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I. INTRODUCTION

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

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

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

City of Carpinteria Mission Statement  
January 25, 1993

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

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

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

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

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

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

Carpinteria in the Year 2020
Community Vision Statement
September 1997

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

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

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

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

The Strategic Initiatives identified and discussed below are high level policy areas that have been determined to be strategic because they represent more than a current crisis and are not easily resolvable or entirely within the control of the City. Identifying and effectively addressing strategic issues helps the City organization accomplish its stated Mission and resolve important policy questions concerning the delivery of municipal services. Strategic Initiatives are interdependent and in some cases overlap. Each Strategic Initiative below sets out related goals that are annually implemented through the objectives of the Work Program.

1.) An Efficient and Effective Organization

A stable, reliable, and professionally run local government organization is an essential part of the City’s ability to respond to community needs and expectations with appropriate services. The City’s capacity to equitably deliver the type and quality of local government services needed and expected by the community is directly related to its workforce, policies and procedures, facilities, and financial resources.

A. Public Facilities and Systems: The City manages buildings, streets and other public facilities and infrastructure with significant value that must be maintained and improved in order to continue to meet community needs and expectations. The City studies the condition of its street paving, storm water management system, and street trees, for example, in order to quantify and prioritize needed investment in maintenance/replacement. The City Hall building and campus is also in need of significant investment in order to continue to meet community needs and provide a safe and healthy work environment. The City’s neighborhood parks are at an age where increased annual investment is necessary. Investing in these public facilities in adequate increments and consistently over time, including leveraging City revenues through grants and other means, will allow the City to provide facilities and improvements that continue to meet the needs and expectations of local residents, businesses, and visitors.

In the digital age, local governments have the opportunity to communicate effectively with more residents, business operators and visitors than ever before. With technological advances, the public's expectations with regard to access to information and transparency are rapidly changing. This will require the City to strategically invest in upgrading and/or replacing computer software, provide employees the tools needed to meet the information needs and expectations of decision-makers and the public, and to take advantage of social media and other information platforms, in order to ensure that communication with the public is efficient and effective.

Public Facilities and Systems Goals

- Consistent improvement in street pavement and parkway conditions as indicated by:
  1. A rising annual overall Pavement Condition Index score - toward the target of 75; and,
  2. Reduction in number and severity of claims; and,
3. Reduction in the amount of asphalt, curb, gutter and sidewalk repairs caused by street tree root damage.

- An updated City Hall campus that meets the needs of employees and the public
- Updated hardware and software systems as needed to support staff work.
- Completing annually one or more Carpinteria Coastal Trail link milestones 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.
- An updated Carpinteria Library that better meets the needs and expectations of the community.

Progress, Resource Issues, Adjustments

The City will address these goals primarily through work conducted annually as a part of the Street Maintenance, Public Facilities Maintenance, Capital Improvements, Financial Management and Management Information Services programs. Meeting the above goals requires a greater commitment of financial resources than has been available in the past. The 2019/20 fiscal year was the first to include a full year of both state SB1 and local Measure X revenue, which will support, in part, increased investment in maintenance and capital projects work. For example, the annual pavement maintenance budget is expected to range from $1.5 to $2 million, a significant increase over the average of $300,000 in the recent past.

The City Hall remediation and renovation project is scheduled to be completed by February 2020, and will result in a safer and more functional City Hall for the public and employees. The building will operate more efficiently, using less energy, will be more accessible, provide better public spaces, and have an extended life of at least 50 years. Future City Hall campus improvements, including landscaping, parking lot, corporation yard and maintenance building expansion, are needed and being planned for future years.

A reorganization was largely completed in 2019 that is aimed at improving public facilities maintenance. The new Parks and Facilities Division will include in-house maintenance staff and be responsible for Parks and Public Facilities maintenance work both directly and via oversight of contract maintenance services.

Both the website and financial software system updates, begun in 2019, are expected to be completed in early 2020.

Significant progress continues to be made on completing the Carpinteria Coastal Trail. Acquisition of Bluffs III was consummated in 2019. The property includes open space and the extension of the Trail. A significant endowment has been established for annual maintenance. Planning and engineering design work for both the Santa Claus Lane and Rincon Trail links progressed. Both trails are expected to be under construction by 2021. Also, grant funded engineering design work was initiated for a Bluffs II trail link at the S&S Seeds property. Finally, a private development proposal for the vacant Bluffs II property was initiated that includes a trail segment that would complete the Coastal Vista Trail through the Bluffs II area.
The Library Committee met throughout 2019 with representatives of the Carpinteria and Montecito Friends of the Library, the First District Supervisor’s office and members of the public. The work culminated with the recent selection of a consultant to assist in evaluating alternative governance models for library operations. A work of the Library Committee includes ensuring that the Carpinteria library facility, a part of the Veterans Memorial Building complex, meets the needs and expectations of the community.

The freeway interchanges project is on schedule for a spring 2020 completion date and ribbon cutting in March. The next phase of the Highway 101 improvements, the widening of the freeway to three lanes will begin in Carpinteria in the 2020 year. The transfer of the former Whitney property remnant (as well as Caltrans right-of-way for the Rincon Trail) is pending with Caltrans administration and is expected to be completed in 2020. The Whitney property remnant is planned to accommodate a Community Garden/Agriculture program.

The City Council formed a Transportation Committee for the purpose of evaluating and making recommendations concerning public transit services and this is expected to include consideration of capital projects needed to support improved local public transit services. The Committee is scheduled to start its work in January 2020 by meeting with MTD representatives.

B. Policies and Procedures: Establishing and maintaining appropriate policies and procedures supports efficiency in staff work and helps to ensure compliance and accountability. In a dynamic local government environment with limited resources, keeping policies and procedures up to date can be an ongoing challenge. City policies and procedures cover subjects that vary from personnel rules and workplace safety to land use and development permitting.

Policies and Procedures Goals

- Updated General Plan/Coastal Land Use Plan
- Updated website and financial account software systems.
- Up to date, effective Administrative Procedures Manual

Progress, Resource Issues, Adjustments

The General Plan Committee and staff/consultant team continue to make progress on the General Plan/Coastal Land Use Plan update. In 2019 administrative drafts of each Element of the Plan were submitted to California Coastal Commission staff for input. The next step will be to hold workshops where public input on administrative draft policy Elements will be considered. This information will be analyzed by the staff/consultant team and provided to the Committee as a part of its deliberative process to complete a draft General Plan/Coastal Land Use Plan document for environmental review and legislative action. Once approved through the City’s legislative process, the document will be submitted to the California Coastal Commission for approval and certification. The work is projected to be completed in 2022.
C. **Workforce:** Maintaining a well-trained and motivated workforce is critical to the delivery of municipal services that meet community needs and expectations. Challenges include key employees nearing retirement age and the rising costs of public pensions and health insurance, and a competitive labor market. Changes in State law and accounting standards, which aim to improve transparency and accountability, require the City's ongoing diligence and time.

**Workforce Goals**

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

**Progress, Resource Issues, Adjustments**

The City Council approved new labor agreements in 2017, including a three year agreement with union employees. The staff health insurance committee made recommendations for changes and these were implemented through labor negotiations and City Council action in 2017. The committee is scheduled to re-form and continue to meet in 2020. Successful recruitments were completed in 2019 for Human Resources Administrator/Risk Manager and Public Works Supervisor. As the City's workforce ages, this will present both challenges and opportunities: Transfer of institutional knowledge and organizational values will need to be a priority; Due to the high cost of housing in the City and region, creative and up to date compensation package will remain critical; Meanwhile, recruitment and hiring will create opportunities to evaluate the delivery of various services and make changes to best meet the evolving needs of the community.

The City has continued to keep up with personal computer hardware and software needs, adequately budgeting for this annually. As a part of the City Hall Remediation and Renovation project, building technology, security and other systems will be improved in support of an improved work environment.

The City initiated the process to complete a total compensation study in 2019, conducting a consultant selection process. The study is expected to be completed in spring 2020, in advance of labor negotiations and the update of employment agreements. The City Council also approved an amendment to the law enforcement services agreement with the County of Santa Barbara in 2019. Implementation of the Goals for Law Enforcement Services also began, which included funding and filling the Community Resource Deputy position. The position has responsibilities in numerous programs, including homeless services and leading youth outreach in cooperation with CUSD.

D. **Finances:** The City is financially stable and the passage of Measure X in 2018 has allowed for additional program funding in key areas such as street and parks maintenance; however, the issues of the stagnation of various revenue sources, significant increases in law enforcement and pension costs, health insurance cost increases, and a
significant amount of deferred maintenance in public facilities, are expected to continue to challenge the City organization in its ability to deliver necessary and desired services, projects and programs to the Carpinteria community.

Financial Goals

- To ensure adequate and sustainable revenue source(s) for City operations.
- To have sufficiently diverse revenue sources that allow for stability in the event of decline in one or more revenue areas.
- To have cost controls in place that can mitigate volatile and/or unexpected increases in expenses, e.g., law enforcement and health insurance.
- To keep fees and charges for services up to date in order to ensure that cost recovery objectives, as established by City policy, are met.
- Support development opportunities consistent with City land use policies, recognizing that such property improvements and uses also promote growth of property, sales, and transient occupancy tax; and, support the needs of local business interests, including the promotion of the local economy.

Progress, Resource Issues, Adjustments

In 2019, the City Council adopted an expenditure plan for Measure X revenue and established a new Measure X Fund in the Fiscal Year 2019/20 Budget. Measure X revenue, to date, are exceeding projections. This new source of revenue also allowed the City to fund additional street maintenance, parks maintenance (including a reorganization to add maintenance staff), capital project support, and to expand financial support for community services organizations and the library. The Pension Stabilization Trust Fund, established in 2018, received payment as scheduled and is performing as projected.

The new Agreement for Law Enforcement Services was completed in 2018 and was amended in 2019. The lack of control over law enforcement services program costs remains a potential significant financial liability for the City.

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

2.) A Sustainable Community

The concept of a sustainable community is commonly understood as meeting existing needs of a community without compromising the ability of future generations to meet their own needs.
Many of the projects, programs and services of the City can be understood as promoting this approach to local government operations and public policies, programs and services. More specifically, three areas of service: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, provide a policy structure that supports a variety of important local services from public safety to energy conservation to tourism promotion. This Sustainable Community policy was adopted by the City through Resolution No. 5500, and, importantly, is being folded into the policy considerations of the General Plan / Coastal Land Use Plan update. These concepts of sustainability and healthy communities represent an important recognition of the scope and breadth of City responsibilities to its constituents.

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

**Economic Vitality Goals**

- A more diverse local economy with products and services that meet a broader spectrum of residents' needs and expectations.
- Retail, visitor serving, corporate headquarters and R&D sectors that are stable, successful and complementary to the community.
- A vibrant, healthy small business sector.
- Improvement in off-season visitation.
- Expanded local hiking and biking trails and public transit that are attractive and convenient to residents, employees and visitors.
- A high quality, safe system of parks and open spaces that meet the needs of the community.
- New investment through private development in the City's neighborhoods, districts and major street corridors.
- An improved balance of jobs and housing in the community with housing types available to those with varied household incomes, especially aiming to improve the availability of low and moderate income housing that meets the needs of the local workforce.

**Progress, Resource Issues, Adjustments**

The City practices an asset based economic vitality program, building on existing assets in support of the local economy. The City continues to invest in its quaint, beachside Downtown through increased maintenance and capital projects. This past year, with the support of new revenue from a voter approved local sales tax, the City increased spending on street maintenance and reorganized the Public Works and Parks Departments in order to improve maintenance of all public facilities, parks and open spaces.
Progress was made on improving additional links to the Carpinteria Coastal Trail, specifically work on the Rincon Trail, Bluffs II, Bluffs III, and Santa Claus Lane trail sections, through both property acquisition, funding and engineering design/permitting work. These links are a part of the Coastal Vista Trail as well as state and federal coastal trails systems, will be a considerable attraction for visitors to the coast and will be complemented by improvements that the State Park is making, including a dune trail, replacing restrooms and signage and rehabilitating landscaping in locations such as the Carpinteria Creek lagoon.

The 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. In 2019, joint meetings of the City Council, Planning Commission and Architectural Review Board assisted developers in forming applications for an important Downtown project, a vacant site on Bluffs II, and to consider form based development regulations and amending the City’s residential design guidelines. However, real estate values and construction costs, along with a lack of available land, are exacerbating the availability and affordability of housing. These conditions are creating employee recruitment and retention challenges for employers and financial challenges for those trying to find housing near work. The issue is similar in most of California and is getting the attention of the state legislature. State housing legislation that aims to spur housing construction, in particular, along the coast, is expected to continue to be a focus in 2019. Much of this legislation over the past two years has served to undermine local control over certain aspects of residential development. The long-term results of this approach for Carpinteria include a significant risk of incompatible development degrading or destroying elements of the community that are valued and create economic value for property owners and businesses.

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

Environmental Stewardship Goals

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

As a part of advancing the implementation of the City’s Sustainability Policy goals, the City Council in 2019 approved the creation of a Sustainability division in the Public Works Department with expanded responsibilities and a new title for the Environmental Program Manager position. Important work conducted in 2019 included participation in a recycled water project with the Water and Sanitary Districts (Carpinteria Advanced Purification Project), working with the Water District on creation of a Sustainable Groundwater Agency to manage groundwater resources, and joining a Community Choice Aggregation joint powers authority (Monterey Bay Community Power).

Significant work on Sea Level Rise was completed through technical and policy studies of the General Plan / Coastal Land Use Plan update, which will be used to guide the drafting of land use and development policies. The City Council also directed the creation of interim Sea Level Rise policies for its consideration.

The City Hall Remediation and Renovation project advanced in 2019 and is expected to be completed by March 2020. The significantly improved building will result in significant energy efficiency and interior environment improvements for employees and the public.

The acquisition of the Rincon Bluffs Preserve moved forward during 2019 and is expected to be completed in early 2020. The City will own the land subject to a conservation easement and will seek grant funding for identified improvements for public use. An endowment will support annual maintenance activities.

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

**Health, Safety and Wellness Goals**

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

Progress, Resource Issues, Adjustments

With revenue from a voter approved local sales tax, in 2019 the City re-established the Community Resource Deputy (CRD) position, and the CRD has already begun working with youth through the Middle and High schools and working on homelessness issues. The City initiated the Neighbor-to-Neighbor program with a pilot event at Monte Vista Park. Aimed at creating a context for neighbors to interact and for local public agencies to provide information and hear from residents directly, more events are being planned for 2020.

The Thomas Fire and subsequent flood illustrate the importance of community disaster preparedness and City emergency response capacity. This work remains a priority with particular attention on improving communications through social media. The City is also looking to complete with FEMA on the local flood map changes. The incorporation of long-term land use and development policies concerning Sea Level Rise into the General Plan / Local Coastal Plan is now well underway and interim policy development has also been initiated. This will provide the basis for mitigating hazards to life and property in the future.

The Community Garden project at Fifth Street and Holly Avenue that began operating in 2018, in 2019 became a very successful place for gathering, education, and growing healthy food. Work to complete transfer and improve the form Whitney site for agricultural education advanced in 2019. The City intends to also work with CUSD on a cooperative agricultural education program at these sites.

Also with the support of new revenue from the voter approved local sales tax, funding for local service providers, including the Carpinteria Children’s Project, and the Carpinteria Library, was expanded significantly in 2019. The City also supports the South Coast Task Force on Youth Safety and participates in THRIVE, an early education to college/career readiness advocacy effort. Through activities funded by the Santa Barbara County Continuum of Care, in particular, outreach work by the North County United Way
and County Behavioral Wellness, progress is being made in housing people living on Carpinteria streets. The City also collaborated with County Housing Authority on acquiring a School District property adjacent Monte Vista Park for a housing project that would include affordable housing.

Finally, as discussed previously, significant progress was made in 2019 on acquiring and improving public open space and trails along the coast. The acquisition of an approximate 21 acre Bluffs III site is nearing completion and three trail projects that together would complete the Coastal Vista Trail all advanced in the planning, acquisition and design/permitting stages.

3.) Interagency Cooperation/Coordination

As coastal regions in southern and central California continue to grow, including Ventura and Santa Barbara Counties, the ability of a city or county to independently have a positive effect on issues such as traffic congestion, housing affordability, or resource protection, is made more difficult. This is true in Carpinteria today as the City cannot, by itself, effectively address traffic congestion on Highway 101, the cost of housing in the market, or important factors that may influence a business to move out of the City or not move here in the first place. There are several issue areas that are central to the City’s need to work cooperatively with other agencies at the County, state and federal level.

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

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

Housing and Employment Goals

- Implement policies of the Housing Element including working with area housing providers such as the County Housing Authority and People’s Self-Help Housing, to increase affordable housing opportunities.
- Continue and expand cooperation/collaboration with other public agencies and NGO’s, to promote health and successful children and families in the community.
The City’s affordable housing collaborations have historically been successful in generating housing opportunities for various economic segments of the community. In addition to several low income projects developed by People’s Self-Help Housing, the City and the Santa Barbara Housing Trust Fund operate a first time buyer down-payment loan program to assist above moderate income buyers in entering the Carpinteria housing market. Habitat for Humanity completed several affordable sweat-equity units in 2019, and additional market rate and affordable housing units are under construction at the private Sea House condominium development (formerly Green Heron Spring). The City is also successfully collaborated with the County Housing Authority to acquire a site for affordable housing adjacent Monte Vista Park.

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

The City continues to provide financial support and to work cooperatively with agencies such as Girl’s Inc. and the Boys & Girls Club, to help establish a context where children and their families can be successful and contribute to the Carpinteria community and society in general. Focus areas in Carpinteria include early childhood education, family support and mental health services. City support was increased and expanded in 2019, as financial support for the Children’s Project was approved, and funding for the library and various service groups increased.

**B. Open Space:** Carpinteria is situated on the California coastline and the City is a steward of unique and important coastal resources that exist here. But the City does not work alone in this effort. There are myriad public agencies (county, state and federal), that have responsibilities for resources located within City limits. From marine mammals to the Salt Marsh, to public access to the coast and mountains, the City works in partnership with county, state and federal agencies as well as non-government organizations and private property owners to protect, preserve and enhance these resources. The City’s work plan anticipates continuing and expanding its role as a partner in efforts to gain access to the funding and expertise needed to be an effective steward of open space resources in the area and to maximize the benefits of those resources to residents, business, and visitors.

**Open Space Goals**

- Establishment of stable and adequate funding for parks and opens space maintenance.
- Transfer of the Rincon Bluffs Preserve from the Land Trust to the City in a manner that allows for the improvement and long-term maintenance of environmentally sensitive habitat and public access.
- Protection and improvement of coastal resources through cooperation with responsible agencies such as the California Coastal Commission, State Department of Fish and Wildlife, California Water Board, UCSB Extension, and County of Santa Barbara.
- Establishment of Sea Level Rise policies as a part of the General Plan/Coastal Land Use Plan capable of addressing protection of coastal open spaces and unique habitat resources such as the Salt Marsh and the Carpinteria Creek Lagoon.
Completion of the next phase of the Carpinteria Shoreline Feasibility Study and advancement of the Dune and Shoreline Management Plan to protect and enhance the Carpinteria coastline.

Progress, Resource Issues, Adjustments

The ongoing decommissioning and closure of oil & gas operations in Carpinteria and abandonment of related offshore platforms removes a threat to sensitive coastal resources and is expected to create opportunities for enhanced protections and public access. The Shoreline Feasibility Study, a critical plan for identifying a long term solution to beach erosion and coastal property damage, has been funded by the state and federal government for more work, which began in 2019, and will be complemented now by a grant funded Dune and Shoreline Management Plan. The work being conducted on Sea Level Rise as a part of the General Plan/Local Coastal Plan update is also helping to move the City forward on identifying appropriate and feasible projects for protecting its shoreline and related environmental resources, private property and public infrastructure.

The City and Land Trust for the County of Santa Barbara completed work in 2019 on the Conservation Easement, Endowment Agreement and other requisite documents concerning the transfer of a significant portion of Bluffs III, now known as the Rincon Bluffs Preserve, to the City in order for it to be improved and maintained as public open space. The transfer is expected to be consummated in early 2020, allowing the City to begin working on acquiring grant funding for improvements.

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

The Union Pacific Railroad (UPRR) line represents both a physical barrier in the Community and an opportunity. In order to improve public access to Carpinteria beaches and trails, grade separated crossings will need to be designed, funded, and constructed with the help of the railroad and the California Public Utilities Commission.

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

Finally, all of these transportation efforts involve the Santa Barbara County Association of Governments (SBCAG), the regional transportation authority for Santa Barbara County and the recipient of state and federal transportation funds. The City is
represented on the Board of SBCAG by a Councilmember, currently Councilmember Clark, who works in part to further the transportation interests of the City of Carpinteria.

Transportation Goals

- Working with Caltrans, SBCAG and the California Coastal Commission, complete project implementation and inspections of City owned facilities for the Linden-Casitas Interchanges project; complete development permitting consistent with City policies for the Highway 101 widening project and participate in related 101 Improvement Projects affecting Carpinteria, including ensuring completion of ped/bike connections between Santa Claus Lane and Carpinteria Avenue (west), and Rincon County Park and Carpinteria Avenue (east).
- Maintain and Improve commuter rail service in the region via cooperation with SBCAG and LOSSAN.
- Working with Caltrans, SBCAG, UPRR, Coastal Conservancy, Coastal Commission, and private property owners, complete planning, permitting and construction of links needed to complete the Carpinteria Coastal Vista Trail.
- Reach agreement with MTD on plan and funding for improving convenience and use of local public transit in the City.
- Complete the City’s Bicycle Master Plan and gain Bicycle Friendly Community status.

Progress, Resource Issues, Adjustments

Commuter rail service is now operating between Ventura and Goleta and LOSSAN has approved spending hundreds of millions on rail corridor improvements in Ventura and Santa Barbara counties, including $30 million on double tracking and Amtrak platform improvements at the Carpinteria station. The Carpinteria project is proposed to include several improvements that have local benefit such as an undercrossing at Elm and a new parking lot on the south side of the tracks. In 2019, the City met with SBCAG and LOSSAN representatives to discuss project details and early planning work is expected to continue in 2020.

Construction of the Linden-Casitas Interchanges project is projected to be completed and freeway widening in Carpinteria initiated in spring 2020. The related Rincon and Santa Claus Lane Trail projects are also expected to be completed in conjunction with the 101 projects. The Rincon project, in particular, made significant progress in the design and permitting phases in 2019.

The connection of Via Real over Carpinteria Creek, a part of the interchanges project, and new shuttle vehicles being acquired by MTD, which can travel faster over longer distances, create an opportunity for the City and MTD to review options to meet the City’s long-standing goal for improving transit services coverage in the City. The City Council re-formed its Transportation Committee (Shaw, Lee) with direction to work with MTD on this and other public transit needs. MTD has also announced that it will be exploring a pilot dial-a-ride service in Carpinteria in 2020.
Department: General Government

Department Organizational Chart

Mission Statement:

To provide effective leadership to the City organization, transparency and accountability to the public, assistance to the City Council in developing and implementing effective public policy and municipal budgets, and to ensure the delivery of essential and desired City services in an efficient, effective and equitable manner, with integrity and professionalism.
Description of Department programs and services:
The General Government Department includes support to the Legislative & Policy functions of the City, including the City Council and City Attorney, and management of general City Administration. The City Manager is directly responsible for functions of the Department pursuant to provisions of the Carpinteria Municipal Code and policy and program direction as provided by the City Council. Below are brief descriptions of each Department program.

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

City Administration
This program includes Council meeting agenda management, strategic planning, budget development and presentation, public relations, service delivery satisfaction, management of contract City services such as Law Enforcement and the Legal Services, and establishing and implementing procedures for the conduct of employee performance reviews and program performance measurement.

Records Management
Maintain City records in an identifiable and accessible manner in order to fulfill public, legal, and historical requirements for preservation of information. Prepare and coordinate legal and promotional publications, posting of ordinances, resolutions, and public hearings notices, recruit advisory board vacancies and administer requirements of the Fair Political Practices Commission and Brown Act.

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

Staff Recruitment, Retention and Development
Coordination of staff recruitment, selection, training and evaluation of employees; coordination of compensation and employee benefit programs; employer-employee labor negotiations, implementation of City’s personnel management goals and objectives; implementing new personnel policies and procedures as required by Federal and State regulations.
Risk Management
The Risk Management program involves identification and analysis of loss exposures and examining alternative techniques to minimize the City’s liability exposure and financial risk. The City works to be an enterprise risk management organization where awareness and creative solutions in response to risk are pervasive. The City participates in the California Joint Powers Insurance Authority (CJPIA). The self-insuring and loss pooling programs for Property Insurance, Workers’ Compensation, Commercial Crime Policy including Public Official and Employee Bonds, and General and Automobile Liability offer advantages to the City in terms of cost, protection, risk management and loss control advice and assistance.

Communications & Community Promotions
This program seeks to establish and maintain effective communication with the community and to promote the community for purposes such as support for the local economy. The program work ranges broadly from government transparency to creating volunteer opportunities in support of City services.

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

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

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

Volunteer Services
The Volunteer Services Program is designed to coordinate and manage volunteer efforts that support existing City services and encourage and provide an opportunity to all segments of the community to participate in local government.
Program: Legislation & Policy
Legislative Advocacy

Project/Program Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

The City Council carries a Legislation Update matter on its agendas that provides an opportunity to direct staff on scheduling its consideration of taking positions or other legislative matters. In 2019 the City Council considered taking positions on ten separate pieces of state and federal legislation. The City also initiated a process to develop state legislation to change Mobile Home Residency law in order to close a loophole concerning prospective owners’ right to a lease subject to local rent control.

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 warrant City Council consideration. Updates are also provided by the Regional Representative at quarterly Santa Barbara County Managers & Administrators meetings.

The League of California Cities’ strategic goals for 2020 are:

1. **Improve the supply and affordability of housing.** Provide cities with financial tools to increase construction of housing, particularly for vulnerable populations, reform state regulatory barriers, and ensure cities retain flexibility based on the size, geography, demographics, impact mitigation and land use needs of each community.

2. **Advocate for increased funding and resources to prevent homelessness and assist individuals experiencing homelessness.** Secure additional resources and flexibility to provide navigation assistance, emergency shelters and permanent supportive housing.
and strengthen partnerships with stakeholders to ensure mental health, substance abuse treatment, and wraparound services are available for adults and youth at risk of – or already experiencing – homelessness in our communities.

3. **Address cities’ fiscal sustainability to deliver essential services and meet pension obligations.** Raise awareness among stakeholders about the fiscal challenges cities face and work collaboratively to secure new revenue tools and flexible prudent policies to ensure cities are able to provide essential services to their residents while maintaining their ability to meet pension obligations.

4. **Strengthen community and disaster preparedness, public safety, and resiliency.** Improve community resiliency to disasters and environmental threats, and strengthen infrastructure stability and control, through expanding partnerships, including state and federal agencies, and securing additional resources and support for climate change adaptation, planning, preparedness, response, recovery, and sustainability in our cities.

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

Coastal Commission Matters: The City of Carpinteria is located entirely within the Coastal Zone and is subject to regulations of the California Coastal Act. While it maintains a Certified Local Coastal Plan and is therefore a permitting agency under the Coastal Act, amendments and updates to the City’s Plan (and appeals of certain Coastal Permits it issues), routinely go before the California Coastal Commission (CCC) for review and approval. Certain public projects also require Coastal Development Permits, including the annual sand berm construction on the City Beach and other projects that are within the permanent permit jurisdiction of the State.

In 2019, staff worked with Commission staff on the General Plan / Coastal Land Use Plan update and cannabis regulations, among other matters. It is anticipated that in the coming year the City will continue to work with Coastal Commissioners on the Local Coastal Plan update, in particular Sea Level Rise policies and the City’s Zoning Code update.

Freeway Interchanges and widening: The City continues to work with Caltrans and SBCAG staff on the Highway 101 improvements project, which includes the Linden - Casitas Interchanges Project and the South Coast HOV Lanes Project in Carpinteria. In March 2020, the Linden – Casitas project is expected to be completed and the first phase of the HOV lane project will begin. The role of City staff includes overseeing contract inspection services aimed at ensuring street, intersection, storm drain and landscape improvements (that will be owned and managed by the City when the projects are completed) are built as approved and to a standard acceptable to the City. Both of these Caltrans projects include important local street and bike/pedestrian improvements including the extension of Via Real, the Rincon and Santa Claus Lane Trails, and Santa Monica/Via Real intersection improvements.
Oil & Gas Development: Significant oil and gas facilities and activities have operated in Carpinteria and just offshore the City for approximately half a century. That era appears to be at an end. In 2017 the current operator, Venoco Inc., consummated sale to Chevron through federal bankruptcy of all of its Carpinteria assets, including the Carpinteria oil and gas plant and offshore platforms. Chevron has announced that it does not intend to operate the facilities but will proceed immediately to decommission the plant and offshore assets. The federal leases have been returned to the government. The City and Chevron are meeting regularly to coordinate the process for decommissioning, including permitting, and to begin discussion regarding future use of the properties. It is expected that this work will continue in 2020.

Housing Legislation and Litigation: Significant state legislation on housing is expected to continue in 2020 that will affect how cities regulate and permit such development. The City will not only have opportunities to comment on such legislation but will be required to continue to develop legislative responses to any new mandates.

Cannabis Regulation: The City anticipates continuing to monitor the county’s permitting and enforcement programs for mitigating both anticipates, i.e., odor, crime, and unanticipated impacts on City of Carpinteria neighborhoods. The City in 2019 requested that APCD, with County support, take a more active role in monitoring, developing appropriate air quality standards, and conducting investigation and enforcement activities. The City’s cannabis regulations were approved in 2019 and licensing provisions are expected to be established in 2020.

Tasks

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

Products

- N/A

Date

Ongoing

Staff Requirements

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

Budget

$50,000 for legal and consultant services

Funding Source

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

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

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

Previous and Ongoing Work

Local Legislation: Each year, based on important local issues coming to the City’s attention or new or changed state or federal law, the City Council directs staff to research options for the adoption of local legislation. Examples of issue areas that were worked on in 2019 or are ongoing include:
- Expanded City regulation of single-use, non-recyclable plastic products (January and March)
- Initiated legislative processes in response to new state housing laws and local design review considerations (In January and May an Overlay District for the Downtown area was initiated as well as amendment to the Residential Design Guidelines. A special joint Committee of the council, planning commission and architectural board was created to guide the process in March). Also, adopted Resolution No. 5915, initiating amendments to the City’s Second Dwelling Unit regulations in response to new State Accessory Dwelling Unit law (September)
- Adopted an Expenditure Plan for new local sales tax revenue from Measure X.
- Initiated process to establish shared mobility device regulations, including adopting a moratorium (March and May)
- Took preliminary actions necessary to establish off-leash dog areas including identifying potential siting priorities and amending the municipal code to allow for off-leash areas (March and November)
- Formed a Council committee to assist with staff work on District Elections, and hired a consultant (March)
- Formed a Council committee to assist with staff work on Library governance and entered into a related MOU with Carpinteria and Montecito Friends of the Library groups (March and November)
- Adopted legislation on mobile home park residency law and City rent stabilization, and mobile home park closure. This after receiving a report with recommendations from the
Mobile Home Stabilization Board and initiated legislation in response (May and November)
- Initiated seismic retrofit legislation concerning soft-story buildings in the City (May)
- Initiated a process to consider an Art in Public Places program via adoption of Resolution No. 5923
- Initiated legislation to expand City regulation of tobacco products and smoking, specifically, to address sale of flavored tobacco products and electronic nicotine delivery systems. This included adopting a moratorium (October and November)
- Initiated the legislative process to establish interim development standards concerning potential impacts from sea level rise (December).

In 2020 it is expected that the City will continue to expend resources on many of the matters listed above; however, in particular, the City expects to need to prioritize and commit adequate resources to the development of legislation in response to state housing law changes.

**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: Legislative & Policy
Regional Programs Collaboration and Cooperation

Project Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

This work item includes but is not limited to regional transportation projects and programs such as commuter rail service, Emergency Preparedness and Disaster Response, participation in the South Coast Task Force on Youth Safety, THRIVE, work with the Carpinteria Valley Chamber of Commerce, work with Home For Good (formerly the Central Coast Collaborative on Homelessness, C3H) and community members on addressing homelessness, and cooperation on a recycled water project with the Water and Sanitary Districts.

Activities undertaken and anticipated:

- City Council Committees. This work involved staff support from the City Manager and Department Heads for the various City Council committee meetings held in 2019, including meetings with the special district representatives.

- Homeless Services. This work involves both enforcement and response coordination of City services (Legal, Sheriff’s, Code Enforcement, Public Works and Parks & Recreation), with United Way/Home For Good, County Health and Behavioral Wellness, Freedom Warming Centers, State Parks, and Fire District. Volunteers continue to run a lunch program, which provides an opportunity to build trust with people that are homeless and prepare them to receive services and to find housing. The City also works with agencies such as Peoples Self-Help Housing and County Housing Authority, to identify prospective housing sites. In 2019, the City worked with County Housing Authority to facilitate its acquisition of a School District property adjacent to Monte Vista Park. The work is guided by
General Government

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

- Youth and Family Services. City Manager, Councilmembers attend quarterly meetings of the South Coast Task Force on Youth Safety. In FY 2019/20, the City began providing funding to support family and youth services provided by the Carpinteria Children’s Project. The City continues to participate in THRIVE, a local program to ensure that Carpinteria youth are prepared and successful in college and/or career.

- Freeway Improvement Projects. The Linden-Casitas Interchanges project made significant construction progress in 2019, and is expected to be completed in spring 2020. Staff work includes ensuring construction impact mitigation measures are implemented effectively and that improvements that are to be owned/operated by City are built correctly. Also, work on the correction and updating of the City’s Flood Mapping continued that included coordination with the Sanitary District and FEMA. The process for amending the current, baseline, map is expected to continue in 2020. Once the freeway project is completed the map will be amended again to reflect the changes resulting from that project. The City, Caltrans and SBCAG will continue working in 2019 on the first phases of the Highway 101 HOV project, which includes adding lanes with the City and the Santa Claus lane trail connection.

- Parks and Trails. Completion of the City’s Coastal Vista Trail and establishing access across the rail corridor requires cooperation with multiple public and quasi-public agencies including Caltrans, Coastal Commission, County of Santa Barbara, Union Pacific Railroad and the Public Utilities Commission.

In 2019, progress continued on the engineering design and permitting of the Rincon Trail and full construction funding has been secured. Changes to the trail alignment required amendment to the environmental clearance delaying the project. The project is expected to be let out for bid in 2020/21. An easement for a critical trail connection through a Bluffs II property was acquired in 2018 and design, permitting and construction funding is now being pursued.

All documents related to the Rincon Bluffs Reserve acquisition and long-term stewardship by the City were completed in 2019 and transfer to the City is expected to occur in early 2020. The City will also pursue grants for trail and other site amenities in 2020.

After more than a decade of fits and starts on a Beach Nourishment Study aimed at determining a long term solution for the protection of Carpinteria’s sandy beaches and public and private improvements, state and federal funding necessary to move the study was allocated in 2018, and work has been initiated in 2019. The City intends to have the Army Corps of Engineers (ACOE) provide a report to the City Council in early 2020 on the work completed to date and what will be coming next. The City has also acquired a grant to complete a Dune and Shoreline Management Plan.
General Government

In April 2018, the state announced an award of approximately $200 million in Transit and Intercity Rail Capital Program (TIRCP) funding for improving passenger service between Los Angeles and San Luis Obispo. Several important capital projects in Santa Barbara County were funded including improvements at the Carpinteria Amtrak station that would add a second station track and platform to improve pedestrian safety, passenger access, and operational flexibility. The project would also include a pedestrian underpass of the railroad tracks.

- Water. The City is a part of a collaborative with the Carpinteria Sanitary and Water Districts to develop a reclaimed water project, the Carpinteria Advanced Purification Project. In 2019, the City participated in the review period for the CEQA Environmental Impact Report, which has since been adopted. Also in 2019, CVWD drafted a Joint Powers Agreement to create a Groundwater Sustainability Agency with the City and Counties of Santa Barbara and Ventura, which has since been approved. The City will participate in the process of developing a groundwater management plan and, ultimately, in the joint management of the groundwater basin. Additionally, the City is a Cooperating Partner for the Integrated Regional Water Management (IRWM) Program, which meets regularly. In 2019, the IRWM County-wide plan was updated, and several competitive projects were selected by the Cooperating Partners to move forward for implementation grant funding.

Tasks

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

Products

N/A

Staff Requirements

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

Budget/Source

All Funds
Program: City Administration
Library

Project Description

Analysis of governance and costs related to the operation of the City of Carpinteria and Montecito branch libraries.

Objective and Policy Consistency

- Explore library governance options
- Analysis of library operating costs related to the City of Carpinteria and Montecito branch libraries
- The proposed project is consistent with General Plan Policy Objective Policy PF-5a, which states: The City will strive to maintain adequate library service for the community of Carpinteria.
- The City of Carpinteria has an interest in obtaining information about governance and related issues in order to ensure necessary and desirable programs and services are offered at the Carpinteria Branch library.

Previous and Ongoing Work

- Carpinteria City Council formed an Ad Hoc Library Committee
- A Request for Qualifications was sent to various consultants related to Library consultant services
- City of Carpinteria entered into a Memorandum of Understanding with the Carpinteria and Montecito Friends groups
- Interviews conducted with consultants; in discussions with top choice
- Agreement with consultant to be finalized and approved by the City Council

Tasks

- Finalize agreement with consultant and have approved by the City Council
- Consultant to complete work tasks per contract
- Consultant to report to the City Council

Products

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
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<tbody>
<tr>
<td>Consultant Services Contract</td>
<td>February</td>
</tr>
<tr>
<td>Consultant to complete Scope of Services</td>
<td>May</td>
</tr>
<tr>
<td>Final report / Presentation to Council</td>
<td>June</td>
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Staff Requirements

City Manager, Assistant to the City Manager

Budget

$25,000 Consultant Contract

Funding Source

General Fund

Priority

High
Program: City Administration
Youth Engagement

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

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

Previous and Ongoing Work
- Reached an agreement with Carpinteria Unified to spending one day a week at Carpinteria Middle School and Carpinteria High School to be available for students and staff.
- Researched youth engagement programs including information related to Explorer program and youth mentorship.

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

Staff Requirements:
- City Manager
- Community Resource Deputy
- Patrol Deputies
- Station Commander

Budget
Inclusive of staff and law enforcement expense

Funding Sources
General and Measure X
Program: City Administration
Art in Public Places

Project Description

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

Objective and Policy Consistency

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

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

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

Previous and Ongoing Work

The City Council authorized a public art project, “Facing Ourselves”, in the Downtown in 2019 (Resolution No. 5923), and also directed that exploration of a City Art in Public Places program be a 2020 Work Program matter.

Tasks

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

Products

- Report to City Council Consultant Services Contract

Date

September

Staff Requirements

City Manager, Assistant to the City Manager, City Attorney’s Office
General Government

Budget
N/A

Priority
Medium

Funding Source
N/A
Program: Community Promotions & Communication
You Count! Census 2020

**Project Description:**
Develop a local plan to engage the hard to reach communities of Carpinteria by:
- Developing a local You Count! Committee
- Create a plan to reach and count all residents of Carpinteria
- Facilitate events to assist the community with the online process

**Objective and Policy Consistency**
- The U.S. Constitution mandates that everyone in the country be counted every 10 years.
- The distribution of more than $675 billion in federal funds, grants and support to states, counties and communities are based on census data.
- After each decade’s census, state officials redraw boundaries of the congressional and state legislative districts in their states to account for population shifts.
- The City will transition to district elections in 2022 utilizing census data in the process.

**Previous and Ongoing Work**
- The City has received a grant for $11,000 from Santa Barbara County to assist with this project
- A You Count! Census 2020 committee meets in January to initiate a community plan
- A multi-media student intern will be assisting with the outreach plan

**Tasks**
- Create a community plan to engage all Carpinteria residents
- Implement plan

**Products**
- You Count! Census 2020 plan
- Project concludes with all residents counted

**Date**
- February
- June

**Staff Requirements**
- Program Manager
- City Manager

**Budget**
- $14,000

**Funding Source**
- General Fund and SBC Grant

**Priority:** High. Carpinteria was under-counted by nearly 10% in the last census. It is a high priority to make sure all of Carpinteria is counted.
Program: Community Promotion and Communication
Neighbor-to-Neighbor

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

Objective and Policy Consistency
- To build a network of neighborhood leaders capable of engaging residents for purposes of addressing neighborhood problems, promoting effective communication with City Hall and creating more prepared and disaster resilient neighborhoods.
- To create resources to educate and support neighborhood leaders and residents in promoting effective communication and community building.
- This work implements and is consistent with the City’s Sustainability Policy (Resolution No. 5500), which states, among other objectives:
  “Implement programs which promote interactions and communication between neighbors, including internet-based social programs and local community groups.”

Previous and Ongoing Work
- Neighborhood Preservation Committee (NPC) report dated July 2010, included recommendations concerning neighborhood services.
- Conducted research and presented information to the NPC and City Council on neighborhood services programs within other California cities.
- Developed a draft neighborhood map that indicates the number of households, trained CERTs, and Don’t Panic! Prepare! kit recipients in each quadrant.
- Formed a committee of community members, fire, and law enforcement to create a pilot program.
- Held a kick-off event for the pilot program in August 2019 at Memorial Park.

Tasks
- Conduct outreach campaign to encourage Carpinteria residents to engage through Nextdoor.
- Create a second event in a different neighborhood extending the Neighbor to Neighbor program.

Products
- Neighbor to Neighbor program second event

Date
June

Staff Requirements
- Program Manager
- City Manager
- Public Works Director
- Community Development Director
- Environmental Coordinator
- Code Compliance Supervisor
- Carpinteria Summerland Fire District
- Santa Barbara County Sheriff Department
Priority: High. 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: 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. Use of this land could include a visitor serving inn and a restaurant. The location of the historic railroad building could be an ideal location with downtown proximity, ocean views and railroad service. The project could provide significant economic benefits to downtown businesses while generating revenues for the City.

Objective and Policy Consistency

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

Previous and Ongoing Work

- Acquisition of 2.1 acres of land along the railroad tracks in 2012 and 2013.
- Prepared a concept design for a small Inn with restaurant.
- Prepared a concept for parking lot No. 4 to augment area parking.
- Hired consultant to assist in feasibility study and request for proposal process.
- Completed feasibility study.
- Prepared and Published a Request for Proposals.
- Selected an Exclusive Negotiation Partner to further refine concept design.
- Selected Consultant to analyze concept project parking requirements.

Tasks

- Receive parking analysis.
- Review Concept Design at a public meeting.
- Negotiate terms of a Disposition and Development Agreement (DDA) and a ground lease.
- Define further project actions.

Products
Disposition and Development Agreement (DDA)

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

Budget
$15,000
$20,000

Funding Source
General Fund
Developer Project Deposits

Priority
High
General Government

Program: Law Enforcement
Community Resource Deputy Position and Work Plan

Description
Community Resource Deputy (CRD) supplements Patrol Services by addressing quality of life issues through education and training, crime prevention and intervention, specialized patrol services, and building community partnerships with residents, local businesses, and other neighborhood-serving agencies. The CRD will run Neighborhood Watch and Business Watch Programs, Restorative Policing Program, Active Shooter Response Training Program, Sheriff’s Volunteer Team Program, Explorer’s Program, and Citizen’s Academies.

Objective
Continue to lead the City and Sheriff’s Office efforts for youth, business outreach, and neighborhood and business watch, as a part of the implementation of Exhibit E of the Law Enforcement Services Agreement between the City and the County of Santa Barbara.

Previous and Ongoing Work
- Continue partnership with Santa Barbara Police Department and all government agencies involved in Restorative Policing.
- Finalize schedules and outline of Bicycle Patrols duties for newly purchase electric bicycles.
- Maintain relationship with business and community members to reduce crime.

Tasks
1. Discuss and schedule future events co-sponsored by the Santa Barbara County Sheriff’s Office and the City of Carpinteria (National Night Out) Bicycle safety (Bike Rodeo).
2. Begin recruitment of Sheriff’s Volunteers from the 2020 Citizens academy to assist with Special Events.
3. Establish a youth engagement and mentorship programs by reaching out the Carpinteria Unified School district and other youth organization in the City.

Staff Requirements
City Manager
Station Lt. and Commander
Community Resource Deputy

Budget
Approximately $300,000

Funding Source
General and Measure X Funds
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 using the Aware and Prepare Community Disaster Education program. Facilitate basic and advanced Community Emergency Response Team (CERT) and Listos trainings and in English and Spanish.

Previous and Ongoing Work
- Over 300 local residents, both English and Spanish speaking, have graduated from the CERT training program and are ready to serve as disaster response resources during an emergency situation. A Teen CERT program was implemented at Carpinteria High School with courses scheduled each semester.
- Listos was created by the Latino community of Santa Barbara County. First launched in Carpinteria, Listos is an eight hour course that helps prepare families for disasters and emergencies. The course has recently been translated to English. Listos is now owned by a local non-profit that has joined the Aware and Prepare Initiative, providing this needed training.
- The Santa Barbara County Office of Emergency Management introduced a new emergency notification system in January, 2016. Since then, recruiting the general public to “opt-in” has been a priority for the County. In 2018, the County changed the alerting system from AwareandPrepare.org to ReadySBC.org. The new location, ReadySBC.org, has been added to all community presentations and trainings.
- In 2019, the Governor of California created the initiative “Listos California For All” with the goal of touching one million people with emergency preparedness information and training. The County CERT Collaborative, Listos, and the Aware & Prepare Initiative have all partnered to help reach this goal.

Tasks
- Utilize the Aware and Prepare Community Disaster Education Program in all outreach efforts.
- Grow the Teen CERT program at Carpinteria High School.
- Expand the adult CERT program to include advanced courses and mentoring the Teen CERT program.

Products
- Expanded adult CERT curriculum
- Teen CERT program curriculum

Date
- February
- March

Staff Requirements
- Program Manager
- Carp-Summerland Fire Protection District
- Santa Barbara County Sheriff
- County CERT Collaborative

Budget
- $3,721

Funding Source
- General Fund

Priority: High. Priority is placed on outreach and on the Aware and Prepare Community Disaster Education 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, updating the EOC Activation Plan and the identification and acquisition of emergency response tools and resources.

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

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

**Products**
- Emergency Operation Plan
- Continuity of Government Plan
- Shelter Response Plan
- Emergency Response Resource Lists
- Local Disaster Feeding Plan
- Local Hazard Mitigation Plan Update

**Date**
- July
- December
- June
- December
- June 2022

**Staff Requirements**
- Program Manager
- City Staff
- City Manager
- Carpinteria Unified School District
- American Red Cross
- Santa Barbara County Office of Emergency Management
- Santa Barbara County Social Services & Public Health Departments
- Santa Barbara County Food Bank
Budget
$4,170

Funding Source
General Fund

Program: Emergency Services
City Staff Training & Exercise

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

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

Previous and Ongoing Work
- 25 City employees have completed FEMA certification in IS-100, 200, 700 and 800.
- Refresher training on Disaster Service Worker requirements and City expectations are held annually.
- Continue to foster supportive working relationships with local First Responders and County OEM.

Tasks
- Working with the Human Resources Department, develop and implement a yearly training calendar for City staff.
- Hold refresher training on NIMS, SEMS, and ICS, as well as other critical disaster response topics as appropriate.
- Evaluate a city-wide Disaster Response with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff’s Department and Special Districts.
- Schedule emergency preparedness orientation with new staff incorporating IS100 and IS 700 certification

Products
- City staff training calendar
- New staff training on IS-100 and 700
- City-wide Disaster Exercise

Date
- February
- March
- November

Staff Requirements
- Program Manager
- City Manager
- City Staff

- County OEM
- Carp-Summerland Fire Protection District
- Santa Barbara County Sheriff’s Department

Budget
$600

Funding Source
General Fund

Priority: High. The training program will be ongoing throughout the year.
Program: Volunteer Services
Volunteer Management

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

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

Previous and Ongoing Work
- Manages a citywide volunteer management database to track all City volunteers, record volunteer activity, maintain program rosters and facilitate ongoing communication with volunteers.
- Created volunteer position descriptions for active City volunteer positions.
- Developed and implemented a standardized New Volunteer Orientation for all City volunteers.
- Implemented a Service Award to recognize City HOSTs who have performed five and ten years of service with the City.

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

Products
- Volunteer Communications Plan
- Volunteer Recognition Program

Date
- June
- December

Staff Requirements
- Program Manager
- Human Resources Administrator

Budget
$3,470

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.
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 15, 2019, 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.

Previous and Ongoing Work

A majority of the CJPIA action items/recommendations have been implemented and are a part of department’s responsibilities but there are some action items/recommendations that still need to be implemented.

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

Tasks

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

Human Resources/Risk Manager
City Manager and Department Heads

Budget

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

Funding Source

General Fund

Priority

High – Completion and implementation of the LossCAP Plan will reduce risk on key areas of operations.
Program: Staff Recruitment & Retention

Total Compensation Survey and Compensation Schedule

Project Description

California minimum wage will increase every year until it reaches $15.00 per hour. The minimum wage for 2020 is $13.00 per hour. The City has adjusted the Compensation Schedule of Hourly and Seasonal Employees to comply with the minimum wage law; however, the Compensation Schedule of Management, and Miscellaneous Unpresented Employees has not been updated to adjust to the minimum wage increases. The last Total Compensation Survey was done in 2014. Additionally, current unemployment is very low. The City has experienced a turnover of employees in the last 2-3 years. In order to retain employees and be competitive in recruitment, the City should update and adjust as appropriate the Compensation Schedule of Management and Unpresented Miscellaneous Employees.

Objective and Policy Consistency

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

Previous and Ongoing Work

The Human Resource/Risk Manager has drafted and updated 15 job descriptions. An RFP was submitted to consultants and a consult has been selection to conduct a Total Compensation Survey.

Tasks

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

Product | Due Date
--- | ---
Update Job Descriptions | July 2020
Update Compensation Schedule | August 2020

Staff Requirements

Human Resources/Risk Manager
Consultant
City Manager
General Government

Budget
$25,000.00

Priority
High

Funding Source
General Fund
Program: Staff Recruitment & Retention

Employee Training and Development

Project Description

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

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

Objective and Policy Consistency

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

Previous and Ongoing Work

In 2019, the City of Carpinteria has conducted and facilitated 23 on-site training and provided various off-site employee training.

Tasks

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

Product

| Training calendar                                  | March 2020 |
| Train manager, supervisors and employees          | December 2020 |

Staff Requirements

Human Resources/Risk Manager
**Budget**

$10,000.00

**Priority**

High – Training employees is 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.

**Funding Source**

General Fund
General Government

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

Objective and Policy Consistency

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

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

Previous and Ongoing Work

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

Tasks

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

<table>
<thead>
<tr>
<th>Product</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated job descriptions</td>
<td>September 2020</td>
</tr>
</tbody>
</table>
General Government

Staff Requirements

Human Resources/Risk Manager
Consultant
City Manager

Budget

$8,000.00

Funding Source

General Fund

Priority

High - The City’s job descriptions need to be updated. The revised job descriptions will ensure that City employees are informed of their duties, responsibilities and job expectations. Additionally, a revised job description will also ensure that the City’s Compensation structure are competitive and up to date.
Program: Staff Recruitment & Retention
Labor Agreement

**Project Description**

The City’s agreement with employees represented by SEIU Local 620 is due to expire at the end of the 2019-2020 fiscal year and this matter involves negotiating and gaining approvals necessary to establish a successor agreement to be effective July 1, 2020.

**Objective and Policy Consistency**

To establish by July 1, 2020 a successor labor agreement.

**Previous and Ongoing Work**

The City SEIU Local 620 MOU will expire in June 2020. The results of the short survey and the list of concession should produce a 3-5-year MOU with SEIU Local 620.

**Tasks**

- Conduct surveys of labor agreement key terms with other comparable coastal cities
- Draft key terms for discussion with negotiations with SEIU Local 620 representatives
- Consult with and present updates to the City Council and/or Council committee.
- Present final agreement consideration by the City Council

**Staff Requirements**

Human Resources/Risk Manager
City Manager

**Budget**

$10,000.00

**Funding Source**

General Fund

**Priority**

High
General Government

Program: Staff Recruitment & Retention

Options on Health Benefit Insurance Carrier for City Employees

Project Description

Create a Health Benefit Advisory All Employee Committee.

Objective and Policy Consistency

To evaluate options for the provisions of health insurance other than the City’s current health care administrator, CalPERS. Evaluate options for the provisions of dental and vision insurance other than the City’s current administrator, Guardian. And, evaluate options for the provisions of supplemental insurances other than the City’s current administrator, Guardian Life Insurance, Aflac, TransAmerica, and Wage Works.

Previous and Ongoing Work

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

Tasks

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

- The Human Resources/Risk Manager will be the City’s representative and will be leading the Committee. A representative from the city’s insurance broker will market and review alternative insurance carriers’ options for the City.

Product | Due Date
--- | ---
Report with recommendations for benefits with a renewal date of July 1, 2020. | April 2020
Report with recommendations for benefits with a renewal date of January 1, 2021. | August 2020

Staff Requirements

Human Resources/Risk Manager | City Manager
Miscellaneous and represented Staff | Management Staff
Budget

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

Priority

High

General Government

Funding Source

General Fund
Program: Elections
Establishing District Based-Elections

Project Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

Resolution of Intention to transition to district-based elections was approved. Two meetings (June & October) were conducted with the District Elections ad hoc committee in 2019. A consultant was engaged to provide an overview of the process, formalize a plan for civic engagement and assist with the redistricting process.

Tasks

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

Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community outreach and education forums</td>
<td>Late Summer/Early Fall 2020</td>
</tr>
<tr>
<td>Drawing of maps</td>
<td>Spring/Summer 2021</td>
</tr>
<tr>
<td>Selection of map</td>
<td>Spring/Summer 2021</td>
</tr>
<tr>
<td>Final Map adopted</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>Districts elections incorporated into elections process</td>
<td>November 2022</td>
</tr>
</tbody>
</table>

Staff Requirements

City Clerk and City Attorney

Budget

$24,700

Priority

High

Funding Source

General Fund
Program: Elections  
2020 Municipal Election

Project Description

Conduct the 2020 Municipal Election

Objective and Policy Consistency

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

Previous and Ongoing Work

Elections are conducted every other year.

Tasks

- Prepare resolutions, for adoption by City Council and S.B. Board of Supervisors, calling the November 8, 2020 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

- Resolutions, calling election, requesting
  Consolidation and setting candidate statement
  regulations

Date

- May 2020

- Candidate Manual/Handbook  
- Candidate Packets

Date

- June 2020

- June 2020

Staff Requirements

City Clerk and City Attorney

Budget

$25,000

Funding Source

General Fund

Priority

High
Program: Records Management
Records Management Program

Project Description

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

Objective and Policy Consistency

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

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

Previous and Ongoing Work

The current retention schedule and policy was last updated in May 2009. As a result of continued growth of the City and City business conducted, the volume of records generated and received has increased requiring the rental of storage space to house these records. Currently the City is looking to convert the block building located behind City Hall into a storage space for permanent and current records. Additional work includes receiving a bid for a new high-density storage and filing system. Lastly, throughout the year departments purge non-current records as time allows and as space sis needed.

Tasks

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

Products

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

Date

- July
- December
- December

Staff Requirements

City Clerk and City Attorney
### General Government

#### Budget
- $10,000 Consultant Contract
- $25,000 High Density Storage & Filing System

#### Priority
High

#### Funding Source
- General Fund
- General Fund
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.
To carry out its mission the department is organized under three major programs as follows:

I. Financial Management Services

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

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

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

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

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

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

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

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

III. Management Information Services

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

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

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

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

5. **Training and Instruction:** Training and Instruction is the key for successful use and increasing productivity.
Program: Management Information Services
Proposal for Information Technology (IT) Services

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

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

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

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

Products          Date
1. Needs Assessment                          August 2020
2. Updated IT services agreement

Staff Requirements
Administrative Services Director

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

Funding Source:
General Fund

Priority:
Medium
Program: Financial Management Services
Implementation of New Financial Software

Project Description

The City is continuing its work implementing the remaining modules of the new financial software Incode 10 from Tyler Technologies. The financial system will help City meet its fiduciary responsibilities and goals to deliver services that meet community needs, as well as improve the City’s fiscal transparency in financial reporting.

Objective and Policy Consistency:

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

Previous and Ongoing Work

On August 2018, City Council approved the purchase of financial software from Tyler Technologies, Inc. The City went live with the General Ledger, Accounts Payable, Budget Manager, Bank Reconciliation, Fixed Asset, Project Accounting and Business License modules in April 2019. The department brought Payroll in-house with full use of the module in November 2019. The final modules the department is working to implement on an ongoing basis are the GASB and CAFR Reporter, Purchasing, Accounts Receivable and Time & Attendance.

Products | Date
--- | ---
New financial system | April 2020

Staff Requirements

Administrative Services Director

Budget:

Work to be completed by City staff.

Funding Source:

General Fund
Administrative Services

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

Project Description

The recent addition of an Accounting Technician to the Administrative Services Department has provided the staff-level increase necessary to prioritize monitoring of revenue collection for and the enforcement of the Business License and Short-Term Rental Programs. Both programs require tracking of license renewals, collection of various fees, and outreach to the community to ensure compliance with City policies.

Objective and Policy Consistency

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

Previous and Ongoing Work

With the implementation of the new financial software, Tyler Technologies Incode 10, the City has started working with a new database to track Business License applications and renewals and has been using the Project Accounting module to track each Short-Term Rental individually for license application fees, renewals and quarterly Transient Occupancy Tax payments. The Community Development Department- Code Compliance division works out in the field to ensure businesses are operating with a City license and notifies those who are noncompliant with program policies.

Tasks

1. Outline the tasks of each department to create a Business License and Short-Term Rental Enforcement Program.
2. Disseminate duties to each department.
3. Set goals that measure the success of the program and align with each department’s individual goals.

Products

1. Set up Programs

Date

August 2020
Staff Requirements

Administrative Services Director, Senior Financial Analyst, Accounting Technician, City Attorney, Code Compliance Supervisor & Code Compliance Officers

Budget:

Work to be completed by City staff.

Funding Source:

General Fund

Priority:

High
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 “I” Business Advisory Board, Technical Planning Advisory Committee and Joint Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the County’s jurisdiction as well as those proposed by Special Districts within and surrounding the City boundaries. All work is done with the goal of implementing the Department’s Mission Statement.

Other Work Items: Community Development staff is participating in the Local Update of Census Addresses Operation (LUCA) in preparation for the 2020 Census. This process helps ensure the accuracy and completeness of the decennial census for Carpinteria by reviewing all listed addresses on file. A substantial work effort concerning the County’s Cannabis laws and potential modifications to the City’s own laws will continue through 2020.

Meetings have been held with the developers of several large projects including the east side of the 700 block of Linden Avenue (Austin’s Hardware block), the two parcels totaling 27.30 acres located in the Carpinteria Bluffs I planning area, the vacant Bluffs II parcel located east of the S&S Seeds building, and the Carpinteria Unified School District’s seven-acre East Valley School site, proposed to be developed with affordable and market rate housing.

Review of Chevron’s decommissioning plans for the Carpinteria Oil and Gas plant have begun. The Code Compliance team is spending considerable time in the field and in meetings concerning the City’s homeless population. These projects will constitute a major work effort for the Planning Division in 2020.

Work Plan Schedule: A graphic representation of the Work Plan schedule is shown in the spreadsheet on the following page.
### 2020 Work Plan Tasks Summary and Schedule

#### Community Development Department - 2020 Work Plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Month</th>
<th>Dur Month</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digitize Documents and Plans</td>
<td>1</td>
<td>36</td>
<td>20%</td>
</tr>
<tr>
<td>General/Coastal Plans and Zoning Code Update</td>
<td>1</td>
<td>24</td>
<td>50%</td>
</tr>
<tr>
<td>Response to State Housing Legislation</td>
<td>1</td>
<td>12</td>
<td>10%</td>
</tr>
<tr>
<td>Design Standards and Guidance</td>
<td>1</td>
<td>12</td>
<td>10%</td>
</tr>
</tbody>
</table>
Program: Administration

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

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

The temporary relocation of City Hall has delayed some of the work products associated with the modernization of the Department’s systems.

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

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

Products:                          Date:
- Lease/purchase a large format scanner          Spring 2020
- Digitize remaining approved building plan sets  Fall 2021
- Digitized address files                        Fall 2021

Staff Requirements:
- Community Development Director and all staff

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

Priority: Medium.
Project Description

Updated General Plan / Local Coastal Land Use Plan and Zoning Code.

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

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

With additional grant funding under LCP Round 6 from the CCC, and by strategically leveraging City staff resources including general funds and in-kind contributions, the CLUP/General Plan update team will complete preparation of the Public Draft CLUP/General Plan in spring 2020, update environmentally sensitive habitat (ESHA) mapping, and initiate public and decision-maker hearings in the spring/summer of 2020. Following release of the Public Draft, the CLUP/General Plan update would undergo environmental review consistent with the California Environmental Quality Act from spring 2020 through spring 2021. The City intends to complete and adopt the CLUP/General Plan update with integration of comments from the public, other local stakeholders (e.g., special districts, county and state agencies, study site property owners, special interest groups), CCC, and decision-makers throughout the public hearing and decision-making process.

As the CLUP/General Plan is currently undergoing a comprehensive update, updates to the City’s Zoning Code are necessary to implement updated CLUP/General Plan goals and policies, new statewide legislation, and implement measures, including regulatory amendments to address potential sea level rise hazards. The City’s current Zoning Code was certified by the Coastal
Community Development

Tasks
- Prepare draft documents for the CLUP/General Plan, CLUP/General Plan EIR, and Zoning Code
- Continue to hold General/Coastal Plan Update Committee meetings
- Continue to identify active participants and engage stakeholders and community members
- Planning Commission Hearings
- City Council Hearings
- Coastal Commission coordination
- Support the City’s grant administration requirements for awarded grants.

Products
- Sea Level Rise VAAP
- Draft CLUP/General Plan
- Draft CLUP/General Plan EIR
- Draft Zoning Code Update
- Staff reports for public hearings

Date
- 2019
- 2020
- 2020-2021

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

Budget
- Staff
- Consultant Contract

Funding Sources
- General Fund
- Grants ($795,000 as of January 2020)

Priority High
Program: Advanced Planning
Response to State Housing Legislation

Project Description

Research and development of legislation amending the City’s Zoning Code standards as determined necessary and appropriate to comply with State law while balancing other related and/or competing policies and regulations.

The state has made numerous changes to California laws concerning certain types of development that preempt and create mandates for cities. Laws effective January 1, 2020, concern the creation of accessory dwelling units (ADU), junior accessory dwelling units (JADU), and Density Bonus projects and aim to reduce barriers to the development of ADUs and affordable housing projects.

Objective and Policy Consistency

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

Previous and Ongoing Work

- March 27, 2017: Staff presents an informational briefing on state legislation concerning Accessory Dwelling Units;
- September 23, 2019: Adoption of Resolution No. 5915, initiating legislation to amend the City’s Secondary Dwelling Unit Regulations, a part of its Local Coastal Program, in response to state Accessory Dwelling Unit legislation;
- Staff briefing of new housing laws in effect as of January 1, 2020. The target date is currently February 24, 2020.

Tasks:

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

Products:

- Amendments to the City’s Zoning Code

Date:

January 2021
Community Development

Staff Requirements:
- City Manager
- Community Development Director
- Contract Planner
- Legal Counsel

Budget: Existing Program – CDD Personnel Allocation

Funding Source: This is an existing program funded through the General Fund for CDD personnel allocation. SB 2 Grants may also be used to offset staff/contractor costs.

Priority: High
Community Development

Program: Advanced Planning
Design Standards and Guidance

Project Description

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

Previous and Ongoing Work

Discretionary review of several development projects in 2018/19 resulted in contradictory recommendations or decisions being rendered among the decision-making bodies responsible for the City’s development review process. Coincident to this, the State adopted legislation that limits local discretion and requires application of objective versus subjective standards.

In March of 2019, a Special Joint Meeting of the City Council, Planning Commission, and Architectural Review Board was held to initiate a re-examination of the regulatory and design guidance tools available to applicants, City staff and decision-makers, and to consider whether there are opportunities to clarify the City’s design intent through amended or new regulations and/or guidelines.

- November 26, 2018: Concha Loma residents made a presentation and submitted a petition requesting the Council initiate an Overlay that would prohibit two-story structures.
- January 28, 2019: Staff presents a report and requests Council to provide direction. Council directs staff to update Neighborhood Design Guidelines.
- March 21, 2019: Joint City Council / Planning Commission / Architectural Review Board meeting to discuss the City’s development review process and opportunities to amend the process to reduce uncertainty and contradictory outcomes. An Ad Hoc Committee is created.
- April 22, 2019: Council appoints Mayor Wade Nomura, Vice-Mayor Al Clark, Planning Commissioner Jane Benefield, Planning Commission Chair John Callender, ARB Member Jim Reginato, and ARB Member Brad Stein to serve on the Committee with Councilmember Gregg Carty as alternate.
- May 9, 2019: The Committee inaugural meeting with a discussion of Committee purpose and related work, available studies and other resources, staff support and the goal for work completion.
Community Development

- May 28, 2019: Council Adopts Resolution No. 5895 to Initiate legislation and development of policies to establish a Downtown Design Overlay, Zoning Code design regulations, and to address recent changes in state Density Bonus and Housing laws.
- June 6, 2019: Committee workshop re: current Downtown strengths and weaknesses
- November 24, 2019: Committee discusses priority work efforts including objective design and development standards, the use of form-based codes, the Downtown Overlay, ADU regulation amendments, Neighborhood Design Guideline updates, and the use of SB2 grant funds for these efforts.
- November 25, 2019: Council Adopts Resolution No 5929, authorizing application for SB 2 Planning Grants to Develop the Downtown Overlay and update City’s Density Bonus regulations.

Tasks

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

Products
- Amendments to the City’s Design Guidelines  Date: June 2020
- Amendments to the City’s Zoning Code  Date: January 2021

Staff Requirements
- City Manager
- Community Development Director
- Contract Planners

Budget  Existing Program – CDD Personnel Allocation

Funding Source  This is an existing program funded through the General Fund for CDD personnel allocation. SB 2 Grants may also be used to offset staff/contractor costs.

Priority  High
**Department: Public Works**

**Department Organizational Chart**

![Organizational Chart](image)

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

**Description of Department Programs and Services**
The Public Works Department is comprised of the following divisions and respective programs:

- Engineering Division
  - Public Works Administration
  - Transportation, Parking and Lighting
  - Capital Improvements
Street Maintenance Division
- Street Maintenance
- Right-of-Way Maintenance

Sustainability and Environment Division
- Resource Conservation
- Solid Waste
- Watershed Management

The Public Works Administration Program is responsible for the planning, organizing, and directing of all services in the Public Works Department. The Public Works Department is augmented with contracts for professional (consulting) services, solid waste hauling, street sweeping, and street and right-of-way maintenance.

The Street Maintenance Program provides for the maintenance of all City streets. There are approximately 30 centerline miles of streets which also represents approximately 5.5 million square feet of pavement. Maintenance of City streets includes: Pavement Maintenance, Traffic Signing and Striping Maintenance, and Bikeway (Bike Paths, Bike Lanes, and Bike Routes) Maintenance. Repairs of pavement potholes and traffic signing and striping are able to be performed by Street Maintenance Division staff. Maintenance contracts augment Street Maintenance Division staff for larger work involving pavement replacement, traffic signals, and street lights.

The Right-of-Way Maintenance Program provides for the maintenance of all City rights-of-way. Maintenance of City rights-of-way includes: Maintenance of curbs, gutters, sidewalks, street landscaping, benches, trash receptacles, and bicycle racks; Tree trimming, removal of hazardous or dead trees, and planting of new trees; Installation and maintenance of street planters and medians; and Graffiti removal.

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

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

The Watershed Management Program provides for the public outreach and education of storm water quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of storm water quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination;
and the overall stewardship of local watersheds by regulating storm water runoff into creeks and salt marsh. The program was created in response to a need to comply with the National Pollution Discharge Elimination System (NPDES) Phase II Small Municipal Storm Sewer System (MS4) Permit. The program involves the following services or activities: Storm Water Management, Storm Drain Maintenance, Regional Watershed and Storm Water Funding Coordination, and State and Federal Permit Coordination.

**Accomplishments**
The accomplishments in 2019 are:

- **2019 Pavement Maintenance Project**
  
The construction was completed in July 2019. The project involved a wide variety of work on several City streets including Casitas Pass Road, Carpinteria Avenue, Santa Ynez Avenue, Holly Avenue, and Ninth Street to name a few. The maintenance included slurry sealing of various roadways, minor pavement repairs, and re-striping of various streets throughout the city.

- **Carpinteria Avenue and Elm Avenue Bus Shelter Relocation Project**
  
The construction was completed in August 2019. The project involved safety improvements to pedestrian facilities around the two bus stops located at the intersection of Carpinteria Avenue and Elm Avenue. The work included relocation of the eastbound serving bus stop at the intersection of Carpinteria Avenue and Elm Avenue to the intersection of Carpinteria Avenue and Holly Avenue, removal of a crosswalk on Carpinteria Avenue, and improvement of curb ramps between the new and old bus stop locations. The trellis at the former bus shelter located on Carpinteria Avenue adjacent to the Linden Avenue intersection was also repaired.

- **Carpinteria Avenue Bridge Replacement Project - Design Phase**
  
  On September 11, 2019, the City and the Carpinteria Valley Water District executed the Cooperative Agreement. The Cooperative Agreement was drafted in order to establish a legal prior rights agreement for the project. On November 21, 2019, the Architectural Review Board (ARB) recommended for approval of the Conditional Use Permit and Coastal Development Permit (CUP/CDP).

  All utility agreements and right-of-way acquisitions are complete. The design (plans, specifications, and estimate) is substantially complete. In December 2019, staff submitted to the California Department of Transportation (Caltrans) a request for advancing federal-aid Highway Bridge Program funds for construction.

- **Carpinteria Avenue Pedestrian Safety Improvements Project**
  
The construction was completed in June 2019. This project involved placement of approximately 1,000 linear feet of sidewalk, bike lane, and curb ramp upgrades along
Carpinteria Avenue between Dump Road and 5885 Carpinteria Avenue (Tee Time Driving Range).

✓ Community Choice Energy

On August 26, 2019, the City Council voted to join Monterey Bay Community Power, a Community Choice Energy (CCE) provider. Also called community choice aggregation, CCE programs purchase renewable and carbon free energy on behalf of their customers. Transmission is still handled by the existing investor owned utility, Southern California Edison. Customer enrollment will begin in 2021 and is automatic, but customers can opt-out if preferred.

✓ New Plastic Regulations

On March 11, 2019, the City Council adopted Ordinance No. 727, requiring food and beverage providers to eliminate single-use straws, stirrers, and cutlery and requiring that single-use plastic lids and condiments be handed out upon customer request only. Food and beverage providers have until January 1, 2020 to comply with the regulations.

✓ City Hall Remediation and Renovation Project

The remediation of asbestos-containing materials is complete. The building renovation and landscape improvements are substantially complete.

✓ Parking Lot No. 2 and Cactus Lane Improvements Project

The design (plans, specifications, and estimate) is complete.

✓ Strategic Energy Plan

On July 8, 2019, the City Council approved the Strategic Energy Plan (SEP). The objective of the SEP is to address resiliency concerns through promotion of renewable energy development by identifying the total resource potential for solar development and prioritizing locations for renewable energy development throughout the City. The SEP also identifies strategies to remove barriers to renewable energy development, ranging from drafting regulatory framework to creating new funding mechanisms that could encourage renewable energy projects.

✓ Thomas Fire/Debris Flow Recovery

The repair of the Carpinteria Creek bike path between U.S. Highway 101 and Carpinteria Avenue is complete.
Program: Public Works Administration
National Flood Insurance Program Community Rating System

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

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

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

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

Previous and Ongoing Work
- The Letter of Map Revision (LOMR) to the Flood Insurance Rate Map (FIRM) for Carpinteria Creek is on hold due to a recently started restudy by the Federal Emergency Management Agency (FEMA) in October 2019. The LOMR and any appeals to that will be
superseded by the FEMA restudy. The FEMA restudy including base mapping and hydrology and hydraulic modeling is in progress.

This Work Plan item is a carryover from the 2019 Annual Work Plan. Due to Public Works Department staff turnover in late 2018 and early 2019, the 2019 Annual Work Plan for floodplain management was delayed.

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

Products
- CRS Application

Completion Date
Fall 2020 estimated

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

Budget

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>CRS Application</td>
<td>$5,000</td>
</tr>
<tr>
<td>Public Outreach</td>
<td>$500</td>
</tr>
<tr>
<td>Project Management (City Staff), 15%</td>
<td>$825</td>
</tr>
</tbody>
</table>

Work will be performed as part of the general work load assigned to Public Works.

Funding Source
This Work Plan item would be funded by General Fund.

Priority
This Work Plan item is a Low priority.
Program: Public Works Administration
Pedestrian Bridge Inspection Program

Project Description
This Work Plan item is to establish a Pedestrian Bridge Inspection Program for existing City-owned pedestrian bridges. There is currently no Pedestrian Bridge Inspection Program.

The Pedestrian Bridge Inspection Program would include assessment of the overall condition and safety of primary load carrying members and joints, wearing surfaces, and protective coating systems, and deck/slab protection systems; and accessibility inspection. When developing a rehabilitation, replacement, or preventive maintenance strategy for any bridge, it is necessary to understand the current deficiencies in order to develop an appropriate scope of work that corrects or eliminates the deficiencies. The Pedestrian Bridge Inspection Program would conform to the California Department of Transportation (Caltrans) Bridge Element Inspection Manual.

The following list of City-owned pedestrian bridges would be inspected:

<table>
<thead>
<tr>
<th>Feature Intersected</th>
<th>Facility Carried</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpinteria Creek</td>
<td>Eighth Street Pedestrian Crossing/Bike Route</td>
<td>Between northerly end of Calle Ocho and southerly end of Eighth Street; Coordinates 34.392675, -119.514237</td>
</tr>
<tr>
<td>Franklin Creek</td>
<td>Franklin Creek Pedestrian Crossing/Bike Path</td>
<td>Approximately 75-feet south of Foothill Road (State Route 192); Coordinates 34.409097, -119.517213</td>
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<tr>
<td>Franklin Creek</td>
<td>Meadow View Lane Pedestrian Crossing/Bike Route</td>
<td>Between Meadow View Lane and Franklin Park; Coordinates 34.406863, -119.517443</td>
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<tr>
<td>Franklin Creek</td>
<td>El Carro Lane Pedestrian Crossing/Bike Path</td>
<td>Between El Carro Lane and Franklin Park; Coordinates 34.405472, -119.518257</td>
</tr>
<tr>
<td>Franklin Creek</td>
<td>Ninth Street Trail</td>
<td>Approximately 350-feet south of Carpinteria Avenue; Coordinates 34.400847, -119.522815</td>
</tr>
<tr>
<td>Santa Monica Creek</td>
<td>Santa Monica Creek Trail Pedestrian Crossing/Bike Path</td>
<td>Between Santa Monica Creek Trail and Santa Monica Road; Coordinates 34.407053, -119.527872</td>
</tr>
<tr>
<td>Santa Monica Creek</td>
<td>Via Real Pedestrian Crossing</td>
<td>Immediately adjacent to and north of Via Real bridge; Coordinates 34.404813, -119.528742</td>
</tr>
</tbody>
</table>

Objective and Policy Consistency
The objective of this Work Plan item is to establish a formal Pedestrian Bridge Inspection Program for existing City-owned pedestrian bridges. This Work Plan item is consistent with the General Plan and Local Coastal Plan’s Circulation and Safety elements.

Previous and Ongoing Work
- Eighth Street Pedestrian Bridge
- Franklin Creek Pedestrian Bridge
- Meadow View Lane Pedestrian Bridge
- El Carro Lane Pedestrian Bridge
- Ninth Street Pedestrian Bridge
- Santa Monica Creek Trail Bridge
- Via Real Pedestrian Bridge
Tasks
1. Prepare and issue request for proposal (RFP) to procure inspection consultant.
2. Perform bridge inspections.
4. Present Pedestrian Bridge Inspection Program Report to Public Facility Site Acquisition/Development Committee.
5. Present Pedestrian Bridge Inspection Program Report to City Council.

Products
- Pedestrian Bridge Inspection Program Report

Completion Date
Fall 2020 estimated

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

Budget

<table>
<thead>
<tr>
<th>Task</th>
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<tr>
<td>Pedestrian Bridge Inspection Program</td>
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<tr>
<td>Project Management (City Staff), 15%</td>
<td>$4,500</td>
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Funding Source
This Work Plan item would initially be funded by Gas Tax, Local Transportation Fund, and Measure A. Once capital improvements are identified and programmed in the Capital Improvements Program, future federal-aid funds such as from the Highway Bridge Program (HBP) and the Bridge Preventive Maintenance Program (BPMP) would be able to be applied for.

Priority
This Work Plan item is a High priority.
Program: Sustainability and Environment
Sustainable Resources

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

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

Previous and Ongoing Work
• Planning: In 2017, an update of the General Plan and Local Coastal Plan was launched. The update will include land uses in key areas, elements of the Seal Level Rise Vulnerability Assessment and Adaptation Plan, and two new elements—Climate Change and Resiliency Element and Healthy Communities Element. It is expected that sustainability goals and policies will be drafted and included in both of these new elements, with many of the goals of the Sustainable Communities Policy will be incorporated into the Healthy Communities Element.
• Clean Water: Since 2009, the City has been implementing the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Small Separate Storm Sewer System Permit (NPDES Phase II Small MS4 Permit). The NPDES Phase II Small MS4 Permit requires municipalities to enforce the Clean Water Act and reduce water pollution through education outreach, pollution prevention programs, tracking and abating illegal discharges, regulating new and redevelopment to treat and retain water for infiltration into the groundwater basin, and good housekeeping measures for municipal facilities. In 2014, the City adopted Ordinance No. 667 (Stormwater Management) which prohibits polluted discharges and other measures to assist with improving water quality and enforcing the Phase II MS4 permit. The City will be required to draft an implementation plan for addressing trash that enters the storm drain system and local water ways.
• Via Real Stormwater Project: This project is intended to address runoff from Bailard Avenue west to Carpinteria Creek. Currently, all storm events one year and greater overwhelm the drainage systems from Poplar east to Carpinteria Creek. The new design is intended to capture 25-year storm events. An application for FEMA Hazard Mitigation Program grant funding for this project has been submitted.
Public Works

- Solid Waste: The Solid Waste Franchise Agreement is another tool for implementing waste reduction measures. The City launched a commercial food waste collection pilot program in 2015 in coordination with E.J. Harrison and Sons, Inc., the City’s franchised solid waste hauler. In addition to providing regular solid waste handling services, the solid waste hauler educates businesses participating in the food waste program on proper disposal. New state legislation requires these programs to increase each year; there are, however, barriers to implementing food waste programs due to lack of facilities approved to handle the materials and risk of contamination. Staff is working closely with the solid waste hauler to educate commercial customers about the food waste program and increase enrollment. In 2018, a countywide effort to divert food from landfills to organizations and individuals in need was launched.

- Source Reduction: In 2012, single-use bag regulations were adopted. Large stores are prohibited from using both paper and plastic single-use carry-out bags and small stores (less than 2 million gross sales annually) are prohibited from using single use carry-out bags. In 2017, expanded polystyrene regulations were updated to include prohibition of the sale and distribution of single-use polystyrene products not encased in a hard material.

- LED Upgrades: In 2017, lighting at the Carpinteria Community Pool, Veterans Memorial Building, Carpinteria Branch Library, Parking Lot No. 1, and all City restrooms were upgraded to LED bulbs through funding from Southern California Edison (energy efficiency incentives and direct install).

- Community Choice Energy: Since 2016, the City has been exploring the feasibility of community choice energy (also called community choice aggregation) with other local jurisdictions. In August 2019, the City elected to join Monterey Bay Community Power (MBCP), a Community Choice Energy agency. It is expected that MBCP will begin serving customers in the City in 2021, following approval on an amended Implementation Plan by the California Public Utilities Commission.

- Strategic Energy Plan: In February 2018, representatives from the cities of Carpinteria, Goleta, and Santa Barbara and the County of Santa Barbara selected a consultant to draft a strategic energy roadmap for the area. The roadmap, adopted in 2019, includes a focus on emergency preparedness as well as long term energy resiliency. The Strategic Energy Plan identifies barriers and solutions to renewable energy and energy storage development throughout the community. In the Summer of 2019, the City applied for and was accepted into AmeriCorps CivicSpark program in an effort to assist in implementation of the newly adopted Strategic Energy Plan (SEP). A CivicSpark Fellow started working with the City in September 2019, focusing on specific elements of the SEP.

Tasks
- General Plan and Local Coastal Plan Update: Support Community Development Department.
- Community Choice Energy: Continue working with other local agencies and MBCP to develop energy programs that encourage emergency preparedness at critical facilities, renewable energy development, and energy storage projects.
- Strategic Energy Plan: Conduct workshops to promote energy efficiency and renewable energy will be offered to residents. These workshops are intended to connect people with existing energy efficiency programs and gather feedback for new program development. Plan energy efficiency measures into the City Hall campus and Community Pool [solar generation (10kW)]. Identify funding/incentive opportunities.
Public Works

- Establish a budget for the newly adopted Sustainability and Environment Division to support consistent annual implementation.

**Products**
- Strategic Energy Plan Workshops
- Sustainability and Environment Program Budget

**Completion Date**
- Winter 2020 estimated
- June 2020 estimated

**Staff Requirements**
- City Manager
- Public Works Director
- Assistant to the City Manager
- Environmental Program Manager
- Civil Engineer
- Engineering Technician

**Budget**

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Strategic Energy Plan Workshops</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

**Funding Source**
This Work Plan item would be funded by General Fund.

**Priority**
This Work Plan item is a Medium priority.
Program: Street Maintenance
Pavement Management Program and
Multi-Year Pavement Management Map

Project Description
This Work Plan item is to continue implementation of the Pavement Management Program, but with an approach for sustainable pavement. According to the Federal Highway Administration, a sustainable pavement is one that achieves its specific engineering goals, while, on a broader scale, (1) meets basic human needs, (2) uses resources effectively, and (3) preserves/restores surrounding ecosystems¹. The Pavement Management Program is based on the Pavement Management System report (dated August 2018) which is valid for three years.

This Work Plan item is also to develop a Multi-Year Pavement Management Map. The Multi-Year Pavement Management Map would be on a geographic information system (GIS) platform in which a user (staff or general public) would be able to view it as an on-line interactive map. This GIS-based interactive map would show each City street with information on pavement condition index, estimated schedule of pavement treatment, and type of pavement treatment.

Objective and Policy Consistency
The objective of this Work Plan item is to continue to effectively manage the pavements of City streets and move toward achieving sustainable pavement. This Work Plan item is consistent with the Sustainable Community Policy and the requirements of the state Senate Bill 1 (SB 1) Local Streets and Roads Program.

Previous and Ongoing Work
- 2016 Main School Sidewalk Improvements Project (Slurry Seal of Walnut Avenue)
- 2016 Bailard Avenue Restriping (Slurry Seal of Bailard Avenue)
- 2018 Pavement Management System Report
- 2019 Pavement Maintenance Project (Slurry Seal of Sixth Street, Eighth Street, Ninth Street, Elm Avenue, Holly Avenue, Juniper Place, Linden Avenue, Wullbrandt Way, Yucca Lane, Cactus Lane, Citrus Place, Maple Avenue, Olive Avenue, Walnut Avenue, Carpinteria Avenue, Casitas Pass Road, Via Real, Cramer Circle and Santa Ynez Avenue)
- 2020 Pavement Rehabilitation Project (Carpinteria Avenue, Eighth Street, Sawyer Avenue, Holly Avenue, Nipomo Drive, and Old Linden Avenue)
- On-going Crack Sealing (Various Streets)
- In November 2019, the draft Multi-Year Pavement Management Map was presented to the Public Facility Site Acquisition/Development Committee.

This Work Plan item is a carryover from the 2019 Annual Work Plan.

Public Works

Tasks
1. Submit 2020 Pavement Rehabilitation Project to City Council for authorization to bid.
2. Present final Multi-Year Pavement Management Map to Public Facility Site Acquisition/Development Committee and City Council.

Products
- 2020 Pavement Rehabilitation Project:
  Design
  City Council Authorization to Bid
- Multi-Year Pavement Management Map

Completion Date
- Winter 2019 estimated
- Spring 2020 estimated
- Winter 2019 estimated

Staff Requirements
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Civil Engineer
- Engineering Technician

Budget

Task                                      Estimated Cost
- 2020 Pavement Rehabilitation Project:
  Construction                   $1,329,560
  Contingency                   $132,956
  Construction Management (City staff)  $133,225
- Multi-Year Pavement Management Map    $2,500

Funding Source
This Work Plan item would be funded by Gas Tax, Local Transportation Fund, SB 1 Local Streets and Roads Program, and/or Measure X.

Priority
This Work Plan item is a High priority.
Program: Street Maintenance
Street Tree Management Plan Update and Special Conditions Streets Management Plan

Project Description
This Work Plan item is to update the Street Tree Management Plan including incorporating the elements of the Tree Inspection and Maintenance Policy template by the California Joint Powers Insurance Authority. The existing Street Tree Management Plan was prepared in January 2010.

This Work Plan item is also to develop a new Special Conditions Streets Management Plan. Based on input from past neighborhood workshops, the following streets and associated street tree species were identified in the Street Tree Management Plan as Special Conditions Streets:

<table>
<thead>
<tr>
<th>Street</th>
<th>Tree Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbol Verde Street</td>
<td>Shamel Ash</td>
</tr>
<tr>
<td>Calle Rey Mar</td>
<td>Shamel Ash</td>
</tr>
<tr>
<td>Camino Trillado</td>
<td>Shamel Ash</td>
</tr>
<tr>
<td>Carpinteria Avenue</td>
<td>Stone Pine</td>
</tr>
<tr>
<td>Dariesa Street</td>
<td>Carrot Wood</td>
</tr>
<tr>
<td>La Manida Street</td>
<td>Shamel Ash</td>
</tr>
<tr>
<td>Linden Avenue</td>
<td>Tipus</td>
</tr>
<tr>
<td>Ogan Road</td>
<td>Carrot Wood</td>
</tr>
<tr>
<td>Seventh Street</td>
<td>Stone Pine</td>
</tr>
</tbody>
</table>

Objective and Policy Consistency
The objective of this Work Plan item is to effectively manage street trees including eliminating the exposure of liability associated with street trees and collaborating with neighborhoods to develop a management plan for addressing Special Condition Streets. This Work Plan item is consistent with the General Plan and Local Coastal Plan’s Open Space, Recreation & Conservation Element; and Carpinteria Municipal Code Chapter 12.28.

Previous and Ongoing Work
- Identification of Special Condition Streets is complete.
- Street tree maintenance is ongoing.

This Work Plan item is a carryover from the 2019 Annual Work Plan. Due to Public Works Department staff turnover in late 2018 and early 2019, the 2019 Annual Work Plan for the Special Conditions Streets Management Plan was delayed.

Tasks
1. Update Street Tree Management Plan.
2. Develop Special Conditions Streets Management Plan.
3. Public outreach.
4. Present Street Tree Management Plan Update and Special Conditions Streets Management Plan to Tree Advisory Board.
5. Submit Street Tree Management Plan Update and Special Conditions Streets Management Plan to City Council for adoption.

**Products**
- Street Tree Management Plan Update
- Special Conditions Streets Management Plan
- City Council adoption

**Completion Date**
- Summer 2020 estimated
- Summer 2020 estimated
- Summer 2020 estimated

**Staff Requirements**
- Public Works Director
- Public Works Supervisor (Tree Advisory Board Liaison)
- Assistant to the Public Works Director
- Engineering Technician

**Budget**

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>Street Tree Management Plan Update</td>
<td>$5,000</td>
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<tr>
<td>Special Conditions Streets Management Plan</td>
<td>$5,000</td>
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<tr>
<td>Public Outreach</td>
<td>$1,500</td>
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<tr>
<td>Project Management (City Staff), 15%</td>
<td>$1,725</td>
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</table>

**Funding Source**
This Work Plan item would be funded by Gas Tax.

**Priority**
This Work Plan item is a Medium priority.
Program: Capital Improvements
U.S. Highway 101 Projects

Project Description
This Work Plan item is to continue work collaboratively with SBCAG and Caltrans toward delivery of the following U.S. Highway 101 improvements and related mitigation projects in Carpinteria:

- Highway 101 HOV Carpinteria to Santa Barbara Project

  This project proposes to add high occupancy vehicle (HOV) lanes from 0.2 mile south of Bailard Avenue to 0.7 mile south of Padaro Lane. As also a part of the project, improvements include the intersections of Santa Monica Road and Via Real, Reynolds Avenue and Carpinteria Avenue, and Bailard Avenue and Highway 101 Ramps, respectively; freeway bridge replacements at Santa Monica Creek and Franklin Creek; and sound walls.

- Highway 101 Linden Avenue and Casitas Pass Road Interchanges Project

  This project proposes to improve the interchanges at Linden Avenue and Casitas Pass Road including the overpasses. As also a part of the project, improvements include Via Real extension, freeway bridge replacements over Carpinteria Creek, traffic signals, and sound walls.

- Rincon Multi-Use Trail Project

  This project proposes to connect the pedestrian and bicycle facilities between the eastern end of Carpinteria Avenue to Rincon County Beach Park. The intent of the project is to close more gaps in the California Coastal Trail. The California Coastal Trail is a network of public trails for walkers, bikers, equestrians, wheelchair riders and others along the 1,200-mile California coastline.

- Santa Claus Lane Bike Path Project

  This project proposes to connect the pedestrian and bicycle facilities between the western end of Carpinteria Avenue to Santa Claus Lane. The intent of the project is to close more gaps in the California Coastal Trail. The California Coastal Trail is a network of public trails for walkers, bikers, equestrians, wheelchair riders and others along the 1,200-mile California coastline.

Objective and Policy Consistency
The objective of this Work Plan item is to complete the U.S. Highway 101 projects through the City, including coordination and collaboration with the California Department of Transportation (Caltrans), Santa Barbara County Association of Governments (SBCAG), County of Santa Barbara, utility companies, and other stakeholders. This Work Plan item is consistent with the
Public Works

Sustainable Community Policy and the General Plan and Local Coastal Plan’s Circulation Element.

**Previous and Ongoing Work**
- Highway 101 HOV Carpinteria to Santa Barbara Project: On April 1, 2019, the Planning Commission approved the Final Environmental Impact Report/Environmental Assessment and the Conditional Use Permit/Coastal Development Permit. The design (plans, specifications, and estimate) is substantially complete.

- Highway 101 Linden Avenue and Casitas Pass Road Interchanges Project: Construction is ongoing. Construction is estimated to be complete in Spring 2020.

- Rincon Multi-Use Trail Project: On January 6, 2020, the Planning Commission approved the Subsequent Mitigated Negative Declaration. The design (plans, specifications, and estimate) is approximately 60-percent complete.

- Santa Claus Lane Bike Path Project: In December 2019, the Draft Initial Study with Proposed Mitigated Negative Declaration was issued by Caltrans. The design (plans, specifications, and estimate) is approximately 30-percent complete.

**Tasks**
1. Review traffic impacts resulting in stage construction and utility relocations.
2. Update Transportation Committee and City Council.

**Products**
- Project Updates

**Completion Date**
- Ongoing

**Staff Requirements**
- Parks, Recreation, and Public Facilities Director
- Community Development Director
- Public Works Director
- Principal Planner
- Assistant to the Public Works Director
- Civil Engineer

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

**Funding Source**
City expenses are reimbursed by Caltrans.

**Priority**
This Work Plan item is a High priority.
Program: Capital Improvements
Rincon Multi-Use Trail Project

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

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

Previous and Ongoing Work
• On January 6, 2020, the Planning Commission approved the Subsequent Mitigated Negative Declaration. The design (plans, specifications, and estimate) is approximately 60-percent complete.

Tasks
1. Submit City CUP/CDP.
2. Submit County CUP/CDP.

Products
• City CUP/CDP
• County CUP/CDP

Completion Date
Winter 2021 estimated

Staff Requirements
• Parks, Recreation, and Public Facilities Director
• Community Development Director
• Public Works Director
• Principal Planner
• Assistant to the Public Works Director
• Civil Engineer

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

Funding Source
City expenses are reimbursed by Caltrans.

Priority
This Work Plan item is a High priority.
Program: Capital Improvements
Parking Lot No. 2 and Cactus Lane Improvements Project

Project Description
This Work Plan item is to improve Parking Lot No. 2 and Cactus Lane including sustainable pavement resurfacing; parking lot accessibility, storm water quality, and landscaping; and underground utility conduit installation for future overhead utility undergrounding conversion.

Objective and Policy Consistency
The objective of this Work Plan item is to improve Parking Lot No. 2 pavement and storm water quality and Cactus Lane pavement. This Work Plan item is consistent with the Sustainable Community Policy, the requirements of the state Senate Bill 1 (SB 1) Local Streets and Roads Program, and the Regional Water Quality Control Board (RWQCB) Post-Construction Stormwater Management Requirements for Development Projects (RWQCB Resolution No. R3-2013-0032).

Previous and Ongoing Work
- This Work Plan item is a carryover from the 2018 and 2019 Annual Work Plans.
- In 2019, the property owners along Cactus Lane filed letters of interest for overhead utility undergrounding conversion.
- The design (plans, specifications, and estimate) is complete.

Tasks
1. Submit to City Council for authorization to bid.

Products Completion Date
- City Council Authorization to Bid Winter 2019 estimated

Staff Requirements
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Civil Engineer
- Engineering Technician

Budget

<table>
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<th>Task</th>
<th>Estimated Cost</th>
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<td>$98,000</td>
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<td>Construction Management</td>
<td>$147,000</td>
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</table>
Public Works

**Funding Source**
This Work Plan item would be funded by Gas Tax, Local Transportation Fund, and SB 1 Local Streets and Roads Program.

**Priority**
This Work Plan item is a High priority.
Program: Capital Improvements
Carpinteria Avenue Bridge Replacement Project

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

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

Previous and Ongoing Work
- On July 11, 2019, the City Council approved receiving HBP funds.
- On September 11, 2019, the City and the Carpinteria Valley Water District executed the Cooperative Agreement. The Cooperative Agreement was drafted in order to establish a legal prior rights agreement for the project.
- On November 21, 2019, the Architectural Review Board (ARB) recommended for approval of the Conditional Use Permit and Coastal Development Permit (CUP/CDP).
- All utility agreements and right-of-way acquisitions are complete.
- The design (plans, specifications, and estimate) is substantially complete.
- In December 2019, staff submitted to the California Department of Transportation (Caltrans) a request for advancing federal-aid Highway Bridge Program funds for construction.

This Work Plan item is a carryover from the 2019 Annual Work Plan.

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

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

Completion Date
- December 2019
- Spring 2020 estimated
- Summer 2020 estimated
- Fall 2020 estimated
Public Works

Staff Requirements
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Civil Engineer
- Engineering Technician

Budget

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<td>Construction Management</td>
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<td>Project Management (City Staff), 5%</td>
<td>$700,043</td>
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Funding Source
This Work Plan item would be funded by HBP (88.53%) and Development Impact Fees (11.47%). Measure A and/or Measure X would supplement funding as needed.

Priority
This Work Plan item is a High priority.
Program: Capital Improvements
City Hall Campus Improvements

Project Description
This Work Plan item is the next phase in improving the City Hall campus. Improvements would include parking lot sustainable pavement resurfacing, drainage, storm water quality, and circulation; and a new Public Works Yard Office building. The existing Public Works Yard building would be divided into two areas - one for fleet/equipment maintenance servicing and the another for file storage. The Street Maintenance Division staff would be relocated in the new Public Works Yard Office building.

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

Previous and Ongoing Work
- City Hall Remediation and Renovation Project is complete.

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

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

Completion Date
- Spring 2020 estimated
- Summer 2020 estimated
- Fall 2020 estimated
- Winter 2020 estimated
Staff Requirements
- City Manager
- Parks, Recreation, and Public Facilities Director
- Community Development Director
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Environmental Program Manager
- Civil Engineer
- Engineering Technician

Budget

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<th>Task</th>
<th>Estimated Cost</th>
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<td>Construction</td>
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<tr>
<td>Construction Management</td>
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<tr>
<td>Project Management (City Staff), 15%</td>
<td>$150,000</td>
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</table>

Funding Source
This Work Plan item would be funded by Development Impact Fees.

Priority
This Work Plan item is a High priority.
Program: Capital Improvements
City Hall Solar Energy Generation and Storage Project

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

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

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

Previous and Ongoing Work
- On July 8, 2019, the City Council adopted the Strategic Energy Plan.

Tasks
1. Meet with Public Facility Site Acquisition/Development Committee to define scope of work.
2. Prepare and issue request for proposal (RFP) to procure design consultant.
3. Prepare conceptual design.
4. Present conceptual design to Public Facility Site Acquisition/Development Committee and City Council.
5. Prepare preliminary design.
6. Present preliminary design to Public Facility Site Acquisition/Development Committee and City Council.
7. Prepare draft final design.
10. Submit building permit application.
11. Submit to City Council for authorization to bid.
Products
- Conceptual Design
- Preliminary Design
- Final Design
- City Council Authorization to Bid

Completion Date
- Spring 2020 estimated
- Summer 2020 estimated
- Fall 2020 estimated
- Winter 2020 estimated

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

Budget

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<th>Task</th>
<th>Estimated Cost</th>
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<td>Construction</td>
<td>$50,000</td>
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<tr>
<td>Construction Management</td>
<td>$7,500</td>
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<td>Project Management (City Staff), 15%</td>
<td>$7,500</td>
</tr>
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</table>

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

Priority
This Work Plan item is a Medium priority.
Program: Watershed Management  
NPDES Phase II Small MS4 Permit

Project Description
This Work Plan item is to continue implementation of the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Small Separate Storm Sewer System Permit (NPDES Phase II Small MS4 Permit) including water quality monitoring, Trash Implementation Plan, and Storm Drain Asset Inventory and Condition Assessment.

The NPDES Phase II Small MS4 Permit was last updated and adopted in 2013. It is currently in the sixth year of the proposed 5-year permit cycle. An amended NPDES Phase II Small MS4 Permit is expected to be adopted by the State Water Resources Control Board in 2020.

Objective and Policy Consistency
The objective of this Work Plan item is to prioritize the ongoing implementation of the NPDES Phase II Small MS4 Permit. This Work Plan item is consistent with the General Plan and Local Coastal Plan's Open Space, Recreation & Conservation Element; the Creeks Preservation Program; and the Regional Water Quality Control Board (RWQCB) Post-Construction Stormwater Management Requirements for Development Projects (RWQCB Resolution No. R3-2013-0032).

Previous and Ongoing Work
- Public Outreach: Working with local service groups and volunteers in order to conduct cleanup events, organize presentations, and facilitate storm water-quality related events such as Creek Week is ongoing.
- Storm Water Pollution Prevention: Follow-up, tracking, and abatement of illicit discharges are ongoing.
- Development Review: Review of new and redevelopment projects for conformance with the County of Santa Barbara Technical Guide for Post-Construction Runoff Controls is ongoing.
- Water Quality Monitoring: Implementation of water quality monitoring plan along with the cities of Buellton, Goleta, and Solvang and the County of Santa Barbara is ongoing.
- Amended NPDES Phase II Small MS4 Permit: It is expected that a draft will be released in 2020 for public comment. Staff is participating through the membership with the California Stormwater Quality Association (CASQA) on a subcommittee assisting in revising draft language for the amended NPDES Phase II Small MS4 Permit prior to public release.
- Trash Implementation Plan: On December 1, 2018, the Trash Implementation Plan was submitted to the State Water Resources Control Board. The Trash Implementation Plan is a proposal to address trash associated with priority land uses and to reduce certain amounts of trash in the municipal storm sewer system over a 10-year period. It is expected that reporting requirements will be included with the re-issuance of the amended NPDES Phase II Small MS4 Permit in late 2020.
- Storm Drain Asset Inventory and Condition Assessment: The City’s geographic information systems consultant, ZWorld GIS, is currently compiling asset inventory. The asset inventory is approximately 50-percent complete. Condition assessment began in 2019. The condition assessment includes a comprehensive inventory and categorization based on condition and maintenance needs.
This Work Plan item is a carryover from the 2019 Annual Work Plan.

**Tasks**
1. Continue conducting water quality monitoring.
2. Continue reviewing new development and redevelopment projects for conformance with the County of Santa Barbara Technical Guide for Post-Construction Runoff Controls.
3. Develop schedule for the Trash Implementation Plan including installation schedule of full-capture trash devices at drain inlets.
4. Continue facilitating storm water quality-related events.
5. Complete Storm Drain Asset Inventory and Condition Assessment. This inventory will identify those drains and drain inlets in need of repair or replacement. The inventory will also include assessing conveyance systems. Infrastructure in need of greater repair will be incorporated into the Capital Improvements Project list.
6. Present amended NPDES Phase II Small MS4 Permit to City Council.

**Products**
- Water Quality Monitoring Data/Pollutant Load Model
- Trash Implementation Plan Schedule
- Storm Drain Asset Inventory and Condition Assessment

**Completion Date**
- Ongoing
- Fall 2020 estimated
- Summer 2021 estimated

**Staff Requirements**
- Public Works Director
- Public Works Supervisor
- Assistant to the Public Works Director
- Environmental Program Manager
- Civil Engineer
- Engineering Technician

**Budget**

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Quality Monitoring Data/Pollutant Load Model</td>
<td>$7,000</td>
</tr>
<tr>
<td>Trash Implementation Plan Schedule</td>
<td>$5,500</td>
</tr>
<tr>
<td>Storm Drain Asset Inventory</td>
<td>$1,000</td>
</tr>
<tr>
<td>Project Management (City Staff), 15%</td>
<td>$2,025</td>
</tr>
</tbody>
</table>

**Funding Source**
This Work Plan item would be funded by AB 939 Fees, Grant Funding, and Development Impact Fees.

**Priority**
This Work Plan item is a High priority.
Program: Transportation, Parking, and Lighting
Improved Public Transit Services

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

<table>
<thead>
<tr>
<th>SBMTD Routes</th>
<th>Route Number</th>
<th>Route Description</th>
<th>Operating Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>Carpinteria (Transit Center-Milpas-Montecito-Summerland-Carpinteria)</td>
<td>Weekdays and Weekends</td>
</tr>
<tr>
<td></td>
<td>36</td>
<td>Seaside Shuttle (Train Station-Linden-Carpinteria Avenue-Casitas Pass Road-El Carro Lane-Santa Ynez Road)</td>
<td>Weekdays and Weekends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VCTC Routes</th>
<th>Route Number</th>
<th>Route Description</th>
<th>Operating Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80</td>
<td>Coastal Express- Northbound to Santa Barbara; Southbound from Santa Barbara; Southbound to Ventura</td>
<td>Weekdays and Weekends</td>
</tr>
<tr>
<td></td>
<td>80C</td>
<td>Coastal Express- Southbound to Santa Barbara</td>
<td>Weekdays</td>
</tr>
<tr>
<td></td>
<td>84U</td>
<td>Coastal Express- Northbound to Santa Barbara</td>
<td>Weekdays</td>
</tr>
<tr>
<td></td>
<td>85C</td>
<td>Coastal Express- Northbound to Goleta</td>
<td>Weekdays</td>
</tr>
</tbody>
</table>

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

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

Previous and Ongoing Work
- On December 17, 2019, the Santa Barbara County Association of Governments (SBCAG) conducted a public hearing to survey countywide transit needs. SBCAG also facilitated an on-line survey. SBCAG’s report of results is anticipated to be available in the first quarter of 2020.

This Work Plan item is a carryover from the 2019 Annual Work Plan.
Public Works

Tasks
1. Obtain SBCAG’s report of survey results of transit needs.
2. Present report of survey results with Transportation Committee.
3. Present report of survey results to City Council.
4. Draft local transit plan, including funding plan, in cooperation with SBMTD and present for Council consideration.

Products
- Plan for transit improvements

Completion Date
Summer 2020

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

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

Funding Source
None.

Priority
This Work Plan item is a Medium priority.
Program: Transportation, Parking, and Lighting
Parking Management Plan

Project Description
This Work Plan item is to develop a Parking Management Plan based on the 2020 Parking Demand Analysis Update. There are proposed development projects that have the potential to affect parking demand and availability in the Downtown “T” and beach areas. In December 2017, the City Council approved a letter of support to a state grant proposal for the Los Angeles-San Diego-San Luis Obispo (LOSSAN) North Improvement Program. The proposed improvements are at the Amtrak Station which would include a second passenger platform, rail siding, parking lot and pedestrian facilities such as a pedestrian undercrossing and a safe route to school. The expanded rail platform project and related increase in rail transit service could be expected to result in additional parking demand and spaces.

In June 2018, the City Council entered into an Exclusive Negotiation Agreement with Theimer Group, LLC, as a part of its interest in exploring a ground lease hotel development at Parking Lot No. 3 (hereinafter called Inn Project). The Inn Project footprint would result in the loss of parking spaces at Parking Lot No. 3 and would be required to provide new parking. The City Council indicated that it expects the Inn Project to result in no net loss of public parking. The City is also in the process of updating the General Plan and Local Coastal Land Use Plan. The upcoming 2020 Parking Demand Analysis Update is studying both development project proposals as a part of the Parking Management Plan for the Downtown “T”.

Objective and Policy Consistency
The objectives of this Work Plan item are to (1) Manage existing and new parking inventory, (2) Plan maintenance activities, (3) Plan capital improvements, (4) Update the Development Impact Fees, (5) Assist the Downtown “T” Business Advisory Board with operations of the City’s public parking lots, and (6) Manage outdoor seating decks in the Downtown “T” area. This Work Plan item is consistent with the initial 2019 Annual Work Plan, the 2001 Parking Demand Analysis, the 2009 Parking Demand Analysis Update, and the General Plan and Local Coastal Plan’s Land Use Element. This Work Plan item will be consistent with the upcoming 2020 Parking Demand Analysis Update.

Previous and Ongoing Work
- In 2001, a Parking Demand Analysis was first conducted by Walker Consultants.
- In 2009, the Parking Demand Analysis was updated by Walker Consultants to study any changes to such characteristics including estimating future build-out projections.
- In August 2019, vehicular parking count data was collected.
- In October 2019, the City Council authorized the City Manager to execute an Agreement with Walker Consultants to provide consulting services for the 2020 Parking Demand Analysis Update.

This Work Plan item is a carryover from the 2019 Annual Work Plan. Due to Public Works Department staff turnover in late 2018 and early 2019, this Work Plan item was delayed.
Public Works

Tasks
1. Prepare 2020 Parking Demand Analysis Update.
2. Present draft 2020 Parking Demand Analysis Update to Public Facility Site Acquisition/Development Committee.
4. Develop Parking Management Plan
5. Present draft Parking Management Plan to Public Facility Site Acquisition/Development Committee.

Products
- 2020 Parking Demand Analysis Update
- Parking Management Plan

Completion Date
- Spring 2020 estimated
- Fall 2020 estimated

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

Budget

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Parking Demand Analysis Update</td>
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<tr>
<td>Parking Management Plan</td>
<td>$10,000</td>
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<td>Project Management (City Staff), 15%</td>
<td>$8,675</td>
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</table>

Funding Source
This Work Plan item would be funded by Measure A. Negotiation is made with the Inn Project to partially cover its portion of the cost of the 2020 Parking Demand Analysis Update.

Priority
This Work Plan item is a Medium priority.
Mission Statement

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

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

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

1. Parks, Recreation and Facilities Administration
   a. Grant administration and park and facility planning
   b. General support for all department functions
   c. Staffing for the Bluffs Advisory Board
   d. Staffing for the IPM committee
   e. 

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

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

4. Special Events
   a. Summer adult league softball
   b. The CSLSA Regionals Competition
   c. Annual Pool Fundraiser

5. Parks and Facility Improvement and Maintenance
   a. Hiking and Biking trail planning and construction
   b. Park upgrades and maintenance
   c. Veteran's Building upgrades and maintenance
   d. Carpinteria City Hall Facility upgrades and maintenance
   e. New park planning and construction
## 2020 Work Plan Tasks Summary and Schedule

### Parks, Recreation and Facilities Department Work Program - 2020

**Updated 01/14/20**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Planned</th>
<th>% Comp</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tr>
<td>Carpinteria Bluffs 3 Acquisition</td>
<td>Ongoing</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
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<td>10</td>
<td>11</td>
<td>12</td>
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<td>Skate Park Planning</td>
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<tr>
<td>Lifeguard Tower and Linden Plaza</td>
<td>1 24</td>
<td>10%</td>
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<tr>
<td>Dog Park Concept Design</td>
<td>1 12</td>
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<td></td>
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</tr>
<tr>
<td>Carpinteria Coastal Vista Trail</td>
<td>1 12</td>
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<tr>
<td>La Concha Park</td>
<td>1 24</td>
<td>5%</td>
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<tr>
<td>Community Farm Planning</td>
<td>Ongoing</td>
<td>5%</td>
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</tr>
<tr>
<td>Landscape Maintenance Contract</td>
<td>2 10</td>
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<td></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Veterans Building Maintenance and Planning</td>
<td>2 10</td>
<td>0%</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Department Staffing</td>
<td>2 6</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Shoreline Feasibility Study</td>
<td>Ongoing</td>
<td>60%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Program: Parks, Recreation and Facilities Administration
Department Staffing

Project Description
Integrate new staffing positions into the Department to best deliver facility inspections and maintenance services.

Objective and Policy Consistency
The project may be found to be consistent with the City’s General Plan / Local Coastal Plan with reference to the following policies;

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

Previous and Ongoing Work
Departmental reorganization and new job descriptions were authored for a Parks and Facilities Maintenance Technician, a Parks and Facilities Maintenance Supervisor, and a Parks Maintenance Worker.

This reorganizations and new positions were authorized by adoption of Ordinance 732 and by Resolutions #5918 and 5919 on November 12, 2019,

Tasks
Complete the hiring process for each position
Orient new positions to facilities and programming
Redevelop inspection and facility maintenance records system

Products
Completed Project

Date
April 2020

Staff Requirements
- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant
- Parks and Facilities Maintenance Supervisor
- Parks and Facilities Maintenance Technician
- Parks Maintenance Worker.

Budget
TBD
Parks, Recreation and Public Facilities

**Funding**
Funds for these positions come from the Parks Maintenance fund and the City's General Fund

**Priority**
High
Program: Parks, Recreation and Facilities Administration
Landscape Maintenance Contract

Project Description

To seek competitive bids for the contract service to maintain the City’s parks and landscaped areas including the Veteran’s Building, City Hall, the Community Pool and street right-of-ways.

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

Prepared draft park maintenance specifications.
Prepared aerial photographic mapping of the City Parks
Prepared a list of licensed bidders for outreach when bidding is advertised

Tasks

Finalize Request for Proposals (RFP) with specifications and park facility mapping
Advertise for bids
Select service provider with City Council approval.

Products

Up to date landscape maintenance services contract

Date

June 2020

Staff Requirements

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

Budget

TBD

Funding

TBD

Source

Parks Maintenance Fund
Tidelands Trust Fund
Recreational Services Fund
General Fund

Priority

High
Program: Parks, Recreation and Facilities Administration
Carpinteria Bluffs III Acquisition / Improvements

Project Description

Acquisition and improvements of 23 acres of coastal bluffs property comprised of two APN’s 001-210-020 and 001-210-024 for public open space and conservation. Improvements include trails, parking, restrooms, an outdoor amphitheater, coastal over looks and habitat restoration.

Objective and Policy Consistency

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

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

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

Previous and Ongoing Work

Grant awards for acquisition funds have been received from:
California Coastal Conservancy
California Resources Agency
County of Santa Barbara CREF


Tasks

1. Complete Acquisition through Escrow Services Company
2. Form working committee to pursue Improvement Plan
3. Seek permits for improvements

Products Date

- Grant Deed March 2020
- Accept Improvement Plan June 2021
- Construct Improvements June 2024
Staff Requirements
- City Manager
- Parks, Recreation and Facilities Director

Budget
In-Kind staff time

Funding
<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>$960,000</td>
<td>Acquisition</td>
<td>Grants</td>
</tr>
<tr>
<td>$3,000,000</td>
<td>Improvements</td>
<td>Grants / Endowment/ Parks DIF</td>
</tr>
</tbody>
</table>

Priority
High
Parks, Recreation and Public Facilities

Program: Parks, Recreation and Facilities Administration
Dog Park Concept Design

Project Description

Prepare dog park concept designs to construct an off-leash area(s) and a dedicated dog park.

Objective and Policy Consistency

The project may be found to be consistent with the City’s General Plan / Local Coastal Plan with reference to the following policies;

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

Previous and Ongoing Work

- In September, 2018, the Carpinteria City Council directed Staff to prepare a feasibility Study for a dedicated dog park. Direction to propose relaxed dog leash regulations was also provided.

- An in-house authored feasibility study was presented to the City Council on March 11, 2019.

- An acceptance of an offer to dedicate a 2.58 acre parcel of park land was recorded on July 31, 2019 that may be considered for a dog park use.

- The Carpinteria Municipal Code was amended on November 11, 2019 to allow for dogs off leash in designated areas.

- A dog park design services contract was awarded by the Carpinteria City Council on November 25, 2019.

Tasks

Develop a dog park conceptual design for City Council consideration.

Products

<table>
<thead>
<tr>
<th>Dog park conceptual design presentation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 2020</td>
</tr>
</tbody>
</table>

Staff Requirements

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

**Budget**
$30,000

**Funding**
30,000

**Priority**
High

**Source**
Park Improvement Fund
Parks, Recreation and Public Facilities

Program: Parks, Recreation and Facilities Administration
Community Farm Planning

Project Description

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

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

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

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

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

Objective and Policy Consistency

Carpinteria General Plan

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

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

Previous and Ongoing Work

- Consultation with Coastal Commission Staff on deed restriction language to be used by Caltrans in preparation of the Property’s grant deed.
- Preparation of a concept plan for a Community Farm.
Parks, Recreation and Public Facilities

- Delineated northern property line with boundary survey
- Held neighborhood meeting regarding privacy fence
- Received materials quote for privacy fence

Tasks

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

Products

Community Farm Plan for CC consideration December 2020

Staff Requirements
Parks, Recreation and Facilities Director

Budget
$200,000

Funding Source
Caltrans Funding

Priority
Medium
Program: Parks, Recreation and Facilities Administration  
Carpinteria Shoreline Feasibility Study

Project Description

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

Objective and Policy Consistency

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

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

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

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

Previous and Ongoing Work

F1 – Initiate Study.                                      July 2003
F2 – Held Public Workshop.                               September 2003
F3 – Held Feasibility Scoping Meeting.                    November 2008
F4 – Held Alternative Evaluation Conference.             October 2013
AFB – Alternative Formulation briefing.                   December 2013

Tasks

- Continue to provide support for ACOE effort.
- Continue to seek and administer grant funding from the State of California.
- Publish Division Chief’s Report  December 2020.
Parks, Recreation and Public Facilities

Products
Final Study Report

December 2022

Staff Requirements
- Parks, Recreation and Facilities Director

Budget
1,200,000

Funding Source
State and Local Funds

Priority
Medium
Program: Parks and Facility Improvement & Maintenance
Veterans Hall Maintenance and Planning

Project Description

The Carpinteria Veterans Memorial Building was constructed in the mid 1930's and continues to serve the community today as a public library, a medical clinic and a community center for a variety of activities.

The property is owned by the County of Santa Barbara but the City of Carpinteria has a lease for the property into the year 2100. Under the terms of that lease, the City has maintenance obligations that are funded by both the City and the County under specific terms.

The project is to initiate some non-routine repair work and to begin a planning process to consider alterations to the building to optimize its role in the community for the future.

Objective and Policy Consistency

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

Objective PF-5: To provide a high quality and broad range of public services, facilities and utilities to meet the needs of all present and future residents of the Carpinteria Planning Area.

PF-5a. The City will strive to maintain adequate library service for the community of Carpinteria.

Previous and Ongoing Work

Initial meeting with County of Santa Barbara Real Property Division November 2019

Tasks

Define scope of non-routine repairs proposed and develop estimated budget
Organize a meeting to discuss Planning objectives such as expanded library service, parking resources, improved pedestrian use, and medical clinic needs.

Products

Non-routine repairs completed. December 2020
Property Planning concept prepared.
Staff Requirements
Parks, Recreation and Facilities Director

<table>
<thead>
<tr>
<th>Budget</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Priority
Medium
Program: Capital Improvement
Carpinteria Coastal Trail

Project Description

Many segments of the Carpinteria Coastal Vista Trail have been constructed in past years. Continuation toward the completion of the trail involves many segments; each with their own circumstances. This work program item involves dedicating further effort to complete the comprehensive project. 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 was completed in 2016 and a revised MND in 2019 was certified due to a realignment of the trail due to geological study findings. A public hearing on the amended MND was held on January 6, 2020. Construction is programmed for 2022.

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 will be 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. The City purchased a trail easement across the property immediately to the east and is now in design for this 250’ stretch of trail. The parcel just further east is in development review that includes a trail and should complete this trail section from the Carpinteria Bluffs to the Rincon Bluffs Preserve.

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 railroad crossing at Holly may be part of a larger scale railroad improvement project funded by LOSSAN.

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.

Trails to be constructed in the newly acquired Carpinteria Rincon Bluffs Preserve.
Objective and Policy Consistency

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

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

Previous and Ongoing Work

- Completed several major trail lengths in the Carpinteria Bluffs Nature Preserve including the Lois Sidenberg Coastal Overlook.
- Completed the trail length across the Casitas Pier Parking lot and into Tar Pits Park.
- Completed trails inside the Carpinteria Salt Marsh Nature Park.
- Prepared Coastal Access and Railroad Safety study.
- Completed the Palm to Linden Trail.
- Obtained County Coastal Resources Enhancement Fund Grant for Carpinteria Rincon Trail (CRT) study.
- Completed CRT Project Study Report (PSR) that includes preliminary engineering.
- Obtained Coastal Conservancy Grant for Environmental Report (CRT)
- Certified the CRT MND.
- Obtained CDP for portion of CRT in the City of Carpinteria.
- Received Measure A grant for further CRT design work.
- Completed evaluation (appraisal) of trail easements needed on Bluffs 2.
- Obtained CPUC license to construct Bridge over railroad
- Project has been awarded construction funding for 2019. (ATP Grant)
- Obtained Grant from Coastal Conservancy to further design work ($150,000)
- Made application for HCF Grant for Bluffs Two trail acquisition
- Easement for trail over Bluffs II property has been purchased.
- A concept design has been prepared for the Bluffs II trail.
- Permitting and design for Carpinteria Rincon Trail.

Tasks

Pursue a design and construction of a new segment of trail over the new easement.
Identify and implement future trail segment improvements.
Parks, Recreation and Public Facilities

Products
Completed design for new trail on Bluffs II

Date
March 2020

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

Budget
TBD

Funding Source
Various

Priority
Medium
Program: Capital Improvements
Skate Park Permitting / Construction

**Project Description**
Design, permit and build a public skate park at the City Hall Campus.

**Objective and Policy Consistency**
The Open Space, Recreation & Conservation Element of the City’s General Plan lists the following objective:

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

**Previous and Ongoing Work**
- Acceptance by the City Council of the Carpinteria Skate Park Feasibility Study.
- MOU executed in February, 2016
- Received Skate Foundation funding for design work
- Engaged design Professional
- Skate Park design plans have been prepared
- Project application filed with City Planning Department

**Tasks**
- Obtain permits for Skate Park construction.
- Cooperate with Skate Foundation to secure construction funding.
- Negotiate agreement of management and operations with Skate Foundation.
- Construct Skate Park.

**Products**
- Obtain permits for Skate Park
- Operations Agreement
- Construct Skate Park

**Date**
- June 2020
- December 2020
- December 2021

**Staff Requirements**
- Parks, Recreation and Facilities Director
- Parks and Recreation Administrative Assistant

**Budget**
- $45,000
- $5,000
- Unknown construction cost

**Funding Source**
- Skate Foundation Grant
- Park Improvement Fund
- Grants / Fundraising

**Priority**
- Medium
Parks, Recreation and Public Facilities

Program: Capital Improvements
Linden Avenue Lifeguard Tower Replacement and Linden Plaza.

Project Description

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

Objective and Policy Consistency

The project may be found to be consistent with the City’s General Plan / Local Coastal Plan with reference to the following policies;

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

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

Previous and Ongoing Work

Concept designs have been developed in September 2019

Tasks

Collaboration with State Parks
Seek Discretionary Permits
Issue construction Contract

Products

<table>
<thead>
<tr>
<th>Completed Project</th>
<th>April 2021</th>
</tr>
</thead>
</table>

Staff Requirements

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

Budget

200,000
Program: Capital Improvements
Historical Marker #535 Pocket Park
AKA La Concha Park

Project Description

Feasibility Study of a Historical Marker Pocket Park located on Concha Loma Drive.

Objective and Policy Consistency

Determine alternatives for design and construction of a pocket park.

An opportunity may exist to construct a pocket park in the immediate vicinity of the Historical Marker on Concha Loma Drive. The area is about 9,000 square feet if the right of way is included as park area. The adjacent apartment buildings have family occupants that currently play in the street. Providing a safer place such as a micro park will improve the current situation by providing a planned play area that is safer and more aesthetically pleasing.

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

Previous and Ongoing Work

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

Tasks

1. Hold public workshop and refine site plan.
2. Present to City Council for direction
3. Obtain discretionary and regulatory permits
4. Obtain funding
5. Install improvements.

<table>
<thead>
<tr>
<th>Products</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved permits</td>
<td>TBD pending funds</td>
</tr>
<tr>
<td>Park Installed</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Staff Requirements

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

Budget

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

Funding
$15,000

Priority
High

Source
Parks Improvement Fund
Appendices
A. 2019 Work Plan
Accomplishments
<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: Legislative &amp; Policy</td>
<td>In 2019 the City Council authorized taking positions on a number of local, state and federal legislative matters.</td>
</tr>
<tr>
<td>Legislative Advocacy</td>
<td>- In May the Council approved sending a letter opposing AB1356, legislation that would preempt local regulation of retail cannabis licensing/permitting.</td>
</tr>
<tr>
<td></td>
<td>- Also in May, the Council authorized pursuing state legislation to address a loophole in Mobile Home Residency Law that undermines the City’s mobile home rent stabilization regulations.</td>
</tr>
<tr>
<td></td>
<td>- In June, the City Council adopted Resolution No. 5901, calling on the County to take necessary legislative and enforcement actions to address local impacts from cannabis cultivation operations and followed that action with a letter to APCD in November asking the agency Board to consider taking action concerning necessary response to public health concerns over air quality.</td>
</tr>
<tr>
<td></td>
<td>- In July the Council approved sending letters of opposition on three pieces of legislation related to the State’s declared housing crisis that would preempt certain aspects of local control/authority over housing development: SB330 concerning parking regulations; AB1763 concerning Bonus Density; and, SB 13 concerning Accessory Dwelling Units.</td>
</tr>
<tr>
<td></td>
<td>- In August the Council approved sending a letter in support of H.R.1384, the federal Medicare for All Act of 2019.</td>
</tr>
<tr>
<td></td>
<td>- Also in August, Council approved sending a letter opposing SB266, proposed state legislation amending CalPERS rules that would significantly increase the City’s pension liability.</td>
</tr>
<tr>
<td></td>
<td>- In September, the City Council adopted Resolution No. 5924, advocating for federal protection of minors seeking asylum in the U.S.</td>
</tr>
<tr>
<td></td>
<td>- In October, the Council adopted Resolution No. 5924, opposing the BLM’s proposed oil and gas leasing plan.</td>
</tr>
</tbody>
</table>
| Legislative & Policy Research and Development | The City advanced a number of local legislative matters in 2019, including:  
- Expanded City regulation of single-use, non-recyclable plastic products (January and March)  
- Initiated legislative processes in response to new state housing laws and local design review considerations (In January and May an Overlay District for the Downtown area was initiated as well as amendment to the Residential Design Guidelines. A special joint Committee of the council, planning commission and architectural board was created to guide the process in March). Also, adopted Resolution No. 5915, initiating amendments to the City’s Second Dwelling Unit regulations in response to new State Accessory Dwelling Unit law (September)  
- Adopted an Expenditure Plan for new local sales tax revenue from Measure X.  
- Initiated process to establish shared mobility device regulations, including adopting a moratorium (March and May).  
- Took preliminary actions necessary to establish off-leash dog areas including identifying potential siting priorities and amending the municipal code to allow for off-leash areas (March and November).  
- Formed a Council committee to assist with staff work on District Elections, and hired a consultant (March).  
- Formed a Council committee to assist with staff work on Library governance and entered into a related MOU with Carpinteria and Montecito Friends of the Library groups (March and November).  
- Adopted legislation on mobile home park residency law and City rent stabilization, and mobile homem park closure. This after receiving a report with recommendations from the Mobile Home Stabilization Board and initiated legislation in response (May and November). |
- Initiated seismic retrofit legislation concerning soft-story buildings in the City (May)
- Initiated a process to consider an Art in Public Places program via adoption of Resolution No. 5923.
- Initiated legislation to expand City regulation of tobacco products and smoking, specifically, to address sale of flavored tobacco products and electronic nicotine delivery systems. This included adopting a moratorium (October and November).
- Initiated the legislative process to establish interim development standards concerning potential impacts from sea level rise (December).

**Regional Programs Collaboration and Cooperation**

The City continues to be engaged in a number of important regional collaborations that include:

- The City continued cooperative work with the Sanitary and Water Districts toward developing a recycled water project in Carpinteria. The City Council entered into an agreement with special districts in January that is a precursor to establishing and joining a local Groundwater Sustainability Agency.
- Several progress presentations were provided by Caltrans at City Council meetings related to the Linden-Casitas project, as well as action related to the myriad work associated with the project. Examples include an agreement between City and Caltrans approved by the Council in January that establishes responsibilities for Nipomo street repair, and work on the Rincon Trail Project that included Council approval of an amendment to the MOU between City and SBCAG on project delivery.
- As a part of a regional clean water collaboration, the City Council approved an updated Integrated Regional Water Management Plan that includes, among other things, strategies for developing and maintaining potable water supplies.
- The City initiated a collaborative effort with the Housing Authority of Santa Barbara County to acquire and develop a CUSD property for housing. (April)
- The City joined the Institute for Local Governments's BEACON program (May) and received an award at the League of California Cities annual conference in October. The BEACON program provides guidance...
and recognition to cities for taking actions to promote health and sustainable communities.

- The City Council approved entering into an agreement with the State in June related to being awarded a grant for completing a Dune & Shoreline Management Plan.
- The City entered into an MOU with the County in July concerning management of Disaster Debris in the region.
- As a part of its participation in a regional effort to conserve electricity, the City Council in July adopted Resolution No. 5908, approving a Strategic Energy Plan that, in part, identifies potential sites in the region for renewable energy projects.
- The City took a number of actions related to Community Choice Energy that culminated with the adoption of an Ordinance in September concerning City's intent to join, along with four other Santa Barbara county local government agencies, the Monterey Bay Community Power joint powers authority, and an MOU with City of Goleta concerning the sharing of Board seats.
- In September the Council authorized receipt of grant funds to update the City's Multi-Hazard Mitigation Plan. The grant will fund a consultant services agreement for the work.

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

1. **Regional Agencies and Committees**

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

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

   c. Channel Counties Division, League of California Cities (Nomura/Alt. Shaw)

   d. Santa Barbara Association of Governments (SBCAG)(Clark/Alt. Nomura)

   e. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura)
f. Santa Barbara Joint Housing Task Group (Carty & Shaw)

g. Home For Good and Santa Barbara County Elected Leaders Forum to Address Homelessness (Clark)

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

2. Joint, Standing, ad hoc Committees

a. Finance & Budget Committee (Clark, Lee)

b. Utilities Committee (Nomura, Lee)

c. Public Safety Committee (Clark & Shaw)
d. Transportation Committee (Lee & Shaw)

3. Ad Hoc Committees addressing collaborative matters.

a. Public Facility and Site Acquisition Committee (Carty, Nomua)

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

c. Marijuana Committee (Clark, Lee)
d. General Plan and Coastal Plan Update Committee (Clark, Lee)

e. Housing Assistance Benefit Committee (Nomura, Lee)

f. Library Committee (Lee, Shaw)
g. District Elections Committee (Clark, Shaw)
h. Development Review Committee (Nomura, Clark)

Program: City Administration
<table>
<thead>
<tr>
<th>Youth Engagement</th>
<th>The Community Resource Deputy position was funded and filled. The CRD established a plan with CUSD and spends time at both the Middle and High Schools.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Measurement Update</td>
<td>Not initiated. This matter has been tabled for the 2020 year as it is not expected that it work will be initiated in the year.</td>
</tr>
<tr>
<td>Sustainable Groundwater Management</td>
<td>Carryover: Entered into MOU with CVWD and CSD. Hired consultants to assist with establishing/joining Groundwater Sustainability Agency.</td>
</tr>
<tr>
<td>Sustainable Resources and Community Resilience</td>
<td>Ongoing: See progress report under Program item.</td>
</tr>
<tr>
<td>Program: Elections</td>
<td>Finalized payment to County for consolidated election services and to City Council candidates for the excess deposit collected on candidate statement fee. Received and reviewed campaign financial disclosure statements for election campaigns that rolled over into 2019.</td>
</tr>
<tr>
<td>2018 Municipal Election</td>
<td></td>
</tr>
<tr>
<td>Program: Economic Vitality</td>
<td></td>
</tr>
<tr>
<td>Inn and Restaurant at the Railroad</td>
<td>On July 9, 2018 the City Council closed the period for acceptance of responses to the City’s invitation for offers to lease a portion parking lot No.3, for the Inn Project and authorized the Public Facility Site Acquisition/Development Committee to evaluate the offers received by the City and make a recommendation to the City Council on proceeding. On November 13, 2018 the City Council selected a developer to further explore the Project and authorized the preparation of an Exclusive Negotiation Agreement for future adoption. In addition the Council authorized Staff to reengage Keyser Marston Associates as a consultant to the Project.</td>
</tr>
<tr>
<td>Program: Community Promotions and Communications</td>
<td></td>
</tr>
<tr>
<td>City Website Update</td>
<td>On-going. A comprehensive redesign of the City's' website is well underway. It is anticipated that the website redesign will be completed the first quarter of 2020.</td>
</tr>
<tr>
<td>Social Media Engagement</td>
<td>All work related to initiating the City’s social media presence has been completed and this work is now ongoing.</td>
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</tr>
<tr>
<td><strong>Program: Law Enforcement</strong></td>
<td></td>
</tr>
<tr>
<td>Contract Renewal</td>
<td>All work related to the approval of an updated Agreement for Law Enforcement Services between County and City, e.g., establishment and meetings of the Council committee, negotiations with Sheriff’s Office, coordination on commenting on draft terms with legal counsel, and legislative approval of the Agreement, were completed in 2018.</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>Goals and objectives for community outreach were included as a part of the 2018 update of the Agreement for Law Enforcement Services between County and City. These will be implemented annually (see work program item).</td>
</tr>
<tr>
<td><strong>Program: Emergency Services</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Community Preparedness & Engagement | - A CERT training course was held in September with seventeen participants from the community.  
  - A Teen CERT course was held during spring break, graduating eleven teens from Carpinteria High School.  
  - The first corporate CERT training began in October 2018 at Procore. The final drill and graduation was held in February 2019.  
  - Carpinteria CERTs participated in the 9th Annual All County CERT Drill held in Goleta in October.  
  - Carpinteria CERTs volunteered at the Avocado Festival assisting with crowd management.  
  - A CERT Advanced and Refresher calendar has been created for 2020.  
  - The *Don't Panic! Prepare!* program has been incorporated into the Aware and Prepare Initiative promoting Community Disaster Preparedness Education.  
  - Over fifty people from the business community attended informational meetings on the SCE Public Safety Power Shutoff program. Meetings were held in English and Spanish. |
<p>| Emergency Response Capacity Building | - The City has contracted with Two Trumpets, a local marketing company, to assist with a social media program. The City now has a presence |</p>
<table>
<thead>
<tr>
<th>Program: Volunteer Services</th>
</tr>
</thead>
</table>
| **City Staff Training & Exercise** | - Staff was updated on EOC activation procedures and emergency preparedness for their homes and families.  
- A staff training schedule was created and will be implemented in 2020. |
| **StormReady / TsunamiReady** | Work was not conducted on this matter during the year. Due to time constraints, this project will be re-assessed in 2021. |

<table>
<thead>
<tr>
<th>Program: Staff Recruitment &amp; Retention</th>
</tr>
</thead>
</table>
| **Neighbor-to-Neighbor** | - A Neighbor to Neighbor community committee was created and met during the summer and fall of 2017. Due to the Thomas Fire and 1/9 Debris Flow, work was suspended until 2019.  
- A pilot event was held in August 2019. Over 150 people attended.  
- Plans for the next event are underway. |
| **Volunteer Management** | - The HOST program had a successful summer season greeting over 3,500 visitors at the Kiosk.  
- Recruitment for the HOST program was successful bringing in nine new volunteers. |

<p>| <strong>Job Descriptions Update</strong> | On-going. Updated 15 job descriptions. |
| <strong>Employee Training and Development</strong> | On-going: All full-time, part time, seasonal employees, received Harassment, Discrimination and Retaliation Harassment Training. |
| <strong>Employee Handbook Update</strong> | On-going: Handbook was updated in November 2018. |
| <strong>Staffing and Recruitment</strong> | Hired 38 seasonal part-time employees for the Parks and Recreation Department, 5 full time employees (Senior Financial Analyst, Administrative Services Director, Aquatics Coordinator, Civil Engineer, Associate Planner, Public Works Director, and Human Resources/Risk Manager), 2 Part-time employees (Accounting Clerk and HR Assistant). |
| <strong>Wellness Program Alternatives</strong> | On-going. The committee will continue to meet and review other health benefit insurance carrier options for City employees in 2020. |</p>
<table>
<thead>
<tr>
<th>Program: Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Implementation of CJPIA Loss Control Action Plan</td>
</tr>
<tr>
<td>Activity</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td><strong>Program: Management Information Services</strong></td>
</tr>
<tr>
<td><strong>Program: Financial Management Services</strong></td>
</tr>
</tbody>
</table>
### COMMUNITY DEVELOPMENT
#### 2019 Work Plan Accomplishments

<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program: ADMINISTRATION</strong></td>
<td>Ongoing. The Department continues to move forward scanning approved building plans, project files and address files. The Departments have investigated the lease / purchase of a large format scanner, although the effort has been temporarily put on hold as due to the City Hall remediation project.</td>
</tr>
<tr>
<td><strong>Digitize / Modernize</strong></td>
<td>Ongoing. This represents a three-year project. The Department retained the services of Wood Environment &amp; Infrastructure Solutions, Inc. to prepare the City's General Plan/Coastal Plan update in May 2017. The Sea Level Rise Vulnerability Assessment and Adaptation Plan has been completed, although updates will be needed every five years. Following public review of the draft Policies at the Update Committee meetings, the draft Elements are currently under review by the Coastal Commission before the first-round review by the Planning Commission.</td>
</tr>
<tr>
<td>Draft Sea Level Rise Vulnerability Assessment and Adaptation Plan</td>
<td></td>
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<tr>
<td>Draft General/Coastal Plan Document</td>
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<tr>
<td>Draft CEQA Document</td>
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<tr>
<td>Staff reports for public hearings</td>
<td></td>
</tr>
<tr>
<td>Updated General Plan/Local Coastal Land Use Plan</td>
<td></td>
</tr>
<tr>
<td><strong>Program: ADVANCED PLANNING: Zoning Code Update</strong></td>
<td>Ongoing. Review of the draft Zone Code materials was put on hold as the work effort was focused on the rollout of our short-term rental and cannabis programs. The Department is planning to retain Wood Environment &amp; Infrastructure Solutions, Inc. to assist with the Zone Code update as an extension of the General/Coastal Plan Update. The 2020 Workplan combines this work effort with the ongoing General/Coastal Plan Update.</td>
</tr>
<tr>
<td>Public Draft Zoning Code</td>
<td></td>
</tr>
<tr>
<td>Staff Report/Public Workshops</td>
<td></td>
</tr>
<tr>
<td>Planning Commission and City Council Hearings</td>
<td></td>
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<tr>
<td>Submittal to Coastal Commission</td>
<td></td>
</tr>
<tr>
<td>Final Zoning Code (after CCC review)</td>
<td></td>
</tr>
<tr>
<td>Program: DEVELOPMENT REVIEW &amp; BUILDING</td>
<td></td>
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<tr>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Highway 101 Projects</strong></td>
<td></td>
</tr>
<tr>
<td>- Linden/Casitas Interchanges and Via Real Extension</td>
<td></td>
</tr>
<tr>
<td>- South Coast HOV Lanes</td>
<td></td>
</tr>
<tr>
<td><strong>Accomplished.</strong> Construction of the Interchanges project is ongoing and will continue for the next several years. The South Coast HOV Lanes project was approved by the Planning Commission in April of last year and Caltrans is working to prepare the construction documents. This work effort was removed from the 2020 Workplan as the majority of the Department's work has been accomplished.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vulnerable Building Assessment and Policy</strong></td>
</tr>
<tr>
<td>- Identify potential soft-story structures</td>
</tr>
<tr>
<td>- Review Building and Engineering plans</td>
</tr>
<tr>
<td>- Meet with property owners</td>
</tr>
<tr>
<td>- Identify a course of action to facilitate necessary retrofits</td>
</tr>
<tr>
<td>- Identify additional vulnerable buildings</td>
</tr>
<tr>
<td>- Identify a course of action to facilitate necessary retrofits</td>
</tr>
<tr>
<td><strong>Accomplished.</strong> Potential &quot;soft story&quot; buildings have been identified and owners have been notified of the public hearing to adopt the Ordinance. Simpson Strong-Tie has recently developed a soft story retrofit guide, weak story calculation software and soft story retrofit hardware /systems. The City will work with Simpson to scheduling a public outreach presentation geared toward owners, contractors and designers once the Ordinance is adopted. This work effort was removed from the 2020 Workplan as staff will bring the proposed Ordinance to the City Council on February 27, 2020.</td>
</tr>
</tbody>
</table>
## PUBLIC WORKS
### 2019 Work Plan Accomplishments

<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program: Administration</strong></td>
<td></td>
</tr>
<tr>
<td>Financial Tracking</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>Floodplain Development Permit</td>
<td>COMPLETE</td>
</tr>
<tr>
<td><strong>Program: Public Parking Management</strong></td>
<td></td>
</tr>
<tr>
<td>Parking Management Plan</td>
<td>In August 2019, Walker Consultants completed field data collection of on- and off-street parking inventory including parking rates, time restrictions, and number of spaces. Parking Demand Analysis is in progress.</td>
</tr>
<tr>
<td><strong>Program: Floodplain Management</strong></td>
<td></td>
</tr>
<tr>
<td>Community Rating System (CRS) Enrollment</td>
<td>No start of activities in researching the requirements of enrollment in the CRS. NOT COMPELTE</td>
</tr>
<tr>
<td><strong>Program: Capital Improvements</strong></td>
<td></td>
</tr>
<tr>
<td>Rincon Multi-Use Trail Project</td>
<td>Plans, specifications, and estimate at 65-percent is complete. The Draft Subsequent Mitigated Negative Declaration is complete.</td>
</tr>
<tr>
<td>U.S. Highway 101/Linden-Casitas Project</td>
<td>The construction of the U.S. Highway 101/Linden-Casitas Project continues to progress. The following activities are major milestones completed to in 2019:</td>
</tr>
<tr>
<td></td>
<td>Casitas Pass Rd. Overpass (Stage 2), May 2019</td>
</tr>
<tr>
<td></td>
<td>Casitas Pass Rd. Southbound Off-ramp, May 2019</td>
</tr>
<tr>
<td></td>
<td>Sound Wall (Vallequito Rd. Area), June 2019</td>
</tr>
<tr>
<td></td>
<td>Linden Ave. Overpass (Stage 2), July 2019</td>
</tr>
<tr>
<td></td>
<td>Sound Wall (Nipomo Dr. Area), July 2019</td>
</tr>
<tr>
<td></td>
<td>Sound Wall (Franklin Creek Area), September 2019</td>
</tr>
<tr>
<td></td>
<td>Linden Ave. Southbound Off-ramp, December 2019</td>
</tr>
<tr>
<td></td>
<td>Ogan Rd. and Linden Ave. Roundabout, December 2019</td>
</tr>
<tr>
<td></td>
<td>The tentative construction end date is March 2020.</td>
</tr>
<tr>
<td>Santa Claus Lane Bikeway Project</td>
<td>The Draft Initial Study and Mitigated Negative Declaration is complete.</td>
</tr>
<tr>
<td>U.S. Highway 101/Carpinteria to Santa Barbara (Segment 4A) Project</td>
<td>On April 1, 2019, the Planning Commission approved the Condition Use Permit and the Coastal Development Permit.</td>
</tr>
<tr>
<td>Carpinteria Avenue Bridge Replacement Project</td>
<td>On July 11, 2019, the City Council approved receiving HBP funds. On September 11, 2019, the City and the Carpinteria Valley Water District executed the Cooperative Agreement. The Cooperative Agreement was drafted in order to establish a legal prior rights agreement for the project. On November 21,</td>
</tr>
<tr>
<td>Project</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>City Hall Remediation and Renovation Project</td>
<td>Construction started on April 8, 2019. Demolition of various building components is complete. Discovered asbestos-containing materials are abated to date. Electrical, plumbing, and HVAC are complete. Flooring is complete. Drywall and painting is complete.</td>
</tr>
</tbody>
</table>

**Program: Watershed Management**

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Quality Monitoring</td>
<td>The City continues to conduct water quality monitoring in partnership with the cities of Goleta, Buellton, and Solvang and the County of Santa Barbara. All monitoring is done in accordance with the Phase II MS4 Permit 303(d) Monitoring Plan that has been approved by the Central Coast Regional Water Quality Control Board. The report is completed following analysis of all storm samples and submitted to the State Water Board via the SMARTS reporting system. The final report was in June 2019.</td>
</tr>
<tr>
<td>Trash Implementation Plan</td>
<td>A Trash Implementation Plan was submitted to the State Water Resources Control Board (SWRCB) at the end of November 2018. That plan is under review by the SWRCB. Currently, it is unknown when to expect feedback. The implementation plan covers a 10-year period that will start upon incorporation of the Trash Amendment into the amended Phase II MS4 Permit, which is expected to be adopted sometime in 2020.</td>
</tr>
<tr>
<td>Storm Drain Asset Inventory</td>
<td>The City's GIS consultant, ZWORLD, is currently conducting an inventory of the storm drain system. Once completed, this will be incorporated into the existing Geotortex Viewer. <strong>NOT COMPLETE</strong></td>
</tr>
<tr>
<td>NPDES Phase II Small MS4 Permit</td>
<td>The NPDES Phase II Small MS4 Permit was last updated and adopted in 2013. It is currently in the sixth year of the proposed 5-year permit cycle. A draft amended Permit was released and is under review. The City is a member of the California Storm Water Quality Association (CASQA), and a staff representative sits on a review committee for the draft amended Permit. It is expected for the amended Permit to be adopted in 2020.</td>
</tr>
<tr>
<td>Program: Transportation, Parking, and Lighting</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Parking Lot Lighting Energy Analysis</strong></td>
<td></td>
</tr>
<tr>
<td>On July 8, 2019, the Strategic Energy Plan was adopted by the City Council (Resolution No. 5908). The Strategic Energy Plan recommends solar photovoltaic (PV) installations at City Hall, especially the parking lot adjacent to the Public Works Yard. However, Parking Lot #s 1, 2, and 3 will be evaluated for solar PV installations.</td>
<td></td>
</tr>
<tr>
<td><strong>SBMTD Shuttle Service Expansion</strong></td>
<td></td>
</tr>
<tr>
<td>No start of activities in meeting with SBMTD, developing alternatives, and presenting to the City Council. <strong>NOT COMPLETE</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Pavement Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pavement Maintenance</strong></td>
</tr>
</tbody>
</table>
| Pavement maintenance and rehabilitation capital improvement projects are well underway since being deferred due to the Thomas Fire and debris flow incidences. For example, approximately 700,000 square feet of pavement was slurry sealed this past spring at various citywide locations. The next pavement improvement project is currently being designed for the rehabilitation of approximately 100,000 square feet of pavement.  

A Multi-Year Pavement Management Map is currently being prepared. The map is intended to show existing pavement condition, proposed pavement treatment, and treatment schedule information of each street. |
| **Community Outreach**         |
| Two Trumpets Communications created social media page and is now posting CIP project information and updates. **COMPLETE** |

<table>
<thead>
<tr>
<th>Program: Annual Street Tree Maintenance and Special Conditions Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Condition Streets</strong></td>
</tr>
<tr>
<td>The sidewalk and tree maintenance project on the 600 block of Linden Avenue is complete. The sidewalk and tree maintenance project on the 700 and 900 blocks of Linden Avenue was not started. The Special Conditions Streets Management Plan was not started.</td>
</tr>
</tbody>
</table>
## PARKS, RECREATION & FACILITIES
### 2019 Work Plan Accomplishments

<table>
<thead>
<tr>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks Administration</td>
<td></td>
</tr>
<tr>
<td>Carpinteria Bluffs 3 Acquisition</td>
<td>Escrow has been opened for the acquisition. Grant fund requests have been made for two of the three grants with a request still being authored for County Funds. Escrow is expected to close on February 28, 2020.</td>
</tr>
<tr>
<td>Skate Park Planning</td>
<td>The design of the skate park is complete and an application has been filed with the Planning Department for a CDP/DP.</td>
</tr>
<tr>
<td></td>
<td>Staff continues to negotiate for reciprocal easement on Chevron property allowing the project to also include additional parking.</td>
</tr>
<tr>
<td></td>
<td>Staff is currently preparing a draft easement for City Council and Chevron consideration.</td>
</tr>
<tr>
<td>Community Farm Project</td>
<td>Staff has worked to amend the condition of approval related to the transfer of the Whitney property from the State to best reflect the City’s interest. This amendment required Coastal Commission approval and is now complete. Staff has also developed a concept plan for the property and has begun to work on the fence system. The property is expected to be conveyed to the City in 2020. An obligation to build a privacy fence is being pursued for the north side of the property</td>
</tr>
<tr>
<td>Carpinteria Coastal Trail</td>
<td>The City acquired a trail easement over a Bluffs 2 property and has prepared a concept plan to build the trail. City has also coordinated with adjacent property owners to ensure trail design is in conformance with adjacent development proposal.</td>
</tr>
<tr>
<td>Dog Park Project</td>
<td>Staff published a Dog Park Feasibility Study that concluded the 2.4-acre Lagunitas property may be a viable site, as well as consideration of a shared use park at El Carro.</td>
</tr>
<tr>
<td></td>
<td>Staff has completed the acceptance of the offer to dedicate the Lagunitas park property. The City now owns it.</td>
</tr>
<tr>
<td><strong>Staff has issued a design service contract for a dog park in two locations for consideration.</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Railroad Inn Project</strong></td>
<td>The Project partner, the Theimer Group, has entered into an exclusive negotiation agreement with the City and is working on a specific design for City Council consideration. The Disposition and Development Agreement terms will be negotiated in the Winter of 2020</td>
</tr>
</tbody>
</table>

## Parks Facility Improvement and Maintenance

| **Heath Ranch Park Playground replacement** | A concept replacement play structure has been selected and priced. Staff is waiting to hear about the timing of a grant the City will receive before initiating a construction contract. |
|---|
| **Monte Vista Park Playground replacement** | A concept replacement play structure has been selected and priced. Staff is waiting to hear about the timing of a grant the City will receive before initiating a construction contract. |

## Ocean Beach Services

| **Linden Beach Plaza and Lifeguard Tower** | Concept plans have been prepared that improve coastal access and ambiance. A meeting with State Park Staff will happen in September to review and amend as needed to meet needs of State Parks. The concept lifeguard tower has also been drawn in an attempt to capture an iconic California Beach style. |
B. 2019 Carpinteria Valley Economic Profile Executive Summary
The 2019 Carpinteria Valley Economic Profile

Volume 4

May 2019

Prepared for:

City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013
(805) 684-5405

Prepared by:

The California Economic Forecast
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Santa Barbara, California 93111
(805) 692-2498
mark@californiaforecast.com
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Overview

The Carpinteria Valley, located in the southernmost corner of Santa Barbara County, is home to just over 20,600 residents. The economic community is diverse, characterized by a large agricultural and manufacturing sector, a rapidly growing software development sector, and a thriving visitor-serving industry.

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

Over 300 jobs were created last year in the Carpinteria Valley. The rapid growth of Procore Technologies and Agilent have more than offset other local company downsizings and departures in recent years. Jobs have expanded in Technology, Agriculture, Leisure and Hospitality, and Wholesale Trade.

In March 2019, the unemployment rate in Carpinteria was estimated at 4.0 percent. The largest employer in the Valley is Procore followed by Agilent, the Carpinteria Unified School District LinkedIn, and NuSil Silicone Technology.

In 2018, the median household income in the City of Carpinteria was $76,651. Almost 30 percent of households earned $125,000 or more.

Tourism

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

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

There are six hotels with more than 600 rooms in the region. At these establishments, the occupancy rate averaged 69.8 percent in 2018. Annual room sales have now reached an all time high in the city, climbing to $21 million in 2018.

The City of Carpinteria's short-term visitor rental industry has evolved in recent years, expanding to include more than 200 revenue reporting properties in 2018. These alternative transient stay properties generated $3.5 million in revenue last year and $415,000 in transient occupancy taxes for the City of Carpinteria.

The annual California Avocado Festival held in October is the largest community event in Carpinteria. It is estimated that the three day celebration of the avocado with food and merchandise booths, contests, and entertainment, attracts 100,000 visitors to the city.

The annual Avocado Festival is a major attraction in Carpinteria, and is one of the most prominent events in all of Santa Barbara County. It typically attracts more than 100,000 visitors who attend the event and contribute to local businesses.
Commercial Real Estate

All categories of commercial real estate are currently reporting very high occupancy. Consequently, business space is very tight in Carpinteria. There is an estimated 1.3 million square feet of industrial/R&D type building space in the Valley and the vacancy rate is a scant 3.4 percent. In the office market, there is approximately 470,000 square feet of space with a vacancy rate of 2.5 percent.

In general, the Carpinteria Valley industrial sector has been a strong competitor for neighboring regions, such as the City of Santa Barbara, the City of Goleta, and the County of Ventura. Manufacturing and technology are the most important components of the Carpinteria Valley economy, and high rates of both office and industrial market occupancy are a testament to the strength of the Carpinteria Valley as a desirable business location along the Central Coast.

Residential Real Estate

As a result of the healthy economy and job formation across the South Coast of Santa Barbara County, housing demand has been prolific. It is estimated that within the City Limits, there are 2,136 apartment units. The apartment vacancy rate in March 2019 was 0.9 percent. The average monthly rent has reached $1,825 per month.

The existing for-sale housing market offers few properties for sale per year. Currently, inventory remains limited despite a generally softening housing sector in which more inventory is becoming available in California. Home prices rose 11.7 percent in 2018 and through March of 2019, have increased 11 percent year-over-year.

The median selling value of a home in Carpinteria during calendar 2018 was $1,162,000. During the first three months of 2019, the median price reached an all-time record high of $1,286,000.
New Housing Development

The construction of new housing has been virtually non-existent in recent years. The relative lack of new housing units has helped to ensure that the region remains small, though traffic congestion is intensified by limited worker housing. Furthermore, retail stores and services must rely more on visitor spending than resident spending. The former is more volatile during the year, peaking in the summer months and diminishing during the winter months.

There are currently 54 residential units that are approved in Carpinteria, and 66 additional units that are proposed and seeking entitlement. The 31-unit Seahouse Condominium project just broke ground in April 2019.

The Emerging Cannabis Sector

The Carpinteria Valley had been referred to as "California's flower basket." The region's greenhouse industry was one of the largest in the state, producing millions of dollars in flower sales per year.

While potted plants are still a significant industry, cannabis cultivation is now replacing much of the greenhouse flower production. The conversion to cannabis is easier in Carpinteria because the indoor growing infrastructure is largely in place with many of the fixed costs already incurred and depreciated.
Currently, as of April 1, 2019, there are 32 growers with 297 active cannabis cultivation temporary licenses in the Carpinteria Valley.

Twenty two percent of the 513 acres licensed for cannabis growing in Santa Barbara County are located in the Carpinteria Valley. An estimated $1 million in local tax revenue received by Santa Barbara County from cannabis is estimated to come from Carpinteria growers in 2019.

Quality of Life

Regional economic conditions are influenced by many community lifestyle factors. Residents of the Carpinteria Valley enjoy a relatively high standard of living, and 39 percent of the population has a 4-year college degree or higher. For the greater Santa Barbara County area, the median household income is slightly less and 33 percent of the population owns a bachelor's degree or higher.

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

At Carpinteria Senior High School, students that took the SAT in the 2017-2018 school year had average test scores that were higher than the average for all students taking the test in California.

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

Once the Highway 101 construction project is completed in 2020, it is expected that peak hour congestion will improve in Carpinteria.
C. Neighborhood Preservation Committee Recommendations Table
<table>
<thead>
<tr>
<th>Department</th>
<th>Recommendation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>1.a. Pursue and encourage development of Single Room Occupancy units</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>1.b. Work with SB County on development of affordable housing options for agriculture and hospitality industry employees</td>
<td>Ongoing - Case de las Flores project</td>
</tr>
<tr>
<td></td>
<td>1.c. Research a Parking Permit Program</td>
<td>2014/2015 parking management study</td>
</tr>
<tr>
<td></td>
<td>1.d. Limit the number of vehicles registered to a specific address</td>
<td>Not Inhabited/Could be considered through zone code update</td>
</tr>
<tr>
<td></td>
<td>1.e. Prohibit parking on the front lawn or in the front setback (other than the driveway)</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>1.f. Continue the Vehicle Abatement Program</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>1.g. Provide outreach and education about City Codes and Code Compliance (use City website, social, GAY, brochures, flyers, magnets and a staff contact list)</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>1.h. Encourage residents to park in garage</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>2.a. Limit the number of vehicles permitted at each residence to not more than six</td>
<td>See 1(d)</td>
</tr>
<tr>
<td></td>
<td>2.b. Minimum requirement for two-car garage in single family zones</td>
<td>Current Code</td>
</tr>
<tr>
<td></td>
<td>2.c. Revised minimum garage size to allow for large vehicles and storage space</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>2.d. Allow more than 324 square feet of paving in the front yard forward the side property line on the driveway/garage side of the lot; encourage use of permeable concrete or other permeable paving</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>3.e. Do not allow parking in the front yard landscaping</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>3.f. Redefine &quot;front&quot; and &quot;side&quot; yards in Zoning Code</td>
<td>Zone Code Update</td>
</tr>
<tr>
<td></td>
<td>3.g. Encourage parking of at least one car in the garage</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>3.a. Update Zoning Code to define home occupation, reduce maximum number of visitors at a time, restrict hours to 6:00 a.m. to 10:00 p.m., relax maximum number of daily visitors, authorize one commercial vehicle in public view, revisit size and type of vehicles allowed in residential zones, prohibit radio-dispatched vehicles that create noise (such as tow trucks) and prohibit refuse</td>
<td>Zone Code Update</td>
</tr>
</tbody>
</table>

Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 7. Land Use Compatibility

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

### Recommendations and Status of Work by Department

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

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

**Recommendations and Status of Work by Department**

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>Not scheduled</td>
<td>4.b. Budget adequately to carry out the Street Tree Program</td>
<td>Completed and ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Public Works</strong></td>
<td>3.b. Develop a Park and Ride Facility at Carpinteria Avenue and Highway 130</td>
<td>4.a. Synchronize tree replacement with tree removal</td>
<td>Completed and ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.c. Support private plant of trees</td>
<td>Completed and ongoing</td>
<td>4.d. Maintain and protect mature trees when possible</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.e. Continue and expand the sidewalk repair and replacement program</td>
<td>Ongoing</td>
<td>4.f. Provide education about tree replacement and the City’s Master Tree Plan</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Public Works</strong></td>
<td>4.g. Provide education in English and Spanish about parkway landscaping and homeowner maintenance responsibilities using the City Newsletter, “knock and talk” approach, door hangers and other means</td>
<td>Newsletter article completed, Neighbor-to-Neighbor program</td>
<td>Service Request: From completed!</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.h. Create an online form for reporting hazardous conditions or maintenance needs</td>
<td>Not completed</td>
<td>3.a. Remove or trim hedges that pose a safety risk due to sight distance or visual clearance</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.i. Create a refrigerator magnet with staff names and phone numbers to report a problem or submit a request for service</td>
<td>Not completed</td>
<td>3.b. Make service requests more accessible</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.c. Pursue funding to raise the level of service of street and parkway maintenance and add lighting where appropriate</td>
<td>Ongoing</td>
<td>3.d. Review and make any needed changes to the crosswalk at the intersection of Carpinteria Avenue and Holly Avenue and other intersections that create sight distance issues and at the MTD bus stop at Carpinteria Avenue and Elm Lane</td>
<td>Completed via Traffic Safety committee review/recommendations and</td>
<td></td>
<td></td>
<td></td>
<td></td>
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### Neighborhood Preservation Committee

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<td>Issue 7. Land Use Compatibility</td>
<td>Issue 8. Neighbor to Neighbor Programs</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.a. Use the Traffic Safety Committee to study and implement traffic-calming measures as appropriate</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5.f. Pursue funding and partnership opportunities to retrofit street lighting with more energy efficient and night sky friendly fixtures and components</td>
<td>Completed downtown LED retrofit 2011-12, researching SCE retrofit.</td>
</tr>
<tr>
<td>5.g. Notify Caltrans of deficiencies in highway-related safety features, including lighting and work with them to ensure that new improvements are safe and pedestrian and bicycle friendly</td>
<td>Ongoing/Freeway Interchanges project.</td>
</tr>
<tr>
<td>7.a. Volunteer Emergency Services</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7.e. Educate/train citizens at the neighborhood level on emergency planning and preparedness</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

- 8. Development of a Neighborhood Oriented Program
  - Develop a Neighborhood Relations Tool Box
  - Hold a Kick-off Event
  - Organize a Clean-up Day
  - Volunteer Emergency
  - Develop Neighborhood Programs

Neighbor-to-Neighbor: 
- Neighbor-to-Neighbor
- Neighbor-to-Neighbor
- Neighbor-to-Neighbor

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## Neighborhood Pr. Evaluation Committee
### Recommendations and Status of Work by Department

<table>
<thead>
<tr>
<th>Issue 1.</th>
<th>Use and Occupancy of Single Family Dwellings</th>
<th>Issue 2.</th>
<th>Garages</th>
</tr>
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<tr>
<td>Create an ongoing Community Issues Platform</td>
<td></td>
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</tr>
<tr>
<td>Promote a “Know Your Neighbor” day/week (part of Tool Box)</td>
<td></td>
<td>Neighbor-to-Neighbor</td>
</tr>
<tr>
<td>Educate public on “How to Organize a Neighborhood Group” (part of Tool box)</td>
<td></td>
<td>Neighbor-to-Neighbor</td>
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<tr>
<td>Partner with community groups to work on neighborhood beautification projects using grant writing and fundraising</td>
<td></td>
<td>Neighbor-to-Neighbor</td>
</tr>
<tr>
<td>Conduct a Community Services Day with the Santa Barbara County Sheriff Department, Fire and other agencies</td>
<td></td>
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