

**GENERAL GOVERNMENT**  
**August 2016 Work Plan Status**

Activity	Comments
<b>Program: Legislative &amp; Policy</b>	
<b>Legislative Advocacy</b>	The City relies, generally, on the League of California Cities to advocate the State legislature on matters of local government interest and to assist the City in identifying issues of unique local interest. Over the first half of the year the City Council authorized sending letters of opposition regarding SB 876 (Liu), a proposal to preempt local government restrictions on camping in public places and the Governor's so-called "By Right" housing proposal that includes preempting much local development review discretion. The City also began advocating for funding through grant applications for two new projects, the Rincon Trail and the Bluffs III acquisition, and for continued funding necessary to complete the Army Corps of Engineer's Shoreline Protection Feasibility Study.
<b>Regional Programs Collaboration and Cooperation</b>	In April the City hosted a joint meeting of the Sanitary, Water District and City Council to receive a recycled water feasibility study. The City hosts and participates in the C3H Carpinteria Regional Coordination Committee, which is working on providing services and housing for people experiencing homelessness. The City participates in THRIVE and the Carpinteria Children's Project and hosted a committee meeting with the Carpinteria Unified School District. The City Council received a report from Ayar's & Associates on the public outreach program for the Linden-Casitas Interchanges project that is scheduled to begin construction in September.
<b>Legislative &amp; Policy Research and Development</b>	The City has conducted extensive research on city programs to implement short-term rental regulations and conduct enforcement activities, e.g., legislative subpoenas. The City has monitored development of ballot initiatives concerning marijuana regulation/recreational use in order to anticipate interaction with City medical marijuana regulations. The City is auditing its assessment districts to ensure procedures for renewals are being following correctly and to anticipate interest in changed or new districts. The City conducted extensive research on Other Post-Employment Benefits (OPEB) and is pursuing an independent actuarial valuation/report to better understand the City's financial liability and options for funding. The City researched and responded to changes in minimum wage law.
<b>Program: City Administration</b>	
<b>Long-Term Financial Plan</b>	City staff researched examples of Plans, attended training/seminar on long-term financial planning and solicited a consultant proposal. Staff expects to enter into a consultant contract in August and to complete the draft plan by November.
<b>Public Facilities Access</b>	Staff is working to finalize an update of the City's ADA related self-evaluation and transition plan which includes an Executive Summary and report to the City Council which is anticipated to

	occur at the meeting of September 26.
<b>Program: Community Promotion and Communications</b>	
<b>City Web Site Update</b>	For funding reasons the City's web site update will be addressed at a future date (possibly at mid-year 2016 or FY 2017)
<b>Program: Economic Vitality</b>	
<b>Business Development Support</b>	Staff is working to complete a Chamber of Commerce / City committee Economic Vitality strategic planning outline for review by the Committee which is anticipated for the fall 2016
<b>Inn and Restaurant at the Railroad</b>	Staff has met with the Public Facility Site Acquisition/Development Committee to review and discuss draft Hotel Market Conditions and Financial Analysis reports related to the proposed Inn project. The reports will be presented to the City Council at an upcoming Council meeting in September 2016.
<b>Program: Elections</b>	
<b>2016 Municipal Election</b>	<ul style="list-style-type: none"> <li>• Prepared resolutions for adoption by City Council calling the November 8, 2016 General Municipal Election, requesting consolidation of election with Santa Barbara County Elections and setting requirements for campaign statements</li> <li>• Published Notice of Election per State Elections Code</li> <li>• Prepared candidate handbook and candidate packets</li> <li>• Candidate nomination period is now open and will continue through August 12. Candidate orientations, issuance of nomination forms and signature verification has begun and will continue until the close of the nomination period.</li> </ul>
<b>Program: Law Enforcement</b>	
<b>Community Outreach</b>	Various outreach efforts were conducted including Coffee with a Cop event and Downtown/Beach area foot and bicycle patrols.
<b>Program: Emergency Services</b>	
<b>Community Preparedness &amp; Engagement Program</b>	<ul style="list-style-type: none"> <li>• Presentations to community members and groups are scheduled on an on-going basis using "Don't Panic! Prepare!" information and handing out starter emergency kits. The Aware and Prepare alert system has been added to all presentations encouraging everyone to opt-in.</li> <li>• A CERT basic training course was held at the end of May graduating ten community members. Another CERT training is scheduled for September 23, 24, and October 1. A traffic and crowd management course will be held at City Hall on September 17. In addition, the City will host a CERT Train the Trainer November 3-5.</li> </ul>

<b>Emergency Response Capacity Building</b>	<ul style="list-style-type: none"> <li>• Work is nearly completed on the updated Multi-jurisdiction Hazard Mitigation Plan. The Mitigation Advisory Committee and Santa Barbara County Office of Emergency Management are reviewing a draft plan. The final plan will go to Council for approval this fall.</li> <li>• Planning has begun with the Carpinteria Unified School District Safety Committee to create a long-term management plan for the district's emergency sheds.</li> <li>• Staff training has been scheduled on the Everbridge notification system.</li> </ul>
<b>City Staff Training &amp; Exercise</b>	<ul style="list-style-type: none"> <li>• A training session for elected officials was held in April.</li> <li>• Tentative exercise scheduled in early October.</li> </ul>
<b>StormReady / TsunamiReady</b>	No activity
<b>Program: Volunteer Services</b>	
<b>Volunteer Management</b>	<ul style="list-style-type: none"> <li>• Began work on standardized department-wide volunteer tracking.</li> <li>• Recruited eight new volunteers for the HOST program</li> </ul>
<b>Neighbor-to-Neighbor</b>	<ul style="list-style-type: none"> <li>• Held exploratory meetings on creating a program. Planning meetings will begin in the fall.</li> </ul>
<b>Staff Recruitment &amp; Retention</b>	Promotions were made to fill the Community Development Director, Senior Planner, Associate Planner, and Lead Maintenance Work positions. A successful recruitment was conducted for the Public Works Street Maintenance Worker and recruitments were initiated for Building Inspector and Assistant Planner.
<b>Wellness Program Alternatives</b>	The Staff committee has been formed and is meeting to formulate recommendations.
<b>Employee Hand Book Update</b>	The draft has been completed, including legal review, and will be published by the end of the summer.
<b>Job Descriptions Update</b>	Key job description updates were completed in advance of job recruitments and the comprehensive update of all remaining job descriptions has been initiated and is expected to be completed by the end of the calendar year.
<b>Time Sheet and Time Clock Implementation</b>	Software and equipment purchases and training have been conducted. Roll-out expected in the fall.
<b>Program: Risk Management</b>	
<b>Complete Implementation of CJPIA Loss Control Action Plan (LossCAP)</b>	No Activity



**ADMINISTRATIVE SERVICES**  
**August 2016 Work Plan Status**

Activity	Comments
<b>Program: Financial Management Services</b>	
Accounting	On-going
Auditing	On-going
Payroll	On-going
Budgeting	Adopted June 13
Financial Reporting	On-going
<b>Program: Central Services</b>	
Phone Operations	On-going
Purchases	On-going
<b>Program: Management Information Services</b>	
Trouble shooting	On-going
Backup	On-going
Security	On-going
Website Maintenance	On-going
Training and Instruction	On-going
Fee Schedule Update	In process
Internal Audit Report	Transmitted to Council by memorandum on April 13
Part time Account Clerk	Began work July 18





<p><b>Highway 101 Projects</b></p> <ul style="list-style-type: none"> <li>• Linden/Casitas Interchanges and Via Real Extension</li> <li>• South Coast HOV Lanes</li> </ul>	<p><b>Ongoing.</b> Construction of the Interchanges project is expected to commence this Fall.</p> <p>The Final EIR was released in September 2014. Currently awaiting the outcome of two CEQA lawsuits filed against Caltrans et al. SBCAG has hired Corridor Coordinator and is putting together consultant team to work on design, public outreach and permitting.</p>
<p><b>Program: CODE COMPLIANCE</b></p>	
<p><b>Massage Regulations</b></p> <ul style="list-style-type: none"> <li>• Update Municipal Code Massage Regulations</li> </ul>	<p><b>Ongoing.</b> Updates to the massage regulations will be included in the Zoning Code update work effort.</p>
<p><b>Program: BUILDING</b></p>	
<p><b>Vulnerable Building Assessment and Policy</b></p> <ul style="list-style-type: none"> <li>• Identify vulnerable buildings and determine an appropriate remediation program</li> </ul>	<p><b>Ongoing.</b> Potential "soft story" buildings have been identified and work has begun to review the building and engineering plans on file for these structures in order to determine if retrofits are needed.</p>

**PUBLIC WORKS**  
**August 2016 Work Plan Status**

Activity	Comments
<b>Program: Administration</b>	
Administration	<ul style="list-style-type: none"> <li>Continuing to update permit tracking system and financial database</li> </ul>
CIP and DIF updates	<ul style="list-style-type: none"> <li>Completing the Capital Projects Plan</li> <li>Began developing a request for proposals, preliminary scope of work and estimate cost study</li> </ul>
Review and Update of Assessment Districts	<ul style="list-style-type: none"> <li>Began developing a scope and cost for consultant services</li> </ul>
Floodplain Management	<ul style="list-style-type: none"> <li>Created a draft floodplain management permit application</li> </ul>
Malibu Channel	<ul style="list-style-type: none"> <li>Continuing the research into the ownership status of the Malibu Channel</li> </ul>
Municipal Code Updates	<ul style="list-style-type: none"> <li>Coordinated with County Sherriff to begin new speed survey for speed zone updates</li> </ul>
Public Parking Management Plan	<ul style="list-style-type: none"> <li>Began working on Parking Management Plan</li> </ul>
<b>Program: Capital Improvements</b>	
US 101 Projects	<ul style="list-style-type: none"> <li>Continuing to coordinate with FEMA staff and make progress</li> <li>Presented project update to City Council</li> <li>Continuing to coordinate with Caltrans staff as construction begins</li> </ul>
Carpinteria Ave. Bridge Replacement Project	<ul style="list-style-type: none"> <li>Completed and circulated the Draft Environmental Impact Report</li> <li>Preparing the Final Environmental Impact Report</li> <li>Preparing 65% Plans, Specifications and Estimates</li> </ul>
Ash Ave. Improvements Project	<ul style="list-style-type: none"> <li>Finalizing Plans, Specifications and Estimates</li> </ul>
Main School Sidewalk Improvements Project	<ul style="list-style-type: none"> <li>Completing construction in early August</li> </ul>
<b>Program: Street Maintenance</b>	
Pavement Maintenance Program	<ul style="list-style-type: none"> <li>Completed the 2015 Street Rehabilitation Project</li> <li>Coordinated with design consultants to analyze City streets and begin preparing a plan set for a new pavement rehabilitation project</li> </ul>
Annual Street Tree Maintenance and Special Condition Streets	<ul style="list-style-type: none"> <li>Began the process of identifying Special Condition Streets</li> <li>Completed portions of the Linden Ave. Concrete Repair and Tree Replacement Project Phase II</li> </ul>
Downtown Landscape Rehabilitation	<ul style="list-style-type: none"> <li>Coordinated with design consultants and received draft plans</li> </ul>
<b>Program: Watershed Management</b>	
Phase II MS4 Permit Implementation	<ul style="list-style-type: none"> <li>Continuing with public education, outreach, and involvement</li> <li>Continuing to require compliance with County of Santa</li> </ul>

	Barbara Technical Guide for Post-Construction Runoff Controls for all new and redevelopment projects
<b>Program: Transportation, Parking and Lighting</b>	
Parking Lot Lighting Improvements	<ul style="list-style-type: none"><li>• Began the analysis of existing parking lot lighting and identifying the need for upgrades/additions</li></ul>

**PARKS & RECREATION  
August 2016 Work Plan Status**

Activity	Comments
<b>Parks Administration</b>	
Park Property on Linden Concept Planning	Have concept layout designs for a parking area, a community garden, trails, a railroad undercrossing and a small hotel with a food and beverage establishment for the area. Anticipate preliminary subcommittee and City Council review to occur this fall.
Skate Park Planning	Staff has been meeting with the Skate Foundation and has developed a concept plan that includes new parking and picnic amenities. The plan is now under review internally. The plan will require the cooperation of a land owner adjacent to City Hall.
Carpinteria City Hall Campus Improvement Project	Phase one of the project is to replace 5 doors in the building. These doors have been ordered and are expected to be installed in August. The next phase is to replace the front building steps, parking and hardscape. Specifications are being developed for this work. Bids will be solicited when the specifications are ready.
Carpinteria Coastal Trail / Carpinteria Rincon Trail	The Project is being pursued as a partnership project among Cal Trans, SBCAG, the County of Santa Barbara and the City of Carpinteria. The County CDP is being applied for in August 2016. An ATP grant has been submitted for construction funding; the results of which will not be known until October 2016. \$100,000 in Measure funds are still available to further design. The preparation of NEPA clearance is underway, The CPUC license to over cross the railroad tracks in in process, and work to transfer some ROW to the City is still pending Cal Trans action.
Historical Marker #535 Pocket Park	A Civil survey is being prepared for the project that will help to identify site constraints and other important criteria. Once the Civil survey is completed, a concept design can be prepared.

Memorial Park Improvements	A public outreach effort to the neighborhood resulted in a few responses of interested persons. Staff will select some proposed playground equipment and that determines the design of the fall area. Then additional amenities will be placed near the playground
Heath Ranch Park	The City Council has asked for a tree management plan and revised park plan that helps to ameliorate the risk of the tall trees in the park. Staff is working to prepare that plan at this time. The work product will include a tree maintenance plan, a analysis of removing or relocating the play structure, the establishment of tree area exclusion fencing and a no parking area along eucalyptus lane.
<b>Community Pool Program</b>	
Sustainability and energy efficiency at the community pool.	This project includes upgrades to the pool building's furnaces, indoor lighting and outdoor deck lighting as well as the installation of a solar system on the building roof. At this time, energy upgrade incentives have been applied for, the solar system installation is being designed by an electrical engineer, and the project's costs are being more precisely estimated.
<b>Parks Facility Improvement and Maintenance</b>	
Community Garden at Fifth Street	Project details are being put to paper using two consultants, a building architect and a landscape designer. The garden center building is about 80% restored. A sewer and electrical connection permit has been obtained and sewer connection bids are being solicited. Park furniture, lighting and other materials have been ordered and have been received or are in route.
<b>Ocean Beach Services</b>	
Boardwalk Replacement	The City has installed a new access way to provide better access from the dry sand to the hard sand to make coastal access easier at Linden Avenue. The new beach mat product is easier to seasonally install and remove. So far the new board walk is well received by the public.