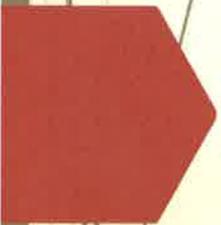


# City of Carpinteria

**Annual Work Plan  
January 23, 2016**



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## I. INTRODUCTION

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

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

## **II. MISSION STATEMENT**

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

### **City of Carpinteria Mission Statement January 25, 1993**

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

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

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

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

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

### **III. VISION STATEMENT**

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

**Carpinteria in the Year 2020  
Community Vision Statement  
September 1997**

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

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

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

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

## IV. STRATEGIC INITIATIVES

The Strategic Initiatives identified and discussed below are high level policy areas that have been determined to be strategic because they represent more than a current crisis and are not easily resolvable or entirely within the control of the City. Also, strategic issues have the potential to prevent or make difficult the City's ability to accomplish its stated Mission and will raise fundamental policy questions concerning the provision of services. Strategic Initiatives are interdependent and in some cases overlap. Each Strategic Initiative below sets out related goals that are annually implemented through the objectives of the Work Program.

### 1.) An Efficient and Effective Organization

A stable, reliable, and professionally run local government organization is critical in order for the City to provide the community with the variety and level of services expected. In particular, the City's ability to deliver the quality of local government services needed and expected by the community is influenced significantly by its workforce, policies and procedures, facilities, and financial resources.

**A. Public Facilities and Systems:** The City manages buildings, streets and other public facilities and infrastructure with significant value that must be maintained and improved in order to continue to meet community needs and expectations. The City has recently conducted studies to assess the adequacy of its street paving, storm water management system, street trees, and City Hall facilities and found that significant investment will be required over the next 30 years. The City's neighborhood parks are of a similar age and have similar needs for increased annual investment. Investing incrementally and consistently in public facilities and leveraging limited revenues through grants and other means will allow the City to provide facilities and improvements that continue to meet the needs of local residents, businesses, and visitors.

In the digital age, local governments have the opportunity to communicate effectively with more residents, business operators and visitors than ever before. Also, the public's expectations are rapidly changing. The City will need to continue to strategically invest in upgrading and/or replacing computer software, scanning hardware and other technologies, in order to ensure that communication with the public is efficient and effective.

#### **Public Facilities and Systems Goals**

- *Completion of a phase of City Hall facility improvements and upgrading of various hardware and software systems.*
- *Develop plans for the prioritization/funding of street and parkway major maintenance projects, e.g., paving and tree replacements, and initiate process of completing annually at least one major pavement maintenance project and one Special Conditions Street project.*

- *Completion of one or more Carpinteria Coastal Trail links and rehabilitation of at least one park playing field and/or playground.*
- *Establishment of a concrete plan for expansion/improvement of local public transit to include better east/west connectivity.*

**Progress, Resource Issues, Adjustments**

*Progress was made in the last year to address these Public Facilities and Systems Goals. Work progressed on a phased City Hall revitalization project, replacement of the City phone system was completed and financial system software upgraded. The City received and rejected bids for Phase I of City Hall improvements and is reevaluating how to proceed with the City Council Public Facility Site Acquisition and Development Committee.*

*Progress was also made on updating the City's Capital Improvement Plan, which includes major street maintenance priorities. The timing and extent of all of these efforts are influenced by limited financial and staff resources and the work plan continues to include studying the possibility of proposing a new Assessment District that could assist with street right-of-way and/or park maintenance needs.*

*Significant progress is being made on completing the Carpinteria Coastal Trail. The Santa Claus Lane Trail, linking westerly Carpinteria Avenue to Santa Claus Lane in unincorporated Santa Barbara County, and the Rincon Trail, linking easterly Carpinteria Avenue to Rincon County Park, are both in the engineering design phase of development, are both included as a part of the freeway improvement projects and funding will come from those State projects and/or the cooperative pursuit of grants.*

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

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

**Policies and Procedures Goals**

- *Complete updates of the City's Zone Code and Map as implementation of the General Plan/Local Coastal Land Use Plan.*
- *Complete comprehensive update of the Public Works Engineering Division Permits and Procedures, including necessary fee studies.*

- *Establish Annual Employee Training Schedules, overall and specifically for emergency operations.*
- *Organize/Update Administrative Procedures Manual*

**Progress, Resource Issues, Adjustments**

*Although work has progressed, this matter was not brought into public hearings as anticipated. The City's Zone Code update is scheduled for public hearings early this year and is expected to be completed for submission to the Coastal Commission in late 2016. Also, significant progress has been made in updating Public Works permits and procedures; however, the work is currently on hold due to capital project priorities and limited staff resources.*

*Annual staff emergency preparedness training is being conducted and, with the hiring of the new Program Manager, a schedule of annual recurring training will be developed. The update of the Administrative Procedures Manual continues to progress and is expected to be completed in early 2016. Progress on this work is, in part, determined by priorities in the Human Resources division.*

**C. Workforce:** *Maintaining a well training and motivated workforce is critical to the delivery of local services that meet community needs and expectations. Challenges include many key employees nearing retirement age, rising costs of public pensions and health insurance. Changes in State law and accounting standards, which aim to improve transparency and accountability, require the City's ongoing diligence and time. Also, law enforcement and other contract labor costs represent a significant part of the City's spending and controlling these costs over time must be a priority.*

Similarly, the City's employee health insurance benefit costs will require further attention as costs continue to rise.

**Workforce Goals**

- *Continue to implement AB340 retirement plan changes and respond to new Government Accounting Standards Board (GASB) guidelines.*
- *Coordinate and advance work with Sheriff, County and other contract law enforcement cities to control costs.*
- *Plan for and meet human and technology resource needs of the organization.*

**Progress, Resource Issues, Adjustments**

The City experienced a key retirement in 2015 and expects that a number of retirements of key staff are possible over the next several years. This will require recruitment and hiring and present opportunities for evaluating the organization.

The City continued implementing changes in response to new state public pension and government account standards concerning pension liability and other post-employment benefits. New labor agreements were completed and results are being implemented through compensation changes and other adjustments.

The City has continued to keep up with personal computer hardware and software needs, adequately budgeting for this annually. The City's phone system was replaced and the financial system transition completed.

Law enforcement contract costs continue to represent the most significant General Fund expenditure and given the contract size, i.e., approximately \$3.5 million, even small growth can represent significant added expense. As such, this contract demands ongoing attention in order to identify opportunities to control costs. The County of Santa Barbara labor negotiations with the Sheriff's deputies union have not been completed and therefore it is unclear what the impacts will be on contract agency costs.

**D. Finances:** The City remains financially strong and the recovery of key revenue sources and positive results from the City's application of various cost control measures all bode well for the future. However, the issues of the stagnation of various revenue sources that support street right-of-way and park maintenance work and a projection of a steep rise in public facilities maintenance and law enforcement services costs, are expected to continue to create challenges to delivering necessary and desired services, projects and programs to the Carpinteria community.

### **Financial Goals**

- *Continue to develop diverse revenue sources in order to allow for stability in the event of decline in one or more revenue areas.*
- *Continue to seek to improve cost recovery for City services.*
- *Support development opportunities consistent with City land use policies, recognizing that such property improvements and uses also promote growth of property, sales, and transient occupancy tax, and support the needs of local business interests, including the promotion of the local economy.*
- *Establish sufficient funding sources for parks and parkway maintenance functions.*
- *Seek to minimize the potential for volatile and/or unexpected increases in expenses, e.g., law enforcement and health insurance.*

### **Progress, Resource Issues, Adjustments**

*City staff has worked this past year with a number of property owners and prospective developers on projects that, if successful, could both be consistent with City land use goals and policies and deliver additional revenue for community services, projects and programs. Three projects on the Carpinteria Bluffs continue to be discussed and a hotel project on the west end of Via Real is expected to be brought back for concept review in 2016.*

*Staff is working on a plan for the former UPRR property that sits at the juncture of the Downtown and Beach neighborhood and could serve as impetus for new private investment in those areas.*

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

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

The City Council approved labor agreements include health insurance cost sharing by employees and the City Manager has initiated the formation of a Health Insurance Committee to review alternatives to the City's existing health insurance plan.

## **2.) A Sustainable Community**

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

Many of the projects, programs and services of the City can be understood as promoting this approach to local government operations and public policies, programs and services. More specifically, three areas of service: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, provide a structure that supports a variety of important local services from public safety to energy conservation to tourism promotion. This Sustainable Community policy structure was adopted by the City through Resolution No. 5500.

A. **Economic Vitality:** The local economy has emerged from the effects of the recession with growth in tourism and related sales and hotel bed taxes. Carpinteria continues to thrive as a destination of choice for those that value a real small beach town experience with abundant natural resources and a safe, attractive built environment. Also, tourism continues to be a complement to the community rather than to overrun it, thus supporting long-term residential property values for local residents. At the same time, the lack of diversity in the economy, sales tax leakage, weak retail sales, and unrealized potential in hospitality development (which will take years from proposal to completion), leaves opportunity for building a more resilient local economy, better capable of meeting local needs and expectations.

### **Economic Vitality Goals**

- *Establishment of a more diversified local economy with improved products and services for residents.*
- *Attract and retain downtown retailers, hotels, corporate headquarters and R&D uses that can be successful in, and complementary to, the community.*
- *Establish support for small business development.*
- *Improve off-season visitorship.*

- *Establish expanded local hiking and biking trails and public transit that are attractive and convenient to employees and visitors.*
- *Encourage new investment through private development in the City's neighborhoods, districts and major street corridors by establishing appropriate and clear policies and regulations and implementing them through a thorough, professionally administered and cost effective development review process.*
- *Move further toward a balance of jobs and housing in the community with housing types available to those with varied household incomes, especially aiming to improve the availability of low and moderate income housing that meets the needs of the local workforce.*

### **Progress, Resource Issues, Adjustments**

The City practices an asset based economic vitality program, building on existing assets in support of the local economy. The City continues to invest in its quaint, beachside Downtown through increased maintenance. The City received a proposal for revitalizing the landscape in the Downtown district and replacement of street trees is proceeding through phases. Work going forward includes updating visitor information made available at the Downtown Visitor kiosk, replacing more damaged sidewalks and related street trees, and addressing homelessness.

Work on additional links to the Carpinteria Coastal Trail is ongoing, will be a considerable attraction for visitors to the coast and will be complemented by work that the State Park is completing to add a dune trail and make landscape improvements at the Carpinteria Creek lagoon.

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. Over the last several years the Dahlia Court expansion and Casas de las Flores affordable housing projects have been completed. The City's down payment loan program was recently extended to assist above moderate income first time homebuyers.

B. **Environmental Stewardship:** The coastal location of Carpinteria presents unique responsibilities and opportunities. The City is required by myriad state and federal laws to establish policies, regulations and implementing programs and services that protect unique natural resources such as the Salt Marsh, creeks, coastal bluffs and beaches. The City is also required to collaborate with state and federal agencies to ensure that water and air quality does not represent a threat to people or the environment, and that the amount of waste generated in the community is minimized. It is also in the City's interest to conserve electricity, gas and water resources to reduce costs and ensure the long-term availability of affordable utilities.

### **Environmental Stewardship Goals**

- *Implement the City's Sustainability Policy through the General Plan Update*
- *Implement the latest storm water management mandates via updated City Storm Water Management Program and creek protection policies.*

- *As described in the new waste hauling franchise agreement, implement new and expanded waste stream reduction and recycling programs.*
- *Implement any necessary changes to the City's single-use bag regulations based on the new State law.*
- *Continue projects to reduce energy use at City Hall, the Community Pool and through equipment replacement.*

### **Progress, Resource Issues, Adjustments**

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

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

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

C. **Health, Safety and Wellness:** People make communities function well and achieve success. In order for people to succeed they need to feel safe, have access to good housing, healthy food, education and health and human services for children and families. Carpinteria has a wealth of facilities and services that support a healthy and safe community. The City's role in this varies from little involvement to providing services directly. As the demographics of the City of Carpinteria evolve over time, the City will need to continue to monitor the service needs of its residents. For example, the last US Census suggests that the City's population is getting older on average. Considering how this affects services and opportunities for the City is important for meeting community needs and expectations.

### **Health, Safety and Wellness Goals**

- *Stabilize law enforcement services in order to promote the continuation of a very safe place for residents, business operators and visitors.*
- *Implement recommendations of the Neighborhood Preservation Committee that can serve to promote interaction and communication between neighbors.*
- *Continue to expand and improve the City's emergency preparedness program in order to promote resilient households, neighborhoods and businesses.*
- *Continue to expand and improve the City's disaster planning and response program including staff training, sea level-rise adaptation, and other initiatives.*
- *Through the zone code update and development/implementation of other land use and development policies, maintain Carpinteria as a compact and*

*accessible City where walking and bicycling are viable options for going about daily routines and commuting to work/school.*

- *Maintain and expand access to public parks, open spaces, trails, and recreation programs and services that encourage an active lifestyle.*
- *Establish a community garden program that along with the local farmer's market and other businesses, allows for convenient access to locally grown fruits and vegetables.*
- *Continued the effective implementation of development regulations and code compliance services that help to ensure safe housing, protection from flooding and other hazards, and livable neighborhoods.*
- *Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective education, health and human services to the Carpinteria community. In this regard the City supports the South Coast Task Force on Youth Gangs, THRIVE, and has recently collaborated with CUSD and SBCADA to receive a CalGRIP grant that will support counseling and other services to students and their families.*

### **Progress, Resource Issues, Adjustments**

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

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

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

### **3.) Interagency Cooperation/Coordination**

As coastal regions in southern and central California continue to grow, including Ventura and Santa Barbara Counties, the ability of a city or county to independently have a positive effect on issues such as traffic congestion, housing affordability, or business retention, is made more difficult. This is true in Carpinteria today as the City cannot, by itself, effectively address traffic congestion on Highway 101, the cost of housing in the market, or important factors that may influence a business to move out of

the City or not move here in the first place. There are several issue areas that are central to the City's need to work cooperatively with other agencies at the County, state and federal level.

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

Carpinteria is not immune from societal problems that frustrate workforce development including lack of education and experience, and involvement in criminal activities, which retard gainful employment and active citizenship. In order to effectively develop Carpinteria youth for employment and active citizenship, the City works cooperatively with local schools, County and state government, and non-government organizations in the region in order to make needed family and youth services available and convenient to the Carpinteria community.

#### **Housing and Employment Goals**

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

#### **Progress, Resource Issues, Adjustments**

The City's affordable housing collaborations are having positive results in generating housing opportunities for various 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 have created a first time buyer down-payment loan program to assist above moderate income buyers in entering the Carpinteria housing market. Habitat for Humanity has a pending application for a three-unit affordable housing project. The City has also been successful in creating opportunities for local employees to have first rights to purchase new homes constructed in Carpinteria.

**B. Open Space:** Carpinteria is situated on the California coast line and the City is a steward of unique and important coastal resources that exist here. But the City does not work alone in this effort. There are myriad public agencies (county, state and federal), that have responsibilities for resources located within City limits. From marine mammals to the Salt Marsh, to public access to the coast and mountains, the City works in partnership with county, state and federal agencies as well as many non-government organizations to protect, preserve and enhance these resources. The City's work plan

anticipates continuing and expanding its role as a partner in efforts to gain access to the funding and expertise needed to be an effective steward of open space resources in the area and to maximize the benefits of those resources to residents, business, and visitors.

### Open Space Goals

- *Protect and improve coastal resources through cooperation with responsible agencies such as the California Coastal Commission, State Department of Fish and Wildlife, California Water Board, UCSB Extension, and County of Santa Barbara.*
- *Develop a Climate Change Adaptation Plan that is capable of addressing protection of coastal open spaces such as the Salt Marsh and Carpinteria Creek Lagoon.*
- *Completion of the next phase of the Carpinteria Shoreline Feasibility Study and present an update to the City Council.*

### Progress, Resource Issues, Adjustments

The work plan includes a City Climate Change Adaptation Plan. The Parks & Recreation work program includes renewed efforts to acquire funding adequate to continue the Shoreline Feasibility Study, a critical plan for identifying a long term solution to beach erosion and coastal property damage.

A significant enforcement action over the past year involving a parcel adjacent to Carpinteria Creek and north of Via Real had a positive outcome involving restoration of a significant segment of creek bank. Also in 2015, State Parks completed phase one of a coastal dune boardwalk project at Carpinteria State Beach and initiated work to restore and reconfigure areas adjacent to the Carpinteria Creek Lagoon, which will improve recreational amenities and water quality.

**C. Transportation:** Regional transportation facilities in the City include Highway 101, the railroad corridor, and the Santa Barbara Metropolitan Transportation District public transit system. The freeway is currently undergoing a significant expansion. With widening and interchange improvement projects currently either in the planning stage or under construction, these projects will be ongoing for the next decade. The City of Carpinteria must remain engaged as a partner in order to ensure that the improvements are compatible with the City's interests and character.

The Union Pacific Railroad (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. Plans are also being made to develop a commuter rail system using the UPRR tracks and this effort is expected to involve identifying appropriate locations for additional sidings between Ventura and Santa Barbara.

Carpinteria is geographically small and travel around town is generally convenient. Public transportation services available in Carpinteria include the Seaside Shuttle and MTD bus services, regional commuter bus service, para-transit service for the disabled and dial-a-ride service for seniors. However, improving public transit connections between east and west outlying areas of Carpinteria has been identified as an important need, along with improving connections between Downtown, the Amtrak station, and local hotels. Expanding shuttle service to meet these needs remains an elusive goal at this time.

Finally, all of these transportation efforts involve the Santa Barbara County Association of Governments (SBCAG), the regional transportation authority for Santa Barbara County and the 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 development and permitting for the Linden-Casitas Interchanges project as necessary to ensure that the project meets City policies, and participate in the other 101 Improvement Projects affecting Carpinteria, including ensuring ped/bike connections between Santa Claus Lane and Carpinteria Avenue (west), and Rincon County Park and Carpinteria Avenue (east).*
- *Working with Caltrans, SBCAG, UPRR, Coastal Conservancy, Coastal Commission, and private property owners, complete planning, 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 for east/west outlying areas of the City.*
- *Working cooperatively with the County, CUSD, Friends of Franklin Trail, and private property owners, permit and open the Franklin Trail into the Santa Ynez Mountains.*
- *Complete the City's Bicycle Master Plan and gain Bicycle Friendly Community status.*

### **Progress, Resource Issues, Adjustments**

Development permits and related actions have been completed for the Linden-Casitas Interchange project. The work plan includes ongoing Linden-Casitas Interchanges project work, including the Rincon and Santa Claus Lane trails.

Work on the Coastal Vista Trail is being addressed through discussions about various Bluffs development concepts and these discussions are expected to continue in 2016, including the possibility of private development applications being processed that include one or more trail segments.

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

D. **Education, Health and Human Services:** Public education, health and human services are provided to the City of Carpinteria by the Carpinteria Unified School District, County Office of Education, and County of Santa Barbara. In each instance, Carpinteria residents being served are a subset of a larger geographic area served by the District and County agencies. The City can serve as an advocate for ensuring that adequate services are provided in the City area and as a partner on grants and other cooperative/collaborative initiatives aimed at delivering the quality and quantity of services appropriate for the Carpinteria community.

**Education, Health and Human Services Goals**

- *Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective education related services to the Carpinteria community.*
- *Assist the Carpinteria Unified School District with their planning strategies for upgrades and expansion of District facilities.*
- *Continue and expand collaboration and cooperation with other agencies and non-governmental organizations in providing accessible and effective health and human services to the Carpinteria community, including but not limited to County mental and public health services, Central Coast Collaborative on Homelessness, Restorative Policing, and other initiatives as determined appropriate.*

**Progress, Resource Issues, Adjustments**

The work plan anticipates the City's ongoing work with Carpinteria Unified School District and the THRIVE collaboration, the Council on Alcohol and Drug Abuse's Teen Court program, South Coast Task Force on Youth Gangs, HopeNet, C3H, and Boys Club and Girls Inc..

**Department: General Government**

**Department Organizational Chart:**



**Mission Statement:**

***To provide effective leadership to the City organization, transparency and accountability to the public, assistance to the City Council in developing and implementing effective public policy and municipal budgets, and to ensure the delivery of essential and desired City services in an efficient, effective and equitable manner, with integrity and professionalism.***

**Description of Department programs and services:**

The General Government Department includes support to the Legislative & Policy functions of the City, including the City Council and City Attorney, and management of general City Administration. The City Manager is directly responsible for functions in of the Department pursuant to Carpinteria Municipal Code and policy and program direction as provided by the City Council. The following is a brief description of each function of the Department:

**Legislative and Policy Support**

(Advisory Boards & Commissions and Legal Services) This function includes providing direct staff support to the City Council, coordination of City Council agenda development, coordination with the City Attorney's office and special legal counsel, research and response to state and federal laws, ballot measures, and other changes in conditions that affect City programs and services, and draft local legislation and policies for consideration.

**City Administration**

This program includes Council meeting agenda management, strategic planning, budget development and presentation, public relations, service delivery satisfaction, management of contract City services such as Law Enforcement and the City Attorney, and management of City employees including the conduct of performance reviews with Department Heads, and agreement on performance measures.

**Records Management**

Maintain City records in an identifiable and accessible manner in order to fulfill public, legal, and historical requirements for preservation of information. Prepare and coordinate legal and promotional publications and posting of ordinances, resolutions, public hearings advisory board vacancies, legal noticing, and researching legislative data. Coordinate and schedule City Council agenda items, reviewing, assembling and distributing reports. Administer oaths of office, attesting and sealing official documents, notarizing City documents. Administering requirements of the Fair Political Practices Commission and Brown Act.

**Elections**

Conduct the General Municipal Election in coordination with the Santa Barbara County Elections Division including preparation of all required resolutions, legal notices, candidate manuals, and candidate filing forms. Process and review required campaign financial statements and candidate conflict of interest filings. Assist candidates throughout the pre-election, election and post-election period.

**Staff Recruitment, Retention and Development**

Coordination of staff recruitment, selection, training and evaluation of employees; coordination of compensation and employee benefit programs; employer-employee labor negotiations, implementation of City's personnel management goals and objectives; implementing new personnel policies and procedures as required by Federal and State regulations.

### **Risk Management**

Identify and analyze loss exposures and examine alternative techniques to minimize the City's liability exposure and financial risk. The City participates in the California Joint Powers Insurance Authority (CJPIA). The self-insuring and loss pooling programs for Property Insurance, Workers' Compensation, Commercial Crime Policy including Public Official and Employee Bonds, and General and Automobile Liability offer advantages to the City in terms of cost, protection, risk management and loss control advice and assistance.

### **Communications & Community Promotions**

This program seeks to establish and maintain effective communication with the community and to promote the community for purposes such as support for the local economy. The program includes a Volunteer Program, which assists with providing visitor information and conducting community emergency preparedness education, presentations and transmission of City and public meetings, special events and the Community Scroll on Government Access Television Channel 18, distribution of a City Newsletter and maintenance of the City's website.

### **Economic Vitality**

Economic Development activities include efforts to assist in the retention of existing businesses and recruitment of new companies to the City. These activities also serve the purpose of representing the City on issues associated with economic development opportunities as well as communicating business issues with City representatives.

The purpose of this program is to consider business needs and evaluate and develop strategies to retain and attract businesses that will stimulate the local economy creating increased revenue through retail sales, business-to-business sales tax generation, transient occupancy tax generation, and area employment opportunities.

### **Community Service Programs**

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

### **Public Safety**

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

### **Volunteer Services**

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

**Program: Legislation & Policy  
Legislative Advocacy**

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**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. Current legislation that the League is advocating on and which align with City interests include:
  1. Affordable housing funding
  2. Homeless services
  3. Short-term vacation rentals
  4. Road maintenance funding
  5. Stormwater management funding
- **Coastal Commission Matters:** The City of Carpinteria is located entirely within the Coastal Zone and is subject to regulations of the California Coastal Act. Although the City is a permitting agency, amendments and updates to the City's Local Coastal Plan and appeals of certain Coastal Permits issued by the City, routinely come before the California Coastal Commission (CCC). Certain public projects also require Coastal Development Permits, including the annual sand berm construction on the City Beach and other projects that are within the permanent permit jurisdiction of the State. It is anticipated that the City will work with Coastal Commissioners and staff on a variety of matters including, but not limited

## General Government

to, Sea Level Rise policy guidance, the Local Coastal Plan Amendment related to the Freeway Interchanges Project, the City's Zoning Code update.

- Freeway Interchanges and widening: The City is currently working with Caltrans and SBCAG staff on Highway 101 improvement projects that include the Linden - Casitas Interchanges Project and the South Coast HOV Lanes Project. City staff works as a part of the Project Teams to prepare the projects for the development and permit review processes. The City also has permit authority over the portions of the projects that are within the City limits and will analyze the project applications for consistency with local, state and federal regulations and, if determined appropriate, issue the development permits for the projects.

In 2015, the Linden-Casitas project received development permit approval from the City and Coastal Commission. Implementation of the project will involve, utility coordination and permits from myriad state and federal agencies, including the Federal Emergency Management Agency (FEMA). The project partners will be working with FEMA at the national level to apply floodplain policy and regulations. This effort is expected to require lobbying efforts if the partners need assistance from the region's congressional leadership.

- Parks and Trails: The Carpinteria State Beach is located entirely within the City and occupies a key location along the coast and adjacent Linden Avenue, the Downtown thoroughfare. The City will work cooperatively with State Parks to look at options for the Linden Field and the Linden street-end that can best meet the needs of the community and visitors. Also, the City is responsible for protecting coastal resources for public use. Completion of the City's Coastal Vista Trail and establishing access across the rail corridor requires cooperation with multiple public and quasi-public agencies including Caltrans, Coastal Commission, County of Santa Barbara, Union Pacific Railroad and the Public Utilities Commission. After more than a decade of slow progress on a Beach Nourishment Study aimed at determining a long term solution for the protection of sandy beaches and public and private improvements, funding to complete the study must now be found. The City will need to advocate for adequate funding to complete the project through state and federal representatives with influence over the Army Corps of Engineers and State Parks Department, division of Boating and Waterways budgets.
- Oil & Gas Development: Significant oil and gas resources and associated extraction and transportation facilities are within and adjacent to Carpinteria. The City monitors projects and legislation related to oil and gas operations that may affect the City. Two projects, Paredon and Carone, an onshore directional drilling project and an offshore drilling project respectively, could involve review/participation by the City in 2016. Also, the City may provide additional comment on the Phillips 66 Rail Spur project in San Luis Obispo County as it could result in significantly increased risk of oil-by-rail transportation accidents in the region.

### Tasks

1. Identify appropriate officials to contact concerning identified projects/issues requiring advocacy

## General Government

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

None

### Funding Source

General Fund and other  
Sources of personnel/contract  
funding

## **Program: Legislative & Policy**

### **Regional Programs Collaboration and Cooperation**

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#### **Project Description**

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

This 2015 work item includes but is not limited to City participation in the South Coast Task Force on Youth Gangs, CalGRIP grant administration, THRIVE, work with the Carpinteria Valley Chamber of Commerce, work with C3H and community members to establish a community committee on homelessness, and continued cooperation on a recycled water program with Water and Sanitary Districts.

#### **Objective and Policy Consistency**

The City will collaborate and cooperate in program and service delivery with other agencies where those agencies deliver services to the Carpinteria community and/or make resources and expertise available to other agencies. This effort is consistent with the City's policy interest in maintaining a healthy, safe and positive environment for residents and visitors to the community.

#### **Previous and Ongoing Work**

- **City Council Committees:** This work involved staff support from the City Manager and Department Heads for the various City Council committee meetings held in 2015, including meetings with the Water and Sanitary District, Chamber of Commerce and School District.
- **Central Coast Collaborative on Homelessness (C3H):** This regional began in earnest in 2015 and is poised to better address issues facing people experiencing homelessness. This collaboration replaced a number of other groups addressing the issues caused by homelessness in the region including the South Coast Homeless Advisory Committee, on which the City had participated.
- **Youth and Family Services:** City Manager, Councilmembers attend quarterly meetings of the South Coast Task Force on Youth Gangs. The Task Force is transitioning this year and will be known as the South Coast Task Force on Youth Safety.
- **The City works cooperatively with the School District and the Council on Alcohol and Drug Abuse (CADA)** to administer a CalGRIP grant (successor funding will be sought in 2016) and in promoting and developing the THRIVE program involving extended education and family services.

## General Government

- **Freeway Improvement Projects:** The Linden-Casitas Interchanges project received development approval in 2015 and is expected to be under construction in 2016. In particular, work on Flood Mapping and construction coordination is expected to be a priority in the coming year. The City, Caltrans and SBCAG will continue working toward development approval of the Highway 101 HOV project in 2016.
- **Stormwater Management.** The City has been an active participant in the Santa Barbara County Integrated Regional Water Management group through which Proposition 50 and Proposition 84 funding were distributed. Regional collaboration allows partner agencies to apply for grant funding and prioritize projects that are multi-beneficial. With the passage of Proposition 1, any agency wishing to apply for stormwater or flood management grants now is required to have a Storm Water Resource Plan, which must be adopted into the Integrated Regional Water Management Plan. Storm Water Resource Plans (SWRP) take a watershed based approach to dealing with storm water and flood management, and collaboration is encouraged for eligibility for grant funding. Staff is currently working with the County of Santa Barbara and other local agencies in developing a scope of work and application for a planning grant, which would pay for the development of a regional SWRP.
- **Reclaimed Water.** The City has joined a collaboration with the Carpinteria Sanitary and Water Districts to explore the feasibility of creating a reclaimed water program in the Carpinteria Valley.

### Tasks

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

### Products

N/A

### Staff Requirements

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

### Budget/Source

General Fund

**Program: Legislative & Policy  
Legislative & Policy Research & Development**

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**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 are currently being monitored and/or analyzed include:
  - a. short term property rentals
  - b. medical marijuana regulation
  - c. assessment district compliance, updates/new formation
  - d. potential ordinance amendments in support of Public Works work program, including pavement life warranty program and comprehensive review of City's development impact fee and assessment district programs
  - e. update of procedural requirements regarding City's revenue and finance ordinances
  - f. comprehensive zone code update
  - g. monitor court cases on wide variety of matters, including California Environmental Quality Act, planning and zoning, fiscal, and regulatory matters.
- **Pension Reform:** In late 2012 the State passed AB 340, the Public Pension Employees Pension Reform Act of 2013. The City has incorporated changes consistent with AB340 in its labor agreements and will continue to implement the new requirements through 2018.
- **Zone Code Update:** The City has completed an administrative draft of a comprehensive update to the City's zoning regulations, Chapter 14 of the Municipal Code. It is anticipated that public hearings before the Planning Commission and City Council will be held in spring and summer of 2016.

# General Government

**Tasks**

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

**Products**

Memorandums, staff reports  
Resolutions and/or ordinances

**Date**

Ongoing

**Staff Requirements**

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

**Budget**

None

**Funding Source**

General Fund and other sources of personnel/contract funding

## Program: City Administration

### Long-Term Financial Plan

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#### **Project Description**

The purpose of this Work Plan item is to create a Long-Term Financial Plan that identifies critical areas which have, or are expected to have, an impact on the financial condition of the City over the next five years, and to establish goals, objectives and actions to effectively address them over time. The document would be created through a public process, ideally involve community stakeholders, and be annually reviewed and updated, as necessary. A Long-Term Financial Plan can be the context for local economic forecasting, something that was recently updated in 2015. The economic recession illuminated the importance of identifying long-range financial goals and plans for implementing them. This work was completed as a part of an Economic Recovery Plan several years ago. A long-term financial plan could also include an Environmental Scan of the organization; some information of which is currently included in the City's annual financial audit. Long-term financial planning also supports the City's strategic planning work. Finally, the Plan would permit a more robust projection of revenue and expenditures that is already a part of the budget document. The GFOA, which evaluates our budget, has recommended this as an addendum to the budget document.

#### **Objective and Policy Consistency**

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

#### **Previous and Ongoing Work**

- Economic Forecast Update (2015)
- Revenue and Expense forecasting (Annual Budget)
- Comprehensive Annual Financial Report (CAFR)
- Economic Recovery Plan (2011)
- Environmental Scan (2008)

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

#### **Tasks<sup>1</sup>**

1. Formation of a committee to assist in directing the scope and content of the work.

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

## General Government

2. Preparation of a Long-Term Financial Plan that includes:
  - a. Improving understanding of trends and issues in the local economy
  - b. Updated, long-range City revenue/expenditure forecast
  - c. City debt analysis, i.e., debt level, debt sustainability, debt capacity
  - d. Financial balance analysis, i.e., estimating future financial position of the City and identifying where expenses are exceeding revenues
  - e. Financial strategies for how to address future imbalances and maintain long-term balance
  - f. Cooperation/Community Participation; involving community stakeholders in assessment and development of recommendations.
3. Public review/approval of a Long-Term Financial Plan.

<b><u>Products</u></b>	<b><u>Date</u></b>
• Long-Term Financial Plan	December 2015

### **Staff Requirements:**

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

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

**Funding Source:** General Fund

**Priority:** This item is a High priority

**Program: City Administration  
Public Facilities Access**

**Project Description**

Update of the City’s Americans with Disabilities Act (ADA) Transition Plan

**Objective and Policy Consistency**

To identify areas where opportunities exist for improved accessibility and to comply with state and federal accessibility standards

**Previous and Ongoing Work**

- Hired Disability Access Consultants (DAC) to assist in updating the City’s Transition Plan and Self-evaluation
- DAC has completed a survey of City facilities including various buildings, sites, parks, parking lots and public right-of-way
- Surveys conducted identified physical barriers (interior and exterior)
- DAC has provided a Transition Plan database
- DAC to work with City staff to complete various Self-evaluation activities
- City staff completes and oversees various accessibility improvements throughout the year
- Various Citywide improvements were previously completed as a part of the City’s Settlement Agreement with the Department of Justice (DOJ)
- Use of the City’s Settlement Agreement with the DOJ as the City’s Transition Plan

**Tasks**

1. Complete ADA Transition Plan / Self-Evaluation Plan update

**Products**

- Completion of Transition Plan, ADA Master Plan document, Executive Summary of ADA activities and accomplishments

**Date**

4/16

**Staff Requirements**

Assistant to the City Manager, City Manager, Public Works Director, Parks & Recreation Director

**Budget**

\$47,880

(\$37,180 has been expended to date.)

**Funding Source**

General Fund / Measure A

**Priority**

High

**Program: Community Promotion and Communication  
City Web Site Update**

---

**Project Description**

Identify and implement improvements to the City's web site.

**Objective and Policy Consistency**

To update the City's web site 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 web site policies as needed.

**Previous and Ongoing Work**

The City's web site has been periodically updated

**Tasks**

1. Outline proposed improvements (e.g., updated platform, any needed ADA related updates, inclusion of social media links, compatibility with smart phones, tablets, web privacy policy update, etc.)
2. Solicit proposals and project time-frame from web design firms
3. Complete contract for services with web site firm
4. Complete web site improvements

**Products**

**Date**

- |                                    |       |
|------------------------------------|-------|
| • Outline of web site improvements | 6/16  |
| • Project proposals / contract     | 8/16  |
| • Completed updated web site       | 12/16 |

**Staff Requirements**

- Assistant to the City Manager, Department Heads

**Budget**

\$15,000 (est.)

**Funding Source**

General Fund

**Priority**

Medium

**Program: Economic Vitality  
Business Development Support**

---

**Project Description**

Work with the City / Chamber of Commerce committee on strategic planning / common goals related to economic vitality activities which include business retention, business recruitment, and general business assistance efforts.

**Objective and Policy Consistency**

- To assist in the retention and recruitment of businesses
- City Mission Statement  
...Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community.
- Vision 2020 Document--Land Use and Growth Management Team Report, Economic Vitality. Goal: To identify and promote the financial resources that will support the small town quality of life for our coastal community of Carpinteria through the year 2020.

**Previous and Ongoing Work**

- Various on-going economic vitality efforts are provided by City staff (e.g., downtown maintenance, planning assistance, parks and beach maintenance, etc.)

**Tasks**

1. Meet with City / Chamber of Commerce committee to discuss strategic planning and goals related to economic vitality activities. Items to be addressed include promotion of downtown vacancies and participation on the Caltrans Public Relations committee in support of the Carpinteria Business Community.

**Products**

**Date**

- |   |                 |
|---|-----------------|
| • Meet with City/Chamber committee                    | 3/16 / On-going |
| • Outline of strategic plan / economic vitality goals | 6/16            |
| • Implementation of goals                             | 7/16 / On-going |

**Staff Requirements**

Assistant to the City Manager, City Manager

**Budget**

**Funding Source**

TBD (This program would be funded through the General Fund.)

**Priority**

Medium

**General Government**

**Program: Economic Vitality**  
**Inn and Restaurant at the Railroad**

---

**Project Description**

The creation and consideration of concept plans for the municipally owned land in the City's downtown allowing the City to plan for area improvements. The City has completed the acquisition of 2.1 acres of land along the railroad tracks in 2012 and 2013. Use of this land could include a visitor serving inn and 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 significant 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**

- Have prepared a concept design for a small Inn with restaurant..
- Have prepared a concept for parking lot No. 4 to augment area parking.

**Tasks**

Prepare a study that evaluates the viability of an Inn and restaurant in parking lot No 3.  
Obtain City Council direction to seek Request for Qualifications / Proposals to evaluate potential project participants.  
Refine Project specifications  
Negotiate project terms  
Define further project actions.

**Products**

Request for Qualifications and Proposals

**Staff Requirements**

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

**Budget**

\$30,000

**Funding Source**

General Fund

**Priority**

High

**Program: Elections  
2016 Municipal Election**

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**Project Description**

Conduct the 2016 Municipal Election

**Objective and Policy Consistency**

To conduct a municipal election that conforms to the California State Elections Code, and regulations of the Santa Barbara County Election Division, the California Fair Political Practices Commission, and the Carpinteria Municipal Code.

**Previous and Ongoing Work**

Elections are conducted every other year.

**Tasks**

- Prepare resolutions, for adoption by City Council and S.B. Board of Supervisors, calling the November 8, 2016 General Municipal Election, requesting consolidation of election with Santa Barbara County Elections Division and setting requirements for campaign statements.
- Prepare all required notices of election as per State Elections Code.
- Prepare candidate handbook and candidate nomination packets.
- Assist candidates in making correct filings for office, review materials submitted by each candidate for compliance with Election Code, verify signatures on nomination papers and submit listing of candidates to County elections.
- Receive and review required campaign financial disclosure statements throughout the election period.
- Prepare documents for certification of election and swearing in of new councilmembers.

**Products**

**Date**

- |   |           |
|---|-----------|
| • Resolutions, calling election, requesting Consolidation and setting candidate statement regulations | May 2016  |
| • Candidate Manual/Handbook   | June 2016 |
| • Candidate Packets   | June 2016 |

**Staff Requirements**

City Clerk and City Attorney

**Budget**

**Funding Source**

\$11,000

General Fund

**Priority**

High

# General Government

## Program: Law Enforcement Community Outreach

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### Project Description

As part of our efforts to become more involved within our community and to look for solutions to some of the problems within our community, we intend on increasing our community outreach. With that, we will attend more of the community functions and we are looking at the development of a new program, "Citizens' Academy". The new program is a joint program with the City and works at increasing citizen awareness and understanding of the workings of the Santa Barbara County Sheriff's Office.

### Objective and Policy Consistency

The overall objective to this program is to increase the knowledge and understanding between the Sheriff's Office and the citizens of Carpinteria. We also hope to improve the relationships between the community and law enforcement as a whole.

### Previous and Ongoing Work

This is a new program to this area and will require some adaptation of an already existing program within the Sheriff's Office.

### Tasks

1. Citizens' Academy
  - a. Adapt lessons plans to fit the unique needs of Carpinteria
  - b. Identify facilities and schedules for presentations
2. Increase face to face contacts with the citizens by walking the beats and contacting more businesses
3. Continue the "Coffee with the Cops" program

### Products

Citizens' Academy

### Date

August 1, 2016

### Staff Requirements

Sheriff's Lieutenant, various Sheriff's and City Staff members to act as presenters, and community leaders

### Budget

There is no expected expense with this program, with the exception of staff time.

### Funding Source

Existing General Fund expenditures (Staff time)

**Program: Emergency Services  
Community Preparedness & Engagement Program**

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

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

**Previous and Ongoing Work**

- Since 2010, we’ve reached over 2,600 residents with emergency preparedness information and starter emergency supplies kits through the *Don’t Panic! Prepare!* program.
- Over 250 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.

**Tasks**

- Create a plan for transitioning preparedness programming from *Don’t Panic! Prepare!* to a more comprehensive community preparedness and engagement program.
- Introduce the community to the Everbridge notification system’s “Aware and Prepare” opt-in for the community-at-large.
- Reach 500 households with preparedness information, including starter emergency supplies kits and preparedness guides.
- Conduct CERT trainings in English and Spanish.

**Products**

- DPP transition plan
- Aware and Prepare Opt-in
- CERT trainings in English and Spanish
- Community preparedness presentations
- Emergency Kit and Survival Guide distribution

**Date**

- June
- March
- December
- Ongoing
- Ongoing

**Staff Requirements**

- Program Manager
- Carp-Summerland Fire Protection District

**Budget**

\$6,400

**Funding Source**

General Fund

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

**Program: Emergency Services**  
**Emergency Response Capacity Building**

---

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

**Objective and Policy Consistency:** To ensure the City is prepared to effectively respond to natural disasters and other emergencies, capacity building activities will be undertaken, which will include the development of a Continuity of Government Plan, 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
- (EOC) kits were updated through a revision in 2013 and several new tools and resources were developed to aid staff in EOC operations in 2014.
- The City’s Emergency Operations Plan was updated and approved by Council in 2014.
- The City’s Hazard Mitigation Plan was updated and approved by Council in 2012.
- In 2013, all of the CUSD Emergency School Sheds were evaluated for structural integrity and the contents were noted. A list of recommended items for the sheds was created.
- Created an Emergency Notification & Reporting Guide to identify how and when City employees will report for duty during an emergency.
- Planned and convened a successful Carpinteria Oil & Gas Plant Systems Safety Review Group meeting in May 2013 and October 2014. This is now an annual meeting.
- Began working with Public Works Department and County OEM on identifying radio communications needs during an emergency.

**Tasks**

- Create a Continuity of Government Plan to identify and prioritize City operational functions, identify threats to “normal” operations and outline how the City will respond to events that may disrupt City operations, such as a natural disaster, public health outbreak or other emergency.
- Update the Multi-jurisdictional Hazard Mitigation Plan
- Assist the Carpinteria Unified School District in creating a long-term management plan for the School District’s Emergency Sheds.
- Create a Shelter Response Plan in partnership with the American Red Cross, Santa Barbara County Department of Social Services, and the Santa Barbara County Public Health Department.
- Conduct a survey to inventory all soft-story buildings within the city.
- Create emergency response resource lists to proactively identify City resources and local resources that may be used during an emergency.
- Implement and train staff on the Everbridge Notification System.
- Assess City emergency communications needs, including radios, and create a plan for meeting identified needs.

**Products**

- Everbridge Notification System implementation

**Date**

February

# General Government

- Inventory of soft-story buildings June
- EOC Activation Handbook June
- Multi-jurisdictional Hazardous Mitigation Plan August
- Shelter Response Plan October
- Continuity of Government Plan December
- Emergency Response Resource Lists December
- School District Emergency Sheds December
- Identification of communications needs December

## **Staff Requirements**

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

## **Budget**

\$2,625

## **Funding Source**

General Fund

**Priority:** High – Implementing Everbridge Notification System; creating an EOC Activation Handbook; updating Multi-jurisdictional Hazardous Mitigation Plan, and creating a Continuity of Government plan. Medium – assessing communications needs; and creating emergency response resource lists. Low – developing School Shed Plan; creating a Shelter Response Plan; and inventorying soft-story buildings.

**Program: Emergency Services  
City Staff Training & Exercise**

**Project Description:** As mandated by FEMA and CalEMA, City Staff will participate in trainings to maintain their FEMA certifications and to increase their ability to effectively operate the City’s Emergency Operations Center (EOC). Additionally, to test the City’s Emergency Operations Plan (EOP), a city-wide disaster exercise will be held, involving County OEM and First Responders.

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

**Previous and Ongoing Work**

- 27 City employee have completed FEMA certification in IS-100, 200, 700 and 800.
- Developed a new “lunch and learn” style training format for employee emergency response trainings. Designed and delivered four trainings with an average of 13 employees in each training. Training topics included resource tracking, financial reimbursement, planning and managing operational periods.
- 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 City staff on NIMS, SEMS, WebEOC and video conferencing, as well as other critical disaster response topics as appropriate.
- Create Disaster Service Worker tools and resources for employees to use to better understand their roles and responsibilities as disaster workers.
- Design, implement and evaluate a city-wide Disaster Exercise with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff’s Department and Special Districts.
- Offer continuing education for Elected Officials.

**Products**

- City staff training calendar
- Disaster Service Worker tools
- City-wide Disaster Exercise
- FEMA, WebEOC, Video Conferencing training

**Date**

- February
- September
- December
- Ongoing

**Staff Requirements**

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

**Budget**

\$1,200

**Funding Source**

General Fund

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

**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.
- Acquired tsunami zone and evacuation route signs from County OEM and worked with Public Works on sign placement.
- Posted tsunami zone and evacuation route signs in key locations within and around the tsunami inundation zone.
- Developed a tsunami preparedness section on the City’s webpage.
- Developed a tsunami awareness presentation to be delivered to community groups.

**Tasks**

- Develop a plan for working with residents and businesses in the tsunami inundation area to explain the TsunamiReady program and to gather input on their preparedness needs.
- Design a public education campaign to reach businesses and residents with tsunami preparedness information.
- Write a Tsunami Response Plan in coordination with the Santa Barbara County Sheriff’s Department and the Carpinteria-Summerland Fire Protection District.

**Products**

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

**Date**

- May 2017
- December 2017

**Staff Requirements**

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

**Budget**

\$1,250

**Funding Source**

General Fund

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

Program: Volunteer Services  
Volunteer Management

**Project Description:** Over 200 active volunteers assist City Departments in a variety of capacities. Volunteers provide critical support through the HOST and CERT Programs, as dog walkers and data entry clerks, as docents and more. To continue to manage and sustain a growing and dynamic volunteer corps, critical steps will continue to be taken to create practices and procedures for managing, recognizing, training and communicating with volunteers and minimizing risk within the program.

**Objective and Policy Consistency:** To provide consistent management practices and procedures for the engagement, training and recognition of volunteers.

**Previous and Ongoing Work**

- Manages a citywide volunteer management database to track all City volunteers, record volunteer activity, maintain program rosters and facilitate ongoing communication with volunteers.
- Created formal volunteer position descriptions for active City volunteer positions.
- Maintained status as a Certifying Organization for the President’s Volunteer Service Award. City volunteers are now eligible to receive Presidential recognition for meeting the minimum service requirements of the award.
- Developed and implemented a standardized New Volunteer Orientation for all City volunteers.
- Implemented a Service Award to recognize City HOSTs who have performed five years of service with the City.

**Tasks**

- Develop and implement a standardized, city-wide volunteer recognition program to bring consistency and equality to the recognition of City volunteers across programmatic lines.
- Develop strategy for creating more consistent communications with City volunteers and implement communications plan.
- Develop a volunteer position description, training, and orientation for an animal foster care program

**Products**

- Volunteer Communications Plan
- Volunteer Recognition Program
- Volunteer Animal Foster Care Program

**Date**

- June
- December
- October

**Staff Requirements**

- Program Manager.
- Human Resources Administrator
- Code Compliance Supervisor

**Budget**

\$3,050

**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: Volunteer Services  
Neighbor-to-Neighbor**

---

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

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

**Objective and Policy Consistency**

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

**Previous and Ongoing Work**

- Neighborhood Preservation Committee (NPC) report dated July 2010, included recommendations concerning neighborhood services.
- Conducted research and presented information to the NPC and City Council on neighborhood services programs within other California cities.
- Developed a draft neighborhood map that indicates the number of households, trained CERTs, and *Don’t Panic! Prepare!* kit recipients in each quadrant.

**Tasks**

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

**Products**

- City Nextdoor Account

**Date**

December

**Staff Requirements**

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

**Budget**

\$6,100

**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.

# General Government

## Program: Staff Recruitment & Retention Wellness Program Alternatives

---

### Project Description

Create a Health Care All Employee Committee charged with developing alternatives to the City's current wellness benefit program that allow for better cost control.

### Objective and Policy Consistency

To evaluate alternatives to the City's wellness benefits, including health insurance, that will allow for improved cost control.

### Previous and Ongoing Work

The Human Resources Administrator has been working with the City's insurance broker to understand health insurance options available in the market place. An employee census has been submitted to Digital Insurance. The census will assist them in soliciting quotes, review cost and benefits that are competitive with CalPERS.

### Tasks

- Formation of 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) to make recommendations and review alternatives to CalPERS. The Human Resources Administrator will be the City's representative and will be leading the Committee.
- Preparation of a report and recommendation concerning alternatives to the City's Wellness Program.

### Product

Report with recommendations

### Due Date

Summer 2016

### Staff Requirements

Human Resources Administrator  
Miscellaneous and represented Staff

City Manager  
Management Staff

### Budget

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

### Funding Source

General Fund

### Priority

High

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

---

**Project Description**

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

Using resources such as California Joint Powers Association (CJPIA), Lynda.com and other 3<sup>rd</sup> party training companies, the HR Administrator will conduct, facilitate and coordinate management and employee training. Additionally, the Lunch and Learn training series will provide employees computer and leadership training on site.

**Objective and Policy Consistency**

Maintaining an efficient and effective work force. 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 2015, conducted seventeen on-site trainings and facilitated twenty-five off-site trainings.

**Tasks**

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

**Product**

Trained managers, supervisors and employees

**Due Date**

December 2016

**Staff Requirements** Human Resources Administrator

**Budget**

\$7,000.00

**Funding Source**

General Fund

**Priority**

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

**Program: Staff Recruitment & Retention  
Employee Hand Book Update**

---

**Project Description**

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

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

**Objective and Policy Consistency**

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

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

**Previous and Ongoing Work**

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

**Tasks**

- Review Employer-Employee Relations Resolution
- Review Personnel System Rules
- Complete draft handbook update.
- Review by the City Manager and special counsel prior to distribution to all full-time employees.
- The handbook will be printed or copied.
- Human Resources Administrator will conduct a Mandatory All Employee Handbook/Re-orientation training prior to the distribution of the handbook. Employees will be required to acknowledge receipt of the handbook.

**General Government**  
**Due Date**

**Product**

Updated Employee Handbook

July 2016

**Staff Requirements**

Human Resources Administrator  
City Manager  
Special Counsel

**Budget**

\$3,000.00

**Funding Source**

General Fund

**Priority**

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

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

---

**Project Description**

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

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

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

**Objective and Policy Consistency**

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

**Tasks**

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

**Previous and Ongoing Work**

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

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

**Staff Requirements**

Human Resources Administrator  
City Manager and Department Heads

## General Government

### Budget

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

### Funding Source

General Fund

### Priority

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

**Program: Staff Recruitment & Retention  
Job Descriptions Update**

---

**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 have not been updated for approximately 17 years. There are approximately 60 job descriptions to be reviewed and updated. This includes management, full-time, part time and seasonal positions.

**Objective and Policy Consistency**

To establish and maintain appropriate job descriptions that provide prospective and current employees with clear and accurate information and requirements for all City positions.

Updating the City's job descriptions helps to ensure compliance with labor laws.

**Previous and Ongoing Work**

The City's job descriptions were last updated in 1999. City staff has identified various gaps and deficiencies in the current job descriptions.

**Tasks**

- Hire a consultant to assist in developing and reviewing the job descriptions.
- Develop a job description template and format.
- Review each job description with department heads.
- Review each job description with employees in the position.
- Revise and update each job description.
- Distribute updated job descriptions to employees for signature.
- Format and file the descriptions in an electronic data base.
- File each job description in employee personnel files.

**Product**

Updated job descriptions

**Due Date**

December 2016

# General Government

## Staff Requirements

Human Resources Administrator  
Consultant  
City Manager

## Budget

\$3,000.00

## Funding Source

General Fund

## Priority

High - The City's job descriptions needs 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 descriptions will also ensure that the City's Compensation structure are competitive and up to date.

**Program: Staff Recruitment & Retention  
Time Sheet and Time Clock Implementation**

---

**Project Description**

Implement a new employee timekeeping system for payroll and accounting.

**Objective and Policy Consistency**

More accurate tracking of hours worked, use of leave bank hours, overtime and other special time, and billing to projects and cases.

Additionally, an updated system is expected to help the City ensure compliance with new CA labor laws related to Paid Sick Time and the Affordable Care Act.

**Previous and Ongoing Work**

- Consultation with Paychex implementation representatives.

**Tasks**

- Provide information to Paychex implementation representatives
- Complete and review necessary information to Paychex
- Complete Stratustime train-the-trainer.
- Conduct and provide manager, supervisor and employee training.
- Provide time clocks to Public Works Maintenance group and Pool Staff.
- Ensure that all employees are trained on how to use Paychex's time sheet (Stratustime) and time clock system.

**Product**

New timekeeping system

**Due Date**

March 2016

**Staff Requirements**

Human Resources Administrator, Administrative Services Director, Finance Supervisor

**Budget**

\$4,680.00

**Funding Source**

General Fund

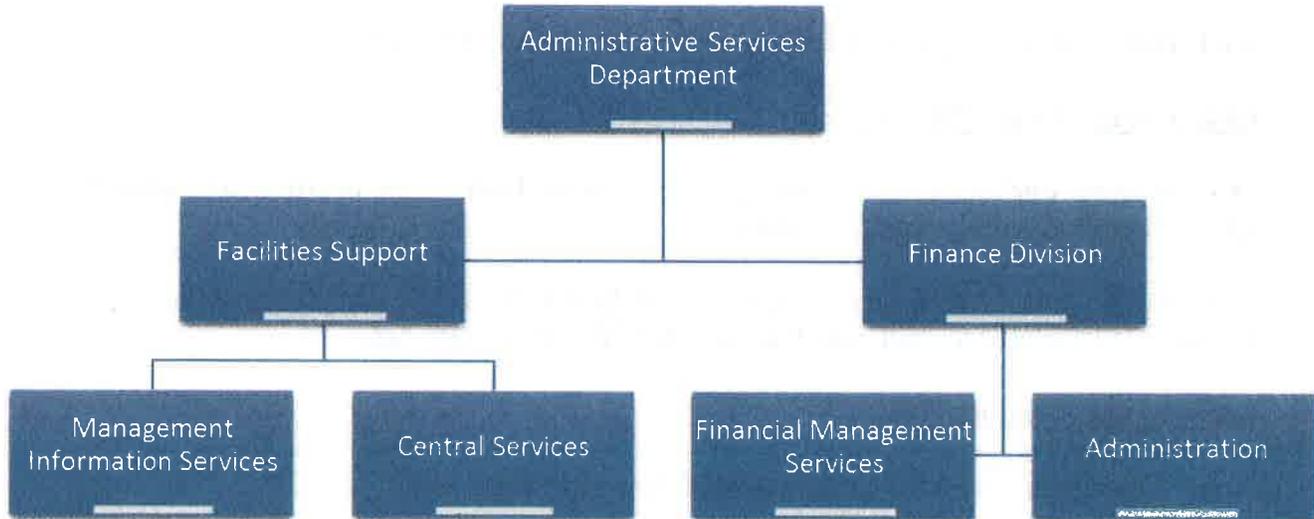
**Priority**

High - The City's time sheet needs to be transitioned away from Lotus and paper time sheet. Implementing Stratustime and Paychex's time clocks will ensure employee's hours works are tracked.

# Administrative Services

**Department: Administrative Services**

**Department Organizational Chart:**



## **Mission Statement:**

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

## Program: Financial Management Services

---

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

### I. Financial Management Services

1. Accounting: Includes the areas of accounts payable, accounts receivable, and treasury. It is concerned with the complete, accurate and timely recording of accounting transactions, safeguarding of the City's assets including a system of internal controls, providing for the City's cash flow needs and providing financial information for internal, external and auditing purposes. Information gathered and maintained by this area is used in all the other Financial Management Services areas.
2. Auditing: Various government codes, debt instruments of the City and grantor agencies require the preparation of annual financial reports audited by an independent certified public accountant. In addition the county requires an annual audit of the Measure D and Local Transportation funds and the state periodically conducts an audit of the Gas Tax fund to ensure compliance with the restricted use of those monies. These audits conducted by independent staff provide additional assurance concerning the accuracy and completeness of the City's financial reporting and control programs. Staff must remain knowledgeable of changes in accounting or auditing standards, respond to auditor's requests for information, schedules, explanations etc. and adapt the accounting and recording systems to effectively and efficiently expedite these audits.
3. Payroll: This function is concerned with timely payment of employees, compliance issues regarding retirement programs, conditions of employment and federal payroll tax reporting. Payroll works closely with Human Resources to ensure that employees are paid timely, in accordance with labor laws and in amounts not exceeding those approved by Council.
4. Budgeting: The City develops a five year financial plan, an annual program / performance type budget as well as a traditional line-item appropriation type budget. Each provides the basis for the others with increasing detail in the shorter term outlooks. The program / performance budget places emphasis on what, how well, how efficiently or to what extent services are provided whereas the line-item budget speaks to how much services cost and is the legal mechanism for Council to authorize expenditures. The budget provides a financial roadmap which is closely monitored with actual results and updated as needed.
5. Financial Reporting: Includes mandate compliance reporting to various county state and federal governments, internal financial reports for staff and reports to Council and advisory boards on fiscal matters.
6. General Administration: Includes attendance at Council, advisory board, staff, safety and miscellaneous meetings; keeping informed on finance issues; advocating finance issues to Council and to staff; responding to inquiries from members of the public and the press; conducting personnel reviews. Also included are the production of budgets and performing other duties as assigned.

# Administrative Services

## II. Central Services

1. Phone Operations: One full time receptionist is utilized to assist callers and augment the voice mail system.
2. Purchasing: General office supplies and equipment are ordered, received and distributed centrally through this program. Specialized supplies required by a department are purchased by individual departments.

## III. Management Information Services

1. Troubleshooting: Involves the timely solving of various problems encountered by users. Typical problems involve finding files, sharing files, recovering from accidental losses and printing problems
2. Backup: Securing files for restoration, storage and saving.
3. Security: Determining, implementing and maintaining user's rights to avoid file loss and corruption. Conduct regular scanning for viruses and maintain virus definition files.
4. Website Maintenance: Monitoring the website and creating additional resources for internet viewers.
5. Training and Instruction: Training and Instruction is the key for successful use and increasing productivity.

**Program: Financial Management  
Internal Audit Report**

---

**Project Description:** Completion of an internal financial audit and implementation of improved procedures/practices.

**Objective and Policy Consistency**

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

**Previous and Ongoing Work**

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

In 2013 the City participated in an IRS audit that identified several areas where improvement was needed and changes in City policies, procedures and practices were implemented.

In 2015, the City solicited an independent Internal Audit Report and has received a draft of the report.

**Tasks**

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

**Products**

Internal Audit Report

**Date**

Summer 2016

**Staff Requirements**

All Administrative Services staff (2)

**Budget:**

\$10,000 in FY 2015-16

**Funding Source:**

General Fund

**Priority:**

High

**Program: Financial Management**  
**New Part time Account Clerk Position**

---

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

**Objective and Policy Consistency**

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

**Tasks**

1. Develop a job description
2. Develop a budget

**Products**

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

**Staff Requirements**

One half time position

**Budget:**

\$50,000

**Funding Source:**

General Fund

**Priority:**

Medium

**Program: Central Services  
Fee Schedule Update**

---

**Project Description: Fee Schedule Update**

**Objective and Policy Consistency:** The purpose of this effort is to keep fees charged for services adequate to recover percentage of costs reasonably born as specified in CMC 3.34.040.

**Previous and Ongoing Work**

The fee schedule was last updated and adopted per Resolution 5290 on February 28, 2011.

**Products**

**Date**

Updated Fee Schedule

April 2016

**Staff Requirements**

Administrative Services Director

**Budget:**

An appropriation of \$15,000 is included in the 2015-16 adopted budget for this effort. Revenue & Cost Specialists have been contracted to complete the study.

**Funding Source:**

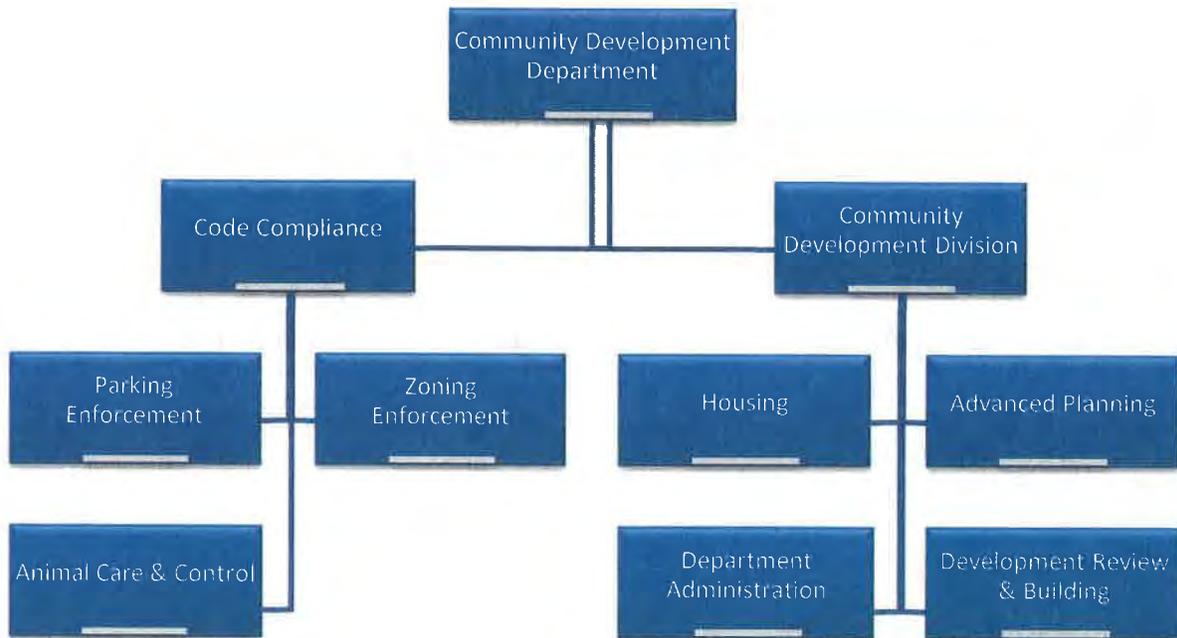
General Fund

**Priority:**

Medium

**Department: Community Development**

**Departmental Function Chart**



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

**Description of Department Programs and Services:** The Community Development Department (CDD) provides primary support to the Planning Commission and its advisory bodies, the Architectural Review Board and the Environmental Review Committee. CDD also provides staff support as needed to the City Council, City Manager, other city departments, and other boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, 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:** Meetings have been held with two separate potential developers of resort hotels on both vacant Bluffs III parcels at the eastern end of Carpinteria Avenue. We expect to receive a conceptual review application for a resort hotel on the 21-acre site early in 2016, after a scheduled meeting with Coastal Commission staff to review updated biological resource studies. We are in the initial review stage of an application involving a mixed use development on the vacant Bluffs II property east of S&S Seeds and the S&S Seeds property proposed by local architect Barton Myers.

Following a conceptual hearing for a multi-use project two parcels totaling 27.30 acres located in the Carpinteria Bluffs Area I planning area in September of 2015, project applicant Capital Hall Partners is preparing revised plans for a scaled-back residential-only project to be presented in early 2016. Any one of these projects will constitute a major work effort for the Planning Division in 2016, as would review of the Paredon project should it be brought forward in 2016.

Rollout of the recently adopted Spay and Neuter Ordinance provisions which will be effectuated in July 2016, and review and rollout of the proposed Short-term Rentals Ordinance will require substantial work effort during the first-half of 2016.

CDD Director will also be working with Code Compliance staff to investigate the possibility of implementing web/cloud-based technology to assist with activities including violation tracking, citations and collections.

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

2016 Work Plan Tasks Summary and Schedule

Community Development Department - 2016 Work Plan															
Activity	Start Month	Duration Month	% Complete	Jan 1	Feb 2	Mar 3	Apr 4	May 5	June 6	July 7	Aug 8	Sept 9	Oct 10	Nov 11	Dec 12
Administration	1	16	40%												
Highway 101 Improvement Projects	1	12	75%												
Message Regulations	1	10	10%												
Vulnerable Building Assessment and Policy	1	9	0%												
Zoning Code Update	1	18	40%												
Climate Change Adaptation Policy	1	16	10%												
General Plan Update	1	36	2%												
Consistency Rezoning - Mapping	4	2	90%												
Zone Code Housing Amendments	4	2	90%												

## Program: Administration

---

**Project Description:** The purpose of this Work Plan item is to improve the Community Development Department's administrative systems. The Department is in 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 also plans to upgrade the City's GIS map viewing software to a new web-based application. The map viewing software allows for quick retrieval of property information, zoning/land use designations, map imagery, and related data. The City's current software, Photomapper, is out of date and is no longer supported. The new software, once fully deployed 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.

### **Objective and Policy Consistency**

The objective of this Work Plan item is to update and modernize the Community Development Department's ability to provide information to homeowners, 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**

- Digitize remaining approved Building plan sets
- New web-based GIS application
- Lease/purchase a large format scanner
- Digital address files

### **Date**

Summer 2016  
Spring 2016  
Summer 2016  
Spring 2017

### **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.

## Program: Advanced Planning Climate Change Adaptation Policy

---

**Project Description:** This effort will create an adaptation strategy for the City to manage the effects of long term climate change on our coastal ecosystems. The City may be subjected to more severe weather events that may result in significant flooding in parts of the City and may ultimately affect local beaches and habitat areas which in turn affect the City's economy.

Many developed residential properties in the Beach Neighborhood are vulnerable to impacts from extreme storms, as are important local resources such as the Salt Marsh, extreme storms are predicted to be more common over time, especially when coupled with high tides and sea level rise. Community Development staff is working with the University of California at Santa Barbara Sea Grant program to support the work effort to develop a south coast regional ecosystem approach to assessing the vulnerability of our coastal resources. This work effort is scheduled to be completed in fall of 2016. The study includes analysis of shoreline hazards, shoreline change modeling, coastal runoff modeling, sea level rise impacts, and a coastal vulnerability analysis. The Adaptation Strategy will rely on the vulnerability assessment and updated science to assess how the City can best manage the long term effects of climate change. This effort may ultimately become part of the City's Local Coastal Program when the next General Plan/Coastal Plan Update occurs in the next few years.

**Objective and Policy Consistency:** Most agree that climate change is occurring and that more severe weather can be expected, along with sea level rise. A chaptered bill (AB 691 - Muratsuchi) requires all cities that receive more than \$250,000 in annual revenues from state tidelands leases to prepare a Sea Level Action Plan by July 1, 2019. This bill brings up an important planning issue for our low-lying coastal community. Preparing an Adaptation Strategy that addresses and responds to climate change in terms of flooding impacts and sea level rise constitutes good planning for the City as much of the City's economy relies upon tourism inspired by our beaches and other coastal resources.

### **Previous and Ongoing Work**

- Conducted Literature Review including reference materials such as: A Report on Sea Level Rise Preparedness (State Lands Commission 2009), State of California Sea Level Rise Interim Guidance Document (October 2010), California Climate Adaptation Strategy (California Resources Agency 2009), Rising to the Challenge – Results of the 2011 California Coastal Adaptation Needs Assessment, Adapting to Sea Level Rise: A Guide for California's Coastal Communities (2012)
- Cal Poly SLO Master's Candidate Jean Long working as City Intern has prepared an Administrative Draft of the City's Sea-Level Rise & Climate Adaptation Plan
- Research of other cities/counties' approach to Climate Change Adaptation Strategies such as the City of Santa Cruz Climate Adaptation Plan (2012)
- Attended NOAA Conference "Coastal Habitat Conservation in a Changing Climate"
- Ongoing participation in regional Sea Grant study on Climate Change Impacts on Coastal Habitats

## Community Development

- Served as a pilot project site for the Draft Adaptation Planning Guide (California Emergency Management Agency and California Natural Resources Agency, 2012)
- Participation in Santa Barbara Area Coastal Ecosystem Vulnerability Assessment (SBA CEVA)

### **Tasks**

- Review Draft Ecosystem Vulnerability Assessment
- Draft Adaptation Policy
- Present to Planning Commission
- Gain City Council approval

### **Products**

- Adaptation Policy

### **Date**

Spring – Summer 2017

### **Staff Requirements**

- Community Development Director
- Assistant Planner

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

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

**Priority:** Medium.

## Program: Advanced Planning General Plan Update

---

**Project Description:** Establish the process and schedule for updating the City's long range visioning and land use plans and initiate the process per the agreed upon plan and schedule. 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.

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

**Objective and Policy Consistency:** To develop an agreed upon schedule and approach to the comprehensive update of the 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's operating consistently with its Mission.

### **Previous and Ongoing Work**

- Resolution No. 4313, July 1996, Commencing a Community-Wide Visioning Process
- Completion of "Carpinteria: On Track to the Future – 2020" visioning document, 1996
- General Plan/Local Coastal Land Use Plan, 2003
- Annual Work Program and Strategic Planning, annually in January
- Adoption of Sustainable Community Policy, January 2014
- Sea Level Rise Regional Grant work
- Update Process Schedule Approved and Formation of General Plan Update Committee, September 2015

### **Tasks**

- Announce and promote the planning process with community leaders
- Develop a multi-year schedule for work completion, including key milestones and responsibilities.
- Identify active participants and engage stakeholders and community members
- Hold General/Coastal Plan Update Committee work sessions
- Prepare draft documents
- Planning Commission Hearings
- City Council Hearings
- Submittal to Coastal Commission

# Community Development

## Products

- |  | <u>Date</u> |
|--|-------------|
| • Draft General/Coastal Plan Document              | 2017        |
| • Draft CEQA Document                              | 2017        |
| • Staff reports for public hearings                | 2017 - 2018 |
| • Updated General Plan/Local Coastal Land Use Plan | 2020        |

## Staff Requirements

- City Manager
- Community Development Director
- Contract Planner/Consultant

## Budget

Unknown

## Funding Source

General Fund

Priority: Medium.

# Community Development

## Program: Advanced Planning Zoning Code Update

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**Project Description:** Provide a comprehensive update to the City's Zoning Regulations. This effort will modernize the Code, update regulations and make it more adaptable to online use.

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

### Previous and Ongoing Work

- Coastal Plan Policies Effectuation has been incorporated into the Zoning Update
- Administrative Draft Code to consultants in June 2014
- Administrative Draft Code to City Attorney Office November 2014
- Review of sign standards in light of recent court decision November 2016

### 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

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

### Date

Summer 2016  
Fall 2016  
Winter 2016  
Spring 2017  
2017-2018

### Staff Requirements

- Community Development Director and all staff
- City Attorney

**Budget:** Staff costs are ongoing as part of the CDD budget. Consultant costs of \$2,883 were budgeted in 2015 – 2016; \$2,883 remains in the budget for this fiscal year.

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

**Priority:** High. This work effort has been lingering for several years, however, it is still a high priority and must be done to implement General Plan/Coastal Plan land use policies and to accomplish other aspects of the work program, such as effectuating Coastal Plan policies and implementing recommendations from the Neighborhood Preservation Committee.

## Program: Development Review & Building Highway 101 Improvement Projects

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**Project Description:** Of the three major Caltrans projects identified in the 2015 Annual Work Plan, only the South Coast HOV Lane from Carpinteria Creek Bridge to Montecito is currently in the project development process, requiring permitting through the Community Development Department:

City staff continues to participate in ongoing meetings with Caltrans and SBCAG staff regarding the South Coast HOV Lane from Carpinteria Creek Bridge to Montecito and the Casitas Pass and Linden Avenue Interchanges and Via Real Extension projects that will improve traffic circulation through the City relative to the function of Highway 101 and its interchanges.

**Objective and Policy Consistency:** These coordination efforts with Caltrans, SBCAG, County of Santa Barbara and the Public Works Department implement the goals, objectives and policies in our Circulation Element, particularly policies C1-a, C1-c and C1-d.

### **Previous and Ongoing Work**

- Attend PDT meetings
- Participate in environmental review process
- Communicate City policies and concerns
- Supervise Contract Planner Jonathan Leech of DUDEK
- Mussel Shoals to Carpinteria US 101 HOV Lane complete through Carpinteria
- Public Workshops for Linden/Casitas Interchanges Project
- ARB Review for Linden/Casitas Interchanges Project
- Design Review Team (DRT) for Linden/Casitas Recommendations to Council
- Final EIR certified for South Coast HOV Lane
- FEMA Determination on Carpinteria Creek Flooding Issue
- 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

### **Tasks**

Mussel Shoals to Carpinteria: Monitor landscape installation

Linden/Casitas Interchanges: Process project permits

South Coast 101 HOV Lane: Monitor CEQA litigation/review design options/process permits

### **Products**

- Rincon Trail Permit Review by Santa Barbara County
- Project related staff reports and Department permits

### **Date**

Spring 2016

Spring 2016

# 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 three projects collectively comprise a very large expenditure of state funds in our local region and are integral to reducing congestion and improving operations on our local roadways and Highway 101. Ancillary bike/trail projects (Rincon Trail and Santa Claus Lane) represent important regional and statewide connections.

## **Program: Code Compliance Massage Regulations**

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**Project Description:** Establish updated regulations for massage establishments as allowed by the new law to ensure the lawful operation of all massage businesses for the public health, safety and welfare.

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

### **Previous and Ongoing Work**

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

### **Tasks**

- Draft Ordinance
- Outreach to Massage Business Owners and Massage Professionals
- City Council Hearings

### **Products**

- Draft Code
- City Council Hearings

### **Date**

Spring 2016  
Summer 2016

### **Staff Requirements**

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

**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.

## Program: Building Vulnerable Building Assessment and Policy

---

**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. The work effort will identify soft story buildings in Carpinteria and implement necessary retrofits to prevent structural damage or complete failure in the event of a moderate to severe earthquake.

A typical soft story building is a multi-story apartment building located over a ground level garage with large openings or series of retail businesses with large windows. Soft story buildings are vulnerable to collapse in a moderate to severe earthquake in a phenomenon known as soft story collapse.

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 soft story buildings in Carpinteria and implementation of necessary retrofits to prevent structural damage or complete failure furthers this objective.

### **Previous and Ongoing Work**

- Locate structures 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), 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
- Review Building and Engineering plans
- Meet with property owners
- Identify a course of action to facilitate necessary retrofits

## Date

Spring 2016

Summer 2016

Fall 2016

Fall – Winter 2016

## Staff Requirements

- Community Development Director
- Building Inspector

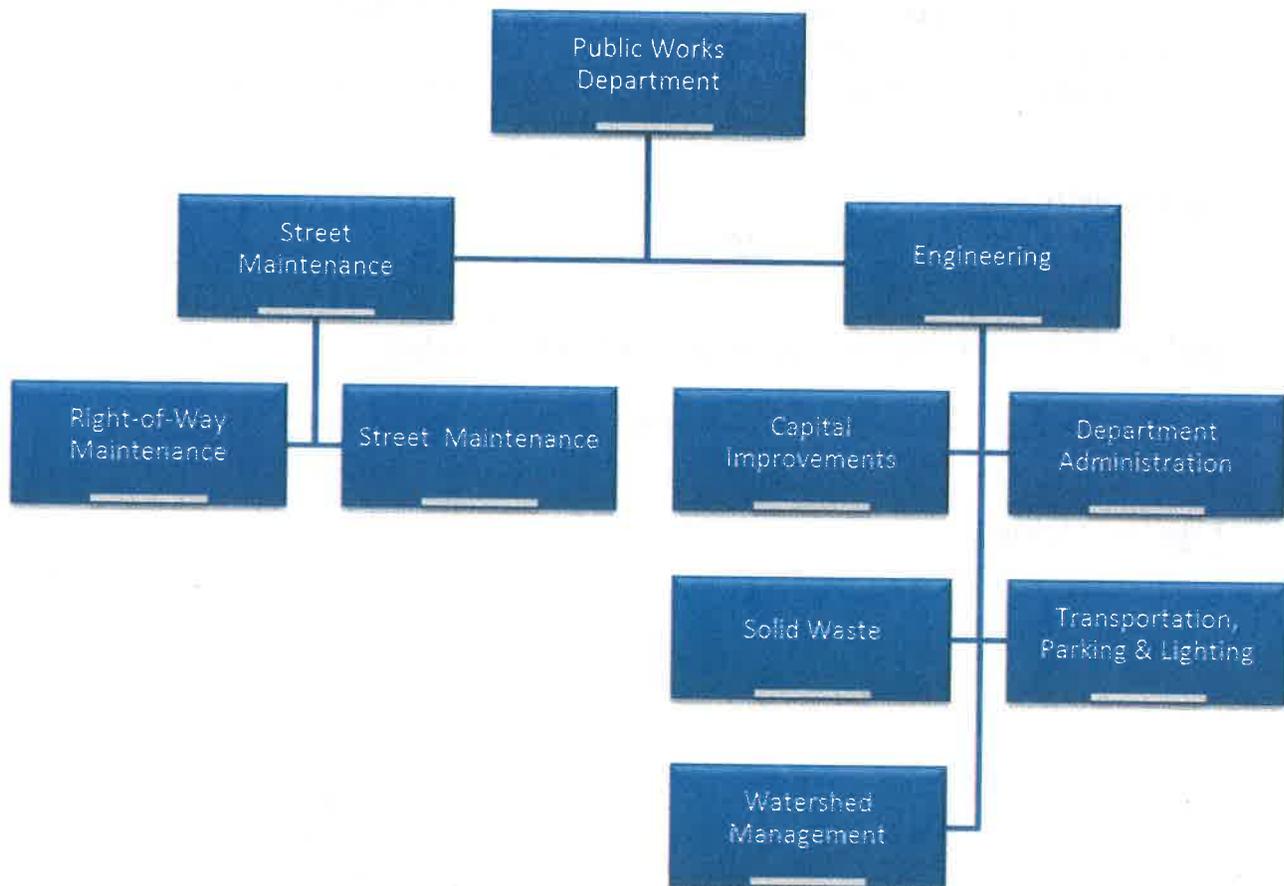
**Budget:** CDD Staff costs are ongoing as part of the CDD budget.

**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 other many services to the Community. The Administration Program is responsible for planning, organizing and directing all of the services that are provided by the Department. Traffic Operations, Floodplain Management, Pavement Management and bidding and awarding construction contracts are among the many tasks performed under the Administration Program. Other programs in the Department include Street Maintenance, Right-of-Way Maintenance, Capital Projects, Solid Waste, Transportation, Parking and Lighting, and Watershed Management.

### **Additional Work Items**

In addition to the work items presented in this Work Plan, the Department of Public Works will continue to work on several other significant projects in 2016:

- Alternative Transportation Plan
- Via Real at Cravens Lane Sidewalk In-fill
- Grant Applications
- Inspections and Inventories
- Alternative Transportation Grant Applications
- Carpinteria Ave. & El Carro Neighborhood Street Rehabilitation
- Carpinteria Ave./Elm Ave. Crosswalks
- Linden Ave. Sidewalk Maintenance Phase II
- Contract and Construction Documents Update
- Pavement Management / Funding
- Children's Project at Main Sidewalk In-fill Project
- Update Photo Mapper Program to GIS



**Program: Administration**  
**Public Works Administration**

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**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 – Ongoing
- Revise engineering permit forms and guidelines – Ongoing
- Establish engineering permit records management system – Ongoing
- 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

## Public Works

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

**Products:**

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

**Date:**

June 2016  
June 2016  
June 2016

**Staff Requirements:**

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

**Budget:** This item is not directly budgeted in the City of Carpinteria's FY 2015-2016 Budget. Work will be performed as part of the general work load assigned to the Director of Public Works and the Management Analyst.

**Funding Source:** The work effort in 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.

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

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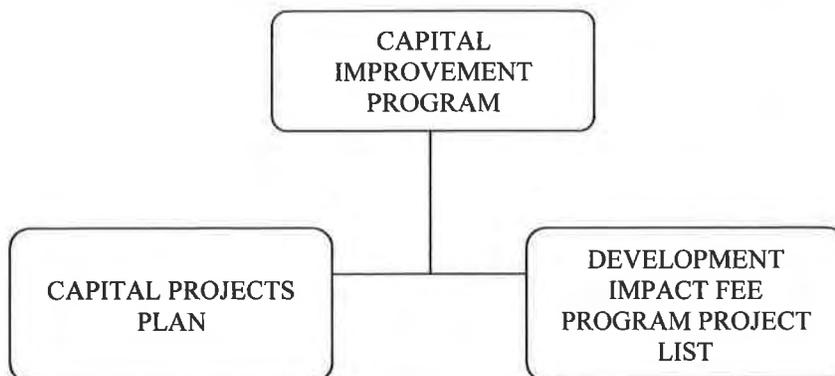
**Project Description**

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

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

The Capital Projects Plan will consist of a prioritized list of the Department of Public Works’ major maintenance projects. Public Works will work with each of the City Departments and the City Council to develop and prioritize the projects. The selection of projects will be based on, but is not limited to, addressing deferred maintenance, the facility’s condition, and improvements to safety. Compliance with state and federal regulations such as the Americans with Disabilities Act will also be considered. For each project, the plan will include a description, identification of potential funding sources, current expenditures, if any, a proposed schedule and the project’s priority.

The DIF Program is authorized by the California Mitigation Fee Act (commonly referred to as “AB 1600”). The purpose of the Development Impact Fee program is to offset the demands on public facilities generated by new development. The City of Carpinteria collects eleven categories of Development Impact Fees. The fee amounts are based on projects that mitigate the demands on public facilities. The projects are identified in the Development Impact Fee Program Project List. The fees are based on a “fair share” portion of the cost of those projects, i.e., that portion of overall demand for new facilities that is attributable to the development. The DIF Program Project List will be included in the City’s Capital Improvement Plan.



### **Objective and Policy Consistency**

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

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

To update the DIF Program, a nexus study will need to be completed that analyzes available land use for development within the City, including redevelopment. The study will then determine the associated impacts on public facilities. Ultimately, the nexus study will identify development impact fees that are based on a fair share portion of identified projects and their costs. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

The City of Carpinteria General Plan/Local Coastal Plan includes goals, objectives and policies. Projects included in the Capital Improvement Program address many portions of the Plan. For example, transportation infrastructure projects, including stormwater projects, meet the goals, objectives and policies in the Community Design, Circulation, and Safety elements.

### **Previous and Ongoing Work**

- Development of the Capital Projects Plan – Ongoing
- The Pavement Maintenance System inspections and database are updated every two years
- Ongoing inspections and inventories of City infrastructure assets

### **Tasks**

#### **For Capital Improvement Plan Update:**

1. Complete the Capital Projects Plan – Identify Projects, prepare preliminary cost estimates and propose priorities
2. Prepare a Staff Report for the Planning Commission for a “65401” hearing
3. Prepare a Staff Report and Presentation to the City Council

#### **For Development Impact Fee Program Update:**

1. Develop a request for proposals, preliminary scope of work and estimate study cost
2. Solicit proposal from consultants. Review proposals, select consultants and negotiate the scopes of work and costs
3. Prepare consultant contracts, City Council Staff Report

## Public Works

4. Work with the consultant to produce a nexus study that includes the methodology for the calculation of development impact fees based on the Capital Improvement Program
5. Work with the engineering consultant to identify capital projects and prepare cost estimates

Note: California Government Code Section 65401 requires that the City's Planning Commission find that the proposed Capital Improvement Plan is in conformance with the General Plan.

### **Products**

### **Date**

For Capital Improvement Plan Update:

- |                                    |             |
|------------------------------------|-------------|
| • Capital Projects Plan            | Spring 2016 |
| • Planning Commission Staff Report | Spring 2016 |
| • City Council Staff Report        | Spring 2016 |

For Development Impact Fee Program Update:

- |  |             |
|--|-------------|
| • Consultant Procurement                     | Spring 2016 |
| • Development Impact Fee Program Nexus Study | Summer 2016 |
| • Project List Including Cost Estimates      | Fall 2016   |

### **Staff Requirements:**

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

**Budget:** This Work Plan item is included in the annual budget.

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

**Priority:** This item is a High priority.

**Program: Administration**  
**Review and Update of the Assessment Districts**

---

**Project Description**

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

- Carpinteria Street Lighting District No. 1 (this is an ad-valorem tax district)
- Carpinteria Lighting, Landscaping and Right-of-Way Improvement District No. 3
- Carpinteria Parking and Business Improvement District No. 4
- Winter Protection Berm Assessment District No. 5

Please note that Carpinteria Street Lighting District No. 2 was superseded by District No. 3 and no longer exists. Each year the City reviews the financial status and activities of each of the active Assessment Districts. The review consists of a three-step process by the City Council. The steps are:

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

In addition to the yearly reviews discussed above, this year the Assessment Districts will be reviewed and potentially updated, as necessary. The review will confirm all of the properties and business that are subject to an assessment and will confirm the special benefit that will come from the assessment. The review will also confirm the proportionate benefit. As required by state law, an engineer's report will be prepared by a licensed Civil Engineer that supports the assessments. Public Works has hired a consultant to review the City's current Assessment Districts and provide legal analysis on updating the Districts, if it is required.

**Objective and Policy Consistency**

The objective of this Work Plan item is to confirm that the City's policies and administrative procedures for the Assessment Districts are in compliance with state law. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

**Previous and Ongoing Work**

- This project is a carryover from the 2015 Work Plan
- Hire a consultant to review the City's Assessment Districts – Complete

**Tasks**

1. Develop a scope and cost for consultant services for the Assessment District Review and supporting Engineer's Report

2. Prepare the Review and Supporting Reports
3. Present the Reports to the City Council

**Products**

- Assessment District Review
- Engineer's Report

**Date**

Spring 2016  
Spring 2016

**Staff Requirements:**

- City Manager
- Director of Public Works
- Management Analyst

**Budget:** This Work Plan item is included in the FY 2015-2016 budget.

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

**Priority:** This item is a High priority.

**Program: Administration  
Floodplain Management**

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**Project Description**

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

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

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

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

**Objective and Policy Consistency**

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

**Previous and Ongoing Work**

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

## Public Works

### Tasks

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

### Products

- Floodplain Development Permit

### Date

June 2016

### Staff Requirements:

- Director of Public Works/Floodplain Manager

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

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

**Priority:** This item is a Medium priority.

**Program: Administration  
Malibu Channel**

---

**Project Description**

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

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

**Objective and Policy Consistency**

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

**Previous and Ongoing Work**

- The City's contract Surveyor determined that there is no public easement for the channel
- The City of Carpinteria obtained a temporary right-of-entry to clean the channel prior to the 2015-16 Winter rainy season
- The Department of Public Works cleaned the channel in late 2015

**Tasks**

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

**Products**

- Staff Report to the City Council

**Date**

August 2016

## Public Works

**Staff Requirements:**

- Director of Public Works
- Contract Surveyor

**Budget:** This Work Plan item is not directly included in the annual budget. Work will be performed as part of the general work load assigned to the Director of Public Works.

**Funding Source:** Funding for this Work Plan item will likely come from the General Fund.

**Priority:** This item is a Medium priority.

**Program: Administration  
Municipal Code Updates**

---

**Project Description**

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

- Speed Zones – Every five years the City Traffic Engineer must perform an Engineering and Traffic Survey (ETS) for all of the non-prima facie. The ETS must be performed by a Traffic Engineer and adopted by the City Council for the speed limit to be enforceable by radar. The Traffic Engineer has to follow the methodologies outlined in the California Vehicle Code and the California Manual on Uniform Traffic Control Devices.
- Pavement Preservation Ordinance - Adding municipal code that addresses impacts to roadway pavement lifespan by utility trenching and other work.

**Objective and Policy Consistency**

The objective of this Work Plan item is to update several sections of Carpinteria Municipal Code. This Work Plan item is consistent with goals and interests of the City.

**Previous and Ongoing Work**

- Blanket Engineering Permits Amendment – Complete
- Bonds and Improvement Securities Amendment – Complete
- Speed Zones Update - Ongoing
- Trench Cut Ordinance (now called Pavement Preservation Ordinance) – Will be complete in early 2016

**Tasks**

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

**Products**

- |  | <b><u>Date</u></b> |
|--|--------------------|
| • Speed Zone ETS   | June 2016          |
| • Preparation of ordinances, staff reports and presentations for CMC updates | 2016               |

**Staff Requirements:**

- Director of Public Works
- Civil Engineer

## Public Works

- Environmental Coordinator
- Management Analyst
- Consultants

**Budget:** With the exception of the Speed Zone CMC update, this Work Plan item is not directly included in the annual budget. Work will be performed as part of the general work load assigned to the Director of Public Works, Environmental Coordinator, and Management Analyst. The Speed Zone Update is included as a line item in the FY 2015-16 City of Carpinteria Budget.

**Funding Source:** Funding for this Work Plan item will come from Measure A, Gas Tax and the General Fund.

**Priority:** This item is a medium priority.

**Program: Administration  
Public Parking Management Plan**

---

**Project Description**

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

The Plan will incorporate parking demand studies that were conducted by the City in 2001, 2009 and 2012. The Parking Management Plan will also reference engineering and 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.

**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. Produce the Parking Management Plan that includes near and long-term solutions
4. Update the Parking Development Impact Fee Program

**Products**

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

**Date**

Summer 2016  
Summer 2016  
As-needed

## Public Works

### **Staff Requirements:**

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

**Budget:** This Work Plan item was not directly included in the FY 2015-2016 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: Capital Improvements  
US 101 Projects**

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**Project Description**

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

*Ventura to Santa Barbara US 101 High Occupancy Vehicle Project* – This project has been completed.

*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. The City's Department of Public Works continues to work with Caltrans by participating in Project Delivery Team Meetings and working with Caltrans on design and floodplain management issues. The City's Department of Public Works has also been taking the lead on coordination efforts between Caltrans and FEMA.

*South Coast High Occupancy Vehicle Lanes* – This project will extend the High Occupancy Vehicle (HOV) lanes that are currently under construction from the City of Carpinteria to Santa Barbara. The Department of Public Works continues to participate in the delivery of this project by attending ongoing Project Development Team meetings, reviewing and commenting on project documents such as the project's Environmental Impact Report, and assisting in development of the project plans.

## Public Works

In addition to the three major freeway projects discussed above, the Department of Public Works continues to assist with the development and coordination of the following projects:

The Rincon Trail Project and the Santa Claus Lane Trail Project were included in the project descriptions that were submitted to the California Coastal Commission for the Local Coastal Plan Amendment that was required to be processed for the Linden Avenue and Casitas Pass Road Interchanges Project and the South Coast HOV Lanes project, respectively.

*Rincon Trail* – This project proposes to connect the eastern end of Carpinteria Avenue to the County’s Rincon Trail Park. The project is included in the project descriptions that have been submitted to the California Coastal Commission for the 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.

*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.

*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 for the Department of Public Works to continue to work with Caltrans as they proceed with design work on these projects. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan.

### **Previous and Ongoing Work**

#### *Linden Avenue and Casitas Pass Road Interchanges Project*

- Completed updated Traffic Analysis – Analysis to assist in determining the number of vehicular lanes on Casitas Pass Road
- Continuing to work with Caltrans on detailed design of the project – reviewed and provided comments on portions of the Final Plans, Specifications and Engineer’s Estimates
- Coordinate project construction staging with Caltrans to better benefit the City
- Continuing to work with Caltrans and FEMA to resolve floodplain management issues for the project

#### *South Coast High Occupancy Vehicle Lanes*

#### *Rincon Trail*

#### *Santa Claus Lane Bike Path*

#### *US 101 Rehabilitation Project (SHOPP)*

# 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. Prepare City Council Staff Report and Presentation on “Revised Freeway Maintenance Agreements.” These agreements delineate physical responsibilities for maintenance and operation of Caltrans and City facilities. They have been revised since City Council approved them in late 2015
2. Prepare City Council Staff Report and presentation on the progress on preparing the Plans, Specifications and Estimates for the construction of the project
3. Prepare Staff Report and presentation on City assisting Caltrans with FEMA coordination

## Products

- Project Update
- Revised Maintenance Agreement and Staff Report

## Date

April 2016  
January 2016

## Staff Requirements:

- Director of Public Works
- Civil Engineer
- Management Analyst

**Budget:** This item is included in the FY 2015-2016 City of Carpinteria Budget.

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

**Priority:** This item is a High priority.

**Program: Capital Improvements**  
**Carpinteria Avenue Bridge Replacement Project**

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**Project Description**

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

**Objective and Policy Consistency**

The objective of this Work Plan item is to replace the existing roadway bridge with a new bridge that meets current engineering standards. To receive the federal funding, this project must meet many federally required standards including, but not limited to, roadway geometric design, material specifications, record keeping and contract management. This Work Plan item is consistent with policies included in the General Plan/Local Coastal Plan. The Community Design, Circulation, Noise, and Safety elements of the Plan will apply to this project. The project will also be consistent with the City's Creeks Preservation Program. This project is included in the current Capital Improvement Plan that was developed in 2002 and updated in 2007.

**Previous and Ongoing Work**

- Prepared a City Council Staff Report for award of the Revised Engineering contract
- Continued regular project development team meetings
- Prepared a revised project schedule
- Coordinated with a floodplain management specialist, Caltrans and FEMA
- Completed a Draft Environmental Impact Report (DEIR)
- Circulate the DEIR for public review and comment
- Completed 50% roadway and bridge plans
- Continue progress on roadway and bridge plans
- Completed and received Caltrans approval on environmental technical studies
- Presented the project at the City Architectural Review Board
- Prepared a City Council Staff Report and provided project updates to City Council

**Tasks**

1. Prepare a Project Report that incorporates Hydrology and Hydraulic Study with further required documents including the Type Selection Report and Bridge Geometry Report
2. Circulate the Draft Environmental Impact Report for public comment
3. Respond to public comments and prepare a Final Environmental Impact Report

## Public Works

4. Continue geotechnical study and report to fulfill requirements for Aerially Deposited Lead (ADL) testing
5. Continue to update programming of project in the Federal Transportation Improvement Plan with updated scope and cost
6. Incorporate undergrounding of the adjacent overhead utilities into the project mitigation
7. Prepare construction scheduling in a way that coordinates with Linden/Casitas construction

### **Products**

- Draft Environmental Impact Report
- Final Environmental Impact Report
- 65% Plans, Specifications and Estimates

### **Date**

February 2016  
Fall 2016  
December 2016

### **Staff Requirements:**

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

**Budget:** This item is included in the FY 2015-2016 City of Carpinteria Budget.

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

**Priority:** This item is a High priority.

## **Program: Capital Improvements Ash Avenue Improvements Project**

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### **Project Description**

The purpose of this Work Plan item is to improve public access and safety on Ash Avenue adjacent to the Silver Sands Mobile Home Park. The project will likely include sidewalk, drainage and parking improvements between 3<sup>rd</sup> and 4<sup>th</sup> Streets in the Beach Area of the City. This project is a component of the City of Carpinteria/Silver Sands Village, Inc. Memorandum of Understanding and Implementation Agreement. A portion of the Silver Sands Mobile Home Park was constructed over historic (unused) City roadway right-of-ways. In exchange for the elimination of the roadway right-of-ways, Silver Sands Village, Inc., the Mobile Home Park's Home Owner's Association, granted land to the City for the Salt Marsh Park and contributed \$185,000 to the City for improvements to Ash Avenue along the Park's frontage. The property transactions have been completed and the funds have been given to the City for the project.

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

- Conceptual Design
- Environmental Review
- Design
- Construction

The Ash Avenue Improvements Project will likely be considered a maintenance project that will be Categorically Exempt from the California Environmental Quality Act. The conceptual design of the project will be based on the Beach Area Design Guidelines. Construction will likely begin in mid 2016. The project will also likely include improvements to the Ash Avenue sidewalk between 3<sup>rd</sup> Street and Sandyland Road.

### **Objective and Policy Consistency**

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

### **Previous and Ongoing Work**

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

### **Tasks**

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

## Public Works

### **Products**

- Public Outreach
- Construction Documents

### **Date**

Winter/Spring 2016  
Summer of 2016

### **Staff Requirements:**

- Director of Public Works
- Civil Engineer
- Consultants

**Budget:** This item is included in the FY 2015-2016 City of Carpinteria Budget

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

**Priority:** This item is a High priority.

## **Program: Street Maintenance Pavement Maintenance Program**

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### **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 awarded the 2015 Street Rehabilitation Project and the project is currently in construction. Additionally, Public Works is in the process of developing the Ash Avenue Improvement Project, as described in another 2016 Work Plan Item. Public Works will continue to work on updating the roadway and parking lot landscaping in the Downtown “T” area and development of pavement rehabilitation projects in the Downtown and Beach area.

The Department of Public Works has also been developing a history of data collection regarding the condition of the roadway pavement within the City. At approximately 2 to 4-year intervals, all of the roadways within the City are comprehensively inspected. Public Works presented the City Council the results of those inspections on November 8, 2010 and April 14, 2014. In summary, the reports to the City Council showed that while the pavement in 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. The CIP and Assessment District review and updates are 2016 Work Plan Items contained herein.

### **Objective and Policy Consistency**

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

### **Previous and Ongoing Work**

- 2009 ARRA Pavement Maintenance Project (Casitas Pass Road and Santa Ynez Avenue)
- 2010 and 2014 Pavement Condition Studies
- 2014 Carpinteria Avenue Pavement Rehabilitation Project
- 2015 Street Rehabilitation Project

### **Tasks**

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

## Public Works

### **Products**

- Program for Community Outreach/Dialog
- Incorporate Pavement Maintenance into updated CIP

### **Date**

Spring 2016  
Spring 2016

### **Staff Requirements:**

- Director of Public Works
- Management Analyst
- Consultants

**Budget:** This item is included in the FY 2015-2016 City of Carpinteria Budget. The Budget includes Measure A funding for the on-going pavement inspections. The Budget also includes General Funds for the Capital Improvement Program Update and Assessment Districts Review and Update.

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

**Priority:** This item is a High priority.

**Program: Street Maintenance  
Annual Street Tree Maintenance and  
Special Condition Streets**

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**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 Seventh Street, one of the Special Condition Streets. The purpose of the workshop will be to discuss solutions for managing the street trees and repairing the public infrastructure. A study of the Italian Stone Pines was completed in 2015 and will be reviewed by the TAB.

**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 - Ongoing
- Seventh Street Special Condition Street Workshop - Ongoing

**Tasks**

1. Identify Special Condition Streets
2. Evaluate and develop plan for each street
3. Review with Tree Advisory Board
4. Include in FY 16/17 Budget

**Products**

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

**Date**

By June of 2016  
Fall of 2016

## 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
- Consultant – Linden Avenue project plans, specifications and estimates

### **Budget:**

This item is included in the 2015-2016 City of Carpinteria Budget. The budget includes:

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

### **Funding Source:**

This Work Plan item will be funded by Gas Tax and Measure A revenues. The Linden Avenue Concrete Repair and Tree Replacement Project will likely be funded by Measure A and a portion of Measure D funds that remain on account.

**Priority:** This item is a High priority.

**Program: Street Maintenance  
Downtown Landscape Rehabilitation**

---

**Project Description**

The purpose of this Work Plan item is to put in new landscaping in the Downtown “T.” The current landscaping was installed in the 1990s and needs updating. This Work Plan item will freshen the appearance of the Downtown by placing drought tolerant and native plants in the median and planter boxes.

**Objective and Policy Consistency**

The objective of this Work Plan item is to improve the aesthetics within the Downtown area as well as introduce drought tolerant and native plants as part of the Downtown landscape. 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**

- Solicited and received a proposal for landscape design work from Van Atta Associates.

**Tasks**

1. Hire a consultant to prepare a landscaping plan for the Downtown
2. Review the landscaping plan with the Tree Advisory Board and Downtown “T” Business Advisory Board
3. Present landscaping plan to the City Council for review and approval
4. Replace Downtown landscaping per approved plan

**Products**

- Landscaping Plan

**Date**

June 2016

**Staff Requirements:**

- Director of Public Works
- Environmental Coordinator
- Engineering Technician

**Budget:** The FY 2016-2017 City of Carpinteria Budget includes funding for the design and installation of the landscaping plan.

**Funding Source:** Funding for the design of the landscaping plan and installation of new landscaping will come from Measure A funds.

**Priority:** This item is a High priority.

**Program: Watershed Management  
Phase II MS4 Permit Implementation**

---

**Project Description**

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

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

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

The City currently is working with other local agencies on implementing water quality monitoring during storm event. The data from sampling will be used in a pollutant load model to help quantify existing pollutants and prioritize catchments for implementation of best management practices to reduce pollutant loads over time.

**Objective and Policy Consistency**

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

**Previous and Ongoing Work**

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

# Public Works

## Tasks

1. Implementation of water quality monitoring program that includes field sampling set locations within parameters set by the State Water Board, including field sampling of any outfalls flowing or ponding 72 hours after rain events and developing a pollutant loading model.
2. Conduct comprehensive facilities assessment for pollutant discharge potential and update operations and maintenance plans to include best management practices to address the potential pollutants.
3. Program Effectiveness Assessment and Improvement Plan (PEAIP) Implementation - track annual and long-term effectiveness of the storm water program and analyze individual best management practices, revising as necessary. This is an ongoing task, and a complete analysis will be submitted to the RWQCB in 2018.

## Products

- Water Quality Monitoring Data/Pollutant Load Model
- Operations and Maintenance Plans for activities including road and parking lot maintenance, graffiti removal, special events and right-of-way maintenance
- Program Effectiveness Assessment and Improvement analysis.

## Date

March 2016 and updated as new data becomes available  
July 1, 2016  
June 30, 2018

## Staff Requirements:

- Director of Public Works
- Environmental Coordinator

**Budget:** This item is included in the FY 2015-2016 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**

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**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 5<sup>th</sup> 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.

**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 2015 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**

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

**Date**

- Spring 2016
- Summer 2016
- Fall 2016

**Staff Requirements:**

- Director of Public Works
- Civil Engineer

## Public Works

**Budget:** The FY 2015-2016 City of Carpinteria Budget includes funding for public lighting capital maintenance. The construction portion of this Work Plan Item will be budgeted in the FY 2016-2017 City of Carpinteria Budget.

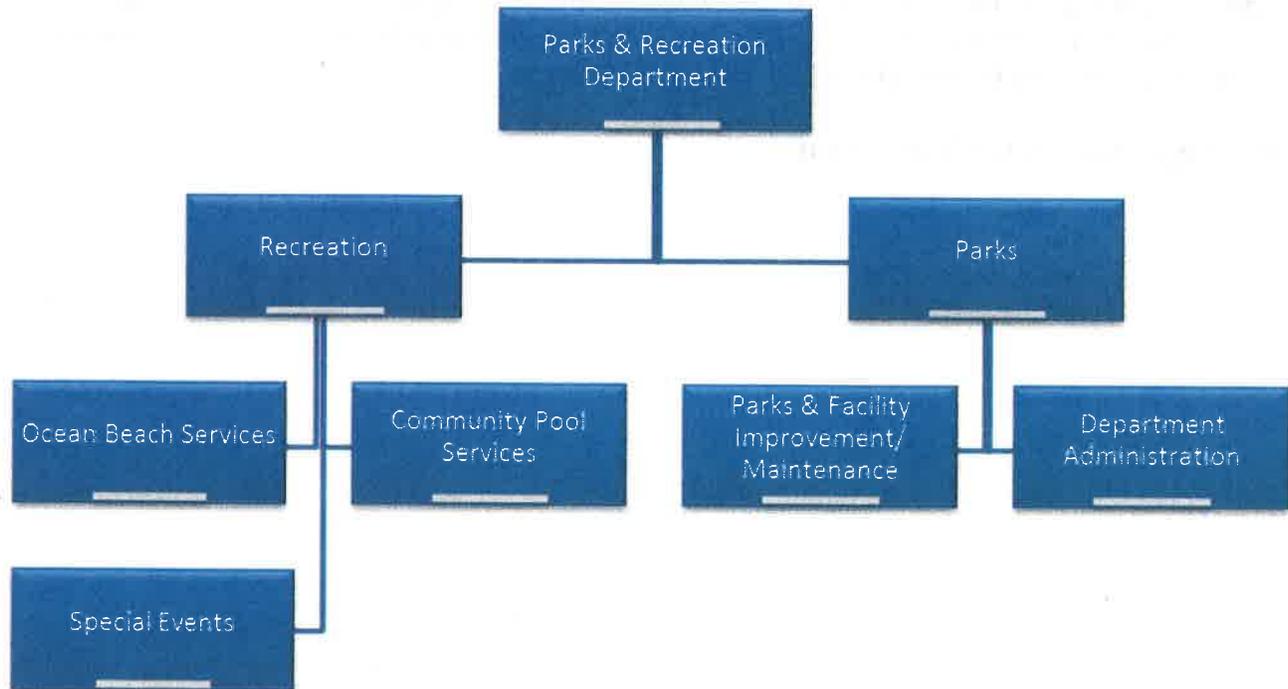
**Funding Source:** Funding for capital maintenance projects using the Street Lighting Fund is included in the FY 2015-2016 City of Carpinteria Budget. Funding for the construction portion of the project will be included in the FY 2016-2017 Budget.

**Priority:** This item is a High priority.

# Parks and Recreation

**Department: Parks and Recreation**

**Department Organizational Chart:**



**Mission Statement:**

***The City of Carpinteria Department of Parks and Recreation will protect and improve the physical and environmental health of the Carpinteria community while preserving and enhancing the community's aesthetic beauty and natural diversity through:***

- Professional stewardship of natural open space, parks and public trails***
- Excellent maintenance and management of City operated sports fields.***
- Educational programs that promote life safety and environmental science awareness and appreciation***
- Planning and advocacy of projects that will meet the diverse parks & recreation needs and desires of Carpinteria into the future***

# Parks and Recreation

## Description of Department Programs and Services:

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

1. Parks and Recreation Administration
  - a. Grant 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

2016 Work Plan Tasks Summary and Schedule

Parks and Recreation Department Work Program - Fiscal Year 2016/17															
Updated 1/12/2016															
Activity	Planned		% Comp	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Start Month	Dur Month		1	2	3	4	5	6	7	8	9	10	11	12
Downtown Trail and railroad Undercrossing	Ongoing		5%												
Skate Park Planning	Ongoing		5%												
Community Garden at Fifth Street	1	8	20%												
Coastal Access Improvements	1	24	10%												
Carpinteria City Hall Improvements	1	24	10%												
Carpinteria Coastal Trail / Carpinteria Rincon Trail	Ongoing		5%												
Historical Marker 535 Park	1	24	50%												
Memorial Park Improvements	1	12	5%												

**Program: Parks and Recreation Administration  
Skate Park Planning**

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**Project Description**

On December 15, 2014, at a Special City Council meeting, the City Council gave City Staff direction to evaluate the Carpinteria City Hall site for the addition of a skate park.

On October 26, 2015 the Carpinteria City Council directed staff to negotiate a MOU with the Carpinteria Skate Foundation on the design, permitting, construction and operation of a skate park and to create a concept design for City Council Approval.

**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.
- Preparation of a draft MOU.

**Tasks**

Execute an MOU with the Carpinteria Skate Park Foundation  
Develop design(s) for a skate park for the eastern Carpinteria City Hall Site.  
Present to City Council for direction.

**Products**

A draft MOU for the funding and operation of a skate park  
A concept design for a skate park at the City Hall site.  
City Council acceptance of a proposed design.

**Date**

April 2016  
June 2016  
August 2016

**Staff Requirements**

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

**Budget**

\$5,000

**Funding Source**

Park Improvement Fund

**Priority**

Medium

## Program: Parks and Recreation Administration Coastal Access Improvements Tar Pits Park

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### Project Description

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

### Objective and Policy Consistency

- In the south west end of Tar Pits Park, the existing trail is highly eroded and traverses a wetland, archeological and tar seep area. 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, restore native plantings, improve coastal access and protect adjacent natural wetland resources.

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

### Previous and Ongoing Work

- Developed preliminary plan.
- Made application for grant funds
- Placed some tree branch obstacles and some signage intended to protect from illicit entry into wetland area.

### Tasks

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

# Parks and Recreation

## Products

Obtain Grant to fund study  
Present Study to City Council

Date  
12/16  
6/17

## Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

## Budget

\$35,000

## Funding Source

Parks Improvement Fund  
Tidelands Fund  
Grants

Priority  
**Medium**

## Parks and Recreation

### Program: Parks and Recreation Administration Downtown Trail and Railroad Undercrossing

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#### Project Description

The City has completed the acquisition of 2.1 acres of land along the railroad tracks in 2012 and 2013. In addition, it has produced a concept plan for this land in the City's downtown allowing the City to envision improvements. The concept includes an Inn with a Restaurant, a new parking lot, a trail from Linden Avenue to Holly Avenue, a railroad undercrossing, and a community garden.

While the amenities listed above will need to be developed incrementally, a feasibility study for a trail and railroad undercrossing can be initiated to determine if such an amenity is economically and technically viable.

This study will focus on the railroad undercrossing and the space required to meet accessibility requirements as well as evaluating methods to construct in consideration of high ground water in the area.

#### Objective and Policy Consistency

##### **Carpinteria General Plan**

**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

- Prepared a concept design for a parking area, a community garden, trails, a railroad undercrossing and a small Inn with restaurant for the area.
- Have solicited and received a proposal for a railroad crossing feasibility study.

#### Tasks

Prepare study and present to City Council for further direction.

#### Products

Railroad undercrossing Feasibility Study

December 2016

#### Staff Requirements

- Parks and Recreation Director

#### Budget

\$30,000

#### Funding Source

Tidelands Fund

#### Priority

High

### **Program: Parks and Facility Improvement and Maintenance Carpinteria City Hall Campus Improvement Project**

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#### **Project Description**

Due to higher than expected construction costs, the City hall campus remodel project is now focusing on accessibility improvements to the campus. These include parking and building entry redesigns. Additionally, a new 1,000 square foot modular building is being proposed near the Public Works garage to add employee facilities and record storage.

#### **Objective and Policy Consistency**

This project has had several objectives. They are as follows:

1. To create a landscape master plan for the City Hall campus that would emphasize native, drought tolerant plantings that help showcase xeriscaping and integrated pest management (IPM) design.
2. To develop a bioswale for improved storm water quality runoff.
3. Improve City Hall aesthetics.
4. To design and construct new building space that can provide additional administrative storage, office space, locker and shower and vehicle wash down facilities. The project will also result in additional covered public works shop space.
5. To integrate recreational amenities into the plan such as a skate park.

To carry out the obligations, duties and responsibilities of city government, the City must provide for adequate administrative and departmental facilities including provisions for administrative record and office space.

#### **Previous and Ongoing Work**

- Preliminary site plan concepts have been developed.
- A property survey has been completed.
- A storm water study has been completed
- A comprehensive landscape redesign has been approved.

# Parks and Recreation

## Tasks

1. Rescope improvement plans to reconstruct the building entrances and accessible parking.
2. Obtain permits for modular building.  
Construct project improvements as funding allows.

## Products

- New front entrance October 2016
- New annex building June 2017

## Staff Requirements

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

## Budget

\$250,000 in FY 14/15

## Funding Source

General Facilities DIF

## Priority

High

**Program: Parks and Facility Improvement and Maintenance  
Community Garden at Fifth Street**

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**Project Description**

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

**Objective and Policy Consistency**

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

The Open Space, Recreation & Conservation Element of the City's General Plan lists the following objective:

Objective OSC-14. Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

**Previous and Ongoing Work**

- A parcel of land along Fifth Street just west of the public parking lot was purchased by the City in 2012 using park acquisition funds.
- Two additional parcels of land on the south of the tracks totaling 1.44 acres were purchased in December 2013.
- A garden site plan has been prepared.
- A railroad building 12'x14' has been salvaged for use in the project.
- Plans have been prepared and are ready for permit applications

**Tasks**

1. Obtain necessary permits
2. Place project out to public bid
3. Construct project.

**Products**

- Obtain permits
- Construct project

**Date**

March 2016  
July 2016

**Staff Requirements**

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

**Budget**

\$ 350,000 in FY 015/16  
25,000 in FY 16/17

**Funding Source**

EEMP Grant  
Park Improvement Funds

**Priority**

**High**

### **Program: Parks and Facility Improvement and Maintenance Carpinteria Coastal Trail / Carpinteria Rincon Trail**

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#### **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. This trail segment traverses two parcels of land and in-fills existing trail segments on both its east and west side.

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.

## Parks and Recreation

- 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.

### Tasks

Obtain CPUC permit for railroad over crossing for the CRT  
Negotiate with Cal Trans for ROW needed for CRT

### Products

CPUC permit for CRT  
Grant Deed for Property

### Date

June 2017  
June 2017

### Staff Requirements

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

### Budget

TBD

### Funding Source

Various

### Priority

Medium

**Program: Parks and Facility Improvement and Maintenance**  
**Historical Marker #535 Pocket Park**  
**Chumash Village of Mishopshnow**

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**Project Description**

Feasibility and possible installation of a Historical Marker Pocket Park located on Concha Loma Drive.

**Objective and Policy Consistency**

An opportunity may exist to construct a micro park in the immediate vicinity of the Historical Marker on Concha Loma Drive. The area is about 6,000 square feet if the right of way is included as park area. The adjacent apartment buildings have family occupants that currently play in the street. Providing a safer place such as a micro park will improve the current situation by providing a planned play area that is safer and more aesthetically pleasing.

The City's General Plan, Open Space and Conservation Element calls for Providing adequate park and recreation facilities to meet the needs of the community and visitors. See Objective OSC-14.

**Previous and Ongoing Work**

None

**Tasks**

1. Prepare feasibility study of park improvement including on street parking and roadway analysis.
2. Prepare site plan
3. 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**

The project is expected to cost about \$250,000.

**Funding**

\$250, 000

**Source**

Parks Improvement Fund

**Priority**

Medium

**Program: Parks and Facility Improvement and Maintenance  
Memorial Park Improvements**

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**Project Description**

The demolition and reconstruction of the Memorial Park Play Area including new benches, new water wise landscaping, fencing and new play area equipment. The project will help reduce operational costs, provide a more popular park and improve park safety.

**Objective and Policy Consistency**

The City's General Plan, Open Space and Conservation Element calls for providing adequate park and recreation facilities to meet the needs of the community and visitors. See Objective OSC-14.

**Previous and Ongoing Work**

- Completed survey of 150 adjacent residences about Memorial Park and possible improvements that indicated a strong desire for a new playground.
- Conducted neighborhood meeting in November 2013 at the park with approximately 50 park neighbors in attendance.
- Worked with local benefactor to sponsor new monument sign for the park.
- Have developed new play structure concept plan.
- Obtained Grant to fund a majority of the playground reconstruction.

**Tasks**

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

**Products**

- Approved permits
- Improvements installed

**Date**

June 2016  
June 2017

**Staff Requirements**

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

**Budget**

\$150, 000  
\$350,000

**Funding Source**

Parks Improvement Fund  
Housing Related Park Grant

**Priority**

**High**

# Appendices

# A. 2015 Work Plan Accomplishments

**2015 Work Plan Accomplishments  
General Government**

Activity	Comments
<b>Program: Legislative &amp; Policy</b>	
Regional Programs Collaboration and Cooperation	<p>During 2015, City representatives, including staff and Council members, participated in meetings of C3H, (a new collaboration with various south coast human services agencies and community members aimed at addressing homelessness in Carpinteria), THRIVE and CalGRIP, as well as collaborations with the South Coast Task Force on Youth Gangs and CVWD, CSD, and the Chamber of Commerce Board. The City has also been participating in a Bicycle Tourism study group organized jointly by Ventura and Santa Barbara County supervisors Bennet and Carbajal, respectively, and is an active participant in the Santa Barbara County Integrated Regional Water Management group, through which Proposition 50 and Proposition 84 funding were distributed.</p> <p>The City hosted a Sea Level Rise Workshop and staff continued its participation in a number of regional efforts aimed at better understanding and planning for the potential effects of sea level rise and other climate change impacts.</p> <p>The City also began a collaboration with CVWD and CSD to study and plan for making recycled water available in the Carpinteria Valley. Finally, work with Caltrans, Coastal Commission, County and SBCAG (regional council of governments), continued regarding permitting and delivery of the Highway 101 improvements project, in particular, the Linden-Casitas Interchanges project.</p> <p>Also, meetings of the following ongoing regional agencies and committees were attended by Council and/or staff members:</p> <ol style="list-style-type: none"> <li>a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Shaw/Alt. Carty)</li> <li>b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Shaw)</li> <li>c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw)</li> <li>d. Santa Barbara Association of Governments (SBCAG)(Clark/Alt. Nomura)</li> <li>e. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura)</li> <li>f. Santa Barbara Joint Housing Task Group (Carty &amp;Shaw)</li> </ol>

	<ul style="list-style-type: none"> <li>g. Central Coast Collaborative on Homelessness (C3H) (Clark)</li> <li>h. South Coast Task Force on Youth Gangs Leadership and Executive Council (Carty &amp; Clark)</li> </ul> <p>2. Joint and Special Committees</p> <ul style="list-style-type: none"> <li>a. City Council/Chamber of Commerce Board of Directors Committee (Carty &amp; Nomura)</li> <li>b. 50<sup>th</sup> Anniversary Committee (Nomura &amp; Carty)</li> <li>c. City Council/Utilities Committee (Stein &amp; Nomura)</li> <li>d. City Council/First District Supervisor Committee (Stein &amp; Carty)</li> </ul>
Legislative Advocacy	<p>The City conducted research, conducted public meetings, and sent comment letters to appropriate officials concerning a proposed San Luis Obispo County project that would increase oil-by-rail transportation, hazardous material (crude oil) transportation by rail, generally, and AB 718, state legislation concerning vehicle camping. Continuing work with State and regional agencies concerning the Highway 101 projects, working with various agencies on trail development at east and west ends of town, i.e., Rincon and Santa Claus Lane connections, and working with State and SBCAG on agricultural land mitigation program associated with Linden-Casitas Interchanges Project.</p>
Legislation and Policy Research & Development	<p>Research and analysis were conducted and staff reports and draft ordinances prepared relating to amendments to the City's Medical Marijuana provisions and concerning the establishment of Short-Term Residential Rental legislation.</p> <p>In cooperation with SBCAG and Caltrans, the City continued work on flood plain issues associated with the Linden-Casitas Interchanges project, which culminated with approval by the City Council of a Letter of Map Revision. A response from FEMA is pending. The City also has continued work with County, Caltrans and railroad representatives to advance the Rincon and Santa Claus Lane Trails projects.</p> <p>The City Council discussed Community Choice Energy and authorized participation in a collaboration with the County of Santa Barbara and other local agencies.</p> <p>In response to a new state law, the City approved changes to its terms of employment concerning leave policies.</p>

<b>Program: City Administration</b>	
Strategic Planning & General Plan Updates	The City Council approved a multi-year schedule for the updates and appointed a General Plan update Committee made up of two members of both the Council and Planning Commission. This matter is now a part of the work program under Community Development.
Performance Measurement and Transparency	The City has selected and subscribed to a financial transparency software tool that is scheduled for roll-out on the City's website in late January 2016.
Other Work: During each year work is initiated through various processes which was not planned for but requires significant staff time and/or resources. This is a list of such matters:	<ul style="list-style-type: none"> <li>• Oil Trains Safety Risk letter to legislators</li> <li>• Phillips 66 Rail Spur project comment letter</li> <li>• Community Choice Aggregation/Energy MOU</li> <li>• Haggen Bankruptcy and store closure</li> <li>• Establishment of Short Term Rental regulations</li> <li>• Reclaimed Water project MOU</li> <li>• Amendment to Medical Marijuana regulations</li> </ul>
<b>Program: Community Promotions and Communications</b>	
50 <sup>th</sup> Anniversary	The 50 <sup>th</sup> Anniversary Committee continued to meet and is on schedule to implement various events and activities associated with celebrating the City's 50 <sup>th</sup> anniversary of incorporation in September 2015.
City Maps	No work undertaken on this matter, to date.
Phone App	With the existence of sites such as Yelp, Trip Advisor, and Facebook the development of a City Phone App for visitor serving use has not been pursued. However, smart phone, iPad, and other compatibility issues will be incorporated as part of the 2016 web site update work plan item.
City Website Privacy Policy and Terms & Conditions Update	This item was not completed but will be reviewed as part of the 2016 web site update work plan item.
<b>Program: Staff Recruitment and Retention</b>	
Update Administrative and Workplace Safety Policies and Procedures	Eight policies and procedures were revised updated and completed and eight policies were written and in draft form to be reviewed and approved. The City was recognized by the California Joint Powers Insurance Authority as Best Workers Compensation Program, 2014-15, for a City its size.
<b>Program: Emergency Preparedness</b>	
Emergency Response Capacity Building	The EOC Activation Handbook, Shelter Response Plan, Updated EOC kits, were completed prior to the Emergency Services Coordinator resigning. This work will continue with the anticipated hiring for the position.

**Administrative Services Department  
2015 Work Plan Accomplishments**

<b>Activity</b>	<b>Comments</b>
Phone System	New phone system installed in December 2015
Payroll Processing conversion	Changed payroll processing vendor from ADP to Paychex

**Community Development Department  
2015 Work Plan Accomplishments**

Activity	Comments
<b>DEVELOPMENT REVIEW &amp; BUILDING</b>	
<p><b>Highway 101 Projects</b></p> <ul style="list-style-type: none"> <li>• Mussel Shoals to Carpinteria HOV Lanes</li> <li>• Linden/Casitas Interchanges and Via Real Extension</li> <li>• South Coast HOV Lanes</li> </ul>	<p><b>Ongoing.</b></p> <p>HOV Lanes open through Carpinteria. Staff to ensure landscape installation per ARB reviewed plans.</p> <p>Project Development Team (PDT) meetings continue; Public Works submitted flood map change to FEMA; LCPA/CUP/CDP approvals complete; Final ARB review required; Construction plans and agreements require approval.</p> <p>Final EIR released in September 2014. Awaiting outcome of two CEQA lawsuits filed against Caltrans et al. SBCAG hired Corridor Coordinator and putting together consultant team to work on design, public outreach and permitting.</p>
<b>ADVANCE PLANNING</b>	
<p><b>Consistency Rezoning</b></p> <ul style="list-style-type: none"> <li>• Align zoning with General Plan Designations</li> </ul>	<p><b>Ongoing.</b> The LCPA was recommended for approval by the Planning Commission on August 4, 2014. The City Council approval on September 8, 2014 was forwarded to Coastal Commission in late September. The application was deemed complete and is awaiting CCC hearing in 2016.</p>
<p><b>Zoning Code Amendment</b></p> <ul style="list-style-type: none"> <li>• Density bonus;</li> <li>• Transitional and supportive housing;</li> <li>• Single room occupancy;</li> <li>• Ag. employee housing;</li> <li>• Emergency shelters; and</li> <li>• Housing for persons with disabilities</li> </ul> <p>Consistent with state housing law.</p>	<p><b>Ongoing.</b> The LCPA was recommended for approval by the Planning Commission on July 7, 2014. The City Council approval on July 28, 2014 was forwarded to Coastal Commission in late September. The application was deemed complete and is awaiting CCC hearing in 2016.</p>
<p><b>Short-term Rentals Ordinance</b></p> <ul style="list-style-type: none"> <li>• Address vacation rentals in the Zoning Code</li> </ul>	<p><b>Ongoing.</b> After two public hearings, the Planning Commission provided a recommendation to the Council to be considered in February.</p>
<p><b>Zoning Code Update</b></p> <ul style="list-style-type: none"> <li>• Comprehensive Update to Zoning Code</li> </ul>	<p><b>Ongoing.</b> The public draft Zoning Code will be released after Council discussion of short-term rentals and City Attorney review of sign regulations after Supreme Court decision in Gilbert, AZ case.</p>

<p><b>Climate Change Adaptation Policy</b></p> <ul style="list-style-type: none"> <li>Adaptation Policy Implementation</li> </ul>	<p><b>Ongoing.</b> CDD staff will continue participation in two regional efforts that implement the City's Sustainability Policy. The Coastal Ecosystems Vulnerability Assessment work is expected to be finished in Spring 2016 through the University of California Sea Grant Program. Historic weather data and photos for Carpinteria have been submitted to assess potential impacts from climate change to coastal infrastructure as part of a regional South Coast Resiliency Project sponsored by the County of Santa Barbara.</p>
<p><b>Code Compliance</b></p>	
<p><b>Massage Regulations</b></p> <ul style="list-style-type: none"> <li>Update Municipal Code Massage Regulations</li> </ul>	<p><b>Ongoing.</b> Staff attended a League of California Cities Webinar on the topic. Work has not yet begun on drafting the revised ordinance and it does not appear that significant changes are needed.</p>
<p><b>Animal Control</b></p>	
<p><b>Spay and Neuter Ordinance</b></p> <ul style="list-style-type: none"> <li>Adopt mandatory spay/neuter ordinance for dogs and cats (with exemptions)</li> </ul>	<p><b>Ongoing.</b> Spay and Neuter Ordinance was approved in November 2015. Rollout required prior to July 1, 2016 effective date.</p>

## PUBLIC WORKS

### 2015 WORK PLAN ACCOMPLISHMENTS

Activity	Comments
Capital Improvement Plan Update	The Capital Improvement Plan has been drafted by a consultant and reviewed by City staff. The project list is based on the 2003 Capital Improvement Plan, project requests by the Public and City Staff recommendations
Public Works Department Administration	Public Works has developed and is 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.
Parking Management Plan	Parking inventory and analysis has been completed.
Municipal Code Updates	The Annual Blanket Permit Ordinance and Bond Release Ordinance have been completed.
Annual Street Tree Maintenance and Special Condition Streets	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.
Downtown and Beach Area Street Maintenance	Pavement project for a portion of Carpinteria Avenue and the El Carro neighborhood is currently under construction.
Ash Avenue Improvements Project	Continued to work on the plans, specifications and engineer's estimate for this improvement project. 99% plans have been completed.
Carpinteria Avenue Bridge Replacement Project	Significant progress was made on this project. All of the engineering and environmental studies, type selection report, and 50% plans, specification and engineer's estimate have been completed. A draft EIR will be circulated soon.
US 101 Projects	Linden Avenue and Casitas Pass Road Interchanges – The Local Coastal Plan Amendment has been completed for this project. Public Works continued to focus this year on resolving the project's FEMA floodplain issues and review of the 100% Plans, Specifications and Engineer's Estimate.

#### **Additional Work Items Listed in the 2016 Annual Work Plan Public Works Introduction:**

- Alternative Transportation Grant Applications – In Progress
- Linden Ave. Sidewalk Maintenance Phase II – In Progress
- Alternative Transportation Plan – In Progress
- Carpinteria Ave. & El Carro Neighborhood Street Rehabilitation – In Construction
- Update Photo Mapper Program to GIS – In Progress
- Via Real at Cravens Lane Sidewalk In-fill – In Construction
- Contract and Construction Documents Update – In Progress
- Grant Applications
- Children's Project at Main Sidewalk In-fill Project – In Progress
- Inspections and Inventories

**Parks and Recreation  
Work Plan Accomplishment  
2015**

<b>Activity</b>	<b>Comments</b>
<b>Parks Administration</b>	
New Park Property on Linden Concept Planning	A comprehensive site plan for all the City owned property has been prepared. Implementation of the design elements including a small Inn and Restaurant is now being considered.
Skate Park Planning	The Feasibility Report was completed December 2014. On October 16, 2015, the City council directed staff to negotiate a MOU with the Skate Foundation. A draft MOU has been prepared and circulated to the Skate Foundation for comments.
<b>Parks and Facility Improvement and Maintenance</b>	
Community Garden Project	An EEMP grant has been awarded to City.  A Community Garden design is completed and is ready for permitting.  SPRR building is under restoration
Bluffs Tamarisk Removal	Another 300 lineal feet of tamarisk windrow has been removed. Area disturbed during removal has been seeded with native wildflowers and milk weed. Two more removals of this size will eliminate the tamarisk in the Bluffs nature preserve.
Carpinteria City Hall Campus Improvements	Public bids received for the project has been higher than fiscal constraints allow. Project to be rescoped in 2016 to focus on accessibility.
City Wide Hiking Biking Trail System Planning and Construction	The CEQA document for the Carpinteria Rincon Trail has been certified. The portion of the project in the city of Carpinteria's jurisdiction has been given a CDP. The project is now seeking a CDP for the County portion of the project. A CPUC railroad overcrossing license is now being sought.
Memorial Park Improvements	A new monument sign has been constructed along with a new assessable curb ramp and new landscaping.

Franklin Creek Park	50 donated coast live oak trees have been planted to commemorate 50 year of Carpinteria Cityhood. As these trees grow, they will transition the park from a unfeatured turf area to a grove of native trees providing improved habitat and a unique feature in Carpinteria's park system.
<b>Community Pool Services</b>	
Complete locker replacements	All the pool's original steel lockers have now been replaced with recycled plastic lockers providing a contemporary look and lower maintenance.
<b>Ocean Beach Services</b>	
Holly Avenue Lifeguard Tower replacement	The Holly Avenue Lifeguard Tower has been completely replaced with a new tower including a new storage room and improved functionality.
Winter Protection Berm permits	Permit renewals for the project were required in 2015. A new Coastal Commission Permit for five years and new RWQCB and ACOE permits for ten years have been completed.

# **B. 2015 Carpinteria Valley Economic Profile Executive Summary**

# The 2015 Carpinteria Valley Economic Profile

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Volume 2

July 2015

Prepared for:



**City of Carpinteria**  
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# EXECUTIVE SUMMARY

The Carpinteria Valley, home to just over 17,000 residents, is characterized by a diverse economy that includes a prolific cut flower industry, a strong industrial sector, and a thriving downtown shopping district epi-centered along Linden Avenue. Carpinteria’s small town atmosphere, rural environment, and long expansive beach makes it a principal visitor destination in Santa Barbara County.



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

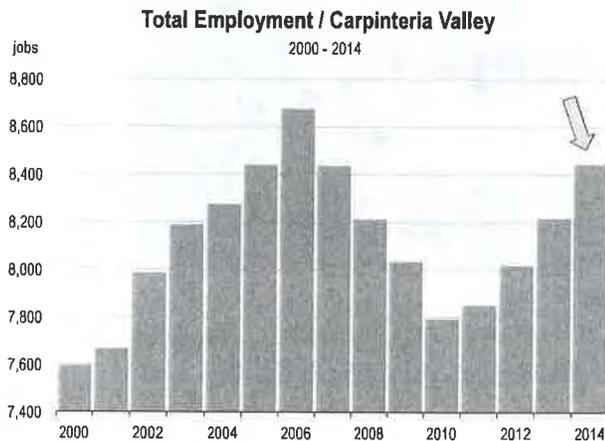
Approximately 230 jobs were created last year in the Carpinteria Valley, a large total for an economy of its size. Many of these jobs occurred in the leisure services industry, but the

wholesale, retail, and government sectors were also primary job creators.

In March 2015, the unemployment rate in the City of Carpinteria was clocked at 2.6 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 NuSil Silicone Technology, followed by Dako Corporation and the Carpinteria Unified School District.

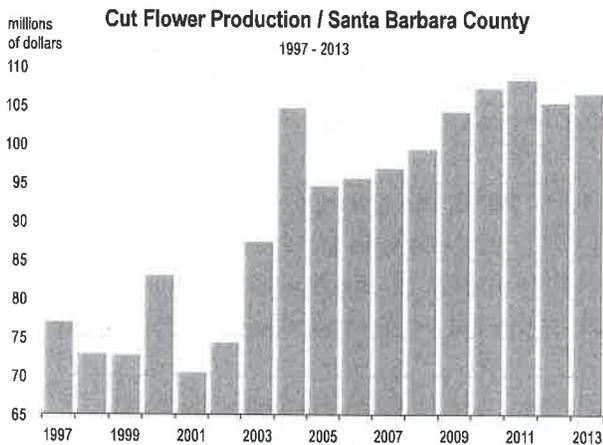
In 2014, the median household income in City of Carpinteria was \$74,764.



## Flowers

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

Over the last decade, the value of the Santa Barbara County flower crop has jumped by 22 percent, totaling more than \$106 million in 2013. An estimated half of this production originated in the Carpinteria Valley. The flower industry continues to employ over one thousand workers in the Valley, and employment has been rising in recent years.



## Tourism

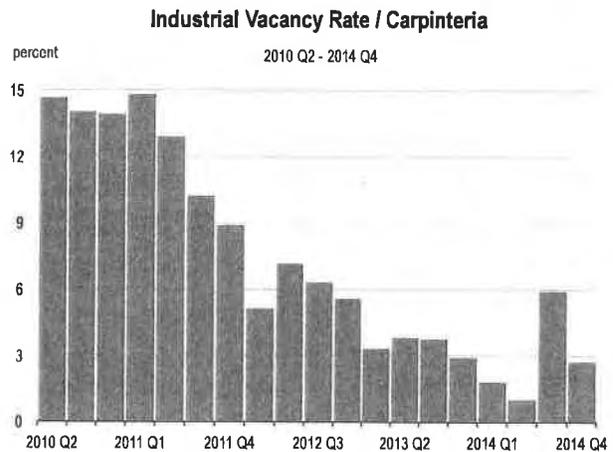
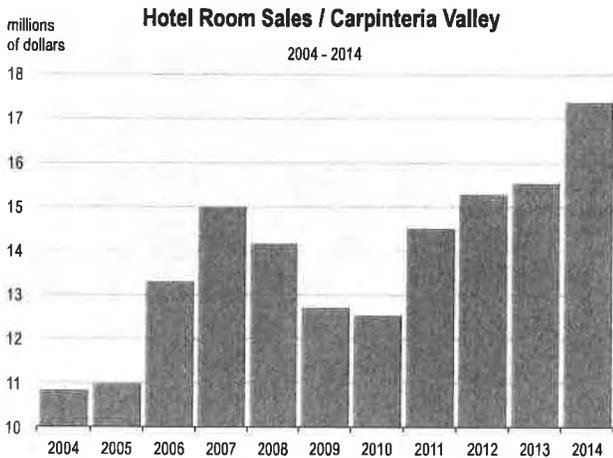
In the Carpinteria Valley, tourism is an important component of the local economy. It generates substantial revenues for the City's general fund, supports a significant number of jobs, and adds to the customer base for local shops, restaurants, and recreational sites.

In general, the performance of the Carpinteria Valley's 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 72 percent during 2014. Annual room sales have now reached an all time high in the City, climbing to \$17.4 million in 2013.

In addition to these six hotels, Carpinteria has approximately 100 vacation rentals that are



A major tourist attraction in Carpinteria is the State Beach Park and the City Beach. The beaches attract an estimated 2,000,000 visitors a year who spend \$50 million annually in the City and greater South Coast region.



independently operated. During the last fiscal year, these establishments accounted for approximately 25 percent of the City’s transient occupancy tax revenues.

**Commercial Real Estate**

With low vacancy rates, the industrial real estate market is very tight, as current demand for industrial space is high. Over the past three years, the vacancy rate has fallen from 14.8 percent to 2.7 percent, which is an unusually large improvement. The recent tightening is the result of strengthening business conditions which have lead firms to expand manufacturing and warehousing operations in the Carpinteria region.

In general, the Carpinteria Valley industrial sector has been a strong competitor with the neighboring areas of Santa Barbara, Goleta,

and Ventura. The manufacturing sector is an important component of the Carpinteria Valley economy, and a competitive industrial real estate market helps to support overall manufacturing activity.

In mid-2014, the vacancy rate nearly doubled in the office market, climbing to multi-year highs. The office market is small in comparison to the industrial market, and this causes measures of vacancy to be highly volatile from year to year. Despite a higher vacancy rate, lease rates rose significantly, and have returned to the highest levels since 2002.

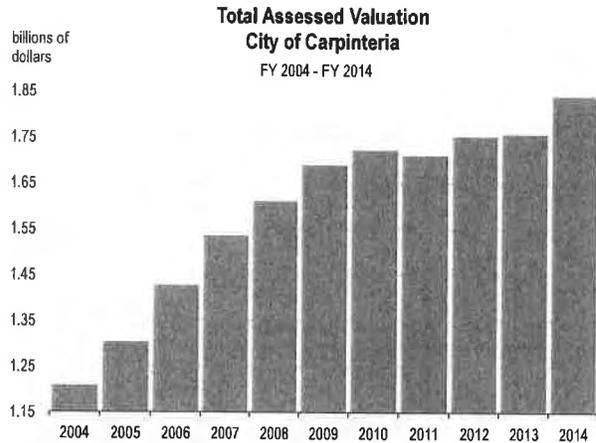
However, a large office building may soon be converted to a residential facility for seniors, shrinking the market base and lowering the vacancy rate.

## Residential Real Estate

It is estimated that in the City of Carpinteria, there are 2,200 single family detached homes, 424 attached homes, and 2,088 apartment units. There are also 848 mobile homes. The vacancy rate for all rental and ownership housing is 12.3 percent, largely because many homes are vacation homes and are not fully occupied throughout the year. The apartment vacancy rate in 2014 was a miniscule 0.29 percent.

After rapid increases in 2013, home prices rose moderately in 2014. Due in part to continued job creation across the South Coast, demand for homes has increased in the Carpinteria Valley. In addition, there are fewer homes on the market than any point in the last decade, forcing potential buyers to compete for a limited number of properties and propelling price appreciation.

Low levels of inventory and rising prices contributed to a fall in existing home sales over



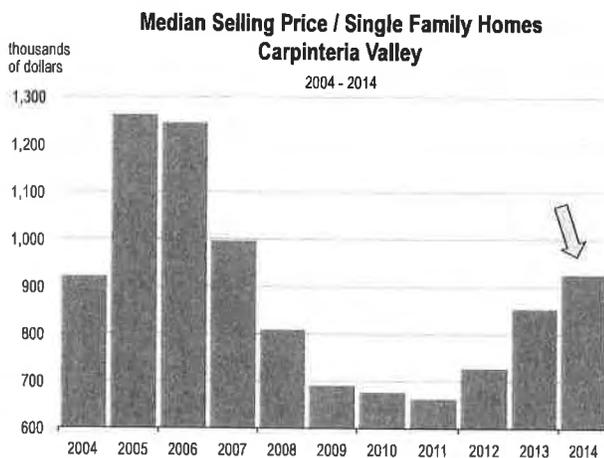
the year. Throughout 2014, there were only 75 completed transactions, down from 105 in 2013.

During the 2014 fiscal year, total assessed valuation reached \$1.84 billion in the City of Carpinteria. This increase occurred because values rose for the housing and commercial real estate markets.

## New Housing Development

In recent years, housing construction has been depressed. 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, and prevents increasing levels of traffic and congestion, but also prevents the retail and business communities from expanding more quickly.

There are currently 83 residential units left to be built in projects that are approved by the City for development in Carpinteria. Of these,





49 units are in projects that are currently under construction. Additionally, there are 5 units in pending residential projects. Total units in the development pipeline sum to 88 as of July 2015.

### 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.

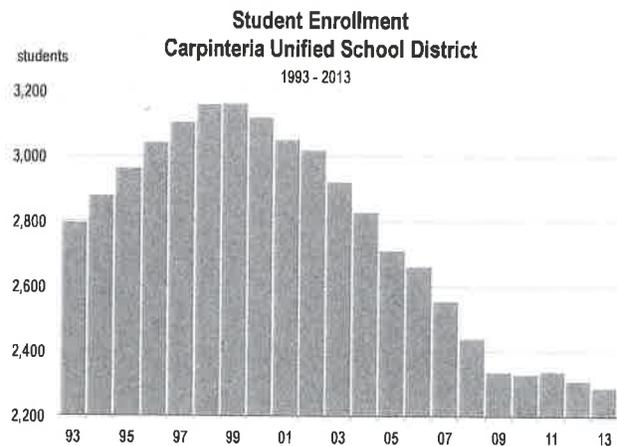
Crime rates in Carpinteria are lower than other parts of Santa Barbara County. Low crime rates can help to support property values, retain households with high levels of income, and ultimately support retail sales, tax revenues, tourism activity, and employment growth.

Traffic counts have declined in Carpinteria since 2003, leading to less congestion and better driving conditions. Traffic can be heavy during

rush hour, but a project to widen Highway 101 will allow cars to flow more freely during the busiest times.

In the Carpinteria Unified School district, student enrollments have been declining for more than a decade. In part, this decline tracks the general trend in the region’s broader population. Since the year 2000, the population has fallen by 5 percent in the City of Carpinteria.

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 Preservation Commission  
Recommendations and Status of Work by Department**

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

<b>Department</b>	<b>Recommendation</b>	<b>Status</b>
<b>Community Development</b>	1.a. Pursue and encourage development of Single Room Occupancy units	Zone Code Update
	1.b. Work with SB County on development of affordable housing options for agriculture and hospitality industry employees	Ongoing-Casa de Las Flores project
	1.c. Research a Parking Permit Program	2014/2015 parking management study
	1.d. Limit the number of vehicles registered to a specific address	Not Initiated/Could be considered through zone code update
	1.e. Prohibit parking on the front lawn or in the front setback (other than the driveway)	Zone Code Update
	1.f. Continue the Vehicle Abatement Program	Ongoing
	1.g. Provide outreach and education about City Codes and Code Compliance (use City website, scroll, GATV, brochures, flyers, magnets and a staff contact list	Ongoing
	1.h. Encourage residents to park in garage	Ongoing
	2.a. Limit the number of vehicles permitted at each residence to not more than six	See I(d)
	2.b. Maintain requirement for two-car garage in single family zones	Current Code
	2.c. Revisit minimum garage size to allow for large vehicles and storage space	Zone Code Update
	2.d. Allow more than 324 square feet of paving in the front yard (toward the side property line on the driveway/garage side of the lot; encourage use of grasscrete or other permeable paving.	Zone Code Update
	2.e. Do not allow parking in the front yard landscaping	Zone Code Update
	2.f. Redefine "front" and "side" yards in Zoning Code	Zone Code Update
2.g. Encourage parking of at least one car in the garage	Zone Code Update	
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	Ongoing	
	Zone Code Update	

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

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	7.h. Use the City website and other means such as issue-specific neighborhood meeting to provide information to the public in response to complaints	Not scheduled
<b>Public Works</b>	3.b. Develop a Park and Ride Facility at Carpinteria Avenue and Highway 150	Completed and ongoing
	4.a. Synchronize tree replacement with tree removal	Completed and ongoing
	4.b. Budget adequately to carry out the Street Tree Program	Ongoing
	4.c. Support private plant of trees	Ongoing
	4.d. Maintain/protect mature trees when possible	Ongoing
	4.e. Continue and expand the sidewalk repair and replacement program	Ongoing
	4.f. Provide education about tree replacement and the City's Master Tree Plan	Ongoing
<b>Public Works</b>	4.g. Provide education in English and Spanish about parkway landscaping and homeowner maintenance responsibilities using the City Newsletter, "knock and talk" approach, door hangers and other means	Newsletter article completed, Neighbor-to-Neighbor program
	4.h. Create an online form for reporting hazardous conditions or maintenance needs	Service Request Form completed
	4.i. Create a refrigerator magnet with staff names and phone numbers to report a problem or submit a request for service	Not completed
	5.a. Remove or trim hedges that pose a safety risk due to sight distance or visual clearance	Ongoing
	5.b. Make service requests more accessible	Ongoing
	5.c. Pursue funding to raise the level of service of street and parkway maintenance and add lighting where appropriate	Ongoing
	5.d. review and make any needed changes to the crosswalks at the intersection of Carpinteria Avenue and Holly Avenue and other intersections that create sight distance issues and at the MTD bus stop at Carpinteria Avenue and Elm Lane	Completed via Traffic Safety committee review/recommendations and





