority to Address Housing Production, Affordability and Homelessness Challenges.**

   - Provide additional funding and preserve local mitigation fee authority to ensure cities have sufficient resources to update local plans that reflect community input, improve and expand local infrastructure, address environmental impacts and deliver services to support new housing development.
   - Restore a robust form of tax increment financing to advance transit-oriented development, build affordable and workforce housing, improve jobs/housing balances, and revitalize local neighborhoods and communities.
   - Increase resources to provide emergency shelter, alcohol and drug treatment, housing, mental health and other wrap-around services and facilities to assist people of all ages, including seniors, experiencing homelessness.
   - Provide CEQA streamlining to expedite housing construction.
• Ensure the availability of adequate water supplies to support new growth.
• Preserve local authority to ensure housing development is consistent with local housing elements, design requirements and other applicable criteria adopted with community input.
• Given California’s massive identified deficit in affordable housing, the Legislature and Governor should set aside a substantial amount of the state’s budget surplus to support additional affordable and workforce housing construction and expand skilled workforce training.

2. Improve Disaster Preparedness, Recovery and Climate Resiliency.
• Provide resources to cities and expand partnerships to better prepare for and recover from wildfires, seismic events, erosion, mudslides and other disasters.
• Improve community preparedness and resiliency to respond to climate-related, natural and man-made disasters.

3. Promote Sustainability of Public Pension and Retirement Health Benefits.
• Continue to work with employee organizations, CalPERS, the Administration and the Legislature to drive public awareness of the fiscal challenges cities face as a direct result of growing unfunded pension liabilities and retirement health benefits.
• Work collaboratively to achieve meaningful options and flexibility for cities to address these challenges in order to stabilize local budgets and ensure sufficient funding remains available to provide services to communities.

4. Address Public Safety Concerns of California Cities.
• Reform recently enacted criminal justice laws — enacted by both statute and initiative — that have eroded public safety protections of California residents through the passage of the Police Chiefs/Grocer’s-sponsored criminal justice reform measure eligible for the November 2020 state ballot, or by equivalent reforms achieved through legislative action.
• Protect public safety by reducing access to firearms for the mentally ill.
• Protect existing city authority to deliver local emergency services.
• Support additional tools and resources to address critical community challenges such as homelessness, mental health, domestic violence, drug rehabilitation, human trafficking and workforce development for ex-offender reentry.

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), routinely 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 2018, staff worked with Commission staff on the General Plan / Local Coastal Plan update and cannabis regulations, among other matters. It is anticipated that in the coming year the City will continue to work with Coastal Commissioners on the Local Coastal Plan update, in particular Sea Level Rise policies, the City’s Zoning Code update and cannabis regulations.

Freeway Interchanges and widening: The City continues to work with Caltrans and SBCAG staff on the Highway 101 improvements project, which includes the Linden - Casitas
Interchanges Project and the South Coast HOV Lanes Project in Carpinteria. The project is currently under construction and this will continue throughout 2019 with scheduled completion in late 2019 or early 2020. The role of City staff during this phase of the project includes overseeing contract inspection services aimed at ensuring street, intersection, storm drain and landscape improvements that will be owned and managed by the City when the project is completed are built as approved and to a standard acceptable to the City. The Linden-Casitas Interchanges project includes important local street and bike/pedestrian improvements including the extension of Via Real and the Rincon Trail.

Also, in 2018, the 101 widening project application was submitted for City review/approval. This project includes Santa Monica/Via Real intersection improvements and the Santa Claus Lane Trail, both projects will result in significant local street, bike and pedestrian improvements.

Parks and Trails: The Carpinteria State Beach is located entirely within the City and occupies a key location along the coast and adjacent Linden Avenue, the Downtown thoroughfare. The City is also responsible for protecting coastal resources for public use. Completion of the City’s Coastal Vista Trail and establishing access across the rail corridor requires cooperation with multiple public and quasi-public agencies including Caltrans, Coastal Commission, County of Santa Barbara, Union Pacific Railroad and the Public Utilities Commission.

In 2018, as mentioned above, progress continued on the engineering design and permitting of the Rincon Trail and full construction funding has been acquired. The project is expected to be let out for bid in 2019. An easement for a critical trail connection through a Bluffs II property was acquired in 2018 and design, permitting and construction funding will be sought in 2019.

The Rincon Bluffs Reserve acquisition was prepared for transfer from the Land Trust to City with negotiations on the conservation easement in 2018. Consummation of the Conservation and Endowment agreements are expected in 2019, which will allow for the transfer of ownership.

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. The City intends to have the Army Corps of Engineers (ACOE) provide a report to the City Council in early 2019 on the work completed to date and what will be coming next. The City has also made an application for a beach sand management study to complement the ACOE work.

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.
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 assets. The federal leases have been returned to the government. The City and Chevron are meeting regularly to coordinate the process for decommissioning, including permitting, and to begin discussion regarding future use of the properties. It is expected that this work will continue in 2019.

Housing Legislation and Litigation: For the past two years the State legislature has pushed an aggressive housing agenda that includes a variety of new laws and funding. Some of the new laws make less clear local government authority over the development review and permitting process for certain types of housing projects. The City has responded by preparing comment letters to state legislators based on League of Cities and our own legal research and analysis. This legislative analysis/advocacy work is expected to continue in 2019. Also, because new laws can serve to make less clear local development review decision-making authority, the City anticipates challenges to its authority and having to invest in related litigation.

Cannabis Regulation: The County of Santa Barbara’s coastal zone cannabis regulations become effective in January 2019. The City anticipates monitoring the efficacy of the county’s permitting and enforcement programs for mitigating both anticipates, i.e., odor, crime, and unanticipated impacts on City of Carpinteria neighborhoods. The City’s regulations are scheduled for consideration by the Coastal Commission in February 2019, and it’s expected that, if approved, will be effective by summer. The City will work in 2019 on licensing and related regulations for implementation of its commercial cannabis regulations.

**Tasks**

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

**Products**

- N/A

**Date**

- Ongoing

**Staff Requirements**

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

**Budget**

- $30,000 for consultant services

**Funding Source**

- General Fund and other Sources of personnel/contract funding
Program: Legislative & Policy
Legislative & Policy Research & Development

Project/Program Description
Local legislative and policy responses to new/changed federal and state laws, legal or practical mandates, and changing community needs/expectations.

Objective and Policy Consistency
- Awareness of new and/or changing laws, mandates or conditions
- Research of local legislative options in response to community needs and expectations
- Understanding of the ramifications of new and/or changing laws or conditions on City finances, practices, programs and services
- Compliance with or adjustment to, new laws, legislative mandates.

Previous and Ongoing Work
- **Local Legislation:** Each year, based on important local issues coming to the City’s attention or new or changed state or federal law, the City Council directs staff to research options for the adoption of local legislation. Examples of issue areas that were worked on in 2016 or are ongoing include:
  a. Cannabis regulations were adopted in 2018 and are pending before the Coastal Commission. Legislation and administrative procedures concerning cannabis business licensing and responding to Coastal Commission action is anticipated for 2019.
  b. The comprehensive zone code update was essentially put on hold in 2018 due to time / resource constraints. A staffing proposal to assist with long-range planning matters will be made in order to help advance the zone code update to completion in 2019.
  c. Sea Level Rise. Staff will continue working with the General Plan/LCP consultant team to draft regulations based on state guidance and community input through the ongoing update process. The ACOE Shoreline Feasibility study will also be worked on this year with possible related legislative actions.
  d. City staff is anticipating the preparation of ordinance amendments to address Mobile Home Park closure procedures and requirements.
  e. The state legislature remains interested in moving legislation aimed at promoting housing development and we anticipate work monitoring housing bills and evaluating potential modifications to City policies and regulations in response.
  f. Voters approved Measure X, a local sales tax, and staff will be working with the state and local businesses to ensure accurate implementation. Staff will also be working with Council to develop and implement a spending plan for the revenue based on identified service priorities through the budget process.
  g. Heightened Code Enforcement Policy. Develop and implement options to mitigate problems associated with chronic violators of City regulations.
h. Prohibition on Conversions to Cooperative Apartments. Draft ordinance amending Municipal code to prohibit conversions to cooperative apartments.

i. Disaster recovery from the Thomas Fire and 2018 floods will continue in 2019 and includes any necessary legislative actions for cost recovery from state and federal agencies.

Tasks

1. Establishing/maintaining effective communications in order for staff and decision-makers to be aware of new and changing laws, or any condition that may negatively affect the City carrying out policies, programs and services.
2. Analysis of new or changing law as it may affect City policies, practices, programs and services.
3. Research of legislative and/or policy options in response to community needs and expectations, and drafting of local legislation and policies
4. Education, training, and local legislative responses.

Products

Memorandums, staff reports
Resolutions and/or ordinances

Date
Ongoing

Staff Requirements

City Manager, Assistant to the City Manager, City Attorney, Department Heads

Budget

None

Funding Source
General Fund and other sources of personnel/contract funding
General Government

Program: Legislative & Policy
Regional Programs Collaboration and Cooperation

Project Description

City Council members and staff participate on a number of regional committees and groups. Council member assignments to these entities are listed on the City Council agenda and include Joint Committees of elected representatives of the City and School Board, Sanitary District and Water District for example, as well as representatives to 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 but is not limited to regional transportation projects and programs such as commuter rail service, Emergency Preparedness and Disaster Response, participation in the South Coast Task Force on Youth Safety, THRIVE, work with the Carpinteria Valley Chamber of Commerce, work with Home For Good (formerly the Central Coast Collaborative on Homelessness, C3H) and community members on addressing homelessness, and cooperation on a recycled water project with the Water and Sanitary Districts.

Activities undertaken and anticipated:

- City Council Committees: This work involved staff support from the City Manager and Department Heads for the various City Council committee meetings held in 2017, including meetings with the Chamber of Commerce and the County Board of Supervisors Cannabis Committee.
- Home for Good (formerly the Central Coast Collaborative on Homelessness (C3H)): This group that includes service agency representatives and Carpinteria residents and business owners, began in 2015 and formed committees in 2016 that are working on creative housing solutions and outreach services. In particular, volunteer run lunch and laundry services have been arranged that afford an opportunity to build trust with people that are homeless and prepare them to receive services and to find housing. In 2019, it is expected that the City will work on housing projects/agreements for housing homeless persons and continue cooperative work through the Continuum of Care service providers in Santa Barbara County.
General Government

- Youth and Family Services: City Manager, Councilmembers attend quarterly meetings of the South Coast Task Force on Youth Safety. The City continues to participate in THRIVE, a local program to ensure that Carpinteria youth are prepared and successful in college and/or career.
- Freeway Improvement Projects: The Linden-Casitas Interchanges project made significant construction progress in 2017. Staff work includes ensuring construction impact mitigation measures are implemented effectively and that improvements that are to be owned/operated by City are built correctly. Also, work on the correction and updating of the City’s Flood Mapping continued with successful results in 2017. The process for amending the current, baseline, map is underway. Once the freeway project is completed the map will be amended again to reflect the changes resulting from that project. The City, Caltrans and SBCAG will continue working in 2018 toward permitting of the Highway 101 HOV project, including the Santa Claus lane trail.
- Water. The City is a part of a collaborative with the Carpinteria Sanitary and Water Districts to develop a reclaimed water project/program in the Carpinteria Valley. In 2016, a feasibility study was completed. Preliminary engineering/design/cost estimating was completed and development of the environmental disclosure/clearance document was initiated in 2018. Also, CVWD initiated the process for establishing a Sustainable Groundwater Management Plan pursuant to State law. The City will participate in the process of developing a groundwater management plan and, ultimately, in the joint management of the groundwater basin. Work was initiated in 2018 to form a consultant team to assist the City through these processes.

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 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 with School District, Chamber of Commerce, Fire District, etc., as determined necessary.

Products

N/A

Staff Requirements

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

Budget/Source
General Fund
**Program: City Administration**

**Youth Engagement**

**Project Description**
The purpose of this Work Plan item is to collaborate with Carpinteria Unified School District to prepare students for civic life and college/career readiness.

**Objective and Policy Consistency**
The objectives of this Work Plan item are: offer students opportunities to gain work skills; 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.

The Youth Engagement work matter is consistent with the City’s interest in promoting civic engagement and a healthy community, e.g., a community where youth are on a path to be the local government leaders of the future. This work program item implements and is consistent with the City’s Sustainable Community Policy (Resolution No. 5500), which includes the following objective:

“Encourage and promote community participation in planning and policy development to ensure that a wide spectrum of the community is represented and participates in local government to ensure goals and objectives meet the desires of the community as a whole...”

**Previous and Ongoing Work**
- Researched youth engagement programs including information and resources of the “Governments Engaging Youth” program of the Institute for Local Government.

**Tasks**
1. Develop approach for discussion with Carpinteria Unified School District
2. Share proposed approach for discussion at a City Council/School Board Committee
3. Identify steps and responsibilities for establishing the desired program.

**Products**
- Collaborative Youth Engagement Plan

**Date**
- August 2018

**Staff Requirements:**
- City Manager
- Assistant to the City Manager
- Program Manager

**Budget:** TBD

**Funding Source:** TBD

**Priority:** This item is a Medium priority
General Government

Program: City Administration
Performance Measurement Update

Project Description

Establish updated performance measures for City Departments.

Objective and Policy Consistency

Performance measures assist staff, the City Council, and the public in determining progress in meeting strategic initiatives established by the City’s annual Work Program and budget process.

Previous and Ongoing Work

For several years City staff has established annual performance measurements as part of the City budget process. The performance measure report is included as part of the budget document.

Tasks

- Research current best practices related to public sector performance measures
- Pursue workshop, seminar, and/or webinar related to best practices pursue
- Provide performance measurement training/resources for City Department Heads
- Initiate new City Department performance measures

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<th>Product</th>
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<tr>
<td>Research</td>
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</tr>
<tr>
<td>Attend workshop(s) / seminar(s)</td>
<td>8/19</td>
</tr>
<tr>
<td>Staff training / resources</td>
<td>9/19</td>
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<tr>
<td>Initiate new performance measures</td>
<td>1/19</td>
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Staff Requirements

Human Resources Administrator, City Manager, Assist. to the City Manager, Department Heads

Budget

TBD

Funding Source

Priority

Medium
Project Description

Pursuant to the provisions of the Sustainable Groundwater Management Act (SGMA), collaborate with the Carpinteria Valley Water District to develop and implement a Groundwater Sustainability Plan and appropriate governance structure to ensure that groundwater basin sustainability is achieved and maintained in the Carpinteria Valley.

Objective and Policy Consistency

In 2014 the Sustainable Groundwater Management Act (SGMA) was signed into law, creating a framework to manage groundwater basins by balancing levels of pumping and recharge. SGMA requires local governments and groundwater agencies with high and medium priority basins to adopt an implementation plan for sustainable management of the basins within a 20-year timeframe. The objective of the Sustainable Groundwater Management work plan item is to prepare the City to participate in the establishment and implementation of a Groundwater Sustainability Plan for the Carpinteria Groundwater Basin and to make decisions concerning the an appropriate governance structure. SGMA is overseen by the Department of Water Resources (DWR).

The Carpinteria Groundwater Basin was re-prioritized to a high priority basin as part of the DWR 2018 re-prioritization. This designation requires that a Groundwater Sustainability Agency (GSA) be established two years following the designation (May 2021) and that a Groundwater Sustainability Plan be drafted and submitted within five years of the designation. The high priority designation means that the Carpinteria Basin is eligible for grant funding for groundwater sustainability projects.

Previous and Ongoing Work

- In September 2018, CVWD completed and submitted a Basin Boundary Modification to DWR to more accurately delineate fringe areas of the Carpinteria Basin.
- The City has requested and received consultant proposals for consideration by the City Council and to establish expertise necessary for the City’s effective participation in the process.
- CVWD and City staff have met to review SGMA process/steps and a presentation has been scheduled for City Council in January 28, 2019.

Tasks

- Retain services of technical and legal advisors: January 28, 2019 Council meeting.
- Stakeholder process: Through public outreach and workshops, GSA eligible agencies and other stakeholders will explore GSA governance options. GSA eligible agencies include
the City of Carpinteria, Carpinteria Valley Water District, and the counties of Santa Barbara and Ventura.

- Formation of a Groundwater Sustainability Agency: A GSA can be made up of one or multiple local agencies. If it is decided that multiple agencies will form the Carpinteria Basin GSA, a joint powers authority, memorandum of agreement, or other legal agreement will be required.
- Groundwater Sustainability Plan (GSP): GSAs must develop groundwater sustainability plans with measurable objectives and interim milestones that ensure sustainability. The GSP should consider all beneficial uses of the Basin.

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<td>Groundwater Sustainability Agency</td>
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<td>Groundwater Sustainability Plan</td>
<td>November 2023-May 2024</td>
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**Staff Requirements:**

- City Manager
- Environmental Coordinator

**Budget:** It is estimated that this item could cost approximately $110,000 in consultant services over the course of formation of a GSA and drafting of an implementation plan. Additional City staff time is budgeted for under employee costs. This is expected to be a multi-year effort.

**Funding Sources:** General Fund, Grants

**Priority:** This item is a High priority
Program: City Administration
Sustainable Resources and Community Resiliency

Project Description

Identify projects, programs and related work/resources necessary to move the City’s interest in energy and water conservation, waste reduction, pollution prevention, as a part of the implementation of the City’s Sustainable Community Policy (Resolution No. 5500).

Objective and Policy Consistency

The objective of the Sustainable Resources work plan item is to implement the City’s Sustainable Community Policy, which includes land development, community resource, energy efficiency, water conservation, and waste reduction measures. A summary of some of those measures is below. The intent of the Sustainable Communities Policy is to guide the City in being an environmental stewardship leader by setting the foundation for future sustainability goals to be incorporated into City policy, planning, and implementation documents, including the General Plan.

- Developing sea level rise adaptation strategies.
- Encouraging land use development that incorporates alternative transportation and compact and accessible communities.
- Promoting social equity and recognizing that different groups experience different impacts of development interventions.
- Reduce greenhouse gas emissions through improving and encouraging alternative transportation goals.
- Reduce energy consumption at municipal facilities by improving existing facilities and leading by example for the community and other local agencies.
- Develop and implement waste and source reduction measures, including food waste programs, litter removal, and extended producer responsibility.
- Reduce surface water pollution by developing runoff reduction measures and education outreach.

The Sustainable Communities Policy was adopted in 2014.

Previous and Ongoing Work

In recent years the City has completed a combination of planning and implementation projects that meet the goals of the Sustainability Policy.

Planning
In 2017 an update of the General Plan/Local Coastal Plan was launched, which includes updating land uses in key areas, incorporating elements of the Seal Level Rise Vulnerability Assessment and Adaptation Plan, and two new elements; the Climate Change and Resiliency Element, and the Healthy Communities element. Moving forward it is expected that sustainability goals and policies will be drafted and included in both of these new elements, with many of the goals of the
Sustainable Communities Policy incorporated into the Healthy Communities element. Much of that work is expected to happen in 2019.

**Clean Water**
Since 2009, the City has been implementing the National Pollution Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) permit. The permit requires municipalities to enforce the Clean Water Act and reduce water pollution through education outreach, pollution prevention programs, tracking and abating illegal discharges, regulating new and redevelopment to treat and retain water for infiltration into the groundwater basin, and good housekeeping measures for municipal facilities. In 2014, the City adopted Ordinance No. 667, Stormwater Management, which prohibits polluted discharges and other measures to assist with improving water quality and enforcing the Phase II MS4 permit. In 2018, the City will be required to draft an implementation plan for addressing trash that enters the storm drain system and local water ways. Some of the ongoing work being done is highlighted below.

- Volunteer coordination for creek and beach cleanups
- Requirements for new and redevelopment projects to treat and retain onsite certain quantities of water depending on project size
- All construction projects are required to have erosion and sediment controls in place to prevent polluted runoff.

**Upcoming work**
- Via Real Stormwater Project: This project is intended to address runoff from Bailard Avenue west to Carpinteria Creek. Currently all storm events one year and greater overwhelm the drainage systems from Poplar east to Carpinteria Creek. The new design is intended to capture 25 year storm events (approximately 6 inches). An application for grant funding for this project has been submitted.

**Solid Waste**
The Solid Waste Franchise Agreement is another tool for implementing waste reduction measures. The City launched a commercial food waste collection pilot program in 2015 in coordination with E.J. Harrison and Sons, Inc., the City’s franchised waste hauler. In addition to providing regular solid waste handling services, the waste hauler educates businesses participating in the food waste program on proper disposal. New state legislation requires these programs to increase each year; there are, however, barriers to implementing food waste programs due to lack of facilities approved to handle the materials and risk of contamination. Staff have been working closely with the waste hauler to educate commercial customers about the food waste program and increase enrollment. In 2018, a County-wide effort to divert food from landfills to organizations and individuals in need was launched. Other projects that have been implemented in the source reduction and energy categories are shown below.
Source Reduction
- Passed single-use bag regulations (2012). 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.
- Expanded polystyrene (updated 2017). Prohibits the sale and distribution of single-use polystyrene products not encased in a hard material.

Energy
- Upgraded lighting at Parking Lot 1 to LED (2017)
- Upgraded lighting at the Carpinteria Community Pool, Veterans Memorial Building, Carpinteria Branch Library, and all City-owned restrooms to LED using funding from Southern California Edison (energy efficiency incentives and direct install).
- Community Choice Energy (2016) – Since 2016, the City has been exploring the feasibility of community choice energy (also called community choice aggregation) with other local jurisdictions. Currently work is being done to update the existing study with the most recent financial projections.
- Strategic Energy Plan (2018) – 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 cities of Carpinteria and Goleta and County of Santa Barbara moved forward with the consultant selected, while the City of Santa Barbara is moving forward with a more comprehensive plan with the same consultant. The roadmap will have a focus on emergency preparedness as well as long term energy resiliency and will include a project list of sites that have been identified as feasible locations for renewable energy projects.

Tasks
There are several task staff are working on for 2018. These include the following:
- General Plan/Local Coastal Plan update
- Community Choice Energy: Continue working with the cities of Goleta and Santa Barbara and County of Santa Barbara on updating the feasibility study.
- Strategic Energy Planning: Continue working with the City of Goleta and County of Santa Barbara to release a request for proposals to draft a strategic energy plan for the region to address resiliency and long-term renewable energy goals and GHG emission reduction goals in the region. In 2018 representatives from each agency selected Optony as the consultant for this project. It is expected that a draft will be available for review in early 2019.
- Trash Implementation Plan: Submitted November 30, 2018, staff will be working on refining the 10 year plan, including identifying storm drains that potentially will be fitted with trash capture devices.
- Energy Upgrades: Incorporate into the City Hall remodel energy efficiency measures; work with Southern California Edison to identify funding/incentive opportunities.
- Single-use Plastics update: An update of the existing regulations will be brought to Council in early 2019.
**Products**

- Sustainability Program  
  Date: 2019-2020
- General Plan  
  Date: 2020

**Staff Requirements:**

- City Manager
- Public Works Director
- Environmental Coordinator
- Community Development Department Staff
- Assistant to the City Manager

**Budget:** TBD

**Funding Source:** TBD

**Priority:** This item is a Medium priority
Program: Community Promotion and Communication
City Website Update

Project Description

Identify and implement improvements to the City’s website.

Objective and Policy Consistency

To update the City’s website in order to continue to provide all members of the public with access to City government / community information, make the site compatible with smart phones / tablets, and update related website policies as needed.

Previous and Ongoing Work

The City recently entered into an agreement with a consultant to update and redesign the City’s website. Additionally, the City’s website has been periodically updated (e.g., design, ADA related items, security), staff obtained sample information regarding other jurisdictions’ website updates from the California League listserv, and obtained a sample website RFP for Redesign, Development and Hosting.

Tasks

1. Initiate the Scope of Services, per the City’s consultant agreement, regarding a new website design. Tasks include overall new site design, new platform, accessibility improvements, responsive design, etc.

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of mockup City website designs</td>
<td>2/19</td>
</tr>
<tr>
<td>Meet with staff to discuss website design and content needs</td>
<td>3/18</td>
</tr>
<tr>
<td>Competed website redesign</td>
<td>6/18</td>
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</tbody>
</table>

Staff Requirements

- Assistant to the City Manager, Department Heads

Budget                          Funding Source

$10,000                        General Fund

Priority

High
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.

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.

Tasks

- Conduct outreach campaign to encourage Carpinteria residents to engage through Nextdoor.
- Create an event to pilot a Neighbor to Neighbor program.

Products

- Pilot Neighbor to Neighbor program

Date

- June

Staff Requirements

- Program Manager
- City Manager
- Public Works Director
- Community Development Director
- Environmental Coordinator
- Code Compliance Supervisor

Budget

$3,500

Funding Source

General Fund
**Priority:** Medium. The matter of neighbors getting to know neighbors was a priority recommendation of the Neighborhood Preservation Committee. This matter has the potential to facilitate other important projects and programs of the City such as street and parkway improvement/maintenance, emergency preparedness, storm water management and waste stream reduction.
Project Description

The creation and consideration of concept plans for the municipally owned land in the City’s downtown allowing the City to plan for area improvements. Use of this land could include a visitor serving inn and possibly a restaurant. The location of the historic railroad building could be an ideal location with downtown proximity, ocean views and railroad service. The project could provide significant economic benefits to downtown businesses while generating revenues for the City.

Objective and Policy Consistency

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

Previous and Ongoing Work

- Acquisition of 2.1 acres of land along the railroad tracks in 2012 and 2013.
- Prepared a concept design for a small Inn with restaurant.
- Prepared a concept for parking lot No. 4 to augment area parking.
- Hired consultant to assist in feasibility study and request for proposal process
- Completed feasibility study
- Prepared and Published an RFP

Tasks

- Promote availability of RFP
- Negotiate project terms
- Define further project actions.

Products

Proposal from private sector

Staff Requirements

Parks and Recreation Director, City Manager, City Attorney, Community Development staff, Assistant to the City Manager

Budget
$15,000

Funding Source
General Fund

Priority
High
Project Description
As a part of the agreement for Law Enforcement Services between the County and the City, goals and objectives for the delivery of law enforcement services have been established and County and City meet annually in December to determine what work will be undertaken, i.e., assigned and budgeted for. This is the first year under the new agreement and many of the objectives identified for prioritization, e.g., youth outreach, regular interaction with local business owners, can best be led by a Community Resource Deputy. The CRD position has not been funded for the last two years and prior to that for many years was funded on a half time basis. Establishing the full time CRD position will further the goals and objectives established in the Agreement and allow Sheriff’s Office and the City Manager to develop performance measurements and other work plan details.

Objective and Policy Consistency
Re-establish the CRD position to lead the City and Sheriff’s Office efforts for youth, business outreach, and neighborhood and business watch. This work is consistent with the Goals and objectives established in the Agreement for Law Enforcement Services between the County and the City and with the City’s Mission to provide the highest possible quality of life for residents.

Previous and Ongoing Work
The Agreement for Law Enforcement Services between the County and City was comprehensively update in 2018 and establishes Goals and Objectives for law enforcement services.

Tasks
1. Include the establishment of a CRD position as a part of the 2019-20 Municipal Budget proposal for discussion with the City Council Budget Committee and for consideration by Council.
2. Station Lt. and Commander and City Manager will collaborate on the creation of the job description, appointment to the position, and establishment of performance indicators.
3. Adopt an amended agreement for law enforcement services.

Products        Date
• Amended Law Enforcement Services Agreement  June 2019

Staff Requirements
City Manager
Assistant to the City Manager
Legal Counsel
Station Lt. and Commander
General Government

**Budget**
The cost of the CRD position, fully loaded, is estimated at approximately $300,000 for budgeting purposes.

**Funding Source**
General Fund
Program: Emergency Services
StormReady/TsunamiReady

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

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

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

Tasks
- Using the Aware and Prepare Community Disaster Education Program emphasize Storm Ready education in all community outreach efforts.
- Develop a plan for working with residents and businesses in the tsunami inundation area to explain the TsunamiReady program and to gather input on their preparedness needs.
- Write a Tsunami Response Plan in coordination with the Santa Barbara County Sheriff’s Department and the Carpinteria-Summerland Fire Protection District.

Products
- Receive StormReady and Tsunami Ready status

Date
- December

Staff Requirements
- Program Manager.
- NOAA
- County OEM
- Carp-Summerland Fire Protection District
- Santa Barbara County Sheriff’s Department
- Carpinteria State Park

Budget
$1,000

Funding Source
General Fund

Priority: Medium. Receiving StormReady and TsunamiReady status will send a message to residents that the City of Carpinteria is committed to citizen safety and education regarding this matter.
Program: Emergency Services
City Staff Training & Exercise

Project Description: 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.

Objective and Policy Consistency: To ensure City staff are prepared to lead the community in event of a disaster/emergency, a series of training programs, including a functional exercise, will be developed to reinforce the knowledge, skills and abilities needed to operate the City’s EOC.

Previous and Ongoing Work
- 27 City employees have completed FEMA certification in IS-100, 200, 700 and 800.
- Continue to foster supportive working relationships with local First Responders and County OEM.

Tasks
- Develop and implement a yearly training calendar for City staff.
- Train new City staff on IS-100, 200, 700 and 800. Hold refresher training on NIMS, SEMS, and ICS, as well as other critical disaster response topics as appropriate.
- Evaluate a city-wide Disaster Response with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff’s Department and Special Districts.
- Schedule emergency preparedness orientation with new staff.

Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>City staff training calendar</td>
<td>February</td>
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<tr>
<td>New staff training on IS-100, 200, 700 and 800</td>
<td>June</td>
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<tr>
<td>City-wide Disaster Exercise</td>
<td>November</td>
</tr>
</tbody>
</table>

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. The training program will be ongoing throughout the year.
Project Description: To ensure effective and efficient response to local emergencies, strategic and long-term emergency planning and capacity building is critical. Through the development of new plans, revising previous plans and acquiring resources that will aid emergency responders and citizens, the City will be taking active steps to ensure we are ready to respond when an emergency occurs.

Objective and Policy Consistency: To ensure the City is prepared to effectively respond to natural disasters and other emergencies, capacity building activities will be undertaken, which will include the development of a Continuity of Government Plan, the creation of an EOC Activation Plan and the identification and acquisition of emergency response tools and resources.

Previous and Ongoing Work
- The Emergency Operations Center Activation Plan was revised in March, 2015 and continues to be updated as needed.
- The City’s Hazard Mitigation Plan update was completed and sent to the State and FEMA for approval. The approved plan was adopted by Council in September 2017.
- Assisting the Carpinteria Unified School District Safety Committee in emergency preparedness including the updating and upkeep of the school emergency sheds.

Tasks
- Update the City’s Emergency Operation Plan
- Create a Continuity of Government Plan to identify and prioritize City operational functions, identify threats to “normal” operations and outline how the City will respond to events that may disrupt City operations, such as a natural disaster, public health outbreak or other emergency.
- Create a Shelter Response Plan in partnership with the American Red Cross, Santa Barbara County Department of Social Services, and the Santa Barbara County Public Health Department.
- Create emergency response resource lists to proactively identify City resources and local resources that may be used during an emergency.

Products
- Emergency Operation Plan
- Continuity of Government Plan
- Shelter Response Plan
- Emergency Response Resource Lists

Staff Requirements
- Program Manager
- City Staff
- City Manager
- Carpinteria Unified School District
- American Red Cross
- Santa Barbara County Social Services & Public Health Departments

Budget
$4,512

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

**Objective and Policy Consistency:** To conduct community preparedness presentations using the Aware and Prepare Community Disaster Education program. Facilitate basic and advanced Community Emergency Response Team (CERT) and Listos trainings and in English and Spanish.

**Previous and Ongoing Work**
- Since 2010, we’ve reached over 7,000 residents with emergency preparedness information and starter emergency supplies kits through the *Don’t Panic! Prepare!* program.
- Over 300 local residents, both English and Spanish speaking, have graduated from the CERT training program and are ready to serve as disaster response resources during an emergency situation. A Teen CERT program was implemented at Carpinteria High School with courses scheduled each semester.
- Listos was created by the Latino community of Santa Barbara County. First launched in Carpinteria, Listos is an eight hour course that helps prepare families for disasters and emergencies. The course has recently been translated to English.
- The Santa Barbara County Office of Emergency Management introduced a new emergency notification system in January, 2016. Since then, recruiting the general public to “opt-in” has been a priority for the County. The new system “Aware and Prepare” has been added to all community presentations and trainings.

**Tasks**
- Utilize the Aware and Prepare Community Disaster Education Program with emphasis on Storm Ready preparedness in all outreach efforts.
- Grow the Teen CERT program at Carpinteria High School. Incorporate trained students into the preparedness drills and trainings on campus.
- Expand the adult CERT program to include advanced courses and mentoring the Teen CERT program.
- Expand the Listos program in both Spanish and English.

**Products**
- Expanded adult CERT curriculum
- Teen CERT program curriculum

**Date**
- February

**Staff Requirements**
- Program Manager
- Carp-Summerland Fire Protection District
- County CERT Committee

**Budget**
- $3,721

**Funding Source**
- General Fund

**Priority:** High. Priority will be placed on outreach and on the Aware and Prepare Community Disaster Education Program with emphasis on Storm Ready education.
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.
- Developed a volunteer position description, training, and orientation for an animal foster care program.

Tasks
- Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.
- Develop strategy for creating more consistent communications with City volunteers and implement communications plan.
- Develop a recruitment plan to increase the number of City volunteers

Products
- Date
- Volunteer Communications Plan
- June
- Volunteer Recognition Program
- December
- Volunteer Recruitment Plan
- April

Staff Requirements
- Program Manager
- Human Resources Administrator

Budget
- $3,408

Funding Source
- General Fund

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

Options on Health Insurance Carrier for City Employees

**Project Description**

Create a Health Care All Employee Committee.

**Objective and Policy Consistency**

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

**Previous and Ongoing Work**

The Human Resources/Risk Manager has been working with the City’s insurance broker and the Health Care All Employee Committee to develop health insurance option for City consideration.

**Tasks**

A Health Care All Employee Committee (one representative for the represented employees, one representative for each of the two non-represented employee groups – Management and Miscellaneous and one City representative) was created to make recommendations and review alternatives to CalPERS. The committee will continue to review options.

The Human Resources/Risk Manager will be the City’s representative and will be leading the Committee. A representative of Digital Insurance Benefits, the city’s insurance broker will market and review alternative insurance carriers’ options for the City.

**Product**

Report with recommendations

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<tr>
<th>Due Date</th>
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<tbody>
<tr>
<td>December 2019</td>
</tr>
</tbody>
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**Staff Requirements**

<table>
<thead>
<tr>
<th>Human Resources/Risk Manager</th>
<th>City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous and represented Staff</td>
<td>Management Staff</td>
</tr>
</tbody>
</table>

**Budget**

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

**Funding Source**

General Fund

**Priority**

High
Project Description

To update the City’s job descriptions. A job description is an orderly record of the essential activities involved in the performance of a task that is abstracted from a job analysis and used in classifying and evaluating jobs and in the selection and placement of employees.

The City of Carpinteria job descriptions has not been updated for approximately 20 years. There are approximately, 60 job descriptions to be reviewed and updated. This includes management, full-time, part time and seasonal job descriptions.

Objective and Policy Consistency

Job descriptions are developed to provide employees with information and requirements of their positions. Also, compensation classifications are based on duties and job responsibilities.

Additionally, updating the City’s job descriptions will ensure that the City is in compliance with the ever-changing CA labor laws.

Previous and Ongoing Work

The City’s job descriptions were revised in 1999. Additionally, the ADA section of the job descriptions are not complete and requires more information to be in compliance with the law.

Tasks

- Hire a temporary employee to type/update, review, distribute and file the job descriptions.
- Develop a job description template and format.
- Review each job descriptions with department heads.
- Review each job descriptions with employees in the position.
- Revise and update each job descriptions.
- Distribute the job descriptions to employees for signature.
- Convert the job descriptions in PDF and file in data base.
- File each job descriptions in the employee’s personnel files.

<table>
<thead>
<tr>
<th>Product</th>
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<tbody>
<tr>
<td>Updated job descriptions</td>
<td>July 2019</td>
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</tbody>
</table>
General Government

Staff Requirements

Human Resources/Risk Manager
Consultant
City Manager

Budget                                      Funding Source
$8,000.00                General Fund

Priority

High - The City’s job descriptions need to be updated. The revised job descriptions will ensure that City employees are informed of their duties, responsibilities and job expectations. Additionally, a revised job description will also ensure that the City’s Compensation structure are competitive and up to date.
General Government

Program: Staff Recruitment & Retention

Employee Training and Development

Project Description

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

The 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), Lynda.com and other 3rd party training company, the Human Resources/Risk Manager will conduct, facilitate and coordinate a yearlong management and employee training. Additionally, the Lunch and Learn training series will provide employees computer and leadership training on site.

Objective and Policy Consistency

Design and develop an Annual Training Calendar to provide management and supervisors leadership skills to mentor and lead employees and accomplish City goals.

Previous and Ongoing Work

In 2018, the City of Carpinteria has conducted and facilitated 23 on-site training and provided various off-site employee training.

Tasks

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

Product | Due Date
--- | ---
Trained managers, supervisors and employees | December 2018

Staff Requirements

Human Resources/Risk Manager

Budget | Funding Source
--- | ---
$10,000.00 | General Fund
General Government

Priority

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

California minimum wage will increase every year until it reaches $15.00 per hour. The minimum wage for 2019 is $12.00 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 Unpresented 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 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

The Human Resource/Risk Manager has drafted and updated 15 job descriptions.

Tasks

- Update job descriptions.
- Submit an RFP to consultants and select a consultant to conduct a Total Compensation Survey.
- Update the Compensation Schedule of Management and Unpresented Miscellaneous Employees.
- Budget for Total Compensation Survey.

<table>
<thead>
<tr>
<th>Product</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Updated Job Descriptions and Compensation Schedule</td>
<td>December 2019</td>
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Staff Requirements

Human Resources/Risk Manager
<table>
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<th><strong>Budget</strong></th>
<th>$25,000.00</th>
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<tr>
<td><strong>Priority</strong></td>
<td>High</td>
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<tr>
<td><strong>Funding Source</strong></td>
<td>General Fund</td>
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</table>
Department: Administrative Services

Mission Statement

The Administrative Services Department will safeguard City assets and ensure the City’s long-term financial health using sound fiscal management practices and applying City financial policies. The Department will also ensure that City Hall facilities are maintained in a manner that supports the provision of superior services to the community.
Administrative Services

Program: Financial Management Services

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

I. Financial Management Services

1. Accounting: Includes the areas of accounts payable, accounts receivable, and treasury. It is concerned with the complete, accurate and timely recording of accounting transactions, safeguarding of the City's assets including a system of internal controls, providing for the City's cash flow needs and providing financial information for internal, external and auditing purposes. Information gathered and maintained by this area is used in all the other Financial Management Services areas.

2. Auditing: Various government codes, debt instruments of the City and grantor agencies require the preparation of annual financial reports audited by an independent certified public accountant. In addition, the county requires an annual audit of the Measure D and Local Transportation funds and the state periodically conducts an audit of the Gas Tax fund to ensure compliance with the restricted use of those monies. These audits conducted by independent staff provide additional assurance concerning the accuracy and completeness of the City's financial reporting and control programs. Staff must remain knowledgeable of changes in accounting or auditing standards, respond to auditor's requests for information, schedules, explanations etc. and adapt the accounting and recording systems to effectively and efficiently expedite these audits.

3. Payroll: This function is concerned with timely payment of employees, compliance issues regarding retirement programs, conditions of employment and federal payroll tax reporting. Payroll works closely with Human Resources to ensure that employees are paid timely, in accordance with labor laws and in amounts not exceeding those approved by Council.

4. Budgeting: The City develops a five-year financial plan, an annual program / performance type budget as well as a traditional line-item appropriation type budget. Each provides the basis for the others with increasing detail in the shorter-term outlooks. The program / performance budget places emphasis on what, how well, how efficiently or to what extent services are provided whereas the line-item budget speaks to how much services cost and is the legal mechanism for Council to authorize expenditures. The budget provides a financial roadmap which is closely monitored with actual results and updated as needed.

5. Financial Reporting: Includes mandate compliance reporting to various county state and federal governments, internal financial reports for staff and reports to Council and advisory boards on fiscal matters.

6. General Administration: Includes attendance at Council, advisory board, staff, safety and miscellaneous meetings; keeping informed on finance issues; advocating finance issues to Council and to staff; responding to inquiries from members of the public and the press; conducting personnel reviews. Also included are the production of budgets and performing other duties as assigned.
II. Central Services

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

2. **Purchasing:** General office supplies and equipment are ordered, received and distributed centrally through this program. Specialized supplies required by a department are purchased by individual departments.

III. Management Information Services

1. **Troubleshooting:** Involves the timely solving of various problems encountered by users. Typical problems involve finding files, sharing files, recovering from accidental losses and printing problems.

2. **Backup:** Securing files for restoration, storage and saving.

3. **Security:** Determining, implementing and maintaining user’s rights to avoid file loss and corruption. Conduct regular scanning for viruses and maintain virus definition files.

4. **Website Maintenance:** Monitoring the website and creating additional resources for internet viewers.

5. **Training and Instruction:** Training and Instruction is the key for successful use and increasing productivity.
Project/Program Description

A review 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. Hire a consultant to organize a needs assessment and review what system upgrades are needed.
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 | Date
--- | ---
1. Needs Assessment | July 2019
2. Updated IT services |

Staff Requirements

Administrative Services Director

Budget:

$5,000 estimate for Needs Assessment to be completed by the consultant, remaining work to be completed by City staff.
The annual Information Technology (IT) budget is currently $70,000.

**Funding Source:**

General Fund

**Priority:**

Medium
Program: Financial Management Services
Implementation of New Financial Software

Project/Program Description

The City is implementing a new financial software Incode 10 from Tyler Technologies. The financial system will help City meet its fiduciary responsibilities and goals to deliver services that meet community needs. Once completed, the Administration Services Department will process payroll in-house without the need for outside services, ensure more efficient revenue tracking and overall will improve the City’s fiscal transparency in financial reporting.

Objective and Policy Consistency:

The new Financial Management software will empower Administrative Services Department to do more with the resources it has by making financial management tasks easier and more efficient. The new tools include: General Ledger, Accounts Payable, Budget Manager, Bank Reconciliation, Fixed Assets, GASB (Governmental Accounting Standards Board) and CAFR (Comprehensible Annual Financial Report) Reporter, Purchasing, Project Accounting, Payroll, and Business License.

Previous and Ongoing Work

The City is currently using QuickBooks as the financial system. This software is primarily used for small business types and nonprofit organizations. The City’s accounts are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for individual funds based upon the purposes for which they are to be spend and that means by which spending activities are controlled. The City has 17 funds and the current financial system is not able to account for these funds separately.

On August 2018, City Council approved the purchase of financial software from Tyler Technologies, Inc. Currently the Administrative Services staff are being trained as super users and working towards completing the General Ledger/Financial components to go live April 2019 and bring payroll inhouse August 2019.

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
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<tbody>
<tr>
<td>New financial system</td>
<td>April 2019</td>
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</tbody>
</table>

Staff Requirements

Administrative Services Director
Administrative Services

**Budget:**

Work to be completed by City staff.

**Funding Source:**

General Fund

**Priority:**

High
Mission Statement

The Community Development Department will provide proactive customer service to ensure that the physical development of the community enhances Carpinteria’s small beach town character. In partnership with the community, we will promote a high quality of life by consistently and fairly enforcing regulations to preserve neighborhoods, achieve well-designed buildings and contribute to a safe, healthy, livable and economically prosperous environment.
**Description of Department Programs and Services:** The Community Development Department (CDD) provides primary support to the Planning Commission and its advisory bodies, the Architectural Review Board and the Environmental Review Committee. CDD also provides staff support as needed to the City Council, City Manager, other City Departments, and other boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, 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:** Community Development staff will be participating in the Local Update of Census Addresses Operation (LUCA) in preparation for the 2020 Census. This process would help ensure the accuracy and completeness of the decennial census for Carpinteria by reviewing all listed addresses on file. This project starts the first quarter of 2018. A substantial work effort concerning the County’s Cannabis laws and potential modifications to the City’s own laws will continue through 2019. Meetings have been held with the developers of several large projects including the east side of the 700 block of Linden Avenue (Austin’s Hardware block), the two parcels totaling 27.30 acres located in the Carpinteria Bluffs I planning area, and the vacant Bluffs II parcel located east of the S&S Seeds building. Review of Chevron’s decommissioning plans for the Carpinteria Oil and Gas plant have begun. 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 2019.

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

### 2018 Work Plan Tasks Summary and Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Month</th>
<th>Dur Month</th>
<th>% Complete</th>
</tr>
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<tr>
<td>Highway 101 Improvement Projects</td>
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<tr>
<td>Vulnerable Building Assessment and Policy</td>
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<tr>
<td>Zoning Code Update</td>
<td>1</td>
<td>24</td>
<td>60%</td>
</tr>
<tr>
<td>General Plan/Coastal Plan Update</td>
<td>1</td>
<td>48</td>
<td>20%</td>
</tr>
</tbody>
</table>
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 as we are able to quickly find and provide the public with 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 without requiring 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 getting up to date information out during the Thomas Fire and debris flow incidents last year. 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.

The temporary relocation of City Hall beginning January 22, 2019, and expected to end in August 2019 has delayed some of the work products associated with the modernization of the Department’s systems.

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

Products: Date:
- Digitize remaining approved building plan sets Fall 2019
- Lease/purchase a large format scanner Fall 2019
- Digitized address files Fall 2019

Staff Requirements:
- Community Development Director and all staff

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

Priority: Medium.
Project Description: Update the City’s long range visioning and land use plans including the General Plan and Coastal Land Use Plan. The City last engaged in a comprehensive process to update these plans beginning in 1996, which culminated with the certification of the General Plan/Local Coastal Land Use Plan in 2003. Cities typically perform this type strategic planning work every 20 years in order to account for evolving priorities and changing conditions. Examples of some of the important changes that have occurred since the last process and which will influence City strategic issues and policies include sea level rise and State government requirements/responses and the City’s adoption of a Sustainable Community Policy.

General Plan/Local Coastal Land Use Plan policies are implemented on an ongoing basis through a variety of means including the application of development policies and regulations to development project applications and through public projects, programs and services.

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

Previous and Ongoing Work:
- Request for Qualifications to Prepare the Carpinteria General Plan and Local Coastal Plan (GP/CP) Update released May 2016
- Request for Proposals to Prepare the Carpinteria General Plan and Local Coastal Plan Update released March 2017
- Award contract to Prepare the Carpinteria General Plan and Local Coastal Plan Update to Wood Environment & Infrastructure Solutions, Inc. (formerly AMEC) May 2017
- Coastal Commission grant of $150,000 secured for work on the Update with an emphasis on Sea Level Rise Vulnerability Assessment and Adaptation Plan, August 2016
- Caltrans grant of $218,093 secured for transportation adaptation planning, December 2017
- Application for $150,000 CalOES Hazard Mitigation Grant Program Notice of Interest for Coastal Resiliency Element June 2018
- Application for $30,000 CalOES Hazard Mitigation Grant Program Notice of Interest for Hazard Mitigation Plan Update June 2018
- Application for $75,000 CalOES Hazard Mitigation Grant Program Notice of Interest for Safety Element Update June 2018
- Application for $250,000 Caltrans Senate Bill 1 Adaptation Planning Grant for the Dune and Shoreline Management Plan Project November 2018

Tasks:
- Develop a multi-year schedule for work completion, including key milestones and responsibilities
- Secure consultant services to aid in the preparation of the Update
- Identify active participants and engage stakeholders and community members
- Hold General/Coastal Plan Update Committee meetings
- Prepare draft documents
- Planning Commission Hearings
Community Development

- City Council Hearings
- Coastal Commission Hearings

**Products:**
- Sea Level Rise Vulnerability Assessment and Adaptation Plan 2018 - 2019
- Draft General/Coastal Plan Document 2019
- Draft CEQA Document 2019
- Staff reports for public hearings 2019 - 2020
- Updated General Plan/Local Coastal Land Use Plan 2020

**Staff Requirements:**
- City Manager
- Community Development Director
- Contract Consultants

**Budget:**
- Staff
- $783,005 Consultant Contract

**Funding Source:**
- General Fund
- Grants ($368,093 as of January 2019)

**Priority:** High
Program: Advanced Planning
Zoning Code Update

**Project Description:** Provide a comprehensive update to the City’s Zoning Regulations to modernize the Code and update regulations, making it more adaptable to online use.

**Objective and Policy Consistency:** The purpose of this effort is to implement Government Code §65800 and General Plan Policies.

**Previous and Ongoing Work:**
- Coastal Plan Policies Effectuation has been incorporated into the Zoning Update
- Administrative Draft Code to consultants June 2014
- Administrative Draft Code to City Attorney Office November 2014
- Review of sign standards in light of recent court decision November 2016
- Prepare Draft Zoning Code for public rollout Winter 2016 – Spring 2018

**Tasks:**
- Joint Public Workshop with ARB, PC and City Council
- Architectural Review Board Hearings
- Planning Commission Hearings
- City Council Hearings
- Submittal to Coastal Commission

**Products:**
- Submit Agency Draft to Coastal Commission  
  Date: Spring 2019
- Public Draft Zoning Code  
  Date: Fall 2019
- Staff Report/Public Workshops  
  Date: Winter 2019
- Planning Commission and City Council Hearings  
  Date: Spring 2020
- Submittal to Coastal Commission  
  Date: Summer 2020
- Final Zoning Code (after CCC review)  
  Date: Winter 2020

**Staff Requirements:**
- Community Development Director and all staff
- City Attorney

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

**Funding Source:** This is an ongoing program funded through the General Fund for CDD personnel allocation and consultant costs.

**Priority:** High. This work effort has been lingering for years; however, it is still a high priority and must be done to implement and effectuate General Plan/Coastal Plan land use policies and to establish the new document format.
Program: Development Review & Building
Highway 101 Improvement Projects

**Project Description:** While the Linden/Casitas Interchanges project is moving forward a year ahead of schedule, the High Occupancy Vehicle (HOV) lanes freeway project, extending between the Bailard Avenue overcrossing and the City/County of Santa Barbara boundary, is currently in the permitting process with the Community Development Department.

**Objective and Policy Consistency:** Coordination with Caltrans, SBCAG, County of Santa Barbara and the Public Works Department to implement the goals, objectives and policies of the General Plan Circulation Element, particularly policies C1-a, C1-c and C1-d, and to minimize and mitigate potential environmental impacts.

**Previous and Ongoing Work:**
- Attend PDT meetings
- Participate in environmental review process
- Communicate City policies and concerns
- Supervise Contract Planner Jonathan Leech of DUDEK
- Mussel Shoals to Carpinteria US 101 HOV Lane complete through Carpinteria
- Public Workshops for Linden/Casitas Interchanges Project
- ARB Review for Linden/Casitas Interchanges Project
- Design Review Team (DRT) for Linden/Casitas Recommendations to Council
- Final EIR certified for South Coast HOV Lane
- Local Coastal Program Amendments (Linden/Casitas) completed
- Approvals and grading permit required for the Casitas Pass and Linden Avenue Interchanges and Via Real Extension projects
- Revised EIR review for the South Coast 101 HOV Lanes Project
- South Coast 101 HOV Lanes Project application Completeness August 2018
- South Coast 101 HOV Lanes Project ARB Final Review October 2018
- South Coast 101 HOV Lanes Project Planning Commission Review pending

**Tasks:**
- Linden/Casitas Interchanges: Monitor project implementation
- South Coast 101 HOV Lane: Planning Commission Review Spring 2019

**Products:**
- Rincon Trail revisions permit review: Summer 2019
- Santa Claus Lane Trail/Bike path: Summer 2019
- Project related staff reports and Department permits: Spring 2019
Community Development

**Staff Requirements:**
- City Manager
- Public Works Director
- Community Development Director
- Contract Planner

**Budget:** Existing Program – CDD Personnel Allocation

**Funding Source:** This is an existing program funded through the General Fund for CDD personnel allocation. Permit fees will be charged to offset staff/contractor costs for permit processing.

**Priority:** High – These projects collectively comprise a very large expenditure of state funds in our local region and are integral to reducing congestion and improving vehicle, bicycle and pedestrian operations on our local roadways. Ancillary bike/trail projects (Rincon Trail and Santa Claus Lane) also represent important regional and statewide connections.
Project Description: Identify vulnerable buildings and determine an appropriate remediation program. The purpose of this work plan item is fostered through a safety concern primarily for residents in the City’s older multi-story apartment buildings and other high occupancy structures. The work effort will identify vulnerable buildings in Carpinteria and recommend or mandate strengthening of buildings through seismic retrofitting.

Types of buildings vulnerable to earthquakes (as identified in the 2016 Safer Cities Survey published by the Southern California Structural Engineers Association) include unreinforced masonry, non-ductile reinforced concrete, tilt-up concrete, pre-1994 steel moment frame, wood-frame improperly bolted to a foundation and soft-story buildings.

The City has completed required retrofits to unreinforced masonry buildings and is currently focused on soft-story buildings. Buildings are classified as having a "soft-story" if that level is less than 70% as stiff as the floor immediately above it. The inadequately-braced level is relatively less resistant than surrounding floors to lateral earthquake motion, so a disproportionate amount of the building’s overall side-to-side drift is focused on that floor. Subject to disproportionate lateral stress, and less able to withstand the stress, the floor becomes a weak point that may suffer structural damage or complete failure, which in turn results in the collapse of the entire building.

Soft-story failure was responsible for nearly half of all homes that became uninhabitable in California's Loma Prieta earthquake of 1989. In 2013, San Francisco mandated screening of soft-story buildings to determine if retrofitting is necessary.

Objective and Policy Consistency: Objective S-1 of the City’s Safety Element identifies the need to minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from ground shaking due to an earthquake along a fault in the planning area or in the region. The identification of vulnerable buildings in Carpinteria and implementation of necessary retrofits to prevent structural damage or complete failure furthers this objective.

Previous and Ongoing Work:

- Locate structures vulnerable to earthquakes with a current focus on those that have the potential to be soft-story buildings
- Review building and engineering plans of each to determine if retrofit is needed
- Depending on the number of such structures in the City (currently estimated to be less than a dozen soft-story structures), recommend a course of action such as working with individual owners, or create policy/codes to implement a plan to retrofit these structures
Community Development

**Tasks:**
- Identify potential soft-story structures
- City Council to Initiate Plan
- facilitate necessary retrofits

**Date:**
- 2016 - 2018
- Spring 2019
- Fall – Winter 2019

**Staff Requirements:**
- Community Development Director
- Chief Building Inspector/Plans Examiner

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

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

**Priority:** Medium
Department: Public Works

Department Organizational Chart:

Mission Statement: The City of Carpinteria Department of Public Works employees are committed to efficiently providing, operating, and maintaining public infrastructure, facilities and services to make everyday life as safe, convenient and successful as possible for the community and public we serve.

Description of Department Programs and Services: The Department of Public Works is responsible for a wide range of activities. The Department manages many of the City’s physical assets, the construction of new capital improvements, and supports transportation and many other services to the Community. The Administration Program is responsible for planning, organizing and directing all of the services that are provided by the Department. Traffic Operations, Floodplain Management, Pavement Management and bidding and awarding construction contracts are among the many tasks performed under the Administration Program. Other programs in the Department include Street Maintenance, Right-of-Way Maintenance, Capital Projects, Solid Waste, Transportation, Parking and Lighting, and Watershed Management.
Additional Work Items
In addition to the work items presented in this Work Plan, the Department of Public Works will continue to work on several other significant projects in 2019:

- Rincon Multi-Use Trail Project
- Carpinteria Ave. Driver Feedback Sign
- Inspections and Inventories
- Alternative Transportation Grant Applications
- Contract and Construction Documents Update
- Street Sweeping Services Request for Proposal
- Grant Applications
- Pavement Management / Funding
- Alternative Transportation Plan
- Update Photo Mapper Program to GIS – Base GIS Program – Data Collection
- Linden Ave. Sidewalk Maintenance Phase IV
- City Hall Remediation/Renovation Project
- Carpinteria Avenue / Elm Avenue Crosswalk Relocation
- Groundwater Management

Accomplishments
The Department of Public Works has completed the following significant projects in 2018:

- Linden Ave. & Casitas Pass Rd. Interchanges Project - Under construction
- Public Works Coordination relating to Chevron Decommissioning
- Completion of design for Carpinteria Ave. / Elm Ave. Crosswalk Relocation
- Completion of grant applications for ATP and Measure A Measure A Cycle 4
- CAB Updates - Ongoing
- Completion of design for Parking Lot No. 2 & Cactus Lane Improvements Project
- Completion of design for pavement maintenance project for 2019
- Completion of grant application for Sustainable Communities Competitive Grant for Complete Streets Master Plan

Linden Ave. & Casitas Pass Rd. Interchanges Project
Caltrans bidded and awarded the project in Spring 2016. Construction began in August 2016. Coordination with the Federal Emergency Management Agency (FEMA) continued throughout 2018. FEMA approved the new Floodplain Map; however, it was appealed by a property owner. The appeal is in process. Public Works continues to coordinate traffic handling during project construction. Caltrans and contractor continue to make rapid progress with half of the Casitas Pass and the Linden Avenue bridges being completed. In addition, the Via Real and US 101 bridges over Carpinteria Creek were completed in late 2018.

Carpinteria Avenue Bridge Replacement Project
The Planning Commission approved the project on November 7, 2016. City Public Works staff and consultant continue to make excellent progress in preparing the project for construction. In 2017 all permits were secured and 95% design was completed. In 2018 all right-of-way required for construction on adjacent properties was acquired and utility relocation planning continued.

City Hall Remediation and Renovation Project
A sewer overflow occurred in several restrooms at City Hall in October 2016 due to breakages and tree root intrusion in the sewer lateral. The sewer lateral was fixed in December 2016 and in March 2017 remodeling of the Council Chamber lobby restrooms was completed. In April 2017
the City Council approved a contract with AB Design Studio for architectural design services for the City Hall Renovation and in December 2017 the Council approved a project budget of $500,000 for the project. In 2018, the City Council approved an agreement with GWMC, llc for project and construction management for the project and authorized the Public Works Department to advertise the project for formal bid. The Council also approved an amended project budget of $873,633 and approved a lease agreement with Via Real Associates LLC for temporary office space for City Hall/Sheriff’s Department at 4180 Via Real. Staff is currently preparing for the move to temporary offices in mid-January. The City will also be reimbursed by the Insurance Adjustors for remediation work in City Hall.

**Thomas Fire/Flood Response**

On December 4, 2017, the Thomas Fire began burning in Ventura County and soon entered Santa Barbara County, burning within areas of the City and in the foothills in close proximity to the City. Subsequently, on January 9, 2018, a severe winter storm struck southwest Santa Barbara County triggering mud slides and debris flows in the burn areas and adjacent community of Montecito. Carpinteria suffered damage to public infrastructure and private property. The City declared a local emergency in order to utilize all resources necessary to respond to damage that occurred as a result of the fire and subsequent January storm and to receive any needed funding through the California Disaster Assistance Act and any other State and Federal funds that may be available. Public Works in conjunction with other City departments has worked with Federal Emergency Management Agency (FEMA) on compiling and uploading damage costs, payroll information, and contracts and the City has begun receiving reimbursement.
# Public Works - 2019 Work Plan

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<td>US 101 Projects</td>
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<td>City Hall Remediation &amp; Renovation Project</td>
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<tr>
<td>Improved Transit Service</td>
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</table>
Public Works

Program: Administration
Public Works Administration

Project Description
The purpose of this Work Plan item is to improve the Department of Public Works’ administrative systems. The Department is in the process of updating its financial tracking, contracts and engineering permits. Currently, engineering permits are processed through the Department of Public Works Administration Program. Engineering permits issued by the Department include grading, street construction, excavations, traffic control, truck haul routes, and physical encroachments in the public right-of-way.

The Civil Engineer position manages the engineering permit process. Public and private development projects are reviewed by the Civil Engineer and the City Engineer for consistency with requirements of the City’s General Plan/Local Coastal Plan, Municipal Code, Engineering Standards and the Stormwater Management Plan.

Public Works is in the process of updating many of its procedures to address the change in staffing and other changes such as new and updated state and federal regulations. Since many of these services are cost recoverable to the City, this work effort includes establishing a formal Engineering Permits Program, permit tracking system, online services, and providing enhanced staff assistance for developers. This effort will also include updating municipal code, permit forms, standard conditions of approval, and the creation of formal applicant guidelines.

Objective and Policy Consistency
The objective of this Work Plan item is to update and modernize the Department of Public Works’ financial tracking, contracting, engineering permit systems and services. The goal in creating an Engineering Permits Program will be to reduce costs, increase service to the public, and increase consistency in permit processing, quality of construction work and finished products. This Work Plan item is consistent with the City’s intent to deliver services to the public as efficiently and effectively as possible.

Previous and Ongoing Work
- Establish and fill Civil Engineer Position - Completed
- Establish permit tracking and financial database – Completed
- Revise engineering permit forms and guidelines – Completed
- Establish engineering permit records management system – Completed
- Updated Municipal Code in regards to Permits and Bonds – Completed

Tasks:
1. Continue to update permits for policy, accessibility and consistency
2. Continue to work on permit processing guidelines
3. Establish formal Engineering Permits Program and develop Program Budget
4. Prepare a new City Floodplain Management Permit that adheres to new FEMA requirements
Public Works

**Products:**
- Updated Contract Documents
- City Council Staff Report for establishing the Engineering Permits Program
- Floodplain Management Permit

**Date:**
- Completed
- Summer 2019

**Staff Requirements:**
- Director of Public Works
- Assistant to the Public Works Director
- Civil Engineer
- Engineering Technician

**Budget:** This item is not directly budgeted in the City of Carpinteria’s FY 2018-2019 Budget. Work will be performed as part of the general work load assigned to the Director of Public Works and the Assistant to the Public Works Director.

**Funding Source:** The work effort in this Work Plan item will be funded by Gas Tax, Measure A, and the General Fund. Public Works staff positions are funded by Gas Tax, Measure A and several other Public Works funding sources that are appropriate for the assigned work tasks. A significant portion of the staff position funding comes from fees for services and grant reimbursements. For example, applicants that are proposing development projects within the City reimburse the City for the cost of processing, reviewing and permitting the projects.

**Priority:** This item is a High priority.
Project Description
The purpose of this Work Plan item is to develop a parking management plan for the City of Carpinteria. The Parking Management Plan is intended to be a tool to assist the Department of Public Works and other City departments and divisions such as the Code Compliance Division by establishing a concept, goals and objectives for the City’s public parking. To create the Parking Management Plan, an inventory of parking spaces and parking restrictions in and around the City’s downtown commercial district and beach neighborhood, such as time limited spaces, will be conducted.

The Plan will incorporate parking demand studies that were conducted by the City in 2001, 2009 and 2012. The Parking Management Plan will also reference engineering and Americans with Disabilities Act standards for parking design. Ultimately, the Plan will be used to manage the current inventory, plan maintenance efforts and plan future improvements. The Parking Management Plan will also assist with the update of the Parking Development Impact Fee program and may be a tool to assist the Downtown-T Business Advisory Board (formerly the Parking and Business Improvement Area Advisory Board) with maintenance and operations of the City’s three parking lots. Additionally, Public Works will be researching the feasibility of on-street bicycle parking corals and outdoor seating decks in the Downtown-T. This process will involve studying on-street parking areas to determine if parking can be reduced to accommodate the additional on-street facilities, reviewing the Downtown Encroachment Permit Guidelines, and determining funding sources.

Objective and Policy Consistency
The objective of this Work Plan item is to develop a plan for managing public parking in the City of Carpinteria. The Parking Management Plan will focus primarily on the Downtown and Beach areas of the City. As the Plan is developed, the focus area may be expanded as needed. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

Previous and Ongoing Work
- Parking Utilization Study in the Downtown “T” Area

Tasks
1. Inventory of parking and parking restrictions in the Downtown and Beach areas
2. Study opportunities for increasing public parking such as expansion of City parking lots
3. Study feasibility of on-street outdoor seating decks
4. Produce the Parking Management Plan that includes near and long-term solutions

Products
- Parking Management Plan
- Include potential capital improvements in the City’s Capital Improvement Plan

Date
- Spring 2019
- Summer 2019
Staff Requirements:
- Director of Public Works
- Assistant to the Public Works Director
- Consultant(s)

Budget: This Work Plan item was included in the FY 2018-2019 City of Carpinteria Budget. The cost of this work effort will be determined as the Department of Public Works develops the scopes and costs for the consultant contracts

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

Priority: This item is a Low priority.
Program: Administration
Floodplain Management

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

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

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

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

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

Previous and Ongoing Work
- Responded to a review of the City’s floodplain management practices by FEMA. Provided FEMA information for the audit, answered specific questions regarding permitted development projects, and updated Municipal Code based on FEMA’s comments
- Floodplain Manager attended FEMA 5-day seminar on “Managing Floodplain Development through the National Flood Insurance Program”
Public Works

Tasks
1. Create Floodplain Development Permit
2. Enroll in CRS Program and take steps to increase City’s classification
3. New Director of PW/Floodplain Manager to attend FEMA National Flood Insurance Program CRS seminar

Products

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floodplain Development Permit</td>
<td>Fall 2019</td>
</tr>
</tbody>
</table>

Staff Requirements:
• Director of Public Works/Floodplain Manager
• Other Public Works engineering staff

Budget: This Work Plan item is not directly included in the annual budget. Work will be performed as part of the general work load assigned to Public Works and is expected to cost between $7,500 and $15,000.

Funding Source: This work item will be funded by the General Fund.

Priority: This item is a Medium priority.
Program: Street Maintenance
Pavement Maintenance Program

Project Description
The purpose of this Work Plan item is to address street pavement maintenance needs in the City of Carpinteria. The Department of Public Works recently completed the 2015 Street Rehabilitation Project in Spring 2016. Additionally, Public Works has obtained City Council approval on a list of citywide street segments to perform slurry seal work on. The new citywide pavement project is expected to go to construction in early 2018.

The Department of Public Works has also been developing a history of data collection regarding the condition of the roadway pavement within the City. At approximately 2 to 4-year intervals, all of the roadways within the City are comprehensively inspected. Public Works presented the City Council the results of those inspections on November 8, 2010, April 14, 2014 and on November 14, 2016. In summary, the reports to the City Council showed that while the pavement in the City overall is in good condition, many individual streets are beginning to decline. The studies also showed that a significant portion of the City’s streets were originally constructed in the late 1960s and 1970s and are aging as a group. This group will need to be addressed in the next few years as their condition declines.

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

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

Previous and Ongoing Work
- 2009 ARRA Pavement Maintenance Project (Casitas Pass Road and Santa Ynez Avenue)
- 2010 and 2014 Pavement Condition Studies
- 2014 Carpinteria Avenue Pavement Rehabilitation Project
- 2014 Santa Ynez Guardrail Project (Slurry Seal of Santa Ynez)
- 2015 Street Rehabilitation Project
- 2016 Main School Sidewalk Improvements Project (Slurry Seal of Walnut Avenue)
- 2016 Bailard Avenue Restriping (Slurry Seal of Bailard Avenue)
- 2017 Pavement Maintenance Project (not completed due to Thomas Fire/Flood)
- 2019 Pavement Maintenance Project

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

• 2019 Pavement Maintenance Project
• Incorporate Pavement Maintenance into updated CIP

Date

Spring 2018
Completed

Staff Requirements:

• Director of Public Works
• Civil Engineer
• Consultants

Budget: This item is included in the FY 2018-2019 City of Carpinteria Budget. The Budget includes Measure A funding for the on-going pavement inspections.

Funding Source: This Work Plan item will be funded by Measure A revenue.

Priority: This item is a High priority.
Project Description
The purpose of this Work Plan item is to manage the City’s urban forest. The Department of Public Works maintains approximately 3,000 street trees. Maintenance including inspections, trimming, replacing trees, and filling of vacancies is performed by City maintenance staff, West Coast Arborists, and the Contract Arborist. The City’s Tree Advisory Board (TAB) makes recommendations to the Department regarding implementation of the Street Tree Management Plan and annual street tree work plan. The TAB makes decisions regarding the removal of trees. Typically, a replacement tree is recommended when street trees are removed. The Street Tree Management Plan includes a list of Special Condition Streets. These streets have mature trees that provide an aesthetic look to the street and neighborhood but may also be damaging public facilities such as the adjacent sidewalks. The Public Works Department will be implementing a workshop to address one of the Special Condition Streets listed in the Street Tree Management Plan. The purpose of the workshop will be to discuss solutions for managing the street trees and repairing the public infrastructure.

Objective and Policy Consistency
The objective of this Work Plan item is to continue to effectively manage the City’s street trees and to work with stakeholders to develop a plan for addressing the Special Condition Streets. Solutions for each street may vary. Funding by various means such as benefit assessment districts will also be explored. This Work Plan item is consistent with policies included in Chapter 12.28 of Carpinteria Municipal Code.

Previous and Ongoing Work
- Camino Trillado and La Manida Street Special Condition Street Workshops – Completed
- Italian Stone Pine Assessment and Management Plan – Completed
- Street tree maintenance activities – Ongoing
- Linden Avenue Concrete Repair and Tree Replacement Project Phase II & III - Completed
- Seventh Street Special Condition Street Workshop - Completed

Tasks
1. Identify Special Condition Streets
2. Evaluate and develop plan for each street
3. Review with Tree Advisory Board
4. Include in FY 18/19 Budget

Products
- Install 20 new street trees in vacancies
- Linden Avenue Concrete Repair and Tree Replacement Project Phase IV

Date
- Ongoing
- Fall 2019
Public Works

Staff Requirements:
- Director of Public Works
- Engineering Technician
- Public Works Supervisor
- Public Works Maintenance Staff
- Contract Arborist
- Contract Tree Maintenance Company – West Coast Arborists

Budget:
This item is included in the 2018-2019 City of Carpinteria Budget. The budget includes:

- Street Tree Maintenance $135,000
- Street Tree Replacements $20,000

Funding Source:
This Work Plan item will be funded by Measure A revenues. The Linden Avenue Concrete Repair and Tree Replacement Project will likely be funded by Measure A and a portion of Measure D funds that remain on account. Public Works also intends to budget an additional $100,000 of Measure X money in the FY 2019-2020 Budget.

Priority: This item is a High priority.
Project Description

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

South Coast 101 HOV Lanes Project – This project would add one high occupancy vehicle (HOV) lane in each direction on US 101 from 0.2 mile south of Bailard Avenue in the City of Carpinteria to Sycamore Creek in the City of Santa Barbara. The project is 10.9 miles in length. The Department of Public Works continues to participate in the delivery of this project by attending ongoing Project Development Team meetings, reviewing and commenting on project documents such as the project’s Environmental Impact Report, and assisting in development of the project plans. The US 101 HOV Lanes Project is divided into five segments, segment 4A through 4E. Segment 4A is entirely located within the City and will be the first segment to start construction, scheduled for 2020. Caltrans has submitted a Coastal Plan Permit application to the City which will be considered by the Planning Commission in 2019.

Linden Avenue and Casitas Pass Road Interchanges Project – This project will replace the US 101/Linden Avenue and US 101/Casitas Pass Road interchanges. The project includes the replacement of the US 101 freeway bridges over Carpinteria Creek and the extension of Via Real from its current terminus near Carpinteria Creek Park to Casitas Pass Road. The new Via Real extension will require a new bridge across Carpinteria Creek. A summary of project components as currently proposed is provided below:

- Replace Linden Avenue overcrossing with a new 3-lane structure
- Replace Casitas Pass Road overcrossing with a new 4 or 5-lane structure
- Replace 2 freeway bridges over Carpinteria Creek
- Extend Via Real to Casitas Pass Road including a new bridge over Carpinteria Creek
- Construct 5 new traffic signals at the roadway/freeway ramp intersections
- Construct sound walls in various locations
- Construct drainage improvements in various locations

The California Department of Transportation is the lead agency and is managing the project. Caltrans has completed the Environmental Impact Report for the project and the Final Plans, Specifications and Engineer’s Estimates. Caltrans has also obtained environmental permits. To obtain a Coastal Development permit, Caltrans has worked with the City of Carpinteria Community Development Department and the California Coastal Commission to amend the City’s Local Coastal Plan. The Coastal Development Permit was obtained in Fall 2015. Project Construction began in Fall 2016 and the City’s Department of Public Works continues to work with Caltrans by participating in Project Delivery Team Meetings and working with Caltrans on design and floodplain management issues. The City’s Department of Public Works has also been taking the lead on coordination efforts between Caltrans and FEMA. Caltrans projects completion of the project by the end of 2019.
In addition to the two major freeway projects discussed above, the Department of Public Works continues to assist with the development and coordination of the following projects:

*Rincon Trail* – This project proposes to connect the eastern end of Carpinteria Avenue to the County’s Rincon Trail Park. The project is included in the project descriptions that have been submitted to the California Coastal Commission for the approved Local Coastal Plan Amendment that was required to be processed for the Linden Avenue and Casitas Pass Road Interchanges Project and South Coast HOV Lanes Project. The project received grant funding through the state ATP grant process.

*Santa Claus Lane Bike Path* - This project proposes to connect the western end of Carpinteria Avenue to Santa Claus Lane. The project is included in the project descriptions that have been submitted to the California Coastal Commission for the approved Local Coastal Plan Amendment that was required to be processed for the Linden Avenue and Casitas Pass Road Interchanges Project and South Coast HOV Lanes Project. Public Works has been working closely with Caltrans and SBCAG to finalize the bike path design as it ties into the western end of Carpinteria Ave.

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

**Objective and Policy Consistency**
The objective of this Work Plan item is to ensure project coordination and collaboration between City, Caltrans and SBCAG as they proceed with design and construction work on these projects. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan that aim to improve vehicular, pedestrian and bicycle travel in the City.

**Previous and Ongoing Work**

*Linden Avenue and Casitas Pass Road Interchanges Project*
- Completed updated Traffic Analysis – Analysis to assist in determining the number of vehicular lanes on Casitas Pass Road
- Completed obtaining approval for the revised Freeway Maintenance Agreement
- Completed work with Caltrans on detailed design of the project – reviewed and provided comments on portions of the Final Plans, Specifications and Engineer’s Estimates
- Continuing to coordinate project construction staging and traffic handling with Caltrans to better benefit the City
- Continuing to review project utility relocations and construction to better benefit the City
- Continuing to work with Caltrans and FEMA to resolve floodplain management issues for the project
Public Works

Tasks
The upcoming significant tasks for the Department of Public Works primarily pertain to the Linden Avenue and Casitas Pass Road Interchanges Project. Those tasks are listed below:

1. Review and coordinate traffic impacts resulting in stage construction and utility relocations
2. Prepare City Council Staff Report and presentation on the progress on the construction of the project
3. Prepare Staff Report and presentation on City assisting Caltrans with FEMA coordination

Products
- Project Update
- FEMA Approval

Date
- Ongoing
- Spring 2019

Staff Requirements:
- Director of Public Works
- Civil Engineer
- Assistant to the Public Works Director

Budget: This item is included in the FY 2018-2019 City of Carpinteria Budget.

Funding Source: The City’s work effort on this Work Plan item is funded by Measure A and Development Impact Fee funds. The Linden Avenue and Casitas Pass Road Interchanges construction project is funded by the State Transportation Improvement Program. Highway 101 widening projects are funded by Measure A and state gas tax funds, including SB1, the Road Repair and Accountability Act.

Priority: This item is a High priority.
Public Works

Program: Capital Improvements
Carpinteria Avenue Bridge Replacement Project

Project Description
The purpose of this Work Plan item is to replace the Carpinteria Avenue Bridge over Carpinteria Creek. All roadway bridges in the City of Carpinteria, including the Carpinteria Avenue Bridge over Carpinteria Creek, are inspected by the California Department of Transportation every two years. The bridge is near the end of its service life and has received low structural ratings when inspected. The bridge also fails to meet modern seismic safety standards. Therefore, the Department of Public Works is working on a project to replace the bridge. The City Council approved receiving a Federal Highway Administration grant for this project on July 11, 2011. The grant will pay 88.53% of all eligible expenses to replace the bridge. The project is ultimately expected to cost approximately $15 million.

Objective and Policy Consistency
The objective of this Work Plan item is to replace the existing roadway bridge with a new bridge that meets current engineering standards. To receive the federal funding, this project must meet many federally required standards including, but not limited to, roadway geometric design, material specifications, record keeping and contract management. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan. The Community Design, Circulation, Noise, and Safety elements of the Plan will apply to this project. The project will also be consistent with the City’s Creeks Preservation Program. This project is included in the current Capital Improvement Plan that was updated in 2017.

Previous and Ongoing Work
- Prepared a City Council Staff Report to amend engineering contract
- Continued regular project development team meetings
- Maintenance of project schedule
- Coordinated with a floodplain management specialist, Caltrans and FEMA
- Secured all permits for project
- Completed 95% roadway and bridge plans
- Continue Utility Coordination
- Prepared a City Council Staff Report and provided project updates to City Council
- Secured approval from FEMA of Conditional Letter of Map Revision (CLOMR) for the project

Tasks
1. Finalize plans, specifications and estimates package
2. Continue FEMA coordination
3. Continue coordination with Caltrans Local Assistance for the use of federal funds
4. Continue to update programming of project in the Federal Transportation Improvement Plan with updated scope and cost
5. Incorporate undergrounding of the adjacent overhead utilities into the project mitigation
6. Complete utility coordination and relocation plans

**Products**
- 65% Plans, Specifications and Estimates
- Permit Approval Completion
- 95% Plans, Specifications and Estimates
- Finalize Bid Package
- Award Project Construction

**Date**
- Completed
- Completed
- Completed
- Summer 2019
- Spring 2020

**Staff Requirements:**
- Director of Public Works
- Civil Engineer
- Assistant to the Public Works Director (Financial Tracking)
- Project Management Consultant
- Preliminary Engineering Consultant Team

**Budget:** The total project cost is approximately $16 million. The federal grant will pay 88.53% (approx. $14 million) while the City’s obligation is 11.47% (approx. $2 million). The City’s Highways and Bridges Development Impact Fee (DIF) fund has $617,000 available for this project. Public Works has reserved $750,000 of Measure A funds and anticipates budgeting additional Measure A or Measure X funds over the next few fiscal years to fulfill the City’s obligation.

**Funding Source:** This Work Plan item is funded by a federal grant (88.53%) and Development Impact Fees (11.47%).

**Priority:** This item is a High priority.
Program: Capital Improvements
City Hall Remediation & Renovation Project

Project Description
Remediate asbestos contaminated materials used as a part of original building constructed at 5775 Carpinteria Avenue, City Hall and renovate building as determined necessary and appropriate.

Objective and Policy Consistency
The objective of this Work Plan item is to remediate asbestos contaminated materials and improve energy efficiency, structural integrity, accessibility, security, and the function and quality of the public lobby, meeting rooms, and workspace organization. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan, particularly, the Public Facilities & Services Element. This project is included in the current Capital Improvement Plan that was updated in 2017. The project will improve the City’s ability to provide essential government functions and the public’s accessibility to government functions. Investing in civic buildings, such as City Hall, ensures that it will be in good condition to serve public needs well into the future. The City Hall building was constructed in the late 1950’s and the project is expected to extend the life of the building for at least 50 years.

Previous and Ongoing Work
- Replaced broken sewer lateral
- Completed renovation of Council lobby restrooms
- Performed abatement in Council Chambers, Council foyer, and Side Conference Room
- Hired AB Design Studio to produce design/construction documents
- Engaged City’s Facilities Committee and Finance Committee to review conceptual project layout and cost estimate
- Hired GWMC llc as project manager
- Finalized project plans, specifications, and estimate package
- Advertised project for formal bid
- Leased temporary office space for City Hall and Sheriff’s Substation operations
- Continue to provide coordination efforts on moving City Hall/Sheriff’s Substation operations into temporary office space
- Continue regular project update meetings with project management team and City’s Insurance Claim Adjustors

Tasks
1. Move City Hall and Sheriff’s Substation to Temporary Offices
2. Award Project Construction
3. Perform Abatement and Renovation of City Hall
4. Move City Hall and Sheriff’s Substation back into City Hall Campus
5. Continue coordination with Insurance Adjustors on project reimbursement
**Public Works**

**Products**
- Finalize Bid Package
- Move City Hall/Sheriff to Temporary Offices
- Award Project Construction
- Perform Abatement/Renovation of City Hall
- Move City Hall/Sheriff Back to City Hall Campus
- Project Acceptance

**Date**
- Completed
- January 2019
- February 2019
- March 2019
- September 2019
- October 2019

**Staff Requirements:**
- City Manager
- Public Works Director
- Assistant to the City Manager
- Assistant to the Public Works Director
- Project Management Consultant

**Budget:** This item is included in the FY 2018-2019 City of Carpinteria Budget.

**Funding Source:** The majority of this Work Plan item is funded by the insurance claim with the City’s Insurance Adjustors. The unfunded portion will be covered by the General Fund.

**Priority:** This item is a High priority.
Program: Watershed Management
Phase II MS4 Permit Implementation

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

The City’s stormwater program was developed in 2009 to comply with State and Federal regulations. Now in its third issuance, the Phase II Permit has a phased implementation schedule to allow agencies time to prioritize resources and funding for larger tasks. In addition to ongoing implementation measures, water quality sampling, long-term operation and maintenance plans, updating the storm drain maps to include land uses, sampling areas, inspecting and cleaning out storm drains annually, and implementing an assessment program for all measurable goals are tasks included in the Phase II Permit.

On April 7, 2015, the State Water Board adopted an Amendment to the Water Quality Control Plan for Ocean Waters of California (Ocean Plan) to Control Trash and Part 1 Trash Provision of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries (ISWEBE Plan). Together, they are collectively referred to as 'the Trash Amendments'. The project objective for the Trash Amendments is to provide statewide consistency for the Water Boards' regulatory approach to protect aquatic life and public health beneficial uses, and reduce environmental issues associated with trash in state waters, while focusing limited resources on high trash generating areas.

The City partners with other local agencies to implement many elements of the Phase II Permit, including outreach, development standards, and water quality monitoring.

Objective and Policy Consistency
The objective of this work plan item is to prioritize the tasks, and the funding to implement them, detailed in the Phase II Permit. This includes both the ongoing tasks (education outreach, development standards, water quality monitoring, municipal facility best practices) and the milestone tasks, such as working with the California Stormwater Quality Association on preparing comments for the next issuance of the Phase II Permit.

Previous and Ongoing Work
- Outreach: Working with local service groups and volunteers to conduct cleanup events, organize presentations, and hold water-quality related events such as Creek Week.
- Pollution prevention: Following up on discharge reports, tracking and abating polluted discharges. Inspecting ‘hot spots’, areas with a history of problems, quarterly.
- Development: All new and redevelopment projects are required to comply with the County of Santa Barbara Technical Guide for Post-Construction Runoff Controls, including elements
in development projects that improve water quality and promote infiltration into the groundwater basin.

- Water quality monitoring: The City, along with the cities of Buellton, Goleta, and Solvang and the County of Santa Barbara, has a monitoring plan that was approved by the Regional Water Quality Control Board (RWQCB). During certain storm events sites that are representative of different land uses are sampled for constituents approved by the RWQCB. This partnership allows each agency to reduce the number of sites that need to be sampled and share lab costs, lowering the overall cost.

- Trash Implementation Plan: On December 1, 2018, the City submitted an implementation plan to the State Water Board to comply with the Trash Amendment. The implementation plan is a proposal to address trash associated with priority land uses as defined in the Trash Amendment; trash amounts were estimated using the On-land Visual Trash Assessment Protocol, approved by the State Water Board. The Implementation Plan proposes measures to reduce certain amounts of trash in the municipal storm sewer system over a 10 year period.

**Tasks**
1. Continued implementation of the water quality monitoring program that includes field sampling set locations within parameters set by the State Water Board, including field sampling of any outfalls flowing or ponding during extended periods of dry weather that have not been identified as groundwater flows.
2. Continued implementation of the Central Coast Post-Construction Stormwater Management Requirements (PCRs) for all development projects 2,500 square feet or greater. This includes plan review, updating the existing tracking database, and onsite inspections during and after construction to ensure compliance with the PCRs.
3. Create a schedule for the Trash Implementation Plan. This includes optimizing the existing street sweeping program, installing ‘full capture’ trash devices approved by the State Water Board at drain inlets adjacent to parcels that have been identified as high-trash generating where street sweeping and other programs are not effective, and continuing coordinating volunteer cleanup events.
4. Begin storm drain asset inventory. The storm drain infrastructure throughout the City will be inventoried and categorized based on maintenance needs, beginning in 2019. This inventory will identify those drains and drain inlets in need of repair or replacement and prioritize. Infrastructure in need of greater repair will be incorporated into the Capital Improvements Project list.
5. Review and comment on Phase II Permit. The new Phase II Permit draft is expected to be released in early 2019. As with previous permits, staff expects to review and submit comments, working with CASQA to advocate for the City.

**Products**
- Water Quality Monitoring Data/Pollutant Load Model
- Trash Amendment Implementation schedule
- Post-construction runoff controls for all projects 2,500 square feet or greater

**Date**
- Water Quality Monitoring Data/Pollutant Load Model: Updated as new data becomes available following rain events
- Trash Amendment Implementation schedule: Ongoing
- Post-construction runoff controls for all projects 2,500 square feet or greater: Ongoing
Strom drain asset inventory. June 2019
Commenting on the new Phase II Permit TBD based on draft permit release

Staff Requirements:
- Environmental Coordinator
- Public Works Engineer Technician
- Public Works Maintenance staff
- Code Compliance Staff.

Budget: Some of the tasks in this work plan item are included in the FY 2018-2019 City of Carpinteria budget. Not all tasks to be performed are directly related to the budget; inventory of commercial, industrial and construction sites will be performed as part of the general work load assigned to the Environmental Coordinator.

Funding Source: This Work Plan item will be funded by the General Fund.

Priority: This item is a High priority.
Program: Transportation, Parking and Lighting
Parking Lot Lighting Improvements

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

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

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

Public Works has developed an improvement project for Parking Lot No. 2 & Cactus Lane. The project would include reconstruction of the parking lot and roadway structural section, pedestrian facilities, drainage structures, curb and gutter, and lighting.

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

Previous and Ongoing Work
- This project is a carryover from the 2018 Work Plan

Tasks
1. Prepare analysis of existing parking lot lighting and identify the need for upgrades/additions
2. Prepare Environmental Review Document
3. Construction Documents - Prepare Plans, Specifications and Estimates

Products
- Construction of Parking Lot No.2 & Cactus Lane Improvements Project

Date
Summer 2019
Staff Requirements:
- Director of Public Works
- Civil Engineer

Budget: The FY 2018-2019 City of Carpinteria Budget includes funding for public lighting capital maintenance. The construction portion of this Work Plan Item is already budgeted in the FY 2018-2019 City of Carpinteria Budget.

Funding Source: Funding for the Parking Lot No. 2 and Cactus Lane Improvements project will come from the Road Maintenance and Rehabilitation Account Fund, Measure A, Street Lighting Assessment, Parking and Business Improvement Area Fund, and the General Fund. This project is already included in the FY 2018-2019 City of Carpinteria Budget.

Priority: This item is a High priority.
Program: Transportation, Parking, and Lighting
Improved Transit Service

Project Description
The purpose of this Work Plan item is to collaborate with Santa Barbara Metropolitan Transit District (SBMTD) on improved transit service in the City (e.g. expand shuttle service).

Objective and Policy Consistency
The objective of this Work Plan item is to evaluate alternatives for improved transit service (e.g. expanding shuttle service). This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan, particularly, objectives noted in the Circulation Element.

Previous and Ongoing Work
There has been informal discussion with SBMTD in prior years for expanded shuttle service, including City Council review of alternative routes and cost. In 20____ the City and SBMTD collaborated on a pilot lunch shuttle program.

Tasks
1. Hold meetings with SBMTD
2. Develop alternatives for improved service
3. Present report to City Council

Products
- Report to City Council on Alternatives for Improving Transit Shuttle Service
  Date: December 2019

Staff Requirements:
- City Manager
- Public Works Staff
- City Council Transportation Committee

Budget: This item is not included in the FY 2018-2019 City of Carpinteria Budget as the cost of staff time is incidental.

Funding Source: There is no funding source required for this item.

Priority: This item is a Medium priority.
**Department: Parks and Recreation**

**Department Organizational Chart**

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**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**
**Description of Department Programs and Services:**

The Parks and Recreation Department manages a variety of parks, beaches, open spaces, a public pool and other public facilities in Carpinteria. The Department is broken down into five programs. They are as follows:

1. **Parks and Recreation Administration**
   a. Grant administration and park and facility planning
   b. General support for all department functions
   c. Staffing for the Bluffs Advisory Board

2. **Community Pool Services**
   a. Staff recruitment and training
   b. Year round programming for adults and children
   c. Facility maintenance and improvement
   d. Swimming lessons
   e. Youth swim team

3. **Ocean Beach Services**
   a. Staff recruitment and training
   b. Summer recreation programming
   c. Summer beach lifeguarding
   d. Winter protection berm program
   e. Lifeguard tower, boathouse, restroom and beach maintenance
   f. Ocean beach concession program. (fundraiser)

4. **Special Events**
   a. Summer adult league softball
   b. The Carpinteria Triathlon (fundraiser)

5. **Parks and Facility Improvement and Maintenance**
   a. Hiking and Biking trail planning and construction
   b. Park upgrades and maintenance
   c. Veteran’s Building upgrades and maintenance
   d. Carpinteria City Hall Facility upgrades.
   e. New park planning and construction
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<tr>
<td>Carpinteria Veterans Building</td>
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<td>Creek Park Restoration</td>
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<td>Linden Avenue Lifeguard Tower</td>
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<tr>
<td>Community Farm Analysis</td>
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<tr>
<td>Heath Ranch Park Playground</td>
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<tr>
<td>Landscape Maintenance Contract</td>
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</table>

Updated 01/14/19
Program: Parks and Recreation Administration
Coastal Access, Habitat and Bluff Erosion Mitigation Improvements
Tar Pits Park

Project Description

Prepare an analysis of the coastal area near Higgins Springs in Tar Pits Park and develop habitat and coastal access improvements that preserve the cultural, environmental and geological features of the site while also accommodating coastal access. This site has very high visitor ship and is an environmentally sensitive location. A plan should be devised and implemented that can optimize both.

Objective and Policy Consistency

In the southwest end of Tar Pits Park, the existing trail is highly eroded and traverses a wetland, archaeological and tar seep area. Illicit trails and camping have occurred on the bluff face. Bluff face excavations have been observed that have potential to cause collapse. To prevent further adverse impacts, restore natural conditions and optimize coastal access an assessment study needs to be conducted to inventory existing resources and develop possible actions steps to protect them. A possible project outcome will reestablish and stabilize natural grades, limit public access to the bluff face, restore native plantings, improve coastal access and protect adjacent natural wetland resources. The public trail to the beach has been used for many decades. The trail has eroded below existing grade and continues to erode. Several unauthorized trails have become established by the public. Consolidation of these trails into one trail while preserving public access to the beach would best serve all interests. Educational and interpretive opportunities abound that will benefit locals and visitors to the State Park.

Objective C-8: Support and develop safe, direct and well-maintained bicycle and pedestrian systems and recreational boating facilities that serve all segments of the public.

Previous and Ongoing Work

- Developed preliminary plan.
- Made application for grant funds, most recently with CDFW

Tasks

- Obtain grant to fund study
- Author environmental study
- Design possible solutions
- Present to City Council for consideration

Products
Date

Obtain Grant to fund study 12/19
Present Study to City Council 6/20

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget $350,000

Funding Source Grants

Priority Low
Program: Parks and Recreation Administration
Skate Park Permitting

Project Description
Design, permit and build 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

Tasks
Make application for CDP/DP
Obtain permits for Skate Park.
Cooperate with Skate Foundation to secure construction funding.
Negotiate agreement of management and operations with Skate Foundation.
Construct Skate Park.

Products
| Development Plans / Construction Plans | March 2019
| Obtain permits for Skate Park | June 2019
| Operations Agreement | December 2019

Staff Requirements
- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget
| $26,000 | Skate Foundation Grant |
| $ 5,000 | Park Improvement Fund |
| Unknown construction cost | Grants / Fundraising |
Priority
Medium
Program: Parks and Recreation Administration
Carpinteria Bluffs III Acquisition

Project Description

Acquisition of 23 acres of coastal bluffs property comprised of two APN’s 001-210-020 and 001-210-024 for public open space and conservation.

Objective and Policy Consistency

The acquisition of 23 acres of coastal open space along the Carpinteria Bluffs is an extraordinary opportunity to preserve the ambiance and habitat resources along the southern California coast. The acquisition will also provide significant trail connections, greatly improve the outdoor coastal recreational resources and help to preserve the area’s rural and open space atmosphere. With breathtaking views of the islands, ocean and mountains, the recreation and open space preservation motivations to acquire this property are high priorities given the development pressure of such visually rich locations.

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 Conservancy
- California Resources Agency
- County of Santa Barbara CREF

Draft Conservation Easement prepared

Tasks

1. Finalize Conservation Easement
2. Negotiate and finalize Endowment Agreement
3. Complete land transfer
4. Complete grant contract requirements

Products

- Grant Deed

Date

December 2019

Staff Requirements

- City Manager
- Parks and Recreation Director
<table>
<thead>
<tr>
<th><strong>Budget</strong></th>
<th>In-Kind staff time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding</strong></td>
<td>$960,000</td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td>Grants</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>High</td>
</tr>
</tbody>
</table>
Program: Parks and Recreation Administration
Landscape Service Contract

Project Description

Updated contract for City landscape services at all public parks, rights-of-way and facilities.

Objective and Policy Consistency

This work is consistent with the City’s Mission to make judicious use of limited resources to promote the highest possible quality of life for all of Carpinteria’s residents. Properly maintaining public property landscaping is a risk management measure and helps to reduce potential liabilities. The work also aligns with various General Plan/Local Coastal Plan policies and objectives including but not limited to Objective OSC-14: Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Previous and Ongoing Work

City staff has drafted Park Maintenance specifications to be used as a part of developing a request for proposals (RFP). The City has long maintained landscape maintenance agreements with two contractors and staff believes that due to changes in the quality and quantity of landscape maintenance needs in the City that it is prudent to seek a new agreement in order to improve this area of service.

Tasks

- Inventory all City maintained landscape areas including streets and ROW
- Refine the Service level specifications
- Prepare and publicize the RFP
- Award a new service contract via City Council action

Products

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals approved for solicitation to vendors</td>
<td>May 2019</td>
</tr>
<tr>
<td>Consideration of new landscape maintenance contract</td>
<td>October 2019</td>
</tr>
</tbody>
</table>

Staff Requirements

- Parks and Recreation Director
- Public Works Director
- Public Works Supervisor
- Parks and Recreation Administrative Assistant

Budget

TBD

Funding Source

General Fund/Transportation Funds

Priority

High
Program: Parks and Recreation Administration
Community Farm Concept Development

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 longterm 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 U C 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 include a working farm building, a farm center building, an irrigation water well and other support facilities to best encourage a broad participation of citizenry.

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.
**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 2019

**Staff Requirements**

- Parks and Recreation Director

**Budget**

$200,000

**Funding Source**

Caltrans Funding

**Priority**

Medium
Program: Parks and Recreation Administration  
Carpinteria Shoreline Feasibility Study

**Project Description**

The purpose of the Carpinteria Shoreline Feasibility Study is to define the problems and opportunities and to formulate and evaluate alternatives plans for coastal storm damage reduction along the Carpinteria Shoreline.

**Objective and Policy Consistency**

**Carpinteria General Plan**

The Study results will define acceptable local solutions reduce or stabilize shoreline erosion. The pursuit of this goal is consistent with the Safety Element of the City’s General Plan.

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

Policy S-4f: Programs and regulations should be developed that are appropriate to respond to the need to protect existing and future private property improvements from winter ocean wave action.

Policy 13 states: The City shall support and facilitate the current Army Corps of Engineers (ACOE) feasibility study and otherwise pursue long-term solutions for beach nourishment and establishment of a vegetated dune system at City Beach. As an interim measure, and with permission from the Coastal Commission and US Army Corps of Engineers, the City may construct a sand berm on the City Beach parallel to the homes fronting on the beach.

**Previous and Ongoing Work**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
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<tbody>
<tr>
<td>F1 – INITIATE STUDY</td>
<td>July 2003</td>
</tr>
<tr>
<td>F2 – PUBLIC WORKSHOP</td>
<td>September 2003</td>
</tr>
<tr>
<td>F3 – FEASIBILITY SCOPING MEETING</td>
<td>November 2008</td>
</tr>
<tr>
<td>F4 – ALTERNATIVE EVALUATION CONFERENCE</td>
<td>October 2013</td>
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<tr>
<td>AFB – ALTERNATIVE FORMULATION BRIEFING</td>
<td>December 2013</td>
</tr>
<tr>
<td>PUBLISH DIVISION CHIEF’S REPORT</td>
<td>December 2020</td>
</tr>
</tbody>
</table>
Tasks

Continue to provide support for ACOE effort
Continue to seek and administer grant funding from the State of California

Products

Final Study Report December 2020

Staff Requirements

- Parks and Recreation Director

Budget Funding Source

<table>
<thead>
<tr>
<th>Budget</th>
<th>Funding Source</th>
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</thead>
<tbody>
<tr>
<td>1,200,000</td>
<td>State and Local Funds</td>
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</table>

Priority
Medium
Program: Parks and Facility Improvement and Maintenance  
Carpinteria Veterans Building

**Project Description**

Prepare a vision for the property to reconfigure existing and new space to include County Health Department programming and increased Library service.

**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**

A concept for expansion of the library for a reading room in the Veterans Hall Meeting Room was created some years ago. County Medical staff is occupying City managed space and desires to occupy additional space.

**Tasks**

Meet with County Staff and Library supporters to develop concept for occupancy and grounds improvements.

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
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<tbody>
<tr>
<td>Project Plans</td>
<td>December 2019</td>
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</table>

**Staff Requirements**

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

**Budget**

- Project cost estimated to be $25,000

<table>
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<th>Funding</th>
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<td>$25,000</td>
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</table>

**Priority**

High
Program: Parks and Facility Improvement and Maintenance
Linden Avenue Lifeguard Tower Replacement and Linden Plaza.

Project Description
Replace the Linden Avenue Lifeguard tower / Linden plaza Area. Design for beach nourishment capacity. Project will improve coastal access, marine education and storm readiness.

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;

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 and Recreation Department, and by encouraging private development of these activities.

Previous and Ongoing Work
None

Tasks
Develop Concept Design
Collaborate with State Parks
Seek Discretionary Permits
Issue construction Contract

Products                     Date
Completed Project            April 2020

Staff Requirements
• Parks and Recreation Director
• Parks and Recreation Administrative Assistant

Budget
100,000

Funding                     Source
$100,000  Tidelands / Park Improvement DIF

**Priority**
High
Program: Parks and Facility Improvement and Maintenance  
Historical Marker #535 Pocket Park

**Project Description**

Feasibility Study of a Historical Marker Pocket Park located on 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 6,000 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.  
Concept Drawing has been prepared.

**Tasks**

1. Prepare feasibility study of park improvement including on street parking and roadway analysis.  
2. Prepare site plan  
3. Present to City Council for direction  
4. Hold public workshop and refine site plan.  
5. Obtain discretionary and regulatory permits  
6. Install improvements.

**Products**  
- Approved permits  
- Park Installed  

**Date**  
- TBD pending funds  
- TBD

**Staff Requirements**

- Parks and Recreation Director  
- Parks and Recreation Administrative Assistant

**Budget**

Plan development costs are expected to be about $15,000
No construction budget has been estimated at this time.

<table>
<thead>
<tr>
<th>Funding</th>
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<tbody>
<tr>
<td>$15,000</td>
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<th>Priority</th>
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<td>High</td>
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</tbody>
</table>
Program: Parks and Facility Improvement and Maintenance
Heath Ranch Park Playground

Project Description
Relocate and replace the Heath ranch Park Playground

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 January, 2018, the Carpinteria City Council directed Staff to pursue replacement of the Heath ranch park Playground.

Tasks
Propose new design and location for playground replacement.
Obtain quotes to purchase the equipment and complete the replacement work

Products                           Date
Complete project                  December 2019

Staff Requirements
- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Funding                           Source
175,000                          TBD

Priority
High
Program: Parks and Facility Improvement and Maintenance
Dog Park Feasibility Study

Project Description

Prepare dog park feasibility study to assess off leash areas and a dedicated dog park

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.

Tasks

Propose new language for consideration that would allow for limited off leash time with dogs in select City Parks.

Prepare feasibility Study for a dedicated dog park in Carpinteria.

Products         Date
Propose City Municipal Code amendment    March 2019
Complete Dog Park Feasibility Study     April 2019

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget
$5,000

Funding
5,000

Source
General Fund

Priority
High
Program: Parks and Facility Improvement and Maintenance
Carpinteria Community Pool Solar Electric Project

Project Description

Installation of a 10 KW solar system on the Bath House of the Carpinteria Community Pool

Objective and Policy Consistency

The Carpinteria Community pool consumes about 10,000 kWh per month of electrical energy. By the installation of a 10 kW solar electrical generation system on the pool building, approximately 1,400 of these can be generated locally using the power of the sun. This not only helps the pool operate more sustainably but also can save approximately $4,000 per year in energy charges.

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

Obtained cost estimates for system components and roof work.

Tasks

1. Determine best method to achieve project installation
2. Coordinate with SCE
3. Install system

Products                      Date
- Operational system          December 2019

Staff Requirements

- Parks and Recreation Director

Budget
10KW solar system $50,000

Funding
$40,000 Source TBD

Priority
Medium
Program: Parks and Facility Improvement and Maintenance
Carpinteria Coastal Trail

Project Description

Many segments of the Carpinteria Coastal Vista Trail have been constructed in past years; such as the Palm to Linden Trail. Continuation toward the completion of the trail involves many segments; each with their own circumstances. This work program item involves dedicating further effort to perfect the comprehensive project. A summary of some of the major segments to be completed is presented below.

The Carpinteria Rincon Trail Reach (CRT) will connect the eastern terminus of Carpinteria Avenue with the Ventura County line via Rincon County Park. The project will be an important connection in the California Coastal Trail and provide the eastern limit to the Carpinteria Coastal Vista Trail. A Project Study Report was prepared in 2009. Environmental review of the project is complete.

The Carpinteria Bluffs to Pier Parking Lot Trail Reach connects the Carpinteria Bluffs Nature Preserve to the Casitas Pier parking lot and Tar Pits Park. This segment will include access to the Carpinteria Pacific Harbor Seal Sanctuary. A significant effort will be needed to complete this segment as trail easements and a railroad undercrossing is needed to open this segment to the public.

The Carpinteria Bluffs 2 Trail Reach connects the Lois Sidenberg Coastal Overlook with Bluffs 3 and the Carpinteria Rincon Trail. To complete this trail segment requires the City to obtain easements across two parcels of land and construct trail improvements.

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 within the newly acquired public property between Linden and Holly Avenues adjacent to the railroad.

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

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

Objective and Policy Consistency

- The continued pursuit of the City’s vision for a completed trail system to encourage non-motorized travel, reduce motor vehicle traffic and improve public access and health.
The installation of the CRT trail will provide a safer route than the unsanctioned use of the railroad corridor or the class two bike lane on southbound US 101, improving public safety.

Completion of all the trail segments will result in a truly remarkable public asset that will provide enormous benefits in public health, safety, recreation, economics and environmental appreciation.

**Previous and Ongoing Work**

- Completed several major trail lengths in the Carpinteria Bluffs Nature Preserve including the Lois Sidenberg Coastal Overlook.
- Completed the trail length across the Casitas Pier Parking lot and into Tar Pits Park.
- Completed trails inside the Carpinteria Salt Marsh Nature Park.
- 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.

**Tasks**

Pursue a design and construction of a new segment of trail over the new easement. Identify and implement future trail segment improvements.

**Products**

<table>
<thead>
<tr>
<th>Product</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed design for new trail</td>
<td>December 2019</td>
</tr>
</tbody>
</table>

**Staff Requirements**

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant
- Public Works Director
- Community Development Department Staff
<table>
<thead>
<tr>
<th>Budget</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Medium</td>
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</tbody>
</table>
Appendices
A. 2018 Work Plan
Accomplishments
## Legislative & Policy

### Legislative Advocacy

- In 2018 the City Council authorized sending letters opposing a proposed National Oil and Gas Leasing Program, changes in liability rules for investor owned utilities, AB 2890 concerning Accessory Dwelling Units, federal rules concerning Cable Television company operations in public rights-of-way, and supporting SB 3, the Affordable Housing Bond Act of 2018, BEACON’s request for grant funding of Sea Level Rise research, federal designation of a US Bicycle Route through Santa Barbara County, and support for Proposition 69, an initiative to ensure certain transportation tax revenue be restricted for transportation use.

- Successful grant applications in 2018 included: a Habitat Conservation Fund grant for the Carpinteria Coastal Vista Trail, a Department of Boating and Waterways grant for boating safety classes, a Department of Boating and Waterways grant supporting the Shoreline Feasibility Study, California Coastal Conservancy and Resources Agency grants, and County Coastal Resources Enhancement Fund grant for the Bluffs III acquisition. Total value of these grants is $1.73 million.

- Pending grant applications made in 2018 include three Cal OES Hazard Mitigation grants for supporting the update of the City’s General Plan/Local Coastal Plan concerning Coastal Resiliency, Hazard Mitigation and Safety elements, a SB1 Adaptation Planning grant for a Dune and Shoreline Management Plan project, and a Cal OES grant to acquire a parcel adjacent Carpinteria Creek. Total request amount via these grant applications is $670,000.

- The City successfully completed a FEMA letter of map revision application for Carpinteria Creek, which is pending.
The City continued work advocating on cannabis regulatory issues for the unincorporated areas around Carpinteria at both the County of Santa Barbara and the California Coastal Commission.

<table>
<thead>
<tr>
<th>Regional Programs Collaboration and Cooperation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The City continued cooperative work with the Sanitary and Water Districts toward developing a recycled water project in Carpinteria. The City initiated a collaborative process with CVWD to establish a Sustainable Groundwater Management Plan and entity for the Carpinteria Valley pursuant state law, i.e., the Sustainable Groundwater Management Act.</td>
</tr>
<tr>
<td>• The City hosts and participates in the C3H Carpinteria Regional Coordination Committee, which is working on providing services and housing for people experiencing homelessness.</td>
</tr>
<tr>
<td>• The City participates in THRIVE and the Carpinteria Children’s Project and hosted a committee meeting with the Carpinteria Unified School District.</td>
</tr>
<tr>
<td>• The City continued to work cooperatively with SBCAG and its public information consultant concerning progress on the Highway 101 projects. These include the Linden-Casitas interchanges project, the Highway 101 widening project, and related mitigation projects including the Rincon and Santa Claus Lane bike/pedestrian Trail projects.</td>
</tr>
<tr>
<td>• The City participated in a regional disaster response related to the Thomas Fire and January 9, debris flow.</td>
</tr>
</tbody>
</table>

Also, meetings of the following ongoing regional agencies and committees were attended by Council and/or staff members:

1. **Regional Agencies and Committees**

   a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Shaw/Alt. Carty)

   b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Shaw)

   c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw)
d. Santa Barbara Association of Governments 
(SBCAG)(Clark/Alt. Nomura)

e. Santa Barbara County Air Pollution Control District 
(APCD)(Clark/Alt. Nomura)

f. Santa Barbara Joint Housing Task Group (Carty & Shaw)

g. Home For Good (formerly the Central Coast Collaborative on Homelessness) (Clark)

h. South Coast Task Force on Youth Safety (Carty & Clark)

2. Joint, Standing, ad hoc Committees

a. City Council Public Facility Site Acquisition/Development Committee (Nomura, Carty)

b. Finance/Budget Committee (Stein, Clark)

c. Utilities Committee (Nomura, Stein)

3. Ad Hoc Committees addressing collaborative matters.

a. Marijuana Committee working with County

b. Law Enforcement Services Agreement Committee (Stein, Clark)

<table>
<thead>
<tr>
<th>Legislative &amp; Policy Research and Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The City conducted research necessary to initiate development of regulations of cannabis uses/activities allowed pursuant state law, i.e., Proposition 64, The Adult Use of Marijuana Act. Related moratoriums were also extended during the year. Regulations were approved by City Council and are pending before the Coastal Commission.</td>
</tr>
<tr>
<td>• Local Sales Tax Increase. Extensive research and community outreach was conducted in support of the City Council’s consideration of a revenue measure.</td>
</tr>
</tbody>
</table>
DIVCA Transition. Research was completed and municipal code provisions established via ordinance regarding establishing City Digital Infrastructure and Video Competition Act of 2006 regulations as the anticipated successor to local cable tv franchise provisions.

<table>
<thead>
<tr>
<th>Program: City Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Plan Implementation</strong></td>
</tr>
<tr>
<td><strong>Youth Engagement</strong></td>
</tr>
<tr>
<td><strong>Performance Measurement Update.</strong></td>
</tr>
<tr>
<td><strong>Sustainable Resources</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018 Municipal Election</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Economic Vitality</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inn and Restaurant at the Railroad</strong></td>
</tr>
<tr>
<td>Program: Community Promotions and Communications</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>City Website Update</strong></td>
</tr>
<tr>
<td>On-going. A contract was entered into with a website designer and work has commenced on the update.</td>
</tr>
<tr>
<td><strong>Social Media Engagement</strong></td>
</tr>
<tr>
<td>All work related to initiating the City’s social media presence has been completed and this work is now ongoing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Renewal</strong></td>
</tr>
<tr>
<td>All work related to the approval of an updated Agreement for Law Enforcement Services between County and City, e.g., establishment and meetings of the Council committee, negotiations with Sheriff’s Office, coordination on commenting on draft terms with legal counsel, and legislative approval of the Agreement, were completed in 2018.</td>
</tr>
<tr>
<td><strong>Community Outreach</strong></td>
</tr>
<tr>
<td>Goals and objectives for community outreach were included as a part of the 2018 update of the Agreement for Law Enforcement Services between County and City. These will be implemented annually (see work program item).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Emergency Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Preparedness &amp; Engagement</strong></td>
</tr>
<tr>
<td>- Over 1500 starter emergency supply kit backpacks and preparedness guides were given out at presentations made to pre-school staff and parents, community groups, Boy Scout parents, Senior Lunch Program, Gran Vida staff and residents, Community Garden Volunteers, and mobile home park residents. The City HOST volunteers were updated on emergency preparedness and making an emergency plan for their homes too. The last of the starter kits (red backpacks) were given out during the Thomas Fire and immediately after the 1/9 Debris Flow.</td>
</tr>
<tr>
<td>- During the Thomas Fire and 1/9 Debris Flow, Carpinteria CERTs were an invaluable partnership. CERTs distributed over 35,000 N95 masks to the community over eight days, handed out needed fire and storm information to businesses and affected neighborhoods, and assisted the SBC Sheriffs with evacuations and traffic management.</td>
</tr>
</tbody>
</table>
- A CERT basic training course was held in March and again in July graduating thirty community members.
- The second Teen CERT class was interrupted by the Thomas Fire in December 2017 and eventually graduated 12 teens in February.
- The first corporate CERT training began in October 2018 at Procore. The final drill and graduation will be held in February 2019.
- Carpinteria CERTs participated in the 8th Annual All County CERT Drill held in Lompoc in October.
- The *Don’t Panic! Prepare!* program has been incorporated into the Aware and Prepare Community Disaster Education.

| Emergency Response Capacity Building | The City’s EOC was activated each time the Santa Barbara County Office of Emergency Management called for evacuations in the City during the Thomas Fire, 1/9 Debris Flow and following storms.
| City Staff Training & Exercise        | Staff was updated on EOC activation procedures and emergency preparedness for their homes and families.
| StromaReady / TsunamiReady            | Work was not conducted on this matter during the year.

**Program: Volunteer Services**

**Neighbor-to-Neighbor**
- A Neighbor to Neighbor community committee was created and met during the summer and fall of 2017. Due to the Thomas Fire and 1/9 Debris Flow, work was suspended until 2019.

**Volunteer Management**
- The HOST program had a successful summer season greeting thousands of visitors at the Kiosk. Recruitment and preparation for the 2019 season will begin in early spring.
- Held orientation sessions for Community Garden Volunteers.
<table>
<thead>
<tr>
<th>Program: Staff Recruitment &amp; Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Descriptions Update</strong></td>
</tr>
<tr>
<td><strong>Labor Agreement</strong></td>
</tr>
<tr>
<td><strong>Employee Training and Development</strong></td>
</tr>
<tr>
<td><strong>Employee Handbook Update</strong></td>
</tr>
<tr>
<td><strong>Staffing and Recruitment</strong></td>
</tr>
<tr>
<td><strong>Wellness Program Alternatives</strong></td>
</tr>
<tr>
<td><strong>Program: Risk Management</strong></td>
</tr>
<tr>
<td><strong>Complete Implementation of CJPIA Loss Control Action Plan</strong></td>
</tr>
</tbody>
</table>
### New Audit Service

The Request for Proposal (RFP) is expected to be completed by the end of February 2019 and proposals due at the end of March 2019 for Finance Committee to review and select new auditors.
## Community Development Department

### 2018 WORK PLAN ACCOMPLISHMENTS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program: ADMINISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Digitize / Modernize</strong></td>
<td><strong>Ongoing.</strong> The Department continues to move forward scanning approved building plans, project files and address files. The Community Development and Public Works Departments have purchased a new web-based GIS map viewing software application. The Departments have investigated the lease / purchase of a large format scanner, although no commitment made as of yet due to the temporary move while City Hall is being renovated.</td>
</tr>
<tr>
<td>- Digitize Approved Building Plans, Project Files and Address Files</td>
<td></td>
</tr>
<tr>
<td>- Purchase a Web-based GIS Application</td>
<td></td>
</tr>
<tr>
<td>- Investigate Purchase or lease of a Large Format Scanner/Printer</td>
<td></td>
</tr>
<tr>
<td><strong>Program: ADVANCED PLANNING</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Zoning Code Update</strong></td>
<td><strong>Ongoing.</strong> The public draft Zoning Code will be released this Spring after Coastal Commission Administrative review.</td>
</tr>
<tr>
<td>- Multi-Year Comprehensive Update to Zoning Code</td>
<td></td>
</tr>
<tr>
<td><strong>General Plan Update</strong></td>
<td><strong>Ongoing.</strong> The General Plan Update is moving ahead on schedule with numerous opportunities for public input. In addition to the $150,000 Coastal Commission grant to help fund the Sea Level Rise Vulnerability Assessment and Adaptation work, the City has recently received $218,000 grant from Caltrans to include Transportation and Infrastructure related planning work. Four additional grants are currently under review.</td>
</tr>
<tr>
<td>- Multi-Year Comprehensive Update to General / Coastal Plan</td>
<td></td>
</tr>
<tr>
<td><strong>Program: DEVELOPMENT REVIEW &amp; BUILDING</strong></td>
<td></td>
</tr>
</tbody>
</table>

135
<table>
<thead>
<tr>
<th>Highway 101 Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Linden/Casitas Interchanges and Via Real Extension</td>
</tr>
<tr>
<td><strong>Ongoing.</strong> Construction of the Linden/Casitas project was originally scheduled to be complete in December 2020, however, due to modifying construction sequences the project is now expected to be complete in January 2020. Staff is monitoring the progress, responding to issues as they arise.</td>
</tr>
<tr>
<td>• South Coast HOV Lanes</td>
</tr>
<tr>
<td><strong>Ongoing.</strong> The Revised Final EIR is complete; and the CUP/CDP application was submitted in July 2018. Staff presented the proposal to the ARB for Final Review in October 2018 and Planning Commission review is planned for Spring 2019.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vulnerable Building Assessment and Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify vulnerable buildings and determine an appropriate remediation program</td>
</tr>
<tr>
<td><strong>Ongoing.</strong> Potential “soft story” buildings have been identified and work has begun to review the building and engineering plans on file for these structures in order to determine if retrofits are needed. Staff will bring a program rollout plan to the Council for consideration this Spring.</td>
</tr>
</tbody>
</table>
### PUBLIC WORKS

#### 2018 WORK PLAN ACCOMPLISHMENTS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Works Department Administration</strong></td>
<td>Public Works has developed and is using a staff time tracking system to bill development and CIP projects. This will assist the Department with further development of its Permit and Work Order systems.</td>
</tr>
<tr>
<td><strong>Parking Management Plan</strong></td>
<td>Parking inventory and analysis has been completed.</td>
</tr>
<tr>
<td><strong>Municipal Code Updates</strong></td>
<td>The Annual Blanket Permit Ordinance and Bond Release Ordinance have been completed.</td>
</tr>
<tr>
<td><strong>Annual Street Tree Maintenance and Special Condition Streets</strong></td>
<td>Public Works completed work for the Camino Trillado tree preservation test case. Public Works hired a consultant arborist to provide a report on the City’s stone pine trees, recommendations provided in the report will go before the Tree Advisory Board and City Council for approval.</td>
</tr>
<tr>
<td><strong>Linden Ave. &amp; Casitas Pass Rd. Interchanges Project</strong></td>
<td>Construction began in August 2016. Caltrans and contractor continue to make rapid progress with half of the Casitas Pass and the Linden Avenue bridges being completed. Also, the Via Real and US 101 bridges over Carpinteria Creek were completed in late 2018.</td>
</tr>
<tr>
<td><strong>Downtown and Beach Area Street Maintenance</strong></td>
<td>Pavement project for a portion of Carpinteria Avenue and the El Carro neighborhood is complete.</td>
</tr>
<tr>
<td><strong>Carpinteria Avenue Bridge Replacement Project</strong></td>
<td>City Public Works staff and consultant continue to make excellent progress in preparing the project for construction. In 2017 all permits were secured and 95% design was completed. In 2018 all right-of-way required for construction on adjacent properties was acquired and utility relocation planning continues.</td>
</tr>
<tr>
<td><strong>City Hall Remediation/Renovation Project</strong></td>
<td>In 2018, the City contracted with GWMC, llc for project and construction management services for the project. Also the City Council approved an amended project budget and authorized the project to be put out for formal bid. The Council also approved a lease agreement with Via Real Associates, LLC for temporary office space at 4180 Via Real for City Hall and the Sheriff’s Department. Staff are currently preparing for the move to temporary offices in mid-January.</td>
</tr>
<tr>
<td><strong>US 101 Projects</strong></td>
<td>Caltrans and contractor continue to make rapid progress. Work has begun on all project bridges with the Via Real bridge having been completed in Fall 2017.</td>
</tr>
<tr>
<td><strong>Ash Avenue Improvements Project</strong></td>
<td>This project was completed in January 2018 and included sidewalk infill on the east side of Ash Avenue between Sandyland Rd. and 3rd St.; walkway, parking area, drainage and roadway improvements between 3rd St. and 4th St., and a study of angled parking along the west side of Ash Avenue from Sandyland Rd. to 3rd St.</td>
</tr>
</tbody>
</table>

**Additional Work Items Listed in the 2018 Annual Work Plan Public Works Introduction:**
- Rincon Multi-Use Trail Project
- Street Sweeping Services Request for Proposal
• Carpinteria Ave. Driver Feedback Sign
• Inspections and Inventories
• Alternative Transportation Grant Applications
• Contract and Construction Documents Update

• 2019 Citywide Street Rehabilitation
• City Hall Pedestrian Improvements
• Bailard Avenue ADA Improvements
• Linden Avenue Seating Area

• Grant Applications
• Pavement Management / Funding
• Alternative Transportation Plan
• Update Photo Mapper Program to GIS – Base GIS Program – Data Collection
• Linden Ave. Sidewalk Maintenance Phase IV
• City Hall Remediation/Renovation Project
• Carpinteria Avenue / Elm Avenue Crosswalk Relocation
• Groundwater Management
<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parks Administration</strong></td>
<td></td>
</tr>
<tr>
<td>Inn Project</td>
<td>Identified possible group to construct and operate an Inn project in conformance with the City prepared concept plan.</td>
</tr>
<tr>
<td>Skate Park Planning</td>
<td>Completed plans sufficient to seek required permits.</td>
</tr>
<tr>
<td><strong>Parks and Facility Improvement and Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td>Community Garden Project</td>
<td>One year anniversary of this Project has occurred with continued community support.</td>
</tr>
<tr>
<td>City Wide Hiking Biking Trail System Planning and Construction</td>
<td>Engineering and design of the Rincon Trail continues to advance. Purchased public trail easement across Bluffs II Property.</td>
</tr>
<tr>
<td>Memorial Park Improvements</td>
<td>New Playground Project is complete</td>
</tr>
<tr>
<td>Heath Ranch Park</td>
<td>Trees were safety pruned in November 2018.</td>
</tr>
<tr>
<td>Bluffs III acquisition</td>
<td>Continuing to negotiate Conservation Easement with the Land Trust. It appears the easement is nearing a final draft.</td>
</tr>
<tr>
<td><strong>Community Pool Services</strong></td>
<td></td>
</tr>
<tr>
<td>Solar electric system installation</td>
<td>No further progress due to Middle School Construction.</td>
</tr>
<tr>
<td>Ocean Beach Services</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Winter Protection Berm</td>
<td>Winter berm was installed on time in 2018</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. 2017 Carpinteria Valley Economic Profile
Executive Summary
Table of Contents

Executive Summary 1
Employment and Income 6
Retail Trade and Tourism 11
Residential Real Estate 14
Commercial Real Estate 17
New Development 19
Quality of Life 23
Demographics 27
Acknowledgements 30
The Carpinteria Valley, located in the southernmost corner of Santa Barbara County, is home to just over 20,400 residents. It is characterized by an economy that includes a prolific cut flower industry, a strong industrial sector, and a thriving downtown shopping district. Carpinteria’s small town atmosphere, rural environment, and long expansive beach makes it a principal visitor destination in Santa Barbara County.

The valley economy has evolved over time into a jobs center. The number of workers located in Carpinteria exceeds the number of residents in the valley’s labor force. Workers commute from Santa Barbara, Oxnard and Ventura. The agriculture sector employs more people than any other industry, followed by professional business services and manufacturing.

Approximately 100 net jobs were created last year in the Carpinteria Valley. The rapid growth of Procore Technologies and its employment base at its Bluff location has more than offset other local company downsizings in recent years. Not only have jobs expanded in technology, but also in the wholesale trade industry of the Carpinteria Valley.

In March 2017, the unemployment rate in the City of Carpinteria was measured at 4.8 percent. The labor market by any standard is considered to be at the full employment level in the region.

The largest employer in the Valley is Procore followed by NuSil Silicone Technology, Dako Corporation and the Carpinteria Unified School District.

In 2016, the median household income in the City of Carpinteria was $69,979. Across Santa Barbara County and the broader state, typical household incomes are generally much lower.
The Greenhouse and Flower Sector

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

Gerbera daisies and Lilies are the principal flower crops, accounting for 40 percent of the total greenhouse space and nearly 50 percent of total cut flower sales.

Over the last decade, the value of the Santa Barbara County flower crop has jumped by 22 percent, totaling more than $105 million in 2015. An estimated 60 percent of this production originates in the Carpinteria Valley. The flower industry continues to employ hundreds of workers in the valley, though employment declined in 2016.

With the passage of proposition 64 in November 2016, the Valley economy has the potential to expand greenhouse crop production to include marijuana to meet the legal demand for both medical and personal use.

The cannabis industry is likely to become a prolific agricultural crop in California. Prior to the legalization of this burgeoning industry in 2018, flower growers are considering the profitability of allocating green house space to accommodate marijuana. The growing infrastructure is already in place and growers could rapidly substitute into cannabis and produce a 2018 harvest.

Tourism

In the Carpinteria Valley, tourism is an important component of the local economy. It generates substantial revenues for the city’s general fund, supports a significant number of jobs, and adds to the customer base for local shops, restaurants, and recreational sites.

The Carpinteria State Beach attracts an estimated 2.1 million visitors a year who spend approximately $77 million annually in Carpinteria.¹

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¹ King, Philip, and Douglas Symes, “The Potential Loss in Gross National Product and Gross State Product from a Failure to Maintain California’s Beaches,” A report prepared for the California Dept of Boating and Waterways, San Francisco State University, 2003. The estimates were escalated to 2017 values using California’s growth in population and the increase in the consumer price index between 2003 and 2017.
The Carpinteria Valley tourism sector has been strong. There are six hotels with more than 600 rooms in the region. At these establishments, the occupancy rate averaged just under 74 percent in 2016. Annual room sales have now reached an all time high in the city, climbing to $20.4 million in 2016.

In addition to these six hotels, Carpinteria has a vibrant short term vacation rental industry with many beachside homes rented part-time during the year. Effective July 1, 2017, the City of Carpinterial will permit a maximum of 218 vacation rentals in the beach neighborhood. Approximately 30 additional vacation rentals will also be permitted in other parts of the city, but these 30 permits will be phased out over the next 5 years. “Home Stays,” or partial home rentals where the owner remains in the residence, will be allowed in all residential zones throughout the City.

**Commercial Real Estate**

Industrial real estate is very tight, as current demand for industrial space is high. There is an estimated 1.3 million square feet of industrial
building in the Valley and the vacancy rate is a scant 2.1 percent. In the office market, there is approximately 470,000 square feet of space with a vacancy rate of 2.6 percent.

In general, the Carpinteria Valley industrial sector has been a strong competitor for neighboring regions, such as the city of Santa Barbara, the city of Goleta, and the county of Ventura. Manufacturing and technology are the most important components of the Carpinteria Valley economy, and high rates of both office and industrial market utilization are a testament to the strength of the Carpinteria Valley as a quality business location in Santa Barbara County.

Residential Real Estate

It is estimated that in the City of Carpinteria, there are 2,200 single family detached homes, 424 attached homes, and 2,136 apartment units. There are also 848 mobile homes. The vacancy rate for all rental and ownership housing is 11.7 percent, largely because many homes are vacation homes and are not occupied year around. The apartment vacancy rate in late 2016 was a very tight 2.3 percent.

As a result of the healthy economy and job formation across the South Coast, demand for homes has increased in the Carpinteria Valley. The inventory of for-sale housing is very low forcing potential buyers to compete for a limited number of properties which has produced a 23 percent rate of price appreciation between 2013 and 2017.

The median selling value of a home in Carpinteria during calendar 2016 was just over $900,000. During the first two months of 2017, the median price of a home sold was reported at $1,045,000.
New Housing Development

In recent years, housing construction has slowed. This is true of many jurisdictions across the state. The relative lack of new housing units has helped to ensure that the region remains small, though it exacerbates traffic and congestion by limiting worker housing, and prevents the retail and business communities from expanding more quickly.

There are currently 11 residential units that are approved in Carpinteria, and 48 units that are proposed and seeking entitlement. There are no projects that are currently under construction.

Quality of Life

Aside from traditional economic factors – such as job growth, consumer spending, and home prices – regional conditions can be influenced by a number of lifestyle factors. In general, the residents of the Carpinteria Valley enjoy a high standard of living. Crime is low, traffic congestion is better than in surrounding regions, and the public school system produces high caliber students.

Crime rates in Carpinteria are lower than other parts of Santa Barbara County. Low crime rates can help to support property values, retain households with high levels of income, and ultimately support retail sales, tax revenues, and employment growth.

Traffic counts had declined in Carpinteria since 2003, but since 2012, traffic has increased. With the current 101 widening project underway, traffic congestion during rush hours has deepened. This is expected to persist until the Linden and Casitas Pass Cal Trans project is completed in 2020.

Students at Carpinteria High tend to outperform their peers across the state in the SAT college entrance examination scores. This gap has widened in recent years, with Carpinteria High scores surpassing those across the state for most of the past decade.
C. Neighborhood Preservation Committee
Recommendations Table
### Neighborhood Planning Committee
**Recommendations and Status of Work by Department**

#### Issue 1. Use and Occupancy of Single Family Dwellings

#### Issue 3. Home Occupations


#### Issue 7. Land Use Compatibility

<table>
<thead>
<tr>
<th>Department</th>
<th>Recommendation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>1.a. Pursue and encourage development of Single Room Occupancy units</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>1.b. Work with SB County on development of affordable housing options for agriculture and hospitality industry employees</td>
<td>Ongoing-Casa de Las Flores project</td>
</tr>
<tr>
<td></td>
<td>1.c. Research a Parking Permit Program</td>
<td>2014/2015 parking management study</td>
</tr>
<tr>
<td></td>
<td>1.d. Limit the number of vehicles registered to a specific address</td>
<td>Not Initiated/Could be considered through zone code update</td>
</tr>
<tr>
<td></td>
<td>1.e. Prohibit parking on the front lawn or in the front setback (other than the driveway)</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>1.f. Continue the Vehicle Abatement Program</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>1.g. Provide outreach and education about City Codes and Code Compliance (use City website, scroll, GATV, brochures, flyers, magnets and a staff contact list)</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>1.h. Encourage residents to park in garage</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>2.a. Limit the number of vehicles permitted at each residence to not more than six</td>
<td>See 1(f)</td>
</tr>
<tr>
<td></td>
<td>2.b. Maintain requirement for two-car garage in single family zones</td>
<td>Current Code</td>
</tr>
<tr>
<td></td>
<td>2.c. Revisit minimum garage size to allow for large vehicles and storage space</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>2.d. Allow more than 324 square feet of paving in the front yard (toward the side property line on the driveway/garage side of the lot; encourage use of grasscrete or other permeable paving.)</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>2.e. Do not allow parking in the front yard landscaping</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>2.f. Redefine “front” and “side” yards in Zoning Code</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>2.g. Encourage parking of at least one car in the garage</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>3.a. Update Zoning Code to define home occupation, reduce maximum number of visitors at a time, restrict hours to 6:00 a.m. to 10:00 p.m., relax maximum number of daily visitors, authorize one commercial vehicle in public view, revisit size and type of vehicles allowed in residential zones, prohibit radio-dispatched vehicles that create noise (such as tow trucks) and prohibit refuse</td>
<td>Zone Code Update</td>
</tr>
</tbody>
</table>

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150
Neighborhood Preservation Committee
Recommendations and Status of Work by Department

<table>
<thead>
<tr>
<th>Issue 1. Use and Occupancy of Single Family Dwellings</th>
<th>Issue 2. Garages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue 7. Land Use Compatibility</td>
<td>Issue 8. Neighbor to Neighbor Programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Development</th>
<th>3.e. Provide information about City regulations on the City website and in an informational brochure</th>
<th>Completed 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.d. Send a letter to all residents with home-based businesses that includes all pertinent Municipal Code regulations</td>
<td>Neighbor-to-Neighbor Program goals, 2014 Work Program</td>
<td></td>
</tr>
<tr>
<td>3.c. Educate public about new codes and use neighborhood outreach programs to encourage neighbors to address issues themselves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.a. Adopt a leafblower ordinance to regulate the hours of operation and adopt protocols for leafblower use</td>
<td>Considered and tabled by City Council</td>
<td></td>
</tr>
<tr>
<td>6.b. Provide incentives for residents to turn in old leafblower models for more eco-friendly versions</td>
<td>See above</td>
<td></td>
</tr>
<tr>
<td>6.c. Encourage communication between neighbors about leafblower use</td>
<td>Neighbor-to-Neighbor Program</td>
<td></td>
</tr>
<tr>
<td>6.d. Create educational materials in English and Spanish</td>
<td>Completed 2011-12, and ongoing</td>
<td></td>
</tr>
<tr>
<td>6.e. Place brochures in stores where leafblowers are sold</td>
<td>Completed 2011-12, and ongoing</td>
<td></td>
</tr>
<tr>
<td>6.f. Distribute information on responsible leafblower use to all business license applicants for gardening and landscaping businesses</td>
<td>Completed and ongoing</td>
<td></td>
</tr>
<tr>
<td>7.a. Continue and expand proactive code compliance programs to address public nuisance issues</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>7.b. Include environmental impacts when considering safety issues in land use matters</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>7.c. Continue to provide APCD contact information for filing of odor complaints</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>7.d. Facilitate coordination between public agencies responsible for oversight and regulation of industrial facilities (e.g. Fire District, APCD, etc.)</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>7.e. Minimize and mitigate noise impacts from development</td>
<td>Ongoing</td>
<td></td>
</tr>
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</table>
### Neighborhood Preservation Committee

**Recommendations and Status of Work by Department**

<table>
<thead>
<tr>
<th>Issue 1. Use and Occupancy of Single Family Dwellings</th>
<th>Issue 2. Garages</th>
</tr>
</thead>
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<tr>
<td><strong>Issue 3. Home Occupations</strong></td>
<td><strong>Issue 4. Neighborhood Infrastructure</strong></td>
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<tr>
<td><strong>Issue 7. Land Use Compatibility</strong></td>
<td><strong>Issue 8. Neighbor to Neighbor Programs</strong></td>
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<thead>
<tr>
<th>Public Works</th>
<th>Not scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.b. Develop a Park and Ride Facility at Carpinteria Avenue and Highway 150</td>
<td></td>
</tr>
<tr>
<td>4.a. Synchronize tree replacement with tree removal</td>
<td>Completed and ongoing</td>
</tr>
<tr>
<td>4.b. Budget adequately to carry out the Street Tree Program</td>
<td>Completed and ongoing</td>
</tr>
<tr>
<td>4.c. Support private plant of trees</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4.d. Maintain/project mature trees when possible</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4.e. Continue and expand the sidewalk repair and replacement program</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4.f. Provide education about tree replacement and the City’s Master Tree Plan</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4.g. Provide education in English and Spanish about parkway landscaping and homeowner maintenance responsibilities using the City Newsletter, “knock and talk” approach, door hangers and other means</td>
<td>Newsletter article completed, Neighbor-to-Neighbor program</td>
</tr>
<tr>
<td>4.h. Create an online form for reporting hazardous conditions or maintenance needs</td>
<td>Service Request From completed</td>
</tr>
<tr>
<td>4.i. Create a refrigerator magnet with staff names and phone numbers to report a problem or submit a request for service</td>
<td>Not completed</td>
</tr>
<tr>
<td>5.a. Remove or trim hedges that pose a safety risk due to sight distance or visual clearance</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5.b. Make service requests more accessible</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5.c. Pursue funding to raise the level of service of street and parkway maintenance and add lighting where appropriate</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5.d. Review and make any needed changes to the crosswalks at the intersection of Carpinteria Avenue and Holly Avenue and other intersections that create sight distance issues and at the MTD bus stop at Carpinteria Avenue and Elm Lane</td>
<td>Completed via Traffic Safety committee review/recommendations and</td>
</tr>
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### Neighborhood Preservation Committee
#### Recommendations and Status of Work by Department

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| 5.e. Use the Traffic Safety Committee to study and implement traffic-calming measures as appropriate | Implementing project planning. |
| 5.f. Pursue funding and partnership opportunities to retrofit street lighting with more energy efficient and night sky friendly fixtures and components | Ongoing |
| 5.g. Notify Caltrans of deficiencies in highway related safety features, including lighting and work with them to ensure that new improvements are safe and pedestrian and bicycle friendly | Completed downtown LED retrofit 2011-12, researching SCE retrofit. |
| 7.g. Anticipate and monitor potential health and safety risks | Ongoing/Freeway Interchanges project. |

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<tr>
<th>Volunteer Emergency Services</th>
<th>7.f. Educate/train citizens at the neighborhood level on emergency planning and preparedness</th>
<th>Ongoing</th>
</tr>
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<tbody>
<tr>
<td>8. Development of a Neighborhood Oriented Program</td>
<td>Neighbor-to-Neighbor</td>
<td></td>
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<tr>
<td>Develop a Neighborhood Relations Tool Box</td>
<td>Neighbor-to-Neighbor</td>
<td></td>
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<tr>
<td>Hold a Kick-off Event</td>
<td>Neighbor-to-Neighbor</td>
<td></td>
</tr>
<tr>
<td>Organize a Clean-up Day</td>
<td>Neighbor-to-Neighbor</td>
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**Volunteer Emergency**

| Develop Neighborhood Programs | Neighbor-to-Neighbor and |
Neighborhood Preservation Committee
Recommendations and Status of Work by Department

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