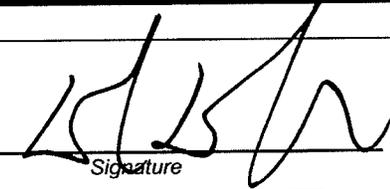


STAFF REPORT
COUNCIL MEETING DATE:
September 24, 2012

ITEM FOR COUNCIL CONSIDERATION:

2012 Work Program Status Report.

City Manager


Signature

STAFF RECOMMENDATION:

Receive the report and direct the City Manager as determined appropriate concerning Work Program items and priorities.

I. BACKGROUND:

As it does each year, the City Council held a Special Meeting in late January with the City Manager and staff Department Heads to discuss strategic issues and the annual work program. This year the meeting, advertised and open to the public, was held on Saturday, January 28, 2012, at which time the Work Program was approved. The final document is attached to this report.

The Annual Work Program document is the primary document that guides staff work for the calendar year. The document includes a brief description of all Departments, including a mission statement, and a description of the proposed projects and programs. Each project and program is described on a separate page and contains the following information:

- Project Description
- Objective and Policy Consistency
- Previous and Ongoing Work
- Tasks
- Products/Completion date
- Staff Requirements
- Budget & Funding Source

The Annual Work program also includes the identification of strategic issues facing the City, a discussion of the proposed approach to addressing these issues, and implementation through the work program.

This agenda matter is intended to allow for Department Heads to present information to the City Council on the status of work for which they are responsible and for the City Council to discuss the work and priorities, and direct the City Manager as it determines appropriate.

II. DISCUSSION:

A. Overview: The City's work program is progressing for both recurring/ongoing matters and specified work projects for the 2012 year. A progress report from each Department is attached to this Staff Report and will be presented during the meeting. The Annual Work Plan represents discrete work items that have been anticipated and, typically, are not of a recurring or ongoing in nature. As such, the Work Plan does not reflect all work conducted during the year. The Work Plan may represent only a fraction of work in some Departments in circumstances where day-to-day work can make significant demands on staff resources, and where new matters have been prioritized since the adoption of the Work Plan in January. Below are highlights of recurring and newly prioritized work undertaken during the first half of the calendar year.

1. **General Government and Administrative Services.** The preparation and adoption of the annual municipal budget is always a time consuming process during the first half of the calendar year but over the past two years the process has been extraordinary due to the effects of the recession on City revenues and the need to make spending and other adjustments in order to minimize losses. From January through June, Staff held internal budget meetings, met with law enforcement representatives concerning contract changes, and with the Budget Committee (Clark, Stein). A mid-year budget review was conducted in January and a City Council review of the 2011-12 estimated final budget, as a precursor to the 2012-13 budget review, was held in April. The draft budget was presented and adopted on schedule at a City Council public hearing in June.

There are also myriad projects and tasks that come up during the year, independent of and in addition to the annual work program, that occupy the time of management staff. To date such efforts have included: Amendment to the City's single-use plastic bag regulations as an outcome of litigation, an IRS payroll audit, AB 340 (California pension reform act) analysis and planning, development of a cooperative new business and visitor welcome program, law enforcement contract adjustment implementation and working with the City Council law enforcement committee, Southern California Edison Smart Meter research and opt-out provision support letter, adoption of the Rosenberg Rules of order concerning City Council procedures and meeting conduct, re-consideration of daytime curfew regulations, a natural gas transmission pipeline safety presentation, CalGRIP grant participation, warming center program participation, and meetings with a prospective developer of the Bluffs III site.

2. **Community Development.** In addition to the identified items in the 2012 Work Program, the additional work tasks listed below have also required effort by Community Development staff.

Bluffs III Resort Hotel: A Conceptual Review application was submitted for the Bluffs III property to construct and operate a resort hotel. Several meetings and site visits have been made with Councilmembers and Coastal Commission staff from the Ventura office. The item is scheduled for a joint meeting of the Architectural Review Board, Planning Commission and City Council.

Bluffs I Litigation: A civil lawsuit was filed between a group of investors and a former owner of the Bluffs I property adjacent to City Hall. Community Development staff prepared a response to the litigation (similar to a Public Records Act request) and were deposed by the defendants in the case. The trial is set to begin in late October. Subpoenas have been received to appear at the trial and provide testimony regarding the City's development review process.

Rincon Trail Environmental Document: Community Development Department staff assisted the Parks and Recreation Department in preparation of a draft Mitigated Negative Declaration for a future trail between the east end of Carpinteria Avenue and Rincon County Beach Park. The document was released for public review and a hearing on the draft document was held before the Environmental Review Committee in June. The proposed final document will be released once all alternatives analysis, preliminary engineering and any required National Environmental Policy Act (NEPA) review is completed.

Carone Platform Hogan Project: Community Development attended Scoping Meetings and prepared a staff report and draft comments on the scope of the project Environmental Impact Report/Environmental Impact Statement (EIR/EIS) for the Council's review in February 2012. A draft EIR/EIS is expected to be released for public review in January 2013.

Envision Downtown: A Cal Poly San Luis Obispo group of masters' students hosted two public workshops in April and prepared three versions of a concept plan for improvements or new uses that could be added to the downtown to enhance the area for residents and visitors. The students presented their plans to the Planning Commission in June. Some of the ideas generated by members of the community have been incorporated into the Design Guidelines for residential development in the Beach Neighborhood, scheduled for review by the Planning Commission in October. Ideas generated for the Downtown Neighborhood will be incorporated into the future effort to develop Design Guidelines for that area of the City in 2013.

Climate Change Adaptation Planning: CDD staff and John Callender from the City Planning Commission participated in a pilot run of the California Natural Resources Agency and California Emergency Management Agency's Draft Adaptation Planning Guide (APG) to address impacts to Carpinteria from future sea level rise. Input from the team was used to improve the final version of the APG which is now available and will be the subject of an adaptation planning workshop to be held in Santa Barbara on November 14th. This adaptation workshop will follow a vulnerability assessment workshop scheduled for October 23rd. CDD staff is working with Dr. Monique Myers from UCSB and Rachel Couch at the Coastal Conservancy to create the agenda and invite list for both of these workshops.

Potentially Dangerous Dogs: In order to address two separate instances of potentially dangerous dogs, Code Compliance staff prepared witness statements and worked with the City Attorney's Office to bring these cases to Superior Court. In both cases, Judge Anderle ruled in favor of the City and found the subject dogs to be potentially dangerous. Fines were paid by the dog owners who are responsible to keep their dogs on their properties at all times unless leashed and under the control of a responsible adult when off property. Code Compliance staff supported the City Attorney by appearing in court.

3. **Public Works.** The Department of Public Works continues to deliver a wide variety of projects and services. Recent administrative work has included the preparation of several grant applications to for the Clean Water and Clean Ocean and Beaches (Proposition 84) programs, Highway Safety Improvement Program (federal) and Measure A Bicycle and Pedestrian and Safe Routes to School programs. The Department is also preparing several new sections of Municipal Code including Trench Cut, Floodplain Management, Clean Water and Procurement ordinances. Public Works lost a key member of its office staff earlier this year. A recruitment to fill the vacant position was completed in August. The Department is now in the process of training the new staff member. In addition to the work items presented in this year's work plan, the Department of Public Works has made progress on several other significant projects and programs:

- Adoption of Engineering Standards
- Bicycle Master Plan
- Rincon Trail Project
- Santa Claus Lane Trail Project
- Pavement Maint. Project Development
- Concrete Repairs Project Development

- Concha Loma Drive/Calle Ocho Intersection Improvements Project
- Construction Documents and Specifications Update
- Carpinteria Avenue/Seventh Street Intersection Improvements Project
- El Carro Lane Sidewalk Improvement Project

4. **Parks & Recreation.** Parks Department provided assistance in the research and selection of two new automobiles for the City's motor pool. The research included a comparative analysis of conventional and hybrid automobiles as well as researching, efficiencies, critical reviews, new vehicle releases, country of origin, warranty and pricing information.

As the service provider for the City's ocean front, the Parks Department researched adjacent area's public notification procedures and reproduced notification signage for shark sightings, bat ray stings and pinniped attacks. Due to an apparent increase in the frequency of these matters, staff is working to develop an administrative policy along with pre-produced signage to be used should future needs arise.

Parks Department was contacted by local citizens regarding a small building that was judged to be an original Southern Pacific Railroad building that was targeted for demolition. The Department negotiated for the building's donation to the City, arranged for a service to move the building and obtained necessary permits. The building is now in storage at City Hall and is available to be incorporated into a future public project.

B. Strategic Issues: Work either completed or in progress this calendar year that addresses the City's three 2012 strategic issues includes the following:

1. The Organization. The City is in the process of updating/upgrading many of its facilities and systems. A plan for City Hall facilities improvements is advancing which includes storm water management and parking and landscaping improvements, as well as an addition to the Public Works building that will increase on-site storage capacity, replace dilapidated locker room facilities and provide an exercise room. City computer hardware and software systems are being updated and public meeting internet streaming will be established before the end of the calendar year that will enhance public access.

The City's recently approved two-year labor agreement and terms of employment are expected to support the continuation of a stable, hardworking, professional full time workforce that the City has enjoyed for many years. Finally, the City continues to develop and expand its volunteer services program, a critical component to the City's ability to meet expanding and evolving service demands.

Finally, through the adoption of the annual budget, approval of employment agreements and adjustments in the law enforcement contract, the City continues to make changes as necessary in the context of the current revenue and expenditure forecasts. Other initiatives undertaken in support of the City's ability to continue delivering quality services includes ongoing and new economic development efforts. The City has met with owners of vacant space and prospective developers of vacant parcels in order to promote investment that could benefit the community and support City revenue sources. The Carpinteria First Committee's First Friday events and other local business promotion efforts have been well received and are continuing. Measure E2012, a ballot measure that if approved by voters would increase the hotel bed tax rate and generate approximately a quarter million in additional revenue, will be decided as a part of the November 2012 general election.

2. Sustainability: An administrative draft of a Sustainability Policy has been completed and will be scheduled for consideration by the City Council this winter. This policy will

establish policies in support of City programs and projects aimed at energy conservation, waste reduction, pollution prevention, community health and wellness, and economic vitality. The Community Development Department is heading efforts concerning the City's understanding of and response to climate change and cooperative efforts to reduce Greenhouse Gas Emissions. The City continues to upgrade facilities and equipment in order to reduce energy consumption; most recently replacing its pool cars with new hybrid vehicles. The Public Works Department is heading efforts to improve the quality of storm water runoff in the City and to decrease the amount of waste generated and going to the landfill.

3. Interagency Cooperation/Coordination: Working cooperatively on regional issues of Affordable Housing and employment, Open Space and habitat preservation, and Transportation, is required in order for the City of Carpinteria to successfully maintain those attributes that make it a desirable and valuable place. In order to facilitate these efforts, City officials participate in myriad regional groups.

Several cooperative housing projects and programs are coming to fruition this year through the guidance and work of the Community Development Department including the construction of the Dahlia Court apartments addition (a cooperative effort between the City, County and People's Self-Help Housing), restricted income/affordable homes constructed as a part of the Mission Terrace and Lagunitas residential developments, and an down payment home loan program developed cooperatively with the Housing Trust Fund of Santa Barbara County.

The City has participated in a number of employment programs where lower income youth have had opportunities to work at City Hall and learn important job skills. The City also assists the School District in educating students on important interviewing and job skills.

City staff is spending time on a number of transportation related matters through SBCAG's Technical Committees and the Project Design Teams (Caltrans, SBCAG, and City) set-up to develop plans for the Highway 101 improvement projects. Staff also works routinely with Santa Barbara MTD, the State Department of Transportation (Caltrans), and Union Pacific Railroad on projects and programs that involve the jurisdiction or property controlled by these agencies. In particular, the Parks and Recreation and Public Works Departments are working with Santa Barbara County, Caltrans, UPRR and the Coastal Conservancy on regional bicycle/walking path connections between the easterly terminus of Carpinteria Avenue and Rincon County Park, and from Santa Claus Lane to the westerly terminus of Carpinteria Avenue.

Finally, elected officials and staff continue to participate in various local and regional forums and committees where important policy matters are discussed. In particular, the City and School District partnered on a CalGRIP grant that is permitting a number of important school district student and family services to continue over the next 18 months. Also, the City is participating on the South Coast Task Force on Youth Gangs and attending meetings of the South Coast Business Forum.

III. FINANCIAL ISSUES:

With the adoption of the 2012-13 fiscal year budget, funding is available for most calendar year Work Program projects to be accomplished. Projects that do not have funding will be brought before the City Council individually when appropriate for consideration of the funding proposal.

IV. ACTION OPTIONS:

1. Accept the status report on the 2012 Work Program.
2. Direct changes in Work Program projects and/or direct prioritization of projects.

V. ATTACHMENT:

1. 2012 Work Program Status Report
2. 2012 Work Program

Attachment 1
2012 Work Program Status Report

**General Government
September 2012 Work Plan Status**

Activity	Comments
Program: Legislative & Policy	
Legislative & Policy Research & Development	Adoption of new City Council procedures, i.e., Rosenberg Rules of Order, Revised policy concerning use of public facilities for posting of private signs, completed the drafting of requisite resolutions and ordinances in support of Measure E2012, and studying AB 3430, State Pension Reform, for necessary response.
Legislative Advocacy	Continuing work with State and regional agencies concerning the Highway 101 projects, working with various agencies on trail development at east and west ends of town, i.e., Rincon and Santa Claus Lane connections, and working with State and SBCAG on agricultural land mitigation program associated with Linden-Casitas Interchanges Project. Also, working with various agencies and interest groups to open Franklin Trail. Working with private development interests and Coastal Commission staff on Bluffs III development concept/constraints analysis. Working with Sheriff's Department, other contract cities and county of Santa Barbara on law enforcement cost control and service protection. Public Works staff has been participating in meetings concerning new state/regional requirements for storm water management permits and Community Development staff are working with SBCAG regarding implementation of policies associated with goals for reduction of greenhouse gas emissions in the County.
Regional Programs and Cooperation	Meetings of the City Council - Chamber of Commerce, School and Fire District committees met during the first part of the year and staff continues to meet and work closely with other agencies including local special districts and the regional council of governments, on matters related to public utilities, infrastructure and transportation and housing programs. The City is participating in many other regional meetings including the South Coast Business Forum, the South Coast Task Force on Youth Gangs, the South Coast Energy Efficiency Partnership.

<p>Transient Occupancy Tax (TOT) Revenue Measure</p>	<p>This measure proposing to increase the City's hotel bed tax from 10% to 12% was developed through a collaborative process that involved a community survey and public hearings before the City Council and culminated in 2012 with a variety of requisite actions. The matter will appear on the November 6, 2012 general election ballot for decision by the voters.</p>
<p>Sustainability Program</p>	<p>A City greenhouse gas inventory has been completed and a draft policy has been prepared and is under review that incorporates economic development and climate change considerations.</p>
<p>Program: Economic Vitality</p>	
<p>Business Attraction & Retention</p>	<ul style="list-style-type: none"> • Bluffs III--staff has met with the prospective project developer on several occasions regarding a proposed hotel resort. The developer has also met with Councilmembers and community members to discuss the proposed project. On-going. • Initiate/continued discussion with property owners/real estate agents of key vacancies in the City—On-going; discussions with various property representatives. • Linden Avenue Street End Improvement Plans—work effort not yet initiated • General Business Assistance—On-going • Commercial Real Estate Inventory--The City's web based available commercial real estate inventory has and will be updated at various times throughout the year and is available to real estate professionals, developers, building owners, and the general public 24/7. Updates include adding new inventory and removing properties as needed. To date the inventory was also emailed primarily to commercial real estate related professionals (i.e., commercial real estate agents/brokers, etc.) on 1/23/12, 5/10/12, 6/7/12, and 8/20/12.

<p>Business Development Support</p> <ul style="list-style-type: none"> • Carpinteria First Committee 	<p>The Carpinteria First Committee meets on a regular basis and has established a successful, monthly First Friday event. The Committee continues to work to encourage participation of local businesses and local non-profits as well as exploring new promotions.</p> <p style="text-align: center;"><u>Accomplishments include:</u></p> <ul style="list-style-type: none"> • First Friday events • Saturday promotional events (Holiday Faire at Casitas Plaza Shopping Center, and Snow Day event.) • Event Promotion--a variety of promotional venues have been used to support First Friday and Saturday events which ultimately promote our City. They include: <ul style="list-style-type: none"> --Radio advertising --Print media ads --City web page --Chamber of Commerce web page --Carpinteria Magazine --Chamber Destination Guide & Business Directory --Banners --City Scroll --Distinctive merchant flags and window signs • Finalizing a Shop Carpinteria television commercial • Continued work with community groups • Work Plan / Budget Update—a review of the Carpinteria First Committee work program, current work efforts, and budget items will be discussed as a part of the quarterly budget review (second Council meeting in October).
<p>Program: Records Management</p>	
<p>Administrative Policy & Procedures Manual Update</p>	<p>Records have been gathered and organized. New policies and procedures continue to be added as they are approved and adopted.</p>
<p>Program: Elections</p>	
<p>2012 Municipal Election</p>	<p>The calling of the November 6, 2012 Election which included Measure E2012 (Transient Occupancy Tax) to be placed on the ballot was completed. All noticing for the election and related documents for the proposed measure have been completed as legally required. Six Candidates filed for City Council and received a handbook, candidate packet and orientation. One candidate withdrew from the process and five have qualified to run for City Council. Campaign</p>

	financial disclosure statements will continue to be received and reviewed through the elections period. The certification and swearing in of the successful candidate will take place in December.
Program: Records Management	
Public Meeting Web Streaming and Archival	Staff has identified and selected Granicus as having the best solution for uploading and publishing City Council and Planning Commission meetings, agendas and staff reports to the internet. The City's project team has had two preliminary meetings with Granicus' project team. Next steps are to schedule the installation of hardware and software, followed by training of personnel who will work on or with the software and hardware and additionally updating the City's Webpage.
Relocation of Off-Site Records	Staff has conducted an extensive evaluation of various options and associated costs. Staff continues to review the available options. Staff has had City Hall surveyed and is planning to contract an architect to lay out the facility improvement and expansion plan. Off-site records have and will continue to be organized and/or destroyed per records destruction policy.
Program: Risk Management	
Implementation of CJPIA Loss Control Action Plan (LossCAP)	<p>Approximately, 90% of the action items have been completed. Some of the CJPIA action items/recommendations have been implemented and are described within the responsible department's mid-year review work plan. A majority of the action items are ongoing or in progress. To ensure that all the action items listed in the Loss CAP Program, Risk Management Evaluation are on track, the HR Administrator/Risk Manager conducts quarterly meetings with respective department heads.</p> <p>The Risk Manager updates and/or meets with CJPIA Senior Risk Consultant for updates on the action items in the LossCAP Updates will be submitted to the City Manager.</p>
Program: Staff Recruitment and Retention	
Employee Hand Book	In progress. Approximately 50% of the handbook is completed.
SEUI Local 620 Labor Negotiations	<p>A two-year contract was negotiated and approved by SEIU Local 620.</p> <p>The Memorandum of Understanding (MOU) of the Service Employee International Union (SEIU) Local 620 and other unrepresented employees has been negotiated and approved. The City Council approved and adopted the MOU resolution in June 25, 2012.</p>

Performance Evaluation & Training	A Performance Evaluation Training for supervisors and managers was conducted and facilitated by the HR Administrator on June 5, 2012. Additionally, the HR Administrator conducted a one-on-one training with the Public Works Supervisor and City Clerk.
Employee Training & Development	The HR Administrator coordinates and conducts various safety training with CJPIA, third party training organizations and the Volunteer and Emergency Services Coordinator for City employees. Approximately 6 trainings were conducted to date. The most recent training conducted was "Safe Work Place" Training. Additionally, Lynda.com computer base training is provided to employees. A needs assessment was also conducted by the HR Administrator with department heads. Finally, 3 lap tops were purchased to be used for a "Lunch and Learn" Employee Training. First training will be conducted in October 2012.
Program: Volunteer Services	
Volunteer Management	<ul style="list-style-type: none"> • Volunteer Management Database: This year, a new volunteer management database was secured, which has allowed the City to seamlessly track volunteers, including contact information, position placement, hours of service, etc. This system will also allow individual volunteers to interface with their own profile, so they can schedule themselves for activities, track their hours and update their contact information. Additionally, the Volunteer Services Coordinator has worked with the HR Administrator to collect signed and completed volunteer application forms from all City volunteers. A new screening system is also in place to screen interested individuals for suitability for open volunteer positions prior to assignment in that role. • Volunteer Position Descriptions: A basic department volunteer needs assessment was conducted and through this assessment, existing volunteer positions were identified and future needs were stated. From the assessments, formal volunteer positions descriptions were created for all volunteer positions that were currently being offered. Several new volunteer positions were also created. A Volunteer Services section was created on the City's website to showcase the City's Volunteer Program, including available positions. Information was added on the benefits of volunteering, how to get involved in City volunteer functions and the open volunteer positions departments are seeking to fill. An online Volunteer Interest Form was also created and linked to the website to easily capture information from those who are interested in volunteering. Additionally, the City created an account with VolunteerMatch- one of the largest online volunteer recruitment websites available. All open City volunteer positions are posted

	<p>on this site and interested individuals are forwarded directly to the Volunteer Services Coordinator for follow up.</p> <ul style="list-style-type: none"> • New Volunteer Orientation: This spring, a new volunteer orientation was developed and implemented for members of the HOST Program. The hope is to adapt this orientation for more general use with any prospective City volunteer this fall. • Volunteer Communications Program: At this time, a volunteer communications plan has not been created; however, a plan will be created this fall/winter. • Volunteer Recognition Program: At this time, a volunteer recognition program has not been created; however, a plan will be created this fall/winter.
Neighbor-to-Neighbor	<ul style="list-style-type: none"> • At this time, draft program plan and implementation timeline is being created. Background research has been conducted on similar programs in other cities and we have received documents from these cities that may assist us in defining our program.
Program: Emergency Preparedness	
StormReady / TsunamiReady	<ul style="list-style-type: none"> • StormReady/Tsunami Ready Status: Steps have been taken to begin the process of becoming certified as a StormReady and TsunamiReady city. The City worked with the Santa Barbara County Office of Emergency Management to secure tsunami warning signs, one qualification towards achieving TsunamiReady status. The signs were mapped and placed in various high-risk locations surrounding the tsunami inundation zone in the city. The City also worked with the Carpinteria State Park to place tsunami warning signs at the State Park. The City will continue to work with NOAA on the other requirements for these designations. We hope to receive both the StormReady and TsunamiReady designations by next spring. • Tsunami Education Program: A tsunami preparedness section was added to the City's webpage, to inform residents of the risks and how to be prepared. Additionally, we hope to implement a tsunami education program for the communities in the inundation zone by this spring. • Weather Spotter Training: CERT members were reached out to in September regarding the opportunity to become official NOAA Weather Spotters. This training will continue to be promoted during the remainder of this year.
Hazard Mitigation Plan Update	<ul style="list-style-type: none"> • City of Carpinteria Annex to Santa Barbara County 2011 Multi-Hazard Mitigation Plan was adopted by the City Council in April 2012 and was formally approved by FEMA in May 2012.

<p>"Don't Panic! Prepare" (¡No Te Asustes! Prepárate)</p>	<ul style="list-style-type: none"> • Don't Panic! Prepare! Outreach: Through the Aware & Prepare Initiative emergency preparedness grant, the City conducted 11 disaster preparedness workshops this year, reaching almost 400 local residents with critical disaster preparedness information. Each of these residents received a starter emergency supplies kit and a "survival guide" with life-saving tips on how to respond before, during and after a disaster occurs. A timeline and action plan for completing the grant requirements has been created and we are taking steps to fulfill the remaining requirements. This winter, a post-grant preparedness outreach plan will be created. • Multi-Agency Community Preparedness Event: On September 22nd, the City is hosting a multi-agency community preparedness event at Casitas Plaza. There are over 28 participating agencies and business. Over 14 local businesses have donated funds, discounts and give away items for the event. • School Sheds: The Emergency Services Coordinator attended two CUSD Safety Committee Meetings during the 2011-2012 Academic Year. During the 2012-2013, the Coordinator will continue to participate in these meetings and will begin more detailed conversations regarding the school sheds and maintenance plans. • Preparedness Instructor Program: We began conversations with the Santa Barbara County Public Education Committee regarding the standardization of preparedness programming throughout the county as well as what an instructor training program might look like. We will continue to work with the Committee on these efforts and hope to roll out a training program this spring.
<p>City Staff Training & Exercise</p>	<ul style="list-style-type: none"> • Training Calendar: A 2012 Employee Emergency Response Training Calendar was drafted this spring and released to all employees, which includes critical response trainings as well as other necessary trainings and drills that will culminate in a city-wide drill in November. • Staff Trainings: This year, several trainings have been offered to City employees to increase their knowledge and ability to respond to local disasters. Focused attention was placed on training employees in the four basic FEMA courses that are required of all employees – 4 City staff are participating in these trainings. Additionally, the City partnered with the Sheriff's Department to provide a Critical Employee Preparedness & Planning session, which all City staff were required to attend. The City also partnered with the Sheriff's Department to provide an Emergency Response Operations training session for all staff and training session to review critical knowledge regarding response and evacuation at City Hall. Additionally, in

	<p>August, the City partnered with the County Office of Emergency Management to train 7 management team employees in the use of WebEOC, a new web-based communication tool. A training on additional EOC tools and resources is planned for October in preparation for the citywide drill in November.</p> <ul style="list-style-type: none"> • Disaster Exercise: A citywide tabletop drill will be held on November 15th. The City, CSFD, Sheriff Department, Water District and Sanitary District have representatives on the planning committee. This drill will tie into a larger statewide Public Health Drill that is taking place on the same day. The City Drill will involve interactions with both the Public Health Department and County Office of Emergency Management. • PIO Training: As part of the 2013 training calendar, we will work towards hosting Public Information Officer (PIO) training for City staff who are bilingual and/or who have been assigned to the PIO role on the EOC Organization chart.
Program: Law Enforcement	
Community Outreach	<p>Det. Matt Banks has reached out to Carpinteria schools and has created a very good working relationship with them in a very short period of time. Det. Matt Banks has also worked very closely with the schools to solve the truancy problem while maintaining the direction of the City Council.</p> <p>The Citizens Academy is pending approval of final schedule.</p>
City Hall Security / Threat Assessment	<p>City Hall site survey and walk-through have been completed. Sheriff is working with City staff on emergency protocols.</p>
Command Post Vehicle Upgrade	<p>This project has been placed on hold and is awaiting direction from the Sheriff's Command Staff.</p>
City Resource Manual Update	<p>This project was completed in September 2012. All of the deputies have met with the City Manager to review the resource manual and the relationship between the City and the Sheriff's Department.</p>
Station Upgrade	<p>We are currently working on establishing a "bunk room" in the station so deputies who have been held over and have a quick turn around to their next shift will have a place to get some rest. This project has been approved and is waiting for the purchase of new furniture.</p>
Staffing Requirements	<p>A City Council law enforcement Committee has been formed and held several meetings including one with Sheriff's representatives.</p>

**Administrative Services Department
September 2012 Work Plan Status**

Activity	Comments
Central Services	
Public Facilities Access	<p>Loss CAP – Per discussions with the City’s Sr. Risk Consultant at the CJPIA and staff’s review of the Loss CAP document it has been determined that items related to the ADA under the Loss CAP program have been completed. This has been directly communicated to the HR Administrator.</p> <p>Consultant Services / Transition Plan-Accessibility Needs Assessment—the City’s ADA Transition Plan (i.e., DOJ Settlement Agreement) has been reviewed and determined complete. Additionally, staff will be meeting to review accessibility work that has been recently completed, projects underway, and possible future projects related to accessibility improvements/needs. At this time staff has determined that consultant services are not needed.</p> <p>Creation of Excel spreadsheet—not yet completed.</p>
Management Information Services	
Technology Improvements	<p>Granicus City Council video streaming project is underway. Internet access speed increased to accommodate video streaming.</p> <p>A prioritized list of future computer replacements/upgrades was developed within the current year’s budget.</p> <p>Subsequent upgrades have been made to several workstations which includes new hardware and software upgrades.</p> <p>Four new laptop computers have been purchased and placed into service for human resource training purposes.</p>

**Community Development Department
September 2012 Work Plan Status**

Activity	Comments
ADVANCED PLANNING	
Climate Change Adaptation Policy Adopt Adaptation Policy	Ongoing. A Master's student from Cal Poly SLO is continuing work on this item and expects to submit a draft policy in fall 2012.
Downtown and Beach Neighborhood Design Guidelines Adopt Design Guidelines	Ongoing. Beach Neighborhood Residential Design Guidelines recommended for approval by ARB in September; Guidelines to be presented to Planning Commission in October. A student intern from Cal Poly San Luis Obispo has drafted Design Guidelines for the Downtown. These will be reviewed along with recommendations from the Envision Downtown public workshops conducted in spring 2012.
SB 375: Sustainable Communities Strategy (SCS) Coordinate Regional Transportation Plan with Regional Housing Needs Assessment	Ongoing. Staff continues work with SBCAG on the Regional Transportation Plan (RTP) which includes the SCS. A RHNA methodology was developed by the TPAC and presented to the SBCAG Board on September 20th. The City's RHNA number is 163 units, with a current Housing Element capacity of 202 units. RTP public workshops will be held in September as well.
Tobacco Retailers Licensing Adopt Ordinance Amendment	Ongoing. This effort will commence when the County Public Health Department delivers a cost estimate to the City. We expect to receive the estimate in fall and will then bring a draft ordinance to the Council in winter 2012 – 2013.
Zoning Code Update Comprehensive Update to Zoning Code	Ongoing. Staff continues work with the City Attorney to prepare a draft Zoning Code for public review and comment in winter 2012 - 2013.
DEVELOPMENT REVIEW & BUILDING	
Highway 101 Projects Linden/Casitas Interchanges South Coast HOV Lane	Ongoing. Project Development Team (PDT) meetings continue; Design Review Team recommendations will be presented to Council in fall, along with updated traffic analysis. LCPA package is under development with Caltrans, SBCAG and CCC staff input. City submitted comments on the draft EIR in June 2012. The Proposed final EIR expected to be released in spring 2013, after which time a permit application will begin the development review process.
HOUSING	
Housing Needs Assessment Prepare Housing Needs Assessment Report	Ongoing. Staff has received Census 2010 data and is coordinating with the Housing Trust Fund on a Housing Survey as part of the Home Buyer Down Payment Assistance Program. As more data is received, additional outreach to housing providers such as Peoples' Self-Help Housing will be conducted to assess local housing needs. Documents to implement the Down Payment Assistance Program are under review by the City Attorney. A public workshop to announce the program will be scheduled later this fall.

**Department of Public Works
September 2012 Work Plan Status**

Activity	Comments
Engineering Division – Administration	
Long-Term Planning for Downtown Parking	<ul style="list-style-type: none"> This Work Plan item includes reconfiguring or expansion of Parking Lot No. 1. The Department is working on a grant application to reconfigure all three parking lots to address storm water runoff
Green Business Certification	<ul style="list-style-type: none"> Completed energy audit of City Hall by Southern California Edison Continue to work toward certification by facilities improvements by upgrading City Hall landscaping, electrical and lighting
Downtown and Beach Area Streets	<ul style="list-style-type: none"> The Department is working on the Beach Area Street Design Plan. The plan includes the 3rd Street Trail, 3rd Street Drainage Improvements Project, and the Ash Avenue parking improvements. Previously completed work products for street design, parking and storm water drainage will be incorporated into the plan
Capital Improvement Plan/Development Impact Fee Program Update	<ul style="list-style-type: none"> Public Works is working toward a comprehensive update of the CIP/DIF Program by developing a comprehensive list of projects and project costs
Engineering Permits Program	<ul style="list-style-type: none"> Updating of permit forms and guidelines has been completed Continuing to work on permit tracking and financial database Progressing on program and staffing costs including evaluation of staffing a new full-time position versus continued use of consultants for project review and inspection
Engineering Division – Capital Projects	
Santa Claus Lane – Carpinteria Avenue Multiuse Trail	<ul style="list-style-type: none"> Continue to work with County, SBCAG, Caltrans, and Coastal Commission staff to determine feasibility of the project and how the project may serve to mitigate impacts of the freeway projects
Carpinteria Avenue Bridge Project	<ul style="list-style-type: none"> Completed City Council Approve to receive federal grant for funding bridge replacement Received authorization to proceed with Preliminary Engineering from FHWA Completed draft Hydrology and Hydraulics Report Evaluating Statements of Qualifications from Engineering firms for Preliminary Engineering
Ninth Street Pedestrian Bridge Rehabilitation	<ul style="list-style-type: none"> Contracted with engineering consulting firm Completed feasibility/structural study of existing bridge Completed design level engineering survey Completed 30% plans for rehabilitation work

Linden Avenue and Casitas Pass Road Interchanges Project	<ul style="list-style-type: none"> Continue to partner with Caltrans and SBCAG to prepare the project for the City's Development Review Process Completed 10 Design Review Team Meetings Preparing Design Review Team recommendations for submittal to the City Council Working with SBCAG to review and update (as necessary) the project's traffic analysis
Engineering Division – Solid Waste	
Single Use Bag Regulations	<ul style="list-style-type: none"> Completed drafting and adopting new regulations Continuing to work with the Public for implementation of the new regulations
Solid Waste Franchise Agreement	<ul style="list-style-type: none"> Nearing completion of a new multi-year franchise agreement with the City' current waste hauler
Engineering Division – Watershed Management	
Stormwater Management Plan	<ul style="list-style-type: none"> Completed 2012 Annual Report Working on three grant submittals for the Proposition 84 Integrated Regional Watershed Management Plan
Joint Hydromodification Plan	<ul style="list-style-type: none"> Attended Joint Effort Workshops for the development of Hydromodification regulations for the Central Coast Submitted a Proposition 84 grant application in partnership with UC Davis for
Street Maintenance Division – Street Maintenance	
Urban Forestry	<ul style="list-style-type: none"> Completed first phase of tree replacements on Linden Avenue in the Downtown. Project included replacement of several sections of curb, gutter and sidewalk

**Parks and Recreation
September 2012 Work Plan Status**

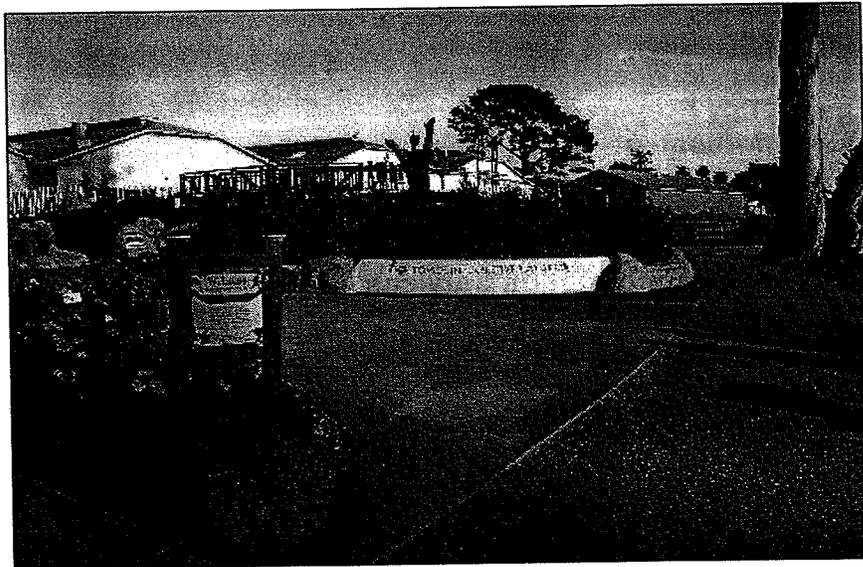
Activity	Comments
Parks Administration	
Seaside Building Seaside Park	Funds have become available through the City's DIF program. Project can be reinitiated in fall. Processed produce cart concession agreement for local farmer.
Sycamore Park at Fifth Street.	<p>Site Acquisition: Negotiation for price and terms, environmental evaluation, parcel map processing, escrow extension and tax clearance have been completed. Site acquisition work could be completed by October 31, 2012.</p> <p>Once site is acquired, conceptual design for park improvements may be initiated.</p>
Coastal Access Improvements at Tar Pits Park.	<p>Made application for Habitat Conservation Grant (HCF) for Tar Pits Park.</p> <p>Project was not awarded funds.</p> <p>Will reapply in November 2012</p>

Integrated Pest Management Program	City Council adopted IPM policy A committee has been formed Committee is meeting monthly.
Open Space Management Plan	No additional work has been performed on this matter.
Carpinteria City Hall Campus Improvements	A land survey has been completed in September 2012. A landscape Architect will be hired to develop concept drawings for review that include new ADA access, parking, and an annex building for specific purposes.
Linden Beach Area Planning	No formal work has been performed on this work item at this time.
Removal of relic oil facilities	Staff has contacted California Office of Oil and gas regarding oil seep on the Carpinteria Bluffs. Conoco Phillips is working to remove oil seep material and re-abandon a 1920's era oil well. Project should be complete by January 2013.
Historical Marker #535 Pocket Park	No formal work has been performed on this work item at this time.
Memorial park Improvements and Restroom Facility	A concept design has been prepared
Irrigation Water Well	No formal work has been performed on this work item. A geologist will be hired by December 2012.
Community Pool Improvement Program	The Community Pool water heater has been replaced with an ultra high efficiency model with financial assistance from So Cal Gas. This included a \$5,800 grant and a 0% interest loan for the remainder. A new pool water control computer has been installed A new pool water sanitation system has been installed. Portable pool bleachers have been purchased and are expected to be in service by October 2012.

Attachment 2
2012 Work Program

City of Carpinteria

Annual Work Program
Strategic Planning Session
January 28, 2012



City of Carpinteria
2012 Annual Work Program
Strategic Planning Session

TABLE OF CONTENTS

Introduction	1
Strategic Issues	4
General Government	8
Legislative & Policy	12
Economic Vitality	22
Records Management	26
Elections	27
Risk Management	31
Staff Recruitment & Retention	33
Volunteer Services	40
Emergency Preparedness	46
Law Enforcement	51
Administrative Services	60
Central Services	63
Management Information Services	64
Community Development	65
Advanced Planning	67
Development Review & Building	76
Housing	78
Public Works	79
Administration	81
Engineering Permits	83
Street Maintenance	85
Capital Projects	87
Solid Waste	99
Watershed Management	102
Parks & Recreation	105
Administration	108
Parks Facilities Maintenance	125
Appendices	
I. 2011 Work Plan Review	127
II. NPC Recommendations Table	135
III. Environmental Scan Information	

I. Introduction

The City's annual Work Program and Strategic Planning Session 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 product of the City's strategic planning process is an annual Work Program that sets out specific work activities within each Department that will require City resources in order to be carried out during the calendar year.

Strategic Planning 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 as a result of the organizations work.

**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.

The underlying values of an organization drive behavior and support effective implementation of the mission, vision, and policies. The City of Carpinteria values: a quality and safe natural and built environment, a prosperous local economy, and opportunities and equity for all Carpinterians.

This document includes three parts: 1) **Strategic Initiatives**, 2) **Annual Work Programs**, and 3) **Table of 2010 Work Program** items completed. Taken together, these components are intended to provide an understanding of how the City's day to day work is incrementally achieving long range, strategic goals. The expected outcome of the Annual City Council Workshop is an agreed upon strategy for influencing factors that affect the City organization and programs, and the creation of a document that informs the annual budget process.

IV. Strategic Initiatives

The Strategic Initiatives identified and discussed below have been determined to be strategic because they represent more than a current crisis and are not easily resolvable or entirely within the control of the City. Also, strategic issues have the potential to prevent or make difficult the City's ability to accomplish its service objectives and will raise fundamental policy questions concerning the provision of services.

The Organization

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

Public Facilities and Systems: The City manages public properties with significant value that must be maintained and improved in order to continue to meet community needs and expectations. The City has recently conducted studies to assess the adequacy of its street paving, storm water management system, street trees, and City Hall facilities and found that significant investment will be required over the next 30 years. Investing incrementally and consistently in public facilities, leveraging limited revenues through grants and other means, will allow the City to provide civic facilities and improvements that continue to meet the needs of local residents, businesses, and visitors.

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

Workforce: The City's current labor agreement with unrepresented and represented employees is for one year and expires this June. The agreement included significant concessions necessary for the City to control costs. It is expected that changes in state public pension law and continued increases in health insurance costs will require further adjustments in employee compensation and that these changes will challenge the City to remain competitive in attracting and retaining quality employees.

The 2010 US Census reflected a significant shift in local demographics including a shrinking population with greater disparity in age and income which will require the City to adjust what type and how local government services are provided.

Finances: The City remains financially strong; however, the issues of the Right-of-Way and Park Maintenance Funds and the status of the Transient Occupancy Tax must be dealt with in order for the City to be able to keep up with the increased cost of providing services. The assessment district and tax that are the primary source of revenue to the Right-of-Way and Parks Maintenance Funds respectively were established decades ago, have never been adjusted and have no mechanism for annual inflationary adjustments. The result is that these funds, which at one time funded all parks and parkway maintenance, receive ever larger annual subsidies from the General Fund.

The City's Transient Occupancy Tax (TOT) is currently 10% while the City of Santa Barbara is 12%. TOT revenue is needed to ensure that the impacts on City services caused by visitors, e.g., street and park maintenance and law enforcement, are paid for by visitors. An increase in the TOT to 12% would help to offset the cost of providing City services to visitors. Addressing any of these revenue issues will require voter approval and therefore adequate planning and preparation will be needed.

Objectives:

- *Develop City Hall facilities adequate to serve the community for the next 20-30 years*
- *Upgrade and replace systems and technologies that no longer meet the community's needs and expectations for receiving information and communicating with City Hall.*
- *Establish sufficient funding sources for parks and parkway maintenance functions*
- *Continue to develop diverse revenue sources in order to allow for stability in the event of decline in one or more revenue areas*
- *Seek to improve cost recovery for City services*
- *Support development opportunities consistent with City land use policies that promote growth of property, sales, and transient occupancy tax and the needs of local business interests*
- *Seek to minimize the potential for volatile and/or unexpected increases in expenses, e.g., employee benefit costs and contract costs*
- *Maintain a stable, reliable, and professional City workforce.*

Sustainability

A significant movement has taken root in the nation, establishing expectations that government understands the importance of using resources efficiently and preventing pollution and that government is taking actions to conserve energy, promote clean air and water, and reduce waste. Being "Green" is pervasive in our culture, from what we eat to how we travel, and certainly in how we go about the business of government. The City is institutionalizing practices in local government services that will save taxpayers money, promote a healthy community, and protect and improve the environment. Throughout this annual work program there are work items proposed that either entirely or in part will address this strategic initiative. Ultimately, the effectiveness of these practices will be gauged through performance standards developed for the region and for the City.

Objectives:

- *Implement sustainable practices in government services throughout the organization*
- *Promote a sustainable local economy*

- *Comply with state law and participate in regional efforts to measure and reduce green house gas emissions*
- *Develop local performance measures and reporting of green house gas emission reduction efforts*
- *Develop plans to respond to the long-term effects of sea-level rise*

Interagency Cooperation/Coordination

As coastal regions in southern and central California, including Ventura and Santa Barbara Counties, continue to grow, the ability of a city or county to independently have a positive effect on issues such as traffic congestion, housing affordability, or business retention, moves farther out of reach. 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.

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. 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.

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

Open Space: Carpinteria is situated on the California coast line and the City is a steward of the 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 some responsibility for resources located within City limits. From marine mammals to the Salt Marsh, to public access to the coast, the City works in partnership with these agencies and many non-government organizations to both protect and preserve these resources. The City must continue and expand this role as a partner in these efforts if it is to gain access to the resources, i.e., funds and expertise, needed to be an effective steward of coastal resources.

Transportation: Regional transportation facilities in the City include Highway 101, the railroad corridor, and the Santa Barbara Metropolitan Transportation District transit system. The freeway is currently undergoing a significant expansion. With widening and interchange improvement projects currently either in the planning stage or under construction, these projects will be ongoing for the next decade, and 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 line represents both a physical barrier in the Community and the opportunity. In order to improve public access to Carpinteria beaches and trails, grade separated crossings will need to be designed, funded, and constructed with the help of the railroad and the California Public Utilities Commission. Plans are also be made to develop a commuter rail system using the UPRR tracks and this effort is expected to involve working on siding projects and redeveloping the existing Amtrak platform.

Carpinteria is geographically small and travel around town is generally convenient. The Seaside Shuttle service provides convenient transit service between residential areas north of the freeway and the Downtown and beach areas. Expanded Shuttle service to outlying areas to the east and west would not only serve more residents, but bring shuttle service to many businesses and visitor accommodations. The City cannot fund such an expanded service alone and will need to work cooperatively with MTD to develop a strategy for designing and funding the operation of an expanded shuttle system in Carpinteria.

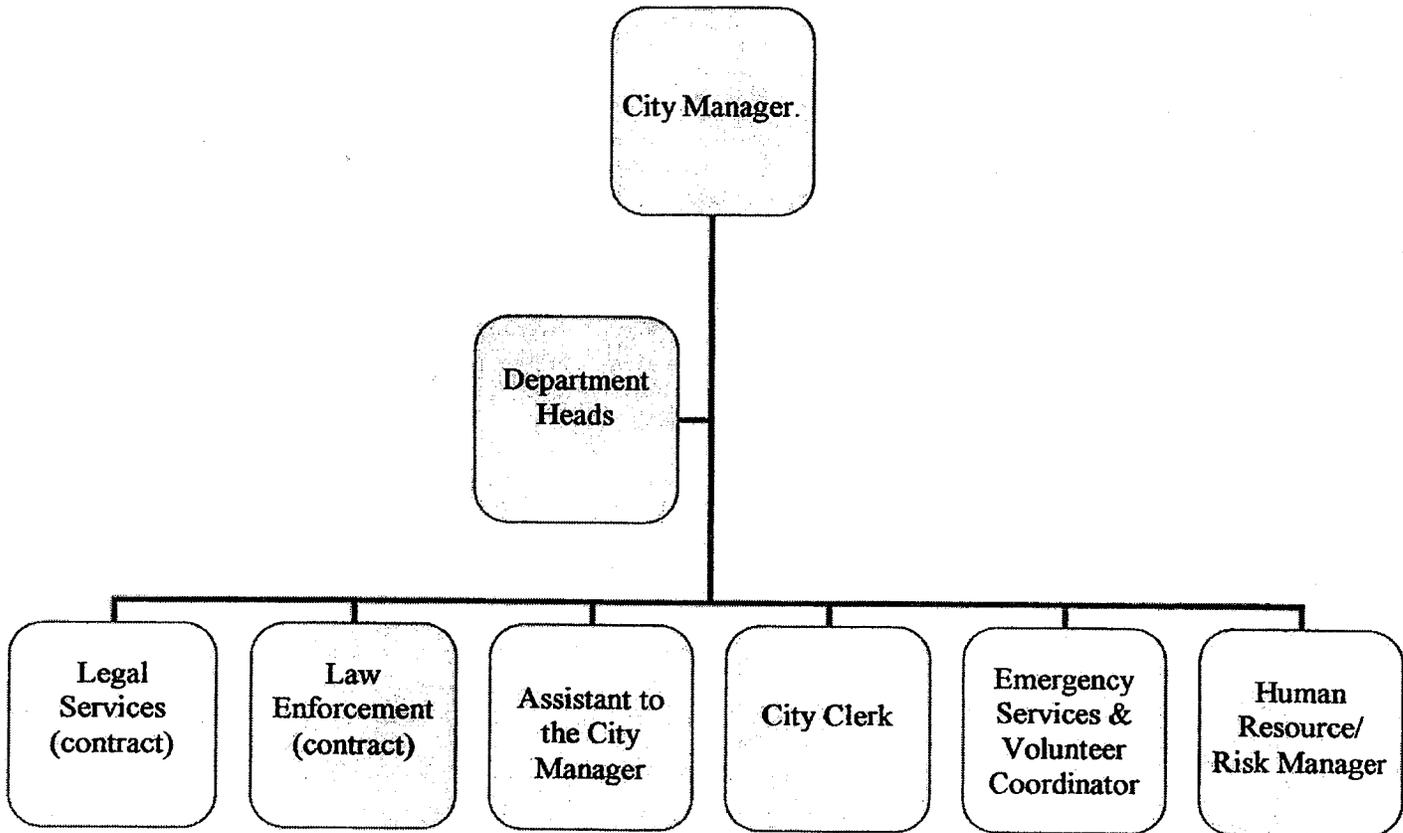
Finally, all of these transportation efforts involve the Santa Barbara County Association of Governments (SBCAG) the regional transportation authority for Santa Barbara County and the receiver of state and federal transportation funds. The City is represented on the Board of SBCAG by a Councilmember,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

Objectives:

- *Through cooperation with the County, People's Self-Help Housing and other non-government organizations, address the housing needs of the Carpinteria community*
- *Through cooperation with other public agencies and NGO's, e.g., Friends of the Library, Carpinteria Unified School District, County Schools, Children's Project at Main, Carpinteria Cares for Youth, Boys Club and Girls Inc., and South Coast Gang Task Force, promote the cultivation and employment of youth in the community*
- *Protect and improve coastal resources through cooperation with responsible agencies such as the California Coastal Commission, State Department of Fish and Game, California Water Board, UCSB Extension, and County of Santa Barbara*
- *Promote highway, transit, biking and hiking transportation improvements in Carpinteria through cooperative efforts including representation on the Board of the Santa Barbara County Association of Governments (SBCAG)*
- *Participate in regional forums and intergovernmental groups that address important public policy questions that arise in attempting to affectively address regional issues*

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 and effective manner, with integrity and professionalism.

Description of Department programs and services:

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

Legislative and Policy Support

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

City Administration

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

Records Management

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

Elections

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

Staff Recruitment, Retention and Development

Coordination of staff recruitment, selection, training and evaluation of employees; coordination of compensation and employee benefit programs; employer-employee labor

negotiations, implementation of City's personnel management goals and objectives; implementing new personnel policies and procedures as required by Federal and State regulations.

Risk Management

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

Communications & Community Promotions

Emphasizes importance of citizen participation through a City-sponsored Volunteer Program, presentations and transmission of City and public meetings, special events and the Community Scroll on Government Access Television Channel 18, distribution of a City Newsletter and the City's website.

Economic Vitality

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

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

Community Service Programs

Provides financial assistance to various community groups that offer social service and/or recreational programming. Assistance has been allocated to agencies that have demonstrated, in the view of the City Council, the ability to fulfill a community need.

Public Safety

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

Volunteer Services

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

**Program: 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. This work cannot be planned for but can be expected to demand staff time. Examples of issue areas that are currently being monitored include:
 - a. Impact of Proposition 218 and Proposition 26 on City budgetary initiatives
 - b. Impact of State budget realignments on local programs and fiscal resources
 - c. New legislation and development in energy efficiency
 - d. Regulation of single-use plastic bags
 - e. Requirements to establish and/or maintain design immunities.
 - f. Use of public space for messages and advertising
 - g. New case law relating to rental housing inspection programs
- **Pension Reform:** The state legislature and various tentative ballot measures will seek to reform public pension law in California in 2012. It is likely that by 2013 the City will be respond to any changes and this will affect the City's entire employee compensation package.
- **Storm Water Management:** The City updated its Storm Water Management Program and organized/added Public Works staff to implement the Program. The State has provided comments on the City's Program for implementation. The Program raises both legal and practical questions concerning implementation and Public Works staff works closely with other agencies and the City Attorney's office to develop a strategy that allows the City to comply but also to have a Plan that works for the community. The Work item can be found in the Public Works section for this ongoing matter.
- **Transient Occupancy Tax Revenue Measure:** The City Council initiated a process for developing a revenue measure for consideration by voters in November 2012. Staff will develop consultant contracts, oversee polling, and develop analysis as necessary for the City Council to decide whether to proceed and, if so, what the

General Government

details of the measure are. The City Attorney's office will, as needed, work with staff on ballot title and summary language and other legal requirements of bringing the measure before voters.

- **Greenhouse Gas Emissions, AB32 and SB375:** The Santa Barbara County Association of Governments (SBCAG) has begun the process of implementing SB375, a California law requiring regional plans and programs to reduce greenhouse gas emissions by reducing vehicle miles travelled. Community Development staff is participating in the SBCAG process to ensure that City interests are reflected in the approach to regional/agency compliance with these laws.

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 and staff reports on various issues

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: Legislation & Policy
Legislative Advocacy

Project/Program Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

- **League of Cities:** Membership and participation in the League of California Cities, including its Grass Roots Network and educational opportunities is ongoing. Councilmembers, appointed officials and staff typically attend one or more League conferences/seminars each year where important information on City issues is communicated. The City also has the opportunity to participate in Channel Counties Division meetings and through various policy committees of the League. Further, the City Council and staff receive email notices and updates from the Regional Representative of the League's Channel Counties Division concerning topical issues and state legislation that may require City Council consideration. Updates are also provided by the Regional Representative at quarterly Santa Barbara County Managers & Administrators meetings
- **Coastal Commission Matters:** The City of Carpinteria is located entirely within the Coastal Zone and is subject to regulations of the California Coastal Act. Although the City is a permitting agency, amendments and updates to the City's Local Coastal Plan and appeals of certain Coastal Permits issued by the City, routinely come before the California Coastal Commission. The City must also acquire Coastal Development Permits for some projects including the annual sand berm construction on the City Beach. This year it's anticipated that the comprehensive Zone Code update will be submitted as a major amendment to the City's Local Coastal Plan. As such, the City has occasion to advocate for City positions before the Commission and through individual Commissioners and Commission staff.
- **Freeway Interchanges and widening:** The City is currently working with Caltrans and SBCAG staff on three freeway related projects: Linden/Casitas Interchanges project; Highway 101 HOV Project (Mussel Shoals to Carpinteria Creek); and the Hot Springs to Casitas Pass 101 Widening Project. The City staff and Council

General Government

members advocate for ongoing and gap funding from the State and federal government to complete these important projects and to work through the project development and permit review processes to ensure projects are built that are appropriate for the Carpinteria Community.

- **Parks and Trails:** The Carpinteria State Beach is located entirely within the City and occupies a key location along the coast and adjacent Linden Avenue, the Downtown thoroughfare. The City will work cooperatively with State Parks to look at options for the Linden Field and the Linden street-end that can best meet the needs of the community and visitors. Also, the City is responsible for advocating better public access along the coast and 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.
- **Oil & Gas Development:** Significant oil and gas resources and associated extraction and transportation facilities are within and adjacent to Carpinteria. The City monitors projects and legislation related to oil and gas operations that may affect the City. Currently, the City is preparing a comment letter related to the Carone project that is proposing to directionally drill from a platform in federal waters into state lease reserves. It is expected that the City will continue to work with the State Lands Commission and federal agencies related to this project and its potential effects on Carpinteria.

Tasks

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

Products

- N/A

Date

Ongoing

Staff Requirements

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

Budget

None

Funding Source

General Fund and other Sources of personnel/contract funding

**Program: Legislative & Policy
Regional Programs 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 formal regional organizations such as the Air Pollution Control District (APCD), and the Santa Barbara County Association of Governments (SBCAG).

This 2012 work item involves City Council member and staff participation in the South Coast Task Force on Youth Gangs, as well as cooperative programs/efforts with the Carpinteria Unified School District, the Chamber of Commerce, and others.

Objective and Policy Consistency

Maintaining a healthy, safe and positive environment for residents and visitors to the community.

- The South Coast Task Force on Youth Gangs aims to counsel, educate, and employee youth involved in criminal street gangs. The City of Carpinteria would support the effort through financial support and coordinating and facilitating implementation of program service in the community.
- The City/School District Committee meets occasionally to identify possible cooperative efforts. The City is currently cooperating on a CalGRIP grant to ensure that various student and family counseling and other services receive continued funding in 2012/13. The committee is also discussing daytime curfew provisions and school resource deputy services.
- The City/Chamber Committee is planning to start regular meetings once more in order to promote cooperative efforts between the City and Chamber in support of local businesses.

Previous and Ongoing Work

- City Manager and Mayor attend meetings of the Executive and Leadership Committees of the South Coast Task Force on Youth Gangs. Two presentations on the Program were made to the City Council in 2010 and the City Council authorized program funding. City Manager participated on the interview panel making recommendations for a full time program administrator for the program.
- City Council Committees: This work involved staff support from the City Manager and Department Heads for the various City Council committee meetings held in 2012, including meetings of the Fire/City Committee.

General Government

- SCEEP: Staff continued to participate in the South Coast Energy Efficiency Partnership.
- School Services: The City worked cooperatively with the School District to provide crossing guard service at Aliso Elementary school and to apply for a CalGRIP grant.
- Freeway Interchanges: The City, Caltrans and SBCAG staff are currently cooperating to run Design Review Team meetings in order to develop design recommendations for the proposed freeway interchange replacements at Linden/Casitas.
- Regional Chamber Economic Forum: The City Manager and Mayor participated with other south coast City and County representatives in an economic forum hosted by Chambers of Commerce in the region, including the Carpinteria Valley Chamber. It's expected that this could lead to further cooperative work in 2011.
- TBID: Staff participated/supported a regional effort by hoteliers to have south coast cities and the county consider a Tourism Business Improvement District (TBID). The TBID was approved and will provide regional and local tourism promotion revenue through a room charge on visitor stays in local hotels/motels.

Tasks

1. Continue participation in meetings
2. Identify and facilitate bringing youth related services and programs to Carpinteria
3. Schedule any funding requests for City Council consideration
4. Schedule City Council Committee meetings with School District, Chamber of Commerce, Fire District, and Sanitary District, as determined necessary.

Products

N/A

Staff Requirements

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

Budget/Source

General Fund

Program: Legislation & Policy
Transient Occupancy Tax (TOT) Revenue Measure

Project/Program Description

Pursue various steps related to a TOT revenue measure.

Objective and Policy Consistency

- City Mission Statement
...Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community.
- Maintenance of City revenues in order to provide fiscal stability as well as a variety of services to the Carpinteria community.

Previous and Ongoing Work

City ad hoc Finance/Budget committee continued to meet throughout 2011. One discussion topic was related to revenue measure options. To that end, a recommendation from the committee to explore an increase in the TOT rate was approved by the City Council in September 2011. Subsequently, City staff interviewed a TOT consultant as well as two survey consultants that would assist in the process of pursuing a TOT measure.

Tasks

1. Interviewed consultants related to TOT measure and received proposals
2. Pursue additional proposal(s) from TOT consultant(s) as needed.
3. Report on TOT revenue measure information to City Council and request funding to pursue community survey and consultant assistance
4. Present survey results to the City Council
5. Take other actions as needed to bring matter to 2012 community vote

Products

Date

- | | |
|---|-------|
| • Enter into Agreement for Services with TOT consultant | March |
| • Conduct community survey | April |
| • Present survey results to City Council | May |
| • Prepare Ballot, Title and Summary for measure | June |
| • Submit requisite materials to County elections | July |

General Government

Staff Requirements

- City Manager, Administrative Services Director, Assistant to the City Manager, Park & Recreation Director, City Attorney

Budget

N/A

Funding Source

General Fund

Priority

High Providing revenues to preserve the City's long-term financial health is critical to providing quality local government services.

Program: Legislative & Policy Sustainability Program

Project Description

Development of an overarching policy and implementing plan relating to energy conservation, clean water, waste reduction/recycling, economic vitality, and climate change. This work will involve assessing best practices, implementing best practices through various City programs, projects and services, and presenting the policy and plan documents to the City Council.

Objective and Policy Consistency

- This program aligns with the City's Mission that includes protecting the physical environment.
- Reducing City operating costs, conserving resources and protecting the environment.

Previous and Ongoing Work

- Comprehensive assessment of City programs and services has completed and updated and is reflected in a table that documents existing programs and services that benefit the environment, e.g., Curbside Recycling, Anti-Freeze, Battery, Oil and Paint (ABOP) collections, Annual HHW collection, Water Conservation, Styrofoam Ban, South Coast Energy Efficiency Partnership, Storm Water Management Program, Recycled Rubber-Asphalt Grant program participation, Retrofitting LED Lighting project; Shuttle Bus system, Bike and walking path system development and maintenance, Land Use policies that encourage mixed-use development and development within existing City boundaries; fuel efficient/hybrid vehicle purchasing policy; City Street Tree program.
- Expanding programs to encourage greater recycling, protecting water quality, conserving energy, and promoting energy efficient building/construction. This year a construction demolition recycling program was initiated and the City's Storm Water Management Plan approved.
- The City met with Library staff and the local non-profit Friends of the Library to discuss plans for library expansion/improvement. The City manages the building and it is expected to partner with the County/City of Santa Barbara library, and Friends of the Library, to move this important project forward.
- Participation in implementation of SB375 through SBCAG.
- Implementation of the Green Building Code through plan check services
- Implementation of the Water Efficient Landscape Ordinance and development of the Sustainable Landscaping Guidelines.

General Government

- Purchased subscription to software that will allow the City to calculate its baseline greenhouse gas emissions (agency GHG's), in order to measure results of policy action items.
- Convened Department Head meetings and established a responsible person (Assistant Planner Shanna Farley) for coordinating the creation of the policy.
- Gathering and reviewing sustainable economic development policies with a subcommittee of Carpinteria First
- Community Development is leading efforts for City participation in sea-level rise studies, including effects on the Carpinteria Salt Marsh. Public Works is working with FEMA in order to understand potential impacts on coastal properties.

Tasks

1. Conduct GHG inventory and implement any necessary documentation for understanding the baseline and measuring change.
2. Draft Sustainability Policy and implementing Sustainability Plan for City Council consideration.
3. Include Economic Development policies and climate change/sea-level rise policies.

Products

Policy document review and goal setting

June 2012

Staff Requirements

- Assistant Planner, CM, Department Heads, Assistant to the City Manager, Intern

Budget/Source

General Fund, Department Budgets

**Program: Economic Vitality
Business Attraction & Retention**

Project Description

Economic Development activities which include business retention and business attraction efforts.

Objective and Policy Consistency

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

Previous and Ongoing Work

- Facilitated meeting with listing agent which included prospective developer, City staff, and City Councilmembers regarding Bluffs III (Hancock portion of the site). A follow-up meeting was also held.
- Along with planning staff met with Bluffs I property owner and prospective developer
- Maintained dialogue with owner representatives regarding former Austin's Hardware store vacancy on Linden Avenue
- Interfaced with representatives regarding various commercial real estate prospects
- Maintained on-line database of commercial real estate buildings and sites in the community available for businesses. E-mailed periodic inventory updates to (primarily) real estate agents.

(also see Products below)

General Government

Tasks

1. Along with the City Manager and planning staff follow-up on discussions with prospective developer regarding resort development of Bluffs III.
2. Initiate/continue discussions with property owners of key vacancies in the City (e.g., Hickey Bros.—700 Linden Avenue, etc.) regarding providing any needed business assistance efforts.
3. Work with Parks & Recreation Director, State Park representatives, and private property owners regarding Linden Avenue street end improvement plans.
4. Provide general business assistance to prospect inquiries
5. Assist prospects, real estate agents, building owners, etc., by maintaining a database of buildings and sites in the community available for businesses. E-mail periodic inventory updates to real estate agents.

Products

Date

- City staff to follow-up with listing agent/prospective developer of Bluffs III (Hancock property) As needed
- Contact property owner(s) of key vacancies to discuss property plans and offer business assistance (e.g., listing vacancy information on the City's available property web page, provide planning staff contact information, arrange any necessary meetings with staff, etc.) On-going
- Amended agreement with the State Parks 10/12
- Maintain updated commercial real estate inventory On-going
- Provide general business assistance as needed On-going

Staff Requirements

City Manager, Assistant to the City Manager, Public Works Director, CD Planning staff

Budget

Funding Source

The Assistant to the City Manager's time would be included in the current General Fund budget as part of the Economic Vitality budget.

**Program: Economic Vitality
Business Development Support**

Project Description

Continue promotion of events by the Carpinteria First committee that assist community businesses and work with the Carpinteria First Committee long term planning sub committee on Citywide Economic Vitality goals (e.g., way-finder signage options, etc.).

Objective and Policy Consistency

- To assist with community promotion and economic vitality activities
- City Mission Statement
...Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community.
- Carpinteria First Mission Statement
“Carpinteria First is a City endorsed committee comprised of Carpinteria Valley Chamber of Commerce representatives and local business leaders, committed to enhance economic vitality in Carpinteria by supporting a framework of events, activities and promotions, which maintain the special character that makes Carpinteria a welcome destination for tourists and locals alike.”

Previous and Ongoing Work

- Carpinteria First Committee continues to hold on-going First Friday events that include participation of merchants in the Downtown “T”, Casitas Plaza, Shepards Place Shopping Center, and the Carpinteria Business Park.
- Additional Carpinteria First events held during the year included a Snow Day, Recycled Fashion Show, Holiday Craft Faire at Casitas Plaza, Chalk the Walk at the Seal Fountain, and a performance by the Curtis Studio of Dance.
- The committee held 38 meetings throughout the year.

Tasks

1. Continue to provide staff support to the Carpinteria First committee. The primary work of the committee is promoting, organizing and holding First Friday and Saturday events.
2. Present a draft Carpinteria First work-plan, completed work and proposed fiscal year budget to the City Council.

General Government

Products

- Continue promotion of First Friday and other events throughout the year Saturday Sidewalk Sales
- Present a draft Carpinteria First work-plan, completed work and proposed fiscal year budget to the City Council.
- Work with the Chamber of Commerce on promotion of "Car Free Carpinteria"

Date

On-going

4/12

10/12

Staff Requirements

Assistant to the City Manager, City Manager

Budget

Funding Source

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

General Government

**Program: Records Management
Administrative Policy & Procedures Manual Update**

Project Description

Organize and complete the City’s Administrative Policies & Procedures in a format that is easy to use and accessible to staff.

Objective and Policy Consistency

To provide information and guidelines that will assist employees in executing their duties in the most effective manner and on an ongoing basis.

Previous and Ongoing Work

Manual will be updated as policies and/or procedures are expanded, supplemented and revised due to internal or external factors.

Tasks:

- Organize the documents that are part of the manual in a logical order
- Create an index of documents
- Maintain Administrative Policy & Procedure Manual in binder for easy updating
- Create an electronic version accessible to all employees

Products:

Date

- | | |
|--|-------------------------------------|
| <ul style="list-style-type: none"> • Updated Administrative Policy & Procedure (APP) Manual • Electronic version of APP Manual | <p>July 2012
September 2012</p> |
|--|-------------------------------------|

Staff Requirements:

City Clerk
HR Administrator
Intern

Budget:

Funding Source:

None

Priority:

Low

Program: Elections 2012 Municipal Election

Project Description

Conduct 2012 Municipal Election with a submission to voters of a potential revenue measure.

Objective and Policy Consistency

To conduct an 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

City Council candidate elections are conducted every other year. For the 2012 Municipal Election, the City Council has expressed a desire to consider a measure that would City revenue.

Tasks

- Prepare resolutions for adoption by City Council calling the November 6, 2012 General Municipal Election, requesting consolidation of election with Santa Barbara County Elections to include placing a measure on the ballot for a proposed increase in revenue, and setting requirements for campaign statements
- Prepare all required notices of election as per State Elections Code
- Prepare related documents for the proposed measure (e.g. Ballot Title and Summary, Impartial Analysis and Argument/Rebuttal)
- Prepare candidate handbook and candidate packets
- Assist candidates in making correct filings for office, review materials submitted by each candidate for compliance with Election Code, verify signatures on nomination papers and submit listing of candidates to County elections
- Receive and review required campaign financial disclosure statements throughout the election period
- Prepare documents for certification of election and swearing in of new Councilmembers

Products

Date

- | | |
|---|------------------|
| • Resolutions calling for election, requesting consolidation, and setting candidate statement regulations | March 2012 |
| • Resolution to include city measure on the ballot | June 2012 |
| • Ballot Title and Summary, Impartial Analysis and Argument/Rebuttal | July/August 2012 |
| • Candidate Manual/Handbook | July 2012 |
| • Candidate Packets | July 2012 |

Staff Requirements

City Clerk
City Attorney

Budget

\$27,000

Priority:

High

Funding Source

General Fund

**Program: Records Management
Public Meeting Web Streaming and Archival**

Project Description:

To research software technology available for live streaming and archiving of public meetings on the website.

Objective and Policy Consistency:

To utilize available software to create increased accessibility of public meetings. Meeting streaming and archival would allow interested residents a greater opportunity of accessing meetings at a time and place convenient to them. Using software technology allows the City to reach a much larger audience and provides the opportunity to disseminate information about how City business is conducted and how decisions are carried out. Providing increased accessibility encourages citizens to get involved in City government and ensures transparency and accountability.

Previous and Ongoing Work

City Council and Planning Commission meetings are televised and rebroadcast through use of the Government Access Television Channel.

Tasks

- Contact various software vendors for information, possible demonstrations and estimate of costs
- Send out an inquiry to other City's of what software they use
- Consult with Department Heads for other possible software applications
- Possibly Prepare RFP to selected vendors

Products

- Staff Report

Date

June 2012

Staff Requirements

- City Clerk
- Department Heads

Budget:

General Fund/City Clerk's time

Funding Source

Priority:

High

**Program: Records Management
Relocation of Off-Site Records**

Project Description

As part of the facility expansion of the Public Works Garage, enact efficiency measure for relocation and storage of records. The storage containers previously considered have now been determined as undesirable. The direction of this project continues to be to relocate in the most efficient and cost effective manner records stored off-site to on-site storage. Relocating these records would involve identifying and cataloging all records and the destruction of obsolete records. The inactive records would be stored in their new location in such a way that will allow for quick and easy retrieval.

Objective and Policy Consistency

The purpose of this work is to support records relocation and on-site storage capacity improvements and reduction of storage costs.

Previous and Ongoing Work

Looked at purchasing portable storage units to be located at City Hall but that was determined to undesirable because of logistical issues. To help manage the current need for increased storage capacity, an additional storage unit has been rented in the interim as a temporary measure. Records continue to be relocated to off-site storage units and records are disposed of according to their retention schedule.

Tasks

- Ongoing identification and destruction of obsolete records
- Relocate inactive records rental units
- Once onsite storage is available through the Garage Expansion Project, records will be relocated onsite

Products

- Inventory of inactive records

Date

September 2012

Staff Requirements

- All Department Heads
- City Clerk
- Receptionist

Budget

General Fund/City Clerk's time

Funding Source

Priority:

Medium

**Program: Risk Management
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 support and the need for change in operations or activity.

On December 1, 2009, an independent Risk Management Evaluation (RME) for the City of Carpinteria was conducted on behalf of the California Joint Powers Insurance Authority (CJPIA). The resulting report includes recommendations for various City operations and programs.

Objective and Policy Consistency

Risk management, loss control and safety are daily responsibilities of the City. To manage risk and reduce impact on key areas of operations by implementing action items and recommendations identified by CJPIA LossCAP Prevention Report dated October 26, 2010.

Previous and Ongoing Work

Each area of operations with an action item identified in the report is working on implementing CJPIA recommendations. Additionally, CJPIA made a recommendation of the elements of good risk management (Agency Exemplar) to serve as a guide. The City's goal is to be an Agency Exemplar.

Majority of the CJPIA action items/recommendations have been implemented and are described within the responsible department's work plan. Majority of the action items are in programs.

Tasks

General Government

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

Staff Requirements

Human Resources Administrator
City Manager and Department Heads

Budget

Cost allocated with specific activities/capital projects required to implement LossCAP recommendations are described within the responsible department's work plan.

Funding Source

Priority

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

General Government

Program: Staff Recruitment & Retention

Employee Hand Book

Project Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

- The City of Carpinteria Employee Handbook is based on specific updated human resources rules and regulations as approved and adopted by the City Council including, but not limited to, the Personnel System Rules and Regulations Resolution, the Employer-Employee Relations Resolution, and the Memorandum of Understanding.
- Each Article in the Handbook references the document giving authority to the City. Any function which affects wages, hours and/or other terms and conditions of employment is subject to the meet and confer process pursuant to the Meyers-Milias-Brown Act. The City retains all rights not specifically given to an employee through this process.

Tasks

The Employee Handbook is closely tied to the personnel rules and regulations, and will be cross-referenced to the appropriate documents. When completed, the revised document will be reviewed by the City Manager and Sheppard Mullen Law Firm prior to distribution to employees.

The Handbook will be printed or copied. HR Administrator will conduct an All Employee Handbook/Re-orientation training prior to the distribution of the handbook. Employees will be required to attend the training and acknowledge receipt of the handbook.

Product

Updated Employee Handbook

Due Date

April 2012

General Government

Staff Requirements

Human Resources Administrator
City Manager
Sheppard Mullen Law Firm

Budget

\$2,000.00

Funding Source

Priority

High - The City does not have an employee handbook. The employee handbook will ensure that City employees are informed of the City's MOU, Personnel Rules and Regulations and Employer-Employee Relations Resolution.

General Government

Program: Staff Recruitment & Retention SEUI Local 620 Labor Negotiations

Project Description

Negotiate a new Memorandum of Understanding with Service Employees International Union (SEIU) Local 620 and other unrepresented employee MOU.

Objective and Policy Consistency

To secure a new MOU with SEIU Local 620 contract by June 2012.

Previous and Ongoing Work

The City entered in to a one-year contract agreement with SEIU Local 620. Current contract will expire in July 1, 2012.

Any function which affects wages, hours and/or other terms and conditions of employment is subject to the meet and confer process pursuant to the Meyers-Milias-Brown Act.

Tasks

The HR Administrator/Risk Manager will work with Jeff Dinkin, a labor lawyer from Sheppard Mullen Law Firm and negotiate a new MOU with SEIU Local 620.

Employee Handbook will be revised after MOU is signed to reflect changes in the contract.

Staff Requirements

Human Resources Administrator
City Manager

Budget

\$25,000.00

Funding Source

Priority

High - Renewal of the MOU is mandated by NLRB.

General Government

Program: Staff Recruitment & Retention

Performance Evaluation Training

Project Description

Train managers and supervisors in effective performance evaluation of employees.

Objective and Policy Consistency

The Performance Evaluation of employees is designed and developed to provide employees feedback with regards to the measurement of meeting performance goals and standards.

Previous and Ongoing Work

The City of Carpinteria employees are evaluated annually (every July). The City uses "Performance Now" software to evaluate each employee. A plan to implement a mid-year cycle review will be reviewed by the City Manager and the staff.

Tasks

All managers, directors and supervisors will be trained on how to use the software and by the HR Administrator. Additionally, the HR Administrator will conduct training on "How to prepare and Conduct Effective Performance Evaluation Review". The performance rating is closely tied to the salary increases each employee may receive. A schedule will be implemented by the HR Administrator to ensure that each employee is evaluated and employees eligible for salary increases receive their new wage rate on time.

Finally, the HR Administrator will review each employee performance evaluation form before it is presented to the employees. Employees with a performance rating below standards will be placed on a 90 day Performance Plan.

Product

Due Date

Trained managers and supervisors
On time employee performance evaluation

May 2012

Staff Requirements

Human Resources Administrator

Budget

Funding Source

N/A

General Government

Priority

High - Trained managers and supervisors are crucial in communicating the goals and mission of the City and setting performance goals for employees.

General Government

Program: Staff Recruitment & Retention

Employee Training & Development

Project Description

Develop, design, facilitate and implement a comprehensive learning strategy for the City.

Objective and Policy Consistency

To design, plan, implement and provide a training program for managers, supervisors and employees to ensure the building of individual employees and organizational capabilities in support of the City's mission, vision and related business goals and objectives.

Previous and Ongoing Work

- Coordinated and scheduled required various safety training with CJIA as well as other required labor law training for City employees. Approximate total of training conducted to date is 14.

Tasks

- Conduct needs assessment analysis to identify skills gaps and training and development opportunities.
- Develop and manage a training data base to track all training conducted or facilitated by the HR Administrator, CJPIA or other 3rd party training vendors.
- Develop and manage budgets and forecast for training programs.
- Source, evaluate, select and manage subject matter experts, vendors and others to provide expertise and resources in a cost effective and timely manner.
- Develop, implement and facilitate a Lunch and Learn Training Series.
- Develop a formal Orientation Program for all new hires, seasonal employees, volunteers.
- Develop and conduct training sessions

Product

Due Date

Training Data Base	March 2012
Needs assessment	April 2012
New Hire Orientation	May 2012
4 Lap tops to be used for training	May 2012
Lunch and Learn Series	August 2012
Trained managers and supervisors	December 2012

General Government

Staff Requirements

Human Resources Administrator
Department Heads

Budget

\$2,300.00 for 4 Lap tops
3rd Party vendor fees

Funding Source

General Fund

Priority

High - Trained managers, supervisors and employees will ensure that the City's goals and objectives are accomplished. It is also good tool in retaining and improving the morale of employees.

**Program: Volunteer Services
Volunteer Management**

Project Description: The City currently has over 200 active volunteers working on assisting the City in a variety of capacities. Volunteers serve the HOST and CERT programs and support program activities of Public Works, Parks & Recreation and City Administration. To continue to manage and sustain a growing and dynamic volunteer corps, critical steps need 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 and to create a city-wide volunteer management database.

Previous and Ongoing Work

- Manages HOST (visitor services) and Carpinteria Emergency Response Team (CERT) Volunteer Programs as well as programs that support Public Works, Parks & Recreation and City Administration.
- Developed a city-wide Volunteer Handbook, which is now distributed to all new volunteers.
- Created volunteer intake forms, including a Volunteer Application (adult and youth), Waiver and Release Form and Volunteer Agreement & Acknowledgement Form.
- Began collecting volunteer intake paperwork from all City volunteers.

Tasks

- Develop a city-wide volunteer management database to track all City volunteers, manage volunteer contact information and positions, record volunteer activity, maintain program rosters and facilitate ongoing communication with volunteers.
- Develop position descriptions for all volunteer positions offered by the City.
- Develop and implement a standardized New Volunteer Orientation for all City volunteers.
- 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 Management Database
- Volunteer Position Descriptions
- New Volunteer Orientation
- Volunteer Communications Plan
- Volunteer Recognition Program

Date

March
June
July
September
December

Staff Requirements

Coordinator of Volunteer & Emergency Services
Human Resources Administrator

Budget
\$2,750

Funding Source
General Fund

General Government

Priority: Medium-High. 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. The volunteer management database is the most critical component required, however, all components will lead to a more connected and committed volunteer corps.

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

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

- Strengthening the social fabric of the City’s neighborhoods and building community.
- Consistent and effective communication between the City and residents.
- 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, Community Development Block Grant, crime prevention, etc., to help build neighborhood partnerships.

Objective and Policy Consistency

- To implement policies of the City’s General Plan that seek to preserve and enhance the City’s residential neighborhoods through meeting community design objectives, improving and maintaining public streets and spaces, and applying sound land use planning policies.
- To build a network of neighborhood leaders capable of engaging residents for purposes of addressing neighborhood problems and promoting effective communication with City Hall.
- To create resources to educate and support neighborhood leaders and residents on effective communication, issue identification and dispute resolution.
- To create a Block Party program/process to encourage neighborhood social gatherings.
- To transition the City’s “Don’t Panic! Prepare!” grant program to a sustainable ongoing neighborhood education and outreach program.

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 educational and informational materials related to various programs including emergency preparedness, storm water management, etc.
- Kicked off a Neighborhood Network at Vista de Santa Barbara – hosted neighborhood meeting, assigned block captains and developed an emergency communications plan.

Tasks

- Develop and implement a pilot program within the City’s Volunteer Services Department.
- Organize a team of City staff to define responsibilities within the neighborhood program.
- Create materials to support the neighborhood program, e.g., brochures, handouts and presentation materials suitable for use during neighborhood meetings as well as to post on the City website, provide to local media and distribute to the general public.
- Create timeline for program implementation.

Products

Date

- | | |
|---------------------------------------|----------|
| • Timeline for program implementation | February |
| • Neighborhood Map(s) | June |

General Government

- Instructional materials for program start-up August
- Pilot program outreach materials August
- Advertising and press releases November
- Educational materials for distribution November
- Pilot program rollout/neighborhood meeting November

Staff Requirements

- Coordinator of Volunteer & Emergency Services
- City Manager
- Assistant to the City Manager
- Public Works Director
- Public Works Analyst
- Code Compliance Supervisor

Budget

\$5,000

Funding Source

General Fund

Priority: Medium. This matter was a priority recommendation of the Neighborhood Preservation Committee and has the potential, as a framework program, 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. This will be an ongoing project throughout this year.

**Program: Emergency Preparedness
StormReady/TsunamiReady**

Project Description: In 2009, the National Oceanic & Atmospheric Administration (NOAA) began working with the City of Carpinteria to certify Carpinteria as a StormReady and TsunamiReady community. Ninety percent of all declared disasters are weather related. Through the StormReady/TsunamiReady programs, NOAA's National Weather Service works with communities to develop the skills and education to survive severe weather before, during and after an event.

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

Previous and Ongoing Work

- Hosted a NOAA Weather Spotter course to increase the number of trained weather spotters in the City.
- Hosted a day-long Tsunami Workshop in April 2010, which featured presentations by CalEMA, NOAA and other tsunami experts.
- Purchased equipment as qualifiers for StormReady/TsunamiReady certification.
- Acquired tsunami zone and evacuation route signs from County OES and worked with Public Works on sign placement.

Tasks

- Complete and submit StormReady and TsunamiReady applications.
- Establish date for NOAA site visit to certify Carpinteria as StormReady.
- Post tsunami zone and tsunami evacuation route signs.
- Design public education campaign to reach residents with severe weather preparedness information as well as to describe the benefits of being StormReady and TsunamiReady.
- Continue to send CERT graduates and other volunteers to NOAA's Weather Spotter training.
- Develop plan for working with the business community in the tsunami inundation area to explain the TsunamiReady program and to gather input on their preparedness needs.
- Develop relationship with State Parks to reach Carpinteria State Beach visitors with vital tsunami preparedness and response information.

Products

- Receive StormReady and TsunamiReady status
- Post tsunami zone and evacuation route signs

Date

- March
- March

Staff Requirements

- Coordinator of Volunteer & Emergency Services
- NOAA
- City Manager
- County OES
- CERT Volunteers
- Carpinteria-Summerland Fire Protection District
- Santa Barbara County Sheriff's Department

Budget

Funding Source

General Government

\$750

General Fund

Priority: High. Tsunami preparedness in coastal communities has come under scrutiny as a result of several devastating tsunamis over the past several years. Receiving StormReady and TsunamiReady status will send a message to residents that the City of Carpinteria is committed to citizen safety and education regarding this matter.

**Program: Emergency Preparedness
Hazard Mitigation Plan Update**

Project Description: The Disaster Mitigation Act of 2000 (Public Law 106-390, Section 322) is designed to improve the delivery of mitigation programs and establish the importance of viable planning before a disaster occurs. Each jurisdiction within Santa Barbara County is required to update their existing mitigation plan.

Objective and Policy Consistency: To identify potential hazards, document actions taken to reduce injuries, deaths, property damage, economic losses, and degradation of natural resources and to set a decision-making structure for City management to rely on when undertaking mitigation actions.

Previous and Ongoing Work

- Staff attended meeting with County Office of Emergency Services (OES) and Dewberry Consulting to determine parameters and time frame for completion on the new Countywide Hazard Mitigation Plan.
- Created a Hazard Mitigation Committee to assist in the collection of City documents to be submitted to Dewberry Consulting.
- Carpinteria’s disaster history completed and distributed to City staff for their input.
- Identified City’s critical facilities.
- Completing final revisions to submit to Dewberry and County OES by mid-January.

Tasks

- Document research completed by Hazard Mitigation Committee and other City staff involved in the plan update.
- Submit final draft to Dewberry and County OES.
- Complete additional updates as requested by CalEMA and/or FEMA.
- Bring FEMA conditionally approved Hazard Mitigation Plan to City Council for approval.

Products

- Hazard Mitigation Plan

Date

April

Staff Requirements

- Coordinator of Volunteer & Emergency Services
- City Manager
- Hazard Mitigation Committee

Budget

N/A

Funding Source

General Fund

Priority: High. Updates were to be completed and approved in 2011.

Program: Emergency Preparedness
“Don’t Panic! Prepare!” / “¡No Te Asustes! ¡Prepárate!”

Project Description: *Don't Panic! Prepare!* is a public education and awareness campaign designed to increase emergency preparedness at home, work and school. The campaign includes the distribution of a Carpinteria-specific survival guide in English and Spanish, a starter emergency supplies kit for each household and customized emergency preparedness trainings.

Objective and Policy Consistency: To hold emergency preparedness trainings, build Neighborhood Networks and deliver *Don't Panic! Prepare!* survival guides and starter emergency kits to each household in Carpinteria.

Previous and Ongoing Work

- Worked with The Orfaea Fund to extend the grant through March 2012.
- Reached over 1,250 residents with emergency preparedness trainings and workshops.
- Distributed over 1,400 survival guides and starter emergency supplies kits.
- Ongoing advertisements in local media promoting the program.
- 5,600 starter emergency kits and survival guides ordered and received.

Tasks

- Create timeline and action plan for grant completion.
- Reach remaining 4,700 Carpinteria residents with preparedness information and remaining 2,200 residents with starter emergency supplies kits and survival guides (per the terms of the grant).
- Complete final grant report.
- Coordinate multi-agency community preparedness event in April.
- Establish relationship with Carpinteria Unified School District to reach staff and students with critical preparedness information and to create a plan for the District’s Emergency Sheds.
- Establish trust and build ongoing relationships with the Spanish speaking community to increase awareness of disasters and how to be prepared before, during and after they occur.
- Create post-grant preparedness outreach plan.
- Create Community Preparedness Education Presenter training program.

Products	Date
• Project timeline and action plan	January
• Post-grant preparedness outreach plan	March
• Multi-agency community preparedness event	April
• Preparedness Education Presenter Training	May
• School Emergency Shed plan	December
• Community preparedness presentations	Ongoing
• Emergency Kit and Survival Guide distribution	Ongoing

Staff Requirements

- Coordinator of Volunteer & Emergency Services
- City Manager
- *Don't Panic! Prepare!* Advisory Committee
- Carpinteria-Summerland Fire Protection District

General Government

Budget

Aware & Prepare Grant
\$2,500

Funding Source

General Fund

Priority: High. Distributing emergency supplies kits and survival guides are a high priority, per the term of the grant. Additionally, developing a post-grant preparedness outreach plan for the City will be critical to continuing to provide quality preparedness programming to residents.

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

Project Description: As mandated by FEMA and CalEMA, City Staff will participate in trainings on National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) to upgrade 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 hosted by the City, County OES and First Responders.

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

Previous and Ongoing Work

- In 2009-2010, the entire City staff attended an emergency preparedness orientation. City staff also completed FEMA certification in IS-100, 200, 700 and 800. Nineteen staff members completed a two-day NIMS functional exercise and performed a city-wide disaster drill, exercising the City's EOP and utilizing the City's EOC.
- Built supportive working relationships with local First Responders and County OES.
- Completed "Crisis Communications" training for Elected Officials.

Tasks

- Create and implement an Orientation to Emergency Preparedness training for all new employees.
- Host Public Information Officer (PIO) training for City staff who are bilingual and/or have a background in public information.
- Train City staff on NIMS, SEMS, WebEOC and video conferencing, as well as other initiatives mandated by County Office of Emergency Services (OES).
- Develop and implement a yearly training calendar for City staff.
- Design, implement and evaluate a city-wide Disaster Exercise with assistance from County OES, Carpinteria-Summerland Fire District, Santa Barbara Sheriff's Department and Special Districts.
- Offer continuing education for Elected Officials.

Products

- | | |
|---|-----------|
| • City staff training calendar | February |
| • Orientation to Emergency Preparedness | April |
| • City-wide Disaster Exercise | September |
| • FEMA, WebEOC, Video Conferencing training | Ongoing |

Date

Staff Requirements

- | | |
|---|---|
| • Coordinator of Volunteer & Emergency Services | • County OES |
| • City Manager | • Carpinteria-Summerland Fire Protection District |
| • City Staff | • Santa Barbara County Sheriff's Department |

Budget

\$1,200

Funding Source

General Fund

General Government

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

General Government

Program: Law Enforcement Community Outreach

Project Description

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

In an attempt to increase awareness and ownership between the community and the Sheriff's Department, we will be joining the city in recognizing those deputies that have been assigned to the City of Carpinteria contract for specified service periods (5 plus years, 10 plus years, 15 plus years, and 20 plus years). Additionally, the Sheriff's Department will be selecting one Sheriff's employee to profile and include in the City's quarterly newsletter.

Objective and Policy Consistency

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

Previous and Ongoing Work

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

Tasks

1. Citizens' Academy
 - a. Adapt lessons plans to fit the unique needs of Carpinteria
 - b. Identify facilities for presentations
 - c. Establish schedules for classes
2. Increase the number of Neighborhood Watch programs
3. Expand the City Council's Fire Committee to include regular law enforcement representation and re-name the committee to the Public Safety Committee
4. The Sheriff's Department will take advantage of the Neighbor-to-Neighbor program and make Sheriff's Department resources available to them. This would allow Neighbor-to-Neighbor to customize each meeting

General Government

to the specific needs of the neighborhood by expanding their access to law enforcement to address those specific needs (e.g. Neighborhood Watch, or Emergency Preparedness).

Products

Citizens' Academy
Neighborhood Watch

Date

March 30, 2012
July 1, 2012

Staff Requirements

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

Budget

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

Funding Source

Existing General Fund expenditures (Staff time)

General Government

Program: Law Enforcement City Hall Security/threat assessment

Project Description

A detailed review and survey of the physical facilities of the Carpinteria City Hall campus to determine its current level of security and to address any perceived threat to city staff and community members while at the City Hall campus. For this work plan we intend to add a component that establishes appropriate responses to situations that occur during City Council and other meetings held on the City Hall Campus.

Objective and Policy Consistency

To provide for a safe environment for both city staff members and members of the community while conducting business at City Hall by mitigating security risks and threats identification.

Previous and Ongoing Work

Conduct a security risk survey and identify reasonable and potential threats to personnel at City Hall.

Tasks

1. Complete a survey of current security measures
2. Consult with cities safety officer
3. Look at mitigating factors
4. Complete report with a minimum of three options and recommendations
5. Complete response protocol for varying levels of emergencies within City Hall and meetings held at this campus.

Products

A comprehensive facilities security report
Response Protocol Report

Date

March 30, 2012
April 30, 2012

Staff Requirements

Sheriff's Lieutenant, City Manager, Public Works Director, City Safety Officer, and potentially City Council Members

Budget

To be determined based upon the recommendations and the options chosen

General Government

Funding Source

To be determined

General Government

Program: Law Enforcement Command Post Vehicle Upgrade

Project Description

Review the current status of Sheriff's Department command post vehicle's and upgrade as necessary to ensure these vehicles are capable of completing the required missions. Recently there has been a desire to move to a different platform and establish a system of command vehicles.

Objective and Policy Consistency

It is our objective to ensure that our command vehicles are capable of completing the required missions and provide for an effective and efficient management of emergency situations.

Previous and Ongoing Work

This will require that we determined our current status and capabilities of our command vehicle fleet.

Tasks

1. Determine what our capabilities should be
2. Conduct survey of current capabilities
3. Make immediate necessary changes
4. Complete staff report and make additional recommendations
5. Determine the options for re-purposing the current command vehicles

Products

Date

Completed staff report to Sheriff's command staff

April 30, 2012

Staff Requirements

Sheriff's Lieutenant, Sheriff Sergeant, and command staff

Budget

Ranging from \$1000-\$50,000 depending upon accepted recommendations.

Funding Source

Sheriff's general fund and vehicle services fund

General Government

Program: Law Enforcement City Resource Manual Update

Project Description

The city resource manual is a manual designed to assist deputies who have newly been assigned to the Carpinteria station. This is an ongoing project to ensure that the best information is available to Sheriff's Employees.

Objective and Policy Consistency

To provide the best answers to frequently answered questions of those who have recently been assigned to the Carpinteria station.

Previous and Ongoing Work

This manual was last completed and revised in 2009 and should be updated at least annually.

Tasks

1. Review the current manual for deficiencies and needed corrections
2. Make identified corrections
3. Distribute corrected manuals

Products

Date

Up-to-date City Resource Manual

May 1, 2012

Staff Requirements

City Manager, Sheriff's Lieutenant, and Sheriff's Sergeants.

Budget

Minimal; to include staff hours and printing

Funding Source

General fund (administrative costs)

General Government

Program: Law Enforcement Station Upgrade

Project Description

This Project is project is part of a multi-phase project to look at the existing facilities and upgrade or renovate them for better efficiency and appearance. This work plan overlaps with the Public Facilities and City Hall space needs assessment and maintenance plan. Efforts to complete this project will require that the Sheriff's Department coordinate its efforts with the City to ensure that we are keeping within the long-range City Hall Improvement Plan.

Objective and Policy Consistency

It is our objective to provide a better working environment for shares department employees.

Previous and Ongoing Work

This project is part of what should be a routine evaluation and maintenance of the facilities to determine the most effective and efficient use of our existing space.

Tasks

1. Complete a survey of the assigned personnel to determine needs, wants, and suggestions
2. Construct a workgroup to discuss the results of the needs survey
3. Review building lease to determine responsibility for upgrades.
4. Complete a staff report on the recommendations of the workgroup

Products

Date

A completed staff report with recommendations and suggestions to improve the existing facilities. May 31, 2012

Staff Requirements

Sheriff's Lieutenant, City Manager, Public Works Director, and Community Development Director

Budget

This phase of the project requires only staff time

General Government

Funding Source

General fund, administrative services

General Government

Program: Law Enforcement Staffing Requirements

Project Description

Enter into discussion to establish mutually agreed upon minimum staffing levels for law enforcement personnel.

Objective and Policy Consistency

To establish a mutually agreed upon appropriate/minimum staffing levels within the City of Carpinteria that provide for the safety of the citizens and the law enforcement personnel to the contract services.

Previous and Ongoing Work

Over the past year there has been several talks about what are the appropriate levels of law enforcement personnel to ensure the public safety, as well as the safety of the law enforcement personnel. The City reduced its staffing of law enforcement personnel by three deputies during F/Y 2011/2012.

Tasks

1. Identify a working group of City and Sheriff Staff
2. Explore the options
3. Complete a staff report with recommendations and implementation plan
4. Implement accepted course of action

Products

Date

Staff Report and Presentation

To Be Determined by Working Group

Staff Requirements

Sheriff's Lieutenant, City Manager, various Sheriff's and City personnel for the workgroup.

Budget

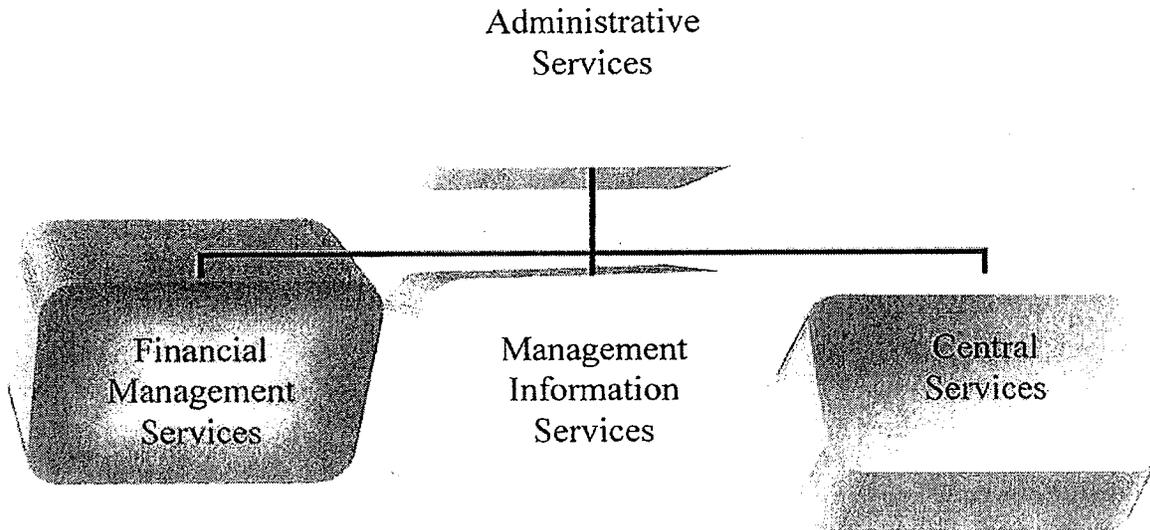
To be determined based upon the accepted recommendations.

Funding Source

To be determined by the workgroup, but potentially the City 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.

Description of Department programs and services:

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

I. Financial Management Services

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

II. Central Services

1. **Building & Grounds Operations & Maintenance:** Provides for the efficient and safe operation, maintenance and improvement of Carpinteria City Hall, Sheriff Substation and Public Works facilities. One full time maintenance staff performs facility maintenance and repairs, meeting setup, etc.
2. **Vehicle Operations & Maintenance:** Provides fuel and maintenance activities for the City's vehicle fleet.
3. **Phone Operations:** One full time receptionist is utilized to assist callers and augment the voice mail system.
4. **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.
5. **City Hall Non-routine Maintenance and Improvements:** Carpinteria City Hall is approximately 50 years old. As with any facility of this age, repairs and modifications to keep the building safe and in good condition are necessary. Non-routine building repairs may include projects such as the prevention of basement and grounds flooding, building paint and energy efficient window replacement. Additionally, improvements to the building that help improve capacity to serve the public are also envisioned.

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: Central Services
Public Facilities Access**

Project Description

Provide for continued and improved ADA accessibility to the public.

Objective and Policy Consistency

- Continue to make City public facilities accessible to residents and visitors.
- City compliance with state and federal accessibility standards
- Maintain and enhance Coastal access

Previous and Ongoing Work

- ADA Coordinator facilitated an accessibility related meeting that included the Public Works Director, Public Works Supervisor, Parks & Recreation Director, and Building Inspector. Discussion included recent as well as current accessibility improvements and projects.
- Various accessibility improvements were previously completed as required by a Settlement Agreement with the Department of Justice.
- Staff continues to complete/oversee various accessibility improvements throughout the year

Tasks

1. Follow-up on the accessibility items related to the California Joint Powers Insurance Authority (JPIA) Loss CAP program.
2. Review the City's current ADA Transition Plan and conduct an accessibility needs assessment as it relates to the City's Capital Improvement projects
3. Develop system to track various completed accessibility improvements.

Products

- | | <u>Date</u> |
|---|--------------------|
| • Provide reporting updates to the HR Administrator regarding accessibility items related to the JPIA Loss CAP program | As needed |
| • Enter into an Agreement for Services with a consultant to assess the City's transition plan and conduct an accessibility needs assessment | 7/12 |
| • Creation of an Excel spreadsheet for City Department use to formally track accessible related improvements | 4/11 |

Staff Requirements

Assistant to the City Manager, City Manager, Public Works Director, Public Works Supervisor, Park & Recreation Director, Building Inspector.

Budget

Funding Source

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

Administrative Services

Program: Management Information Services Technology Improvements

Project Description: Conduct an evaluation of City technology systems, cost benefit analyses and make recommendations as appropriate.

Objective and Policy Consistency: The objective of this work effort is to determine if and how current technology systems should be upgraded or added to contribute to work efficiency and enhance service levels to the public.

Previous and Ongoing Work:

- Upgrades to technology systems are closely related to the ongoing work areas included in the Central Services and Management Information Systems programs such as backup and security of computer data, email system, website maintenance, employee training, accounting systems, phone, fax, copying, energy efficiency etc.

Tasks:

- Evaluate adequacy of current systems compared to newer technology
- Conduct cost benefit analyses
- Identify funding sources

Products:

Date:

Possible new/upgraded systems may include :

- Website- Facebook, Twitter, other Social Networking
- Phone, voicemail, smart phones system
- Accounting system upgrades
- Cloud computing
- Emergency services communications

Staff Requirements:

- Administrative Services Director

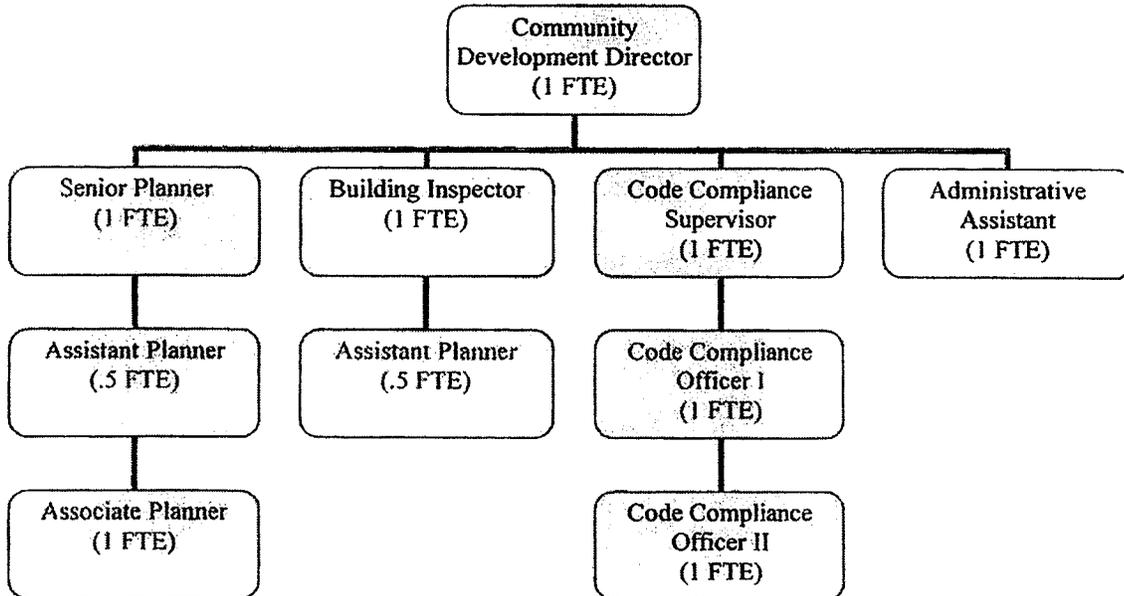
Budget:

Funding Source: General Fund

Priority:

Department: Community Development

Department Organizational 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, Parking and Business Improvement Advisory Board, Housing Advisory Committee, Technical Planning Advisory Committee, and Joint Housing Taskforce Committee). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the County 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 shown above.

2012 Work Plan Schedule:

Work Plan Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Highway 101 Improvements	[Redacted]											
Downtown & Beach Neighborhood Design Guidelines	[Redacted]											
Climate Change Adaptation Policy	[Redacted]						[Redacted]					
Housing Needs Assessment	[Redacted]											
SB 375: Sustainable Communities	[Redacted]											
Tobacco Retailers Licensing	[Redacted]							[Redacted]				
Zoning Code Update	[Redacted]											

Red = High Priority
Green = Medium Priority

Other Work Items:

While not currently planned, recent inquiries and meetings with owners and/or potential developers of the Bluffs 0, Bluffs I and Bluffs III properties could lead to the need to begin the planning process for future land use development on these three sites, any of which would constitute a major work effort for the Planning Division. Additionally, Community Development Department staff will follow the development of the environmental review document for the proposed Carone Project, which includes a proposal to drill 25 new wells from Platform Hogan into state tidelands leases offshore from the Bluffs II area. Staff will coordinate with County Energy Division staff and prepare comment letters for Council review as the environmental review phase of the planning process resumes in 2012. This work on oil and gas matters will be in addition to any required processing of the Paredon Application which is expected to be reinstated or closed in February 2012. Finally, staff has previously been given direction from the Council to draft an ordinance to regulate the use of leafblowers throughout the City to ensure that appropriate use of leafblowers occurs. However, as a lower priority item, this advanced planning effort has been removed from the 2012 Work Program but can be implemented when other higher priority items are completed. In the interim, staff has prepared an educational brochure that includes guidelines for leafblower use that will be distributed to gardeners, landscape businesses and property management companies (in both English and Spanish).

Community Development

Program: Advanced Planning Climate Change Adaptation Policy

Project Description: This effort will create an adaptation strategy for the City to manage the effects of long term climate change that is expected to generate more severe weather events that may result in significant flooding in parts of the City and may ultimately affect local beaches and habitat areas.

Objective and Policy Consistency: Most agree that climate change is occurring and that more severe weather can be expected, along with sea level rise. A pending bill (AB 752), authored by Assemblymember Julia Brownley representing Ventura County's 41st District, would require all cities that receive more than \$250,000 in revenues from state tidelands leases to prepare a Sea Level Action Plan by July 1, 2013. As Carpinteria receives revenues from leases related to oil and gas that exceed the \$250,000 threshold, we could be subject to this requirement if it becomes law. Preparing an Adaptation Strategy that addresses and responds to climate change in terms of flooding impacts and sea level rise constitutes good planning for the City as much of the City's economy relies upon tourism inspired by our beaches and other coastal resources, including environmentally sensitive habitats.

Previous and Ongoing Work

- Ongoing coordination with Cal Poly SLO Master's Candidate Jean Long as City Intern
- Research of other cities/counties' approach to Climate Change Adaptation Strategies
- Attended NOAA Conference "Coastal Habitat Conservation in a Changing Climate"
- Participation in regional Sea Grant study on Climate Change Impacts on Coastal Habitats

Tasks

1. Review Draft Adaptation Policy
2. Present to Planning Commission
3. Gain City Council approval

Products

- Adaptation Policy

Date

Summer 2012

Staff Requirements

- Community Development Director
- Cal Poly SLO Master's Candidate Intern Jean Long

Budget: Existing Program – CDD Personnel Allocation and volunteer intern

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

Priority: This item is a medium priority.

(.)

Community Development

Program: Advanced Planning

Downtown and Beach Neighborhood Design Guidelines

Project Description: The Downtown and Beach Neighborhood Design Guidelines is a planning document that will be used to refine the policies adopted in the General Plan and develop conceptual improvement plans for public and private infrastructure in these neighborhoods. The document was formerly known as the Specific Plan, but since the zoning regulations from the Specific Plan have been incorporated into the Zoning Code Update, this document can now be administered as a formal set of design guidelines adopted by the City Council, and not requiring review and approval by the Coastal Commission as part of the Local Coastal Program. The document will promote a customized set of regulations for these two unique neighborhoods addressing both private and public realms.

Objective and Policy Consistency: The Design Guidelines will provide a set of regulations that are customized to the issues raised by new development and redevelopment in the Downtown and Beach Neighborhoods. The Guidelines will build on the policies developed in the General Plan/Coastal Plan document to support the “sense of place” that exists in these sub-communities. This effort implements General Plan Policies CDS1-a, CDS2-1 and C-4b.

Previous and Ongoing Work

- Public Draft Document released September 2007
- Public Workshop held April 2008
- Street Design Revisions in Progress
- Admin Draft of Beach Neighborhood Design Guidelines

Tasks

1. Joint Public Workshop with ARB, PC and City Council
2. Architectural Review Board Hearing
3. Planning Commission Hearing
4. City Council Hearing

Products

- | <u>Products</u> | <u>Date</u> |
|---|--------------------|
| • Public Draft Beach Neighborhood Design Guidelines | Spring 2012 |
| • Staff Report/Public Workshop | Summer 2012 |
| • Final Beach Neighborhood Design Guidelines | Fall 2012 |
| • Public Draft Downtown Design Guidelines | Fall 2012 |
| • Staff Report/Public Workshop | Winter 2012 - 2013 |
| • Final Downtown Neighborhood Design Guidelines | Spring 2013 |

Staff Requirements

- | | |
|-------------------------------|---------------------------------|
| • Community Development Staff | • Public Works Director |
| • City Manager | • Parks and Recreation Director |
| | • Cal Poly SLO Student Intern |

Budget: Consultant costs have previously been paid over the last three fiscal years to create draft streetscape designs. Ongoing staff costs are part of the City’s overall budget for personnel allocation.

Community Development

Funding Source: The funding source is the General Fund.

Priority: Medium. The private development concerns will be addressed in the Zoning Code Update. Public infrastructure development is included in the City's Capital Improvements Projects List.

Community Development

Program: Advanced Planning SB 375: Sustainable Communities Strategy

Project Description: Participate through SBCAG in preparing and adopting regulations to implement the requirements of SB 375, the Sustainable Communities and Climate Protection Act of 2008.

Objective and Policy Consistency: The objective of the Sustainable Communities Strategy is to reduce overall greenhouse gas emissions by coordinating the Regional Housing Needs Allocation (RHNA) process with the Regional Transportation Planning (RTP) process. The requirement is vested in state law.

Previous and Ongoing Work

- Attend Joint Technical Advisory Committee Meetings
- Review Regional Growth Forecast
- Select Land Use and Traffic Models

Tasks

1. Conduct Public Stakeholder Meetings
2. Comment on Draft Regional Transportation Plan with Sustainable Communities Strategy
3. Regional Housing Needs Assessment (RHNA)

Products

- Regional Growth Forecast
- Draft RTP and SCS
- Final RTP and SCS
- Regional Housing Needs Assessment Plan

Date

Spring 2012
Winter 2012
Spring 2013
Summer 2013

Staff Requirements

- Community Development Director
- Public Works Director
- City Manager

Budget: No money has been budgeted for this work item.

Funding Source: General Fund.

Priority: High. This item is a state mandate and must be implemented by deadlines set forth by the California Air Resources Board and State Department of Housing and Community Development.



Community Development

Program: Advanced Planning Tobacco Retailers License Regulations

Project Description: Adopt regulations to require tobacco retailers to obtain a license for the sale of cigarettes, tobacco products and smoking paraphernalia.

Objective and Policy Consistency: The objective is to reduce the incidence of sales of tobacco products to minors.

Previous and Ongoing Work

- Researched other cities' regulations
- Met with County Public Health
- Reviewed sample ordinance

Tasks

1. Create Draft Ordinance
2. Present to City Council
3. Outreach and education to businesses that sell tobacco products

Products

- Draft Ordinance
- City Council Staff Report
- Municipal Code Update
- Educational Brochure

Date

Summer 2012
Fall 2012
Fall 2012
Winter 2012 - 13

Staff Requirements

- Code Compliance Supervisor/Senior Planner
- Law Enforcement
- City Attorney
- County of Santa Barbara Public Health Department

Budget: No money has been budgeted for this work item.

Funding Source: General Fund.

Priority: Medium. This item is associated with the work effort to amend the City's public smoking restrictions and will address the incidence of underage buyers purchasing cigarettes at local retail establishments.

Community Development

Program: Advanced Planning Zoning Code Update

Project Description: The City's Zoning Regulations have not been comprehensively updated. This effort will modernize the Code, update regulations and make it more adaptable to online use.

Objective and Policy Consistency: The purpose of this effort is to implement Government Code §65800 and General Plan Policy LU-3ja.

Previous and Ongoing Work

- Administrative Draft Code returned to consultants in September 2007
- Second Draft reviewed in December 2008
- Specific Plan zoning regulations incorporated into Zoning Code (design matters for public and private development will be treated separately in the "Downtown and Beach Neighborhood Design Guidelines" Work Program item)
- Consider prohibition on oil drilling within the City
- Coastal Plan Policies Effectuation has also been incorporated into the Zoning Code Update

Tasks

1. Joint Public Workshop with ARB, PC and City Council
2. Architectural Review Board Hearing
3. Planning Commission Hearings
4. City Council Hearings
5. Transmittal to Coastal Commission

Products

- | | <u>Date</u> |
|---|-------------|
| • Public Draft Zoning Code | Spring 2012 |
| • Staff Report/Public Workshop | Summer 2012 |
| • Planning Commission and City Council Hearings | Fall 2012 |
| • Proposed Final Zone Code (after CCC review) | 2013 - 14 |

Staff Requirements

- Community Development Director and all staff
- City Attorney
- Bruce Jacobsen, Zoning Code Consultant
- Nancy Minick, Planning Consultant

Budget: CDD Staff costs are ongoing as part of the CDD budget. Remaining consultant costs are approximately \$25,000.

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

Community Development

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

Community Development

Program: Development Review & Building Highway 101 Improvement Projects

Project Description: There are three major Caltrans projects currently in the project development process, each of which requires review and permitting through the Community Development Department:

1. Median HOV (Car Pool) Lane from Mussel Shoals to Carpinteria Creek Bridge
2. Casitas Pass and Linden Avenue Interchanges
3. South Coast HOV Lane from Carpinteria Creek Bridge to Santa Barbara.

City staff participate in ongoing meetings with Caltrans and SBCAG staff regarding these projects that will improve traffic circulation through the City relative to the function of Highway 101 and its interchanges. The City Planning Commission approved permits for the Carpinteria segment of the HOV Lane from Mussel Shoals to just north of the Bailard Overcrossing and that segment of the overall Highway 101 improvements is scheduled to begin construction in spring 2012. For the Linden-Casitas Interchanges Project, the City Council established a Design Review Team (DRT) which will make recommendations to the City regarding the architectural treatments and landscaping for the improvements. The Public Draft EIR for the South Coast HOV Lane Project is expected to be released in early 2012. The City will prepare comments on the document and participate in environmental review hearings.

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

Previous and Ongoing Work

- Attend PDT meetings
- Participate in environmental review process
- Communicate City policies and concerns
- Supervise Contract Planner Jonathan Leech of DUDEK
- Permits issued for Mussel Shoals to Carpinteria US 101 HOV Lane
- Conducted workshops for Linden/Casitas Interchanges Project
- ARB review ongoing for Linden/Casitas Interchanges Project
- Public stakeholder meetings for South Coast HOV Lane

Tasks

Mussel Shoals to Carpinteria:	Issue Engineering Permits and Monitor Construction
Linden/Casitas Interchanges:	Process LCP Amendments and Manage DRT
South Coast 101 HOV Lane:	Review EIR

Products

- | | <u>Date</u> |
|---|--------------------|
| • Local Coastal Program Amendments (Linden/Casitas) | 2012 |
| • Public Draft EIR Review (South Coast HOV) | Winter 2012 |

Community Development

Staff Requirements

- City Manager
- Public Works Director
- Community Development Director
- Contract Planner

Budget: Existing Program – CDD Personnel Allocation

Funding Source: This is an existing program funded through the General Fund for CDD personnel allocation. Permit fees will be charged to offset staff/contractor costs for permit processing once applications for Coastal Development Permits are submitted.

Priority: High – These three projects collectively comprise a very large expenditure of state funds in our local region and are integral to reducing congestion and improving operations on our local roadways and Highway 101.

Community Development

Program: Housing Housing Needs Assessment

Project Description: Evaluate census data and research housing demand in the City to gain a better understanding of housing needs.

Objective and Policy Consistency: The objective is to use the improved understanding of housing needs to develop and implement housing programs and projects capable of meeting those needs and alleviating neighborhood issues related to overcrowding, such as reduced property values, poor property maintenance, excessive cars, converted garages, unpermitted living units, transient neighbors, etc. The Housing Element goal of partnering with local non-profit housing developers will also be addressed through ongoing work with Peoples' Self-Help Housing and also Habitat for Humanity which has recently purchased property in the City.

Previous and Ongoing Work

- Neighborhood Preservation Committee Report July 2010
- Census Data 2010
- Employee Housing Needs Survey
- City Manager attended Habitat for Humanity Annual Meeting

Tasks

- Collaborate with both public and private entities such as SBCAG, Chamber of Commerce, Peoples' Self-Help Housing, Habitat for Humanity, Agriculture and Hospitality Industry, County of Santa Barbara, Coastal Housing Coalition

Products

- Housing Needs Assessment Report

Date

2012

Staff Requirements

- Community Development Director
- City Manager
- City Attorney

Budget

No funding has been budgeted specifically for this work item.

Funding Source

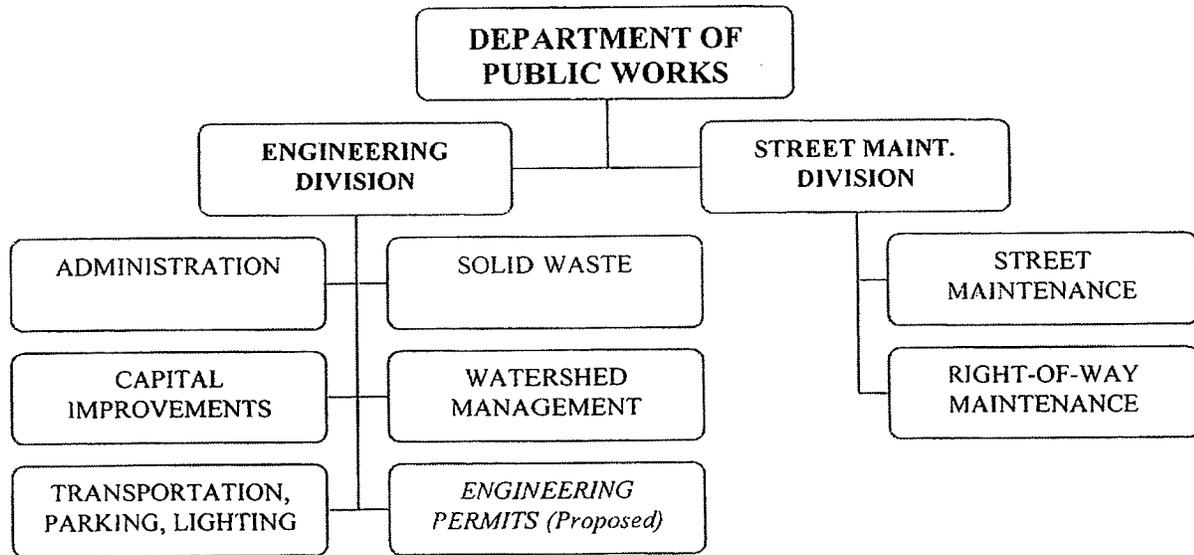
Funding costs for staff time is provided from the General Fund.

Priority

High: Staff will use the information gathered through this effort to support affordable housing in the community, including how the \$571,000 from the Lavender Court Development Agreement will be used.

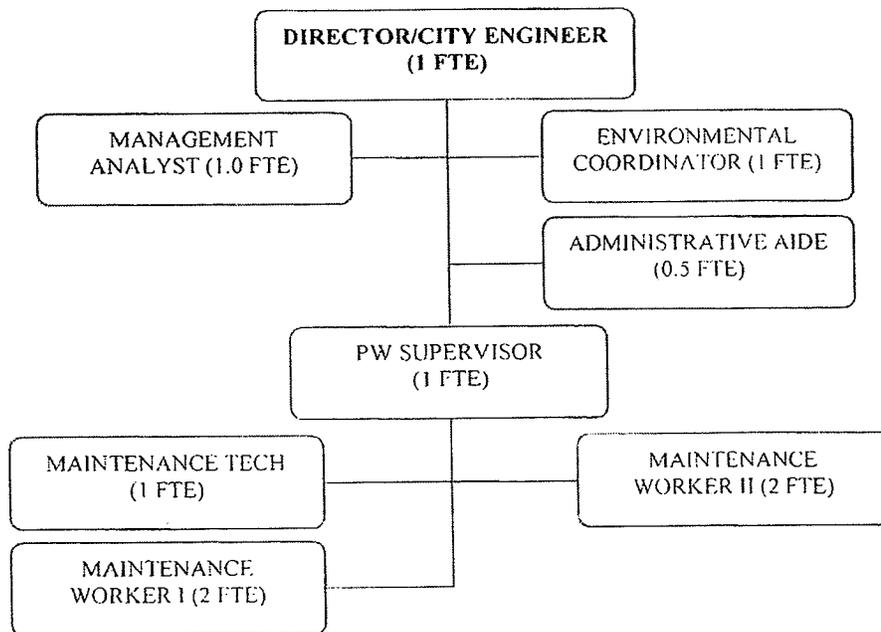
Department: Public Works

Department Organizational Chart:



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

Staffing Chart:



Description of Department Programs and Services: The Department of Public Works is responsible for a wide range of activities. The Department manages many of the City's physical assets, the construction of new capital improvements, and the Department provides many services to the Community. The Administration Program is responsible for planning, organizing and directing all of the services that are provided by the Department. Traffic Operations, Flood Plane Management, Pavement Management, bidding and awarding construction contracts are among many tasks performed under the Administrative Program. Other programs in the Department include Street Maintenance, Right-of-Way Maintenance, Capital Projects, Solid Waste, Transportation, Parking and Lighting, and Watershed Management.

Additional Work Items

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

- Engineering Standards Update
- Bicycle Master Plan
- Trench Cut Ordinance
- Concha Loma Drive/Calle Ocho Intersection Improvements Project
- Construction Documents and Specifications Update
- Purchasing Municipal Code Update
- Pavement Maint. Project Development
- Concrete Repairs Project Development
- Carpinteria Avenue/Seventh Street Intersection Improvements Project
- Seaside Shuttle Expansion

2012 Work Plan Tasks Summary and Schedule:

Work Plan Item	2012											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Long-Term Plan for Downtown Parking												
Green Business Certification												
Downtown and Beach Area Streets												
CIP/DIF Update												
Engineering Permits Program												
Santa Claus Lane to Carp Ave. Trail												
Carpinteria Avenue Bridge												
9 th Street Ped. Bridge Rehab.												
Linden and Casitas Pass Interchanges												
Single-Use Bag Regulations												
Solid Waste Franchise Agreement												
Stormwater Management Plan												
Joint Hydromodification Plan												
Urban Forestry												

Priority:

- High
- Medium
- Low

Program: Administration
Long-Term Planning for Downtown Parking

Project Description: To offset the demands on public facilities generated by new development, the City of Carpinteria collects eleven categories of Development Impact Fees. Projects that mitigate the demands on public facilities are identified in the City's Capital Improvement Plan. The fees are based on a "fair share" portion of the cost of those projects. The Parking Development Impact Fee is based on the cost of constructing new parking facilities. When a developer plans on intensifying an existing land use in the Downtown "T" area and cannot accommodate additional parking spaces on site, the developer then is required to pay the Parking Development Impact Fee. The current fee is \$5,149.72 per needed space. There have only been two deposits to the Parking Development Impact fee fund over the last seven years. The purpose of this work item is to provide the City Council with a long-term plan for parking in the Downtown area that includes alternative approaches to addressing parking. Once the plan is finalized and an improvement alternative is identified, the associated development impact fee will be updated.

Objective and Policy Consistency: The objective of this work effort is to provide the City Council with information on alternatives to the Parking Development Impact Fee to reflect Council action in 2011, which structured the current fees based on the construction/reconfiguration of surface parking lots. The current Parking Development Impact Fees are collected under the authority of the California Mitigation Fee Act, Government Code Section 66000.

Previous and Ongoing Work:

- Each year the Department of Public Works provides an annual report on the status of the Development Impact Fee program
- A parking supply analysis for the Downtown and Beach Area Design Guidelines project was completed in 2009

Tasks:

- Using available information such as the Development Impact Fee Annual Report and recent parking studies, develop a staff report for the City Council that provides an analysis of alternatives to the Parking Development Impact Fee
- The Department will conduct research and determine the feasibility of reconfiguration or expansion of Parking Lot No. 1 to accommodate future parking demands
- Update the Capital Improvement Plan and Nexus Study to provide support for any revisions to the Development Impact Fee resulting out of this work item

Products:

- Provide City Council with a Staff Report
- Update fees to reflect surface parking lot construction
- Update parking study to include Parking Lot No. 1 reconfiguration

Date:

Completed
Completed
August 2012

Public Works

- Present parking lot design alternatives to the City Council

November 2012

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst

Budget: No funds have been budgeted for this work item

Funding Source: The General Fund and Parking Development Impact Fee funding will likely be used for this work item

Priority: Medium

Program: Engineering Permits (*Proposed*) Establish an Engineering Permits Program

Project Description: The purpose of this work item is to reorganize the Department of Public Works' engineering permits process. Currently, engineering permits are processed through the Department of Public Works Administration Program. Engineering permits issued by the Department include grading, street construction, excavations, traffic control, truck haul routes, and physical encroachments in the public right of way. Under the current engineering permits process, Public Works consultants coordinate with staff to review and inspect public and private development projects for consistency with requirements of the City's General Plan/Local Coastal Plan, Municipal Code, Engineering Standards and the Stormwater Management Plan. These services are typically provided by consultants under contract with the City due to fluctuations in work load and limited in-house staffing. However, with increased demand from the public for engineering services, the Department of Public Works now contracts out a significant amount of these cost recoverable engineering services to various consultants. Since many of these services are cost recoverable to the City, this program would primarily focus on reducing costs to the public while increasing departmental service hours. This will be accomplished by establishing a formal Engineering Permits Program, permit tracking system, online services, and providing enhanced staff assistance for developers. This effort will also include updating municipal code, permit forms, standard conditions of approval, and the creation of formal applicant guidelines. This work item includes researching commercial database systems designed for permit tracking, coordinating efforts between departments, and financial tracking of permit costs and fees. The permit tracking systems will likely be internet based with various levels of access for applicants, staff and the public.

As part of the process of developing an Engineering Permits Program, the Department will provide an analysis of the cost and service hours to the public. Currently, the Department of Public Works spends approximately \$200,000 a year on consultants for general engineering permit program management, review, approval and inspections associated with engineering permits and capital project construction management and inspection. A preliminary analysis indicates that by establishing a full-time engineering position to perform most of these tasks in-house, the Department of Public Works would continue to have very little impact on the General Fund while increasing service hours to the public at a lower cost.

Objective and Policy Consistency: The objective of this work effort is to update and modernize the Department of Public Works engineering permit services. The goal in creating an Engineering Permits Program will be to reduce costs, increase service to the public, increase consistency in permit processing and increase consistency in quality of construction work and finished products.

Previous and Ongoing Work:

- Establish permit tracking and financial database – On going
- Revise engineering permit forms and guideline – On going
- Establish engineering permit records management system – On going

Public Works

Tasks:

- Continue to update permits for policy, accessibility and consistency
- Update Municipal Code for consistency with revised permitting process
- Continue to work on permit processing guidelines
- Perform cost and hours of service analysis of existing system and updated system with engineering inspector position in the Department established
- Establish formal Engineering Permits Program and develop Program Budget
- Evaluate the need for in-house staffing for full time cost recoverable services.

Products:

- | <u>Products:</u> | <u>Date:</u> |
|--|--------------|
| • Revised Engineering Permit Forms | Completed |
| • City Council staff report(s) for Municipal Code updates | Completed |
| • Engineering Permits Program cost and hours of service analysis | June 2012 |
| • City Council Staff Report for establishing the Engineering Permits Program | June 2012 |

Staff Requirements:

- Director of Public Works
- Public Works Management Analyst

Budget: This item is not directly budgeted for. Work will be performed as part of the general work load assigned to the Director of Public Works and the Management Analyst

Funding Source: A portion of the salaries for the Director of Public Works and the Management Analyst for general Departmental administrative work is paid for by Gas Tax and General Fund.

Priority: Medium

**Program: Street Maintenance Program
Urban Forestry**

Project Description: The purpose of this work item is to manage the City's urban forest by updating the Street Tree Management Plan. Street tree replacements should be synchronized with removals, mature street trees should be maintained and protected and the City should adequately budget to carry out the Street Tree Management Plan. In addition to the requirements of Carpinteria Municipal Code and the current Street Tree Management Plan, the Department of Public Works is working to develop an education outreach program for the public regarding street trees and parkway strip maintenance.

Objective and Policy Consistency: The objective of this work effort is to better address Municipal Code provisions by updating the Street Management Plan. An updated plan will address City Council objectives by planning for the planting of approximately 70 to 80 new and replacement trees each year over the next ten years. As stated in a Staff Report to the City Council on September 13, 2010, the estimated cost of planting 70 to 80 street trees is approximately \$35,000 per year. The Staff Report also assumed \$15,000 to replace each of the approximate 60 trees located on designated Special Condition Streets.

Previous and Ongoing Work:

- Ongoing street maintenance activities – by December of 2011 in FY 2011-2012, 60 new trees have been planted
- Malibu Drive Street Tree Planting Project – Completed
- Received authorization from the City Council to proceed with Linden Avenue Street Tree Replacements

Tasks:

- Update the Street Tree Management
- Develop plans, specifications and an engineer's estimate for the Linden Avenue Street Tree Replacements – Ongoing, will be ready for contracting bidding in February 2012

Products:

- Replace 20 Trees
- Install 20 New Trees in Vacancies
- Replace Linden Avenue Special Condition Street Trees

Date:

December 2012
October 2012
June 2012

Staff Requirements:

- Director of Public Works
- Public Works Supervisor
- Public Works Maintenance Staff

Public Works

Budget: Street tree maintenance and pedestrian improvement projects are included in the City of Carpinteria 2010-2011 Budget. The budget includes the following:

Street Tree Maintenance	\$75,000
Street Tree Replacements	\$30,000
Special Condition Street Trees	\$25,000

Funding Source: Right-of-Way Assessment District funds, the remaining Measure D revenues and new Measure A revenues will be used for this work item,

Priority: Medium

Program: Capital Projects
Linden - Casitas Pass Freeway Interchanges Project

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

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

The California Department of Transportation is the lead agency and is managing the project. Caltrans recently completed the Environmental Impact Report for the project and has now begun design work. Caltrans is also working on obtaining environmental permits. To obtain a Coastal Development permit, Caltrans will need to work with the City of Carpinteria Community Development Department and the California Coastal Commission to amend the City's Local Coastal Plan. The City's Department of Public Works continues to work with Caltrans by participating in Project Delivery Team Meetings and working with Caltrans on design issues. The Department of Public Works will also participate in the newly established Design Review Team (DRT) meetings.

Objective and Policy Consistency: The objective of this work effort for the Department of Public Works is to continue to work with Caltrans as they proceed with design work on this project.

Previous and Ongoing Work:

- Provide Caltrans with City standards for roadway design and improvements
- Provide Caltrans with a "design speed" for the Via Real Extension
- Participate in the Development Review process

Tasks:

- Attend Project Delivery Team Meetings
- Attend Development Review Team Meetings
- Work with Caltrans design engineering on detailed design issues

Staff Requirements:

- Director of Public Works

Public Works

Budget: This project is budgeted for through staff time allocations

Funding Source: Gas Tax, Measure A and General Fund

Priority: High – This project is a high priority because the expectations regarding US 101 projects along the south coast of Santa Barbara County.

Program: Capital Project
9th Street Bridge Rehabilitation Project

Project Description: The purpose of this project is to rehabilitate the 9th Street Pedestrian Bridge. The pedestrian bridge is located between the two ends of 9th Street at Franklin Creek. The California Joint Powers Insurance Authority (California JPIA) noted the current condition of the 9th Street Bridge in their Loss Control Action Plan (LossCAP) review of City facilities. As noted in the report, the bridge should be considered for safety and access improvements. Prior to implementing any rehabilitation measures for the bridge, an analysis of the structure will need to be performed. The analysis will be used to determine the extent and feasibility of potential improvements.

Objective and Policy Consistency: The objective of this work effort is to improve pedestrian safety and accessibility by meeting standards such as the American's with Disabilities Act requirements.

Previous and Ongoing Work:

- In the last year the Department of Public Works made interim repairs to the bridge that included repairs to the fence railing and decking.
- A grant application was prepared and submitted for the new Measure A South Coast Bicycle and Pedestrian Grant Program. The project, preliminary estimated to cost \$150,000, was awarded \$100,000 under the Measure A grant program. The remainder funding will come from City of Carpinteria Measure Yearly Allocation.

Tasks:

- Perform structure and feasibility analysis
- Initiate rehabilitation project with a strategy based on the structure and feasibility analysis

Products:

- Structure analysis and feasibility report

Date:

June 2012

Staff Requirements:

- Director of Public Works
- Consultant

Budget: This project was budgeted in the City's 2011-2012 Budget

Funding Source: Funding for this project will come from a recently obtained Measure A Grant under the Bicycle and Pedestrian Program and legacy Measure D funds

Priority: High – This project is considered a high priority due to grant funding requirements

Program: Capital Projects
Carpinteria Avenue Bridge Replacement Project

Project Description: The purpose of this project is to replace the Carpinteria Avenue Bridge over Carpinteria Creek. The existing bridge is near the end of its service life and has received low structural ratings when inspected. The California Department of Transportation (Caltrans) inspects the bridge for the City every two years. The bridge also does not meet modern seismic standards. This bridge project is eligible for grant funding through the Federal Highway Administration's Highway Bridge Program. The grant project will pay approximately 90% of the cost of replacing the bridge. The project is expected to cost approximately \$9 million.

Objective and Policy Consistency: The objective of this work effort is to replace the roadway bridge with a new bridge that meets current standards as is consistent with City Policies.

Previous and Ongoing Work:

- Establish Bridge Eligibility and add project to Federal Transportation Improvement Plan – Completed
- For federal grant requirements, prepare market study of potential contractors to establish a Underutilized Disadvantaged Business Enterprise (UDBE) goal for the project. – Completed
- Prepared Request for Authorization to Proceed with Preliminary Engineering – Authorization received

Tasks:

- Prepare informational staff report for the City Council that describes the project and the funding source. Federal funding of this type constrains the project to federal standards
- After authorization to proceed with Preliminary Engineering, select consultant using formal consultant selection procedures
- Initiate extensive public outreach/participation program during preliminary design, environmental review, design and construction phases of the project.

Products:

- | <u>Products:</u> | <u>Date:</u> |
|--|---------------------|
| • Prepare City Council Staff Report that introduces the project | March 2012 |
| • Prepare Request for Proposals for hiring an engineering consultant and select consultant | May 2012 |
| • Begin project delivery process | On-going |

Staff Requirements:

- Director of Public Works
- Public Works Environmental Coordinator

Budget:

This project is budgeted for in the City of Carpinteria 2010-2011 Budget

Public Works

Funding Source:

The project will be funded by federal grants and development impact fees

Priority: High – Progress on this project is important because the Department of Public Works 2010-2011 Budget assumed that a portion of staff time will allocated to the project.

Program: Administration
Capital Improvement Plan/Development Impact
Fee Program Update

Project Description: The purpose of this work item is to update the City of Carpinteria Capital Improvement Plan and Development Impact Fee program. Capital Improvement Plans are typically short to medium range plans that identify capital projects including major equipment purchases. A capital improvement plan typically identifies needed projects, project descriptions, a project schedule, funding, and staffing requirements. Capital Improvement Plans serve as a link between planning activities such as administrative strategic planning and land use planning and the City's annual department work planning and City budget.

The Development Impact Fee program is authorized by the California Mitigation Fee Act (commonly referred to as "AB 1600"). The purpose of the Development Impact Fee program is to offset the demands on public facilities generated by new development. The City of Carpinteria collects eleven categories of Development Impact Fees. The fee amounts are based on projects that mitigate the demands on public facilities. The projects are identified in the City's Capital Improvement Plan. The fees are based on a "fair share" portion of the cost of those projects.

The City's Capital Improvement Program and Development Impact Fee Program were developed in 2002. The cost estimates for the projects listed in the Capital Improvement Program were updated in 2007. Annual report on the program is submitted to City Council. The fees are also adjusted each year based on an inflationary index. For example, Development Impact Fees for Street Improvements are adjusted each year based on the California Department of Transportation Construction Cost Index.

Objective and Policy Consistency: The objective of this work effort is to update the Capital Improvement Plan and Development Impact Fee Program. This work effort will include developing an updated list of capital projects and updating the fee program nexus study and methodology.

Previous and Ongoing Work:

None – New Work Item

Tasks:

- Contract with a engineering consultant to assist with the identification of capital projects
- Contract with a consultant to produce a nexus study that includes the methodology for the calculation of development impact fees based on the capital improvement program

Products:

- Capital Improvement Plan
- Development Impact Fee Program Nexus Study

Public Works

Staff Requirements:

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

Budget: No funds have been budgeted for this work item

Funding Source: The General Fund and Development Impact Fee program funding will likely be used for this work item

Priority: High

Program: Administration
Downtown and Beach Area Street Renewal

Project Description: This work item includes finalizing the Downtown and Beach Area Design Guidelines and delivering Ash Avenue Maintenance Project that will include improvements based on the Design Guidelines.

The Downtown and Beach Area Design Guidelines are policies meant to guide the City and residents when making improvements to both public and private properties. The guidelines incorporate the Carpinteria General Plan and Local Coastal Plan while setting standards that enhance the downtown and beach area neighborhoods. In support of these guidelines, the Department of Public Works has developed, with extensive public input, street design standards. The draft street design guidelines are based on work completed for a proposed Beach Area Specific Plan. Progress on the Specific Plan was tied to several other significant work plan items including the Community Development Department's work on updating the Zoning Code in the City's Municipal Code. To make progress, the Community Development Department is preparing the Zoning Code update that includes items from the proposed Specific Plan and the Public Works Department is proposing this work item to finalize the street design standards and guidelines.

The Department of Public Works also proposes to work on the Ash Avenue Maintenance Project. This portion of the work item is to prepare plans, specifications and an engineer's estimate (PS&E) for the construction of maintenance improvements to Ash Avenue along the Silver Sands Mobile Home Park (MHP) frontage. A portion of Silversands MHP is currently located on public road right-of-way. The right-of-way was not developed as roads and eventually the MHP was constructed. The MHP and City have entered into an agreement to resolve this issue that includes the MHP funding a portion of Ash Avenue maintenance project. In return for the funding, the City will relinquish the roadway right-of-way that the MHP was constructed on to the MHP. To facilitate this arrangement, the Department of Public Works has prepared preliminary designs and an engineer's estimate for the potential project.

The Ash Avenue Maintenance Project will serve as the first phase of a series of projects that implement the Downtown and Beach Area Design Guidelines. The Department of Parks and Recreation is also a work plan item to extend the Coastal Vista Trail along Third Street. This project will connect the newly completed Tomol Interpretive Play Area trail with the Salt Marsh Nature Park. Improvements to Third Street will be based on the Downtown and Beach Area Design Guidelines.

Objective and Policy Consistency: The development of street design standards, including walkways, bikeways, parking and landscaping, implements the General Plan and Local Coastal Plan. Specific elements of the plan that area addressed are Community Design, Circulation, and Safety. The objective of this work effort in 2012 is to also implement the agreement, when finalized, between the City and Silversands MHP.

Public Works

Previous and Ongoing Work:

- Incorporating General Plan and Local Coastal Plan policies when designing projects
- Parking Study - Completed
- Storm Drain Master Plan - Completed
- Surveys and Easements – Ongoing
- Draft Street Cross Sections – Completed during the development of the proposed Specific Plan
- Public Outreach and Workshops – Completed and Ongoing. To prepare for the drafting of the Specific Plan, several workshops and design charettes were conducted.

Tasks:

- Update storm drain and street design standards for downtown and beach area
- Select street trees that complement the neighborhoods (as part of the update to the Street Tree Management Plan as discussed in a separate work item)
- Inventory existing street lights and consider standards for additional street lighting
- Plan consistent thoroughfares and align right of way/property easements to match
- Solicit proposals from consulting engineering firms to assist in the preparation of the preliminary designs and engineer's estimate - Completed
- Work with consultants on preparation of the PS&E

Products:

- Continued implementation of General Plan and Local Coastal Plan
- Completed Downtown and Beach Area Design Guidelines
- PS&E – June 2012
- Construction – December 2012

Staff Requirements:

- Public Works Director
- Public Works Environmental Coordinator
- Public Works Management Analyst
- Consulting Engineering Services

Budget:

No funds have been budgeted for the development of the Downtown and Beach Area Design Guidelines in the current fiscal year. Funding for the Ash Avenue Maintenance Project will come from Measure A, Measure D and funds from the potential settlement with Silversands MHP.

Funding Source: If approved as a work item, funding would likely come from the General Fund and Transportation related funding sources such as Measure A and Gas Tax.

Priority: High – This project is necessary to support the on-going negotiations with Silversands MHP

**Program: Administration
Green Business Certification**

Project Description: The Green Business Program of Santa Barbara County (GBP) is a movement that has been building momentum for nearly 15 years. The Central Coast's business community has recognized that environmental responsibility and green practices not only benefit our surroundings they hold promise of increased efficiency and greater profit. The City is a partner in the Green Business Program and sits on the Steering Committee

Objective and Policy Consistency: The objective of this program is to investigate becoming a certified Green Business. This Program is consistent with several ongoing City programs or committees, including Stormwater, Sustainability, Solid Waste and Energy Efficiency.

Previous and Ongoing Work:

- Continued implementation of the City Stormwater Management Plan.
- Continued participation implementation of the City's Solid Waste Program, including the recycling, reuse and hazardous waste elements.
- Energy audit performed by Southern California Edison to determine feasibility.
- Further investigation of the Green Business Program certification process.
- Continued development and implementation of Sustainability goals.

Tasks:

- Energy audit performed by Southern California Edison to determine feasibility.
- Further investigation of the Green Business Program certification process.

Products:

- Results of Energy Audit
- Findings of investigation of feasibility of Green Business Program
- Possible certification of the City as a Green Business

Staff Requirements:

- Public Works Director
- Public Works Environmental Coordinator
- Public Works Maintenance Superintendent

Budget: This item is consistent with several programs currently included in the City's 2011-2012 Budget

Funding Source: General Fund, Gas Tax, potential grant funds, energy efficiency incentive credits

Priority: Medium

Program: Capital Projects
Santa Claus Lane – Carpinteria Avenue Multiuse Trail

Project Description:

The purpose of this work item is for the Department of Public Works to develop a new project that will ultimately construct a multiuse trail connection between Santa Claus Lane and Carpinteria Avenue. The need for a connection between the Santa Claus Lane area in the County of Santa Barbara with Carpinteria Avenue in the City of Carpinteria has been expressed by many over the years. Many ideas including making a roadway connection have been discussed. However, the potential location for a connection is highly constrained by US 101 and Union Pacific Railroad right-of-ways and the Sandyland Area Salt Marsh. The salt marsh area is a highly valued sensitive natural habitat area. This work item will consist of working with the County of Santa Barbara, the California Department of Transportation (Caltrans) and many other agencies including, but not limited to, University of California, Santa Barbara (Managers of the Salt Marsh in the County), California Fish and Game, and the Union Pacific Railroad to determine the feasibility of a potential project. Since a significant portion of the project will be outside the jurisdiction of the City, the Department of Public Works will also work on developing the needed partnerships for any potential project.

Objective and Policy Consistency: The objectives of this project are consistent with City of Carpinteria policies including the General Plan/Local Coastal Plan.

Previous and Ongoing Work: None

Tasks:

- Meet with County of Santa Barbara staff to determine possible partnering opportunities
- Meet with Caltrans staff including the Project Management Team staff for the South Coast HOV freeway widening project to determine freeway project scope and needs
- Develop conceptual plans to determine the feasibility of a potential project

Products:

- Prepare report for the City Council regarding project feasibility and the potential for partnering with other interested agencies

Staff Requirements:

- Director of Public Works
- Public Works Environmental Coordinator

Budget: This project was not budgeted for in the 2011-2012 City Budget

Public Works

Funding Source: No funding sources have been identified for this work item at this time. ()

Priority: Medium

Program: Solid Waste
Single-Use Bag Regulations Development and Implementation

Project Description: The City Council has directed staff to draft regulations for single use bags in the City of Carpinteria to address local community and environmental concerns.

Objective and Policy Consistency: The objective of this work effort is to draft and implement regulations that benefit the local environment by targeting litter and waste stream problems while not being burdensome to the local small business community. Reduction of litter in the local environment is consistent with Environmental Protection Agency and State Water Board mandates. Reduction of waste is consistent with CalRecycle mandates.

Previous and Ongoing Work:

- Information gathering workshops – Ongoing
- Education in the local community – Ongoing
- Working with the local business community – Ongoing

Tasks:

- Draft and adoption of regulations
- Conduct additional public workshop(s)
- Prepare an education outreach program that includes the development of education materials

Products:

- Single-use bag regulations
- Education materials for local businesses and residents

Staff Requirements:

- Public Works Environmental Coordinator

Budget: This project relies on administrative funding

Funding Source: General Fund

Priority: High

Program: Solid Waste
Franchise Agreement Revision, Adoption and Implementation

Project Description: The Solid Waste Program provides for all solid waste handling services in the City including recycling, green waste and hazardous waste. The City contracts with E.J. Harrison and Sons for refuse, recycling and green waste services and is in the process of negotiating a new Franchise Agreement with E.J. Harrison and Sons for these services. The City also contracts with both E.J. Harrison and Sons and Marborg Industries for roll-off dumpster services, which fall under separate contracts. The purpose of this work item is for preparation and implementation of a new franchise agreement with E.J. Harrison and Sons.

Objective and Policy Consistency: The objective of this work effort is for the City to update the refuse hauling contract to comply with higher diversion rates and improve the current solid waste services. Cities and Counties are required to meet many state regulations for the handling of solid waste. The principal State agency is the California Department of Resource Recycling and Recovery (CalRecycle). This agency sets statewide waste hauling and diversion goals that must be met and summarized in an annual report. As the City implements the new waste hauling franchise agreement, staff will need to ensure that state and federal regulations are addressed and that the franchisee adheres to the agreement and the regulations.

Previous and Ongoing Work:

- Management of Franchise Agreement – Ongoing
- Annual report to the State – Completed
- Performed Financial Audit of E.J. Harrison and Sons - Completed
- Completed Performance Audit of E.J. Harrison and Sons

Tasks:

- Negotiate and adopt new Franchise Agreement
- Implement new Franchise Agreement and update programs as needed

Products:

- Updated Franchise Agreement
- Revised programs, including refuse hauling, hazardous waste and construction and demolition

Staff Requirements:

- Public Works Director
- Public Works Environmental Coordinator
- Consultant

Budget: This work item was included in the City's 2011-2012 Budget

Public Works

Funding Source: AB 939 Fund, Franchise Fee and General Fund

Priority: High – This is a State Mandated Program

**Program: Watershed Management
Year 3 Stormwater Management Plan Implementation**

Project Description: The Watershed Management Program was created to address water quality standards and federal, state and regional mandates, including the Clean Water Act and National Pollution Discharge Elimination System (NPDES). This program oversees all elements of the City's Stormwater Management Plan.

Objective and Policy Consistency: The objective of this program is implementation of year 3 tasks of the City's current Stormwater Management Plan. Coordination with the Santa Barbara County Association of Municipally Separate Storm Sewer System (MS4) Managers, local community organizations, volunteer coordination, education outreach, identifying pollutants of concern and eliminating illicit discharges are all elements of the Stormwater Management Plan (SWMP). The principal overseeing agency of this program is the State Water Board, which requires submittal of an annual report detailing the City's compliance. This program also complies with the City's Local Coastal Plan.

Previous and Ongoing Work:

- Continued implementation of the Best Management Practices identified in the City's SWMP, including public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction and post-construction runoff controls and good housekeeping of City facilities.
- Continued participation in SBCAMM and the Carpinteria Watershed Coalition
- Continued participation in IDAG

Tasks:

- Submittal of the Annual Report (due February 28 of each year)
- Participation in the ongoing Prop 84 Integrated Regional Watershed Management Plan grant process

Products:

- SWMP Annual Report
- Updated materials for education outreach

Staff Requirements:

- Public Works Director
- Public Works Environmental Coordinator

Budget: This work item was included in the City's 2011-2012 Budget

Funding Source: General Fund, Gas Tax, Measure A, potential grant funds

Priority: High – State Mandated Program

**Program: Watershed Management
Central Coast Joint Hydromodification Effort**

Project Description: The Central Coast Regional Water Quality Control Board and the UC Davis Low Impact Development Extension Center partnered with Central Coast public agencies to develop hydromodification and low impact development controls for the region. A grant was obtained to assemble a consultant team and gather data for the first half of the effort, and Santa Barbara County agencies are partnering to obtain another grant for ongoing implementation.

Objective and Policy Consistency: The objective of this effort is to develop hydromodification and low impact development controls practical for all areas of the Central Coast. These controls improve water quality by reducing pollutants, recharging groundwater and reducing erosion of the sensitive rivers, streams and estuaries that flow into the ocean. This effort is consistent with the federal Environmental Protection Agency and California State Water Board mandates, as well as the City's Creeks Preservation Plan and Stormwater Management Plan.

Previous and Ongoing Work:

- Creating LID informational brochures – previous and ongoing
- Thorough gap analysis of Carpinteria Municipal Code – previous
- Attending Joint Effort workshops and trainings - ongoing
- Implementation of interim hydromodification and LID practices – ongoing
- Grant application submittal – ongoing

Tasks:

- Attend Joint Effort workshops
- Prop 84 Storm Water grant application submittal with Santa Barbara County agencies for implementation of new standards including trainings and workshops
- Submit a Prop 84 grant application in partnership with the UC Davis LID Extension Center to address water quality in the downtown area of Carpinteria
- Finalize and adopt hydromodification and LID controls specific to Carpinteria

Products:

- Revised hydromodification and LID controls
- New or revised implementation guidelines manual for developers and contractors

Staff Requirements:

- Public Works Environmental Coordinator

Budget: Existing Program

Funding Source: General Fund, various grants

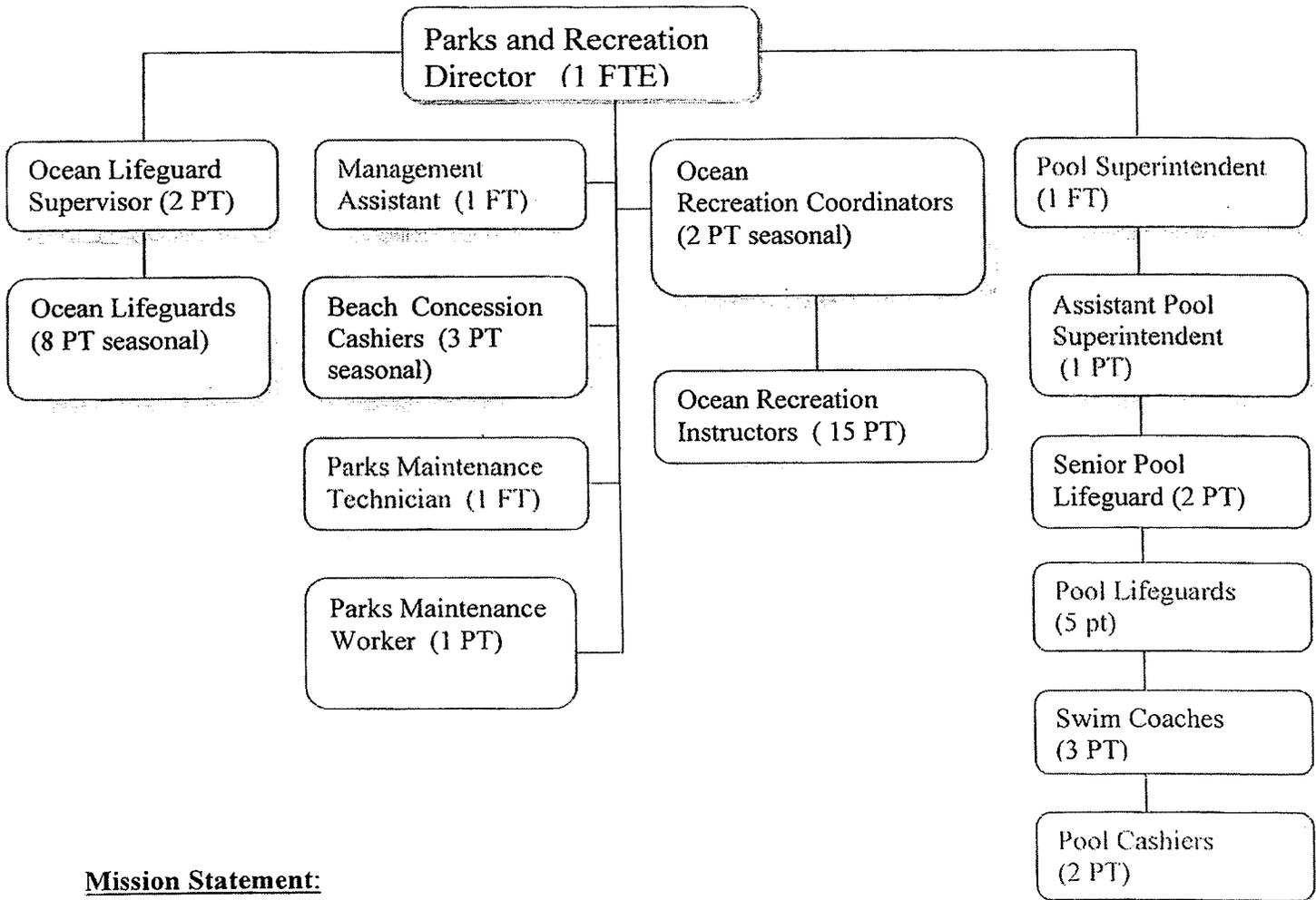
Public Works

Priority: High – State Mandated

Parks and Recreation

Department: Parks and Recreation

Department Organizational Chart:



Mission Statement:

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

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

Parks and Recreation

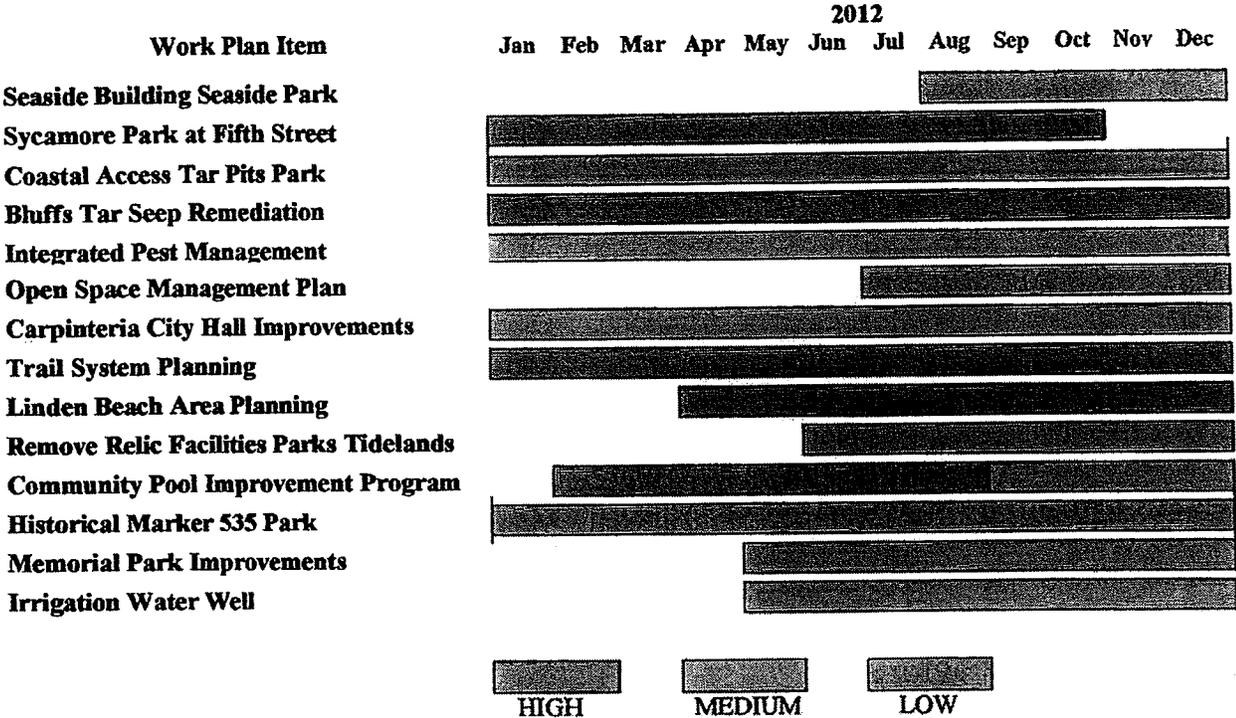
Description of Department Programs and Services:

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

1. Parks and Recreation Administration
 - a. Grant Seeking and park and facility planning
 - b. General support for all department functions
 - c. Staffing for the Bluffs Advisory Board
2. Community Pool Services
 - a. Staff recruitment and training
 - b. Year round programming for adults and children
 - c. Facility maintenance
 - d. Red Cross public safety classes
3. Ocean Beach Services
 - a. Staff recruitment and training
 - b. Summer recreation programming
 - c. Summer beach life guarding
 - d. Winter protection berm program
 - e. Lifeguard tower, boathouse, restroom and beach maintenance
 - f. Ocean beach concession program. (fundraiser)
4. Special Events
 - a. Summer adult league softball
 - b. The Carpinteria Triathlon (fundraiser)
5. Parks and Facility Improvement and Maintenance
 - a. Hiking and Biking trail planning and construction
 - b. Park upgrades and maintenance
 - c. Veteran's Building upgrades and maintenance
 - d. Carpinteria City Hall Facility upgrades.
 - e. New park planning and construction

Parks and Recreation

2012 Work Plan Tasks Summary and Schedule:



Parks and Recreation

Program: Parks and Recreation Administration Seaside Building Park Project

Project Description

Design, permit and build landscape and parking improvements at the Seaside Building with high consideration of environmental protection design elements. These include practices that reduce storm water runoff, reduce energy and water consumption, and utilize recycled materials in the landscape.

Objective and Policy Consistency

- To redevelop the landscape and parking areas of the Seaside Building Grounds and to create a small park setting in the downtown area. The project includes limited public parking, patio and turf areas as well as improved access into the Veteran's Building grounds. Design objectives will include permeable paving, energy efficient lighting, rain collection, drought tolerant plantings, a bioswale and the creation of patio areas conducive to small public gathering events. The project may include solar panels to generate electricity.

Previous and Ongoing Work

- Developed preliminary plan with City Council Input.
- Developed preliminary concepts with landscape architect.
- Investigated design options to incorporate water quality BMPs.
- Received direction from the ARB on 5/27/2010.
- Revised drawings based upon ARB input.

Tasks

1. Seek discretionary permits
2. Obtain 100% design drawings
3. Estimate construction costs
4. Secure funding.
5. Place project out to public bid.
6. Construct project.

Products

- | | <u>Date</u> |
|---|---------------|
| • Renovation of the grounds and the establishment of the Seaside Building Park (Torrey Pine Park) | December 2013 |

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Priority

Medium

**Parks and Recreation
Program: Parks and Recreation Administration
Sycamore Park at Fifth Street**

Project Description

To acquire a suitable parcel of land for a public park in the railroad area.

Objective and Policy Consistency

This project is to procure a parcel of land to create a park such as a community garden and or skate park. The Fifth street site will also allow for more options in design for a pedestrian underpass of the railroad.

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

- Consideration of a variety of parcels with emphasis on those designated for open space and parks.
- Appraisal of a proposed site has been completed.
- Negotiation with UPRR now underway.

Tasks

1. Complete site acquisition
2. Develop property park use alternatives
3. Design and seek permits

Products

- Select parcel and negotiate purchase.

Date

October 2012

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$400,000 in FY 011/12

Funding Source

Parks Acquisition Fund

Priority

High

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

Project Description

Design, permit and build landscape and trail improvements at Tar Pits Park with high consideration of environmental protection in design and materials. These improvements provide coastal access from the Carpinteria Coastal Vista Trail.

Objective and Policy Consistency

- In the south west end of Tar Pits Park, the existing trail is highly eroded and traverses a wetland area. To prevent further adverse impacts and to restore more natural conditions a trail remediation project is proposed. The trail project will reestablish and stabilize natural grades, install an elevated boardwalk over a wetland, improve coastal access and public safety, restore native plantings, and protect adjacent natural wetland resources.

Also to be considered is a bluff face staircase in the eastern part of the park where an abandoned pipeline now exists. This location is optimal to help beach walkers bypass the seasonal beach closure when Pacific Harbor Seals are pupping.

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

Previous and Ongoing Work

- Developed preliminary plan.
- Made application for funds under the Habitat Conservation Fund

Tasks

- Author environmental study
- seek discretionary permits
- Obtain 100% design drawings
- Estimate construction costs
- Secure funding.
- Place project out to public bid.
- Construct project.

Products

Improved trail and coastal access
Restored native plantings
Protected wetland habitat

Date

December 2013

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$100,000

Funding Source

Parks Improvement Fund
Tidelands fund
Grants

Priority

Medium

Parks and Recreation

Program: Parks and Recreation Administration Integrated Pest Management Program

Project Description

To implement an Integrated Pest Management (IPM) program

Objective and Policy Consistency

- To integrate a recently adopted IPM policy into City operations including a public outreach program of the best management practices for pest control on private property.

Previous and Ongoing Work

- Authored a IPM policy adopted by the Carpinteria City Council on January 9, 2012.

Tasks

1. Form an IPM committee
2. Prepare park site mapping using PHAER methods
3. Develop a chemical list for the PHAER model.
4. Develop public outreach program to promote IPM
5. Prepare annual report on IPM program implementation

Products

- Annual IPM report

Date

January 2013

Staff Requirements

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

Budget

TBD

Funding Source

General Fund

Priority

Medium

Parks and Recreation

Program: Parks and Recreation Administration Open Space Management Plan

Project Description

To adopt a Management Plan for the Carpinteria Bluffs Nature Preserve and Tar Pits Park.

Objective and Policy Consistency

To complete the Open Space Management Plan. This document provides detailed information about how to care for the Carpinteria Bluffs and Tar Pits Park into the future. Plan components include public access improvements, vegetation management and native plant restoration.

Previous and Ongoing Work

- The plan is complete.
- The City Council has reviewed the plan at a public meeting and has requested the plan be afforded CEQA review.

Tasks

- Prepare an initial study to determine the appropriate CEQA actions.
- Prepare the appropriate CEQA documentation and adopt the Open Space Management Plan.

Products

	<u>Date</u>
Adopted Open Space Management Plan	September 2012

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$5,000

Funding Source

Carpinteria Bluffs
Endowment Fund

Priority

Medium

Parks and Recreation

Program: Parks and Recreation Administration
Carpinteria City Hall Campus
Improvement Project

Project Description

The Carpinteria City Hall Campus Improvement Project aims to enhance the existing facilities to better serve the public. As local government responsibilities grow, the need for administrative storage and office space also grows. Attributes such as additional parking, meeting room, and file storage space are needed. Redesigning the landscaping to achieve low water use and storm water quality objectives can also benefit the general public with lower operating costs. The comprehensive project will also showcase xeriscaping, integrated pest management, solar and storm water quality benefits that can be used by Carpinteria Businesses and homeowners.

Objective and Policy Consistency

This project has several objectives. They are as follows:

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

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

Previous and Ongoing Work

- Landscape proposal has been obtained
- Preliminary site plan concepts have been developed.

Tasks

1. Update Site Survey
2. Engage Landscape Architect
3. Develop plans for Building annex and seek permits.

Products

- Approved landscape plan June 2013
- Approved Building permits June 2013

Staff Requirements

Parks and Recreation

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

Budget

50,000 in FY 11/12

Funding Source

General Facilities DIF

Priority

Medium

Parks and Recreation

Program: Parks and Recreation Administration

City Wide Hiking Biking Trail System Planning and Construction

Project Description

Many segments of the Carpinteria Coastal Vista Trail have been constructed in past years most recently the Palm to Linden Trail. Continuation toward the completion of the trail involves many segments each with their own circumstances. This Work Program item involves dedicating further effort to perfect the 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. The next step for this project is to conduct environmental review.

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 large investment will be needed to complete this segment as a railroad undercrossing is likely needed to open this segment to the public.

The Carpinteria Bluffs 2 Trail Reach connects the Lois Sidenberg Coastal Overlook with Bluffs 3 and the Carpinteria Rincon Trail. This trail segment traverses two parcels of land and in fills existing trail segments on both its east and west side.

The Third Street 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 existing Third Street right of way.

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

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 health.
- The installation of the CRT trail will provide a safer route than the unsanctioned use of the rail road 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 environmentalism.

Previous and Ongoing Work

Parks and Recreation

- 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.
- Completed the Palm to Linden Trail
- Obtained County Coastal Resources Enhancement Fund Grant for Rincon Trail study
- Completed Rincon Trail Project Study Report (PSR) that includes preliminary engineering.
- Circulated PSR to interested agencies and the public.
- Obtained Coastal Conservancy Grant for Environmental Report
- Prepared administrative draft of Rincon Trail MND.
- Prepared Coastal Access and Railroad Safety study.

Tasks

Coordination with Santa Barbara County
 Retain consultant to prepare environmental documents
 Hold necessary public meetings to allow for environmental document certification
 Retain Design Engineer
 Make application for CDP

Products

Date

A Certified CEQA compliant environmental document for CRT.	9/1/12
CDP	9/1/13

Staff Requirements

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

Budget

TBD

Funding Source

Various

Priority

Medium

**Parks and Recreation
Program: Parks and Recreation Administration
Linden Beach Area Planning**

Project Description

The end of Linden Avenue where the jurisdictional boundary between Carpinteria State Beach and the City lies has enormous potential to be a centerpiece of public space that is designed to take advantage of enormous visual and coastal access opportunities. It also has the potential to generate substantial revenues to help pay for related public services while providing desirable attractions that help support Carpinteria area retail businesses. This Work Plan item involves an exploratory effort in partnership with the Carpinteria State Beach and adjacent private property interests to discuss future possibilities toward improvements that would meet the goals of all parties involved.

Objective and Policy Consistency

- Coastal access and providing for Carpinteria's tourist and residential coastal access needs are important objectives that have durable benefits.

Previous and Ongoing Work

- Linden Field Operating Agreement
- Tomol Interpretive Play Area
- Palm to Linden Trail

Tasks

- Conduct outreach and visioning meetings with parties involved.

Products

Date

Concept improvement plan

2/1/13

Staff Requirements

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

Budget

N/A

TBD

Funding Source

Priority

Medium

**Program: Parks and Recreation Administration
Removal of Relic Facilities in Parks and on Tidelands**

Project Description

This project involves locating, identifying and removing relic facilities that exist within the boundaries of the City of Carpinteria on City owned park or tide lands. In most cases, these facilities are related to abandoned oil and gas production or conveyance facilities that have no potential future use. The facilities may be aesthetically unpleasing, or may interfere with the public's use of these public resource lands.

For Example a surface seep of hydrocarbon tar located in the south western portion of the Carpinteria Bluffs Nature Preserve. City Staff has contacted the California State Division of Oil and Gas (DOGGR) who provided preliminary analysis of the seep that concluded it may be a leaking oil well from the very early twentieth century.

Objective and Policy Consistency

- This project is consistent with good stewardship of public lands.

Previous and Ongoing Work

- This is a new project that has had little previous work, however some preliminary reconnaissance has been completed.

Tasks

Inventory the known relic equipment locations
Identify the party that has removal responsibility, (if any)
Pursue remediation of each site.

Products

Generate a report on known remediation sites with recommended further actions.
Determine the appropriate remediate for the Bluffs tar seep, and carry them out to completion.

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$5,000 for reconnaissance study work

Funding Source

General Fund

Priority Medium

**Program: Parks and Recreation Administration
Historical Marker #535 Pocket Park
Chumash Village of Mishopshnow**

Project Description

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

Objective and Policy Consistency

An opportunity may exist to construct a micro park in the immediate vicinity of the Historical Marker on Concha Loma Drive. The area is about 6,000 square feet if part of the right of way is used 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 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

None

Tasks

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

Products

- Approved permits
- Park Installed

Date

TBD pending funds
TBD

Staff Requirements

- Parks and Recreation Director

Parks and Recreation

- Parks and Recreation Administrative Assistant

Budget

Due to current budget constraints, implementation of a plan may be deferred. Additionally, maintenance costs will need to be considered.

\$75,000

Funding Source

Parks Improvement Fund

Priority Low

**Program: Parks and Recreation Administration
Memorial Park Improvements and Restroom Facility**

Project Description

The installation of Memorial park restroom facility along with other possible park amenities such as trails, fitness equipment, BBQ's, benches, a dog friendly area and new water wise landscaping. The project will help reduce operational costs, provide a more popular park and improve park safety.

Objective and Policy Consistency

Improve Memorial Park to include amenities such as an off leash area, a jogging track, an improved play area and other amenities. These improvements will be proposed with neighborhood involvement.

A recent survey of residents in the Memorial Park neighborhood has helped to determine desired improvements.

The City's General Plan, Open Space and Conservation Element 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

Surveyed 150 adjacent residences in writing about Memorial Park and possible changes

Tasks

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

Products

- Approved permits
- Improvements installed

Date

October 2012
August 2013

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

Due to current budget constraints, implementation of a plan may be deferred.

\$150, 000

Funding Source

Parks Improvement Fund

Priority. Medium

Parks and Recreation

Program: Parks and Recreation Administration Irrigation Water Well

Project Description

Feasibility and possible installation of an Irrigation Water Well to serve park water needs.

Objective and Policy Consistency

An irrigation water well used to irrigate City parks having the potential to provide significant dollar savings over time.

The City's General Plan, Open Space and Conservation Element 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

Consulted with a hydro-geologist to discuss best possible locations.

Tasks

6. Prepare water well feasibility analysis.
7. Prepare site plan and Permit Applications
8. Drill well and develop it.
9. Install pipeline

Products

- Approved permits
- Well Installed

Date

December 2012
November 2013

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant

Budget

\$70,000

Funding Source

Parks Maintenance Fund

Priority

Medium

**Program: Parks and Facilities Maintenance
Community Pool Improvement Program**

Project Description

The Community Pool provides our community with an important learn to swim facility as well as providing for fitness and youth sports. Ongoing work to keep the facility running efficiently and providing needed facility attributes includes consideration of the following improvements:

- New efficient pool water heater
- Consideration of pool bleachers
- Replacement of pool water sanitation system
- Consideration of therapy pool.

Objective and Policy Consistency

The project objectives are as follows:

- Broaden the appeal and patronage of the Community Pool
- Support youth sports

- **Objective CD-14** states Protect and preserve natural resources by reducing energy consumption
- **Policies CD-S6-f** states to ensure the efficient utilization of energy resources, design measures shall be incorporated into project design that allow for development projects to exceed the minimum energy requirements of the city's Uniform Codes..
- Provide adequate recreation facilities for the community

Previous and Ongoing Work

- Obtained price quote on recommended make and model for pool water heater.
- Obtained paperwork from Southern California Gas Company.
- Make application to Grant Program for funding.

Tasks

1. Replace and install new pool water heater.
2. Purchase and install bleachers
3. Continue fundraising for pool tile wall.

Products

Date

New Pool Boiler

July 2012

Parks and Recreation

Staff Requirements

- Parks and Recreation Director
- Parks and Recreation Administrative Assistant
- Community Pool Superintendent

Budget

\$40,000

\$25,000

Funding Source

Southern California Gas Co.
Aquatics Facility DIF

Priority **High (depending upon funding)**

2011 Work Plan Review

General Government

2011 Work Plan Accomplishments

Activity	Comments/Status
LEGISLATIVE AND POLICY	
Community Survey	This survey has been put aside in order to allow for polling in early 2012 related to the transient occupancy tax measure.
Financial Recovery Actions	These measures have been implemented through the City's budget process, contract amendments, new fee study and implementing resolution, labor agreements, etc. Long-range revenue enhancement measures, including the Transient Occupancy Tax measure, will continue and are addressed separately.
ECONOMIC VITALITY	
Business Attraction and Retention	<ul style="list-style-type: none"> • Facilitated meeting with listing agent which included prospective developer, City staff, and City Councilmembers regarding Bluffs III (Hancock portion of the site). A follow-up meeting was also held. • Along with planning staff met with Bluffs I property owner and prospective developer • Maintained dialogue with owner representatives regarding former Austin's Hardware store vacancy on Linden Avenue • Interfaced with representatives regarding various commercial real estate prospects: <ul style="list-style-type: none"> --Deckers Outdoor Corporation / approx. 125,000+ sf requirement (Lagunitas & Rose Lane property) --15,000 - 25,000 sf industrial user --10,000+ sf industrial user --8,000± sf warehouse user --4,900± sf church use --1,500-2,500 sf office user --1,200 sf prospect • Maintained on-line database of commercial real estate buildings and sites in the community available for businesses. E-mailed periodic inventory updates (primarily) to real estate agents.
Business Development Support	As the City's staff liaison to the Carpinteria First Committee, worked with the Committee members throughout the year on a variety of events to promote

	business activity (e.g., monthly First Friday themed events, Snow Day event, Craft Fair, etc.). City staff support involved input at Committee meetings, interaction with vendors, processing a Special Event Permit, conferring on risk management strategies with the JPIA, etc.
STAFF RECRUITMENT AND RETENTION	
Labor Negotiations – Memorandum of Understanding (MOU)	Completed. The Memorandum of Understanding (MOU) of the Service Employee International Union (SEIU) Local 620 and other unrepresented employees has been negotiated and approved. The City Council approved and adopted the MOU resolution in June 27, 2011.
VOLUNTEER SERVICES	
Volunteer Management	Completed. The volunteer manual was completed in February 2011. It has been distributed to all City Volunteers. Also, new volunteers are provided with the manual and it will be a part of their orientation.
EMERGENCY PREPAREDNESS	
LISTOS – Four Week Spanish Language Emergency Preparedness Program	<p>In coordination with The Orfalea Fund, we hosted a LISTOS program in April 2011. Through a coordinated outreach effort with the Carpinteria Children's Project at Main, Girl's Inc., St. Joseph's Church and the Carpinteria Unified School District, 25 Carpinteria residents completed the 4-week training.</p> <p>Grant funding for LISTOS has ended, however, we intend to expand our Don't Panic! Prepare! Program to include outreach to Spanish speaking residents.</p>
CERT Organization	<p>We will continue to support the CERT Program in partnership with the Carpinteria-Summerland Fire District and the Santa Barbara County Sheriff's Department and we will offer ongoing opportunities for Carpinteria residents to participate in the CERT Program. In 2011, two CERT trainings were held and 38 new CERT members were added to the cadre of trained volunteers.</p> <p>The goal of acquiring 501(c)3 status for the Carpinteria CERT Program and having it serve as a self-governing entity is a bit premature at this time. We will continue to work with our CERT partners and use this next year as an opportunity to build a strong working relationship with our CERT members and to increase opportunities for communication, education and community involvement</p> <p>We will revisit the possibility of forming an independent CERT Organization with our partners and CERT members in 2013.</p>

LAW ENFORCEMENT	
Students Run Carpinteria	This project was presented to Safe Schools and Healthy Students to administer
Sterling Park Bike Path Security Plan	We worked with Public Works Department to Clean up the area and there has been no further Complaints
Physical Fitness Facility Project	This project was discussed in the Space Needs, but Due to budgetary concerns was put on hold. However, we have been able to acquire some Equipment that has been made available to our personnel

**Community Development Department
2011 Work Plan Accomplishments**

<i>Activity</i>	<i>Comments</i>
ADMINISTRATION	
Data/Records Management <ul style="list-style-type: none"> Permit Tracking System 	This work item has been moved to Central Services and will be managed by the Finance Department with support from the Community Development and Public Works Departments.
HOUSING	
Housing Element <ul style="list-style-type: none"> Housing Element Update 	The Housing Element was updated and approved by the Council in September 2011. The California Department of Housing and Community Development (HCD) certified the document in October 2011.
ADVANCE PLANNING	
Coastal Plan Policies <ul style="list-style-type: none"> Effectuate Policies not accepted by CCC in 2003 Coastal Plan Update 	This item will be addressed through the Zoning Code Update. Any items not addressed through that effort will be completed after adoption of the updated Zoning Code.
Creeks Program Implementation <ul style="list-style-type: none"> Annual Reporting and Noticing 	A report was presented to the City Council in September 2011 on the status of the work undertaken on implementing the Creeks Program through the city's participation on the Carpinteria Watershed Committee. Annual notices to all property owners adjacent to creeks were sent in June 2011. This item has now become part of the Department's ongoing work and will not be separately reported in the Work Program. Reporting and noticing will continue per the Creeks Program.
Smoking Regulations <ul style="list-style-type: none"> Amend Public Smoking Regulations 	The City Council adopted revisions to the smoking regulations in February 2011. Before the regulations became effective in May 2011, staff worked with local groups (Carpinteria Beautiful, Girls, Inc.) on education and outreach materials and continues to do so. Decals and brochures have been distributed throughout the City, with a focus on the downtown and hotel businesses to inform residents and visitors of the new regulations.
CODE COMPLIANCE	
Animal Control <ul style="list-style-type: none"> Services and Sheltering Options 	Animal services and sheltering are provided through a contract with local veterinarian Dr. Scott Smith and the staff at the Animal Medical Clinic (AMC). In considering options other than Code Compliance performing the day-to-day activities with support from AMC, we have determined

that there are no other cost effective alternatives that would provide a comparable level of service as is provided under the current program. A contract with County Animal Services would cost much more than we currently spend on the AMC contract, and service levels would drop dramatically. Services are not available from Ventura County or City of Santa Barbara. Only one other local veterinarian is available and has not expressed an interest in performing City services. Therefore, staff does not recommend changing our existing program at this time. To supplement staff resources, we have recently come by two volunteers who can provide assistance with dog walking, cleaning kennels and grooming.

PUBLIC WORKS

2011 WORK PLAN ACCOMPLISHMENTS

Activity	Comments
LossCAP Implementation: Americans with Disabilities Act Transition Plan	Completed - Reviewed City of Carpinteria ADA Transition Plan with the City ADA Coordinator. Applied current ADA standards to construction projects including new curb ramps on Via Real.
LossCAP Implementation	Completed - Expanded review and inspection of vegetation along public roadways that may impair clear view for traffic. Trimmed or removed several hedges and plants along roadways.
PBIAAB Update: Board Revitalization	Completed - Staff worked with the current board members to assess the mission and budget of the Board. The mission of the Board was more narrowly focused on business promotion for the Downtown. Management of events such as the Holiday Parade is now contracted out with the Board's oversight.
Traffic Signal Backup Power Supplies	Completed - This project was completed. All three traffic signals are now equipped with backup power supply batteries.
Year 2 Stormwater Management Plan Implementation	Completed - The annual report was written by staff and submitted to the Regional Water Quality Control Board in February 2011. Public Works continues to participate in the Joint Effort. The Joint Effort is a grant funded multi-agency program for the development of Low Impact Development and Hydro-modification Standards that must be implemented by each agency under the National Pollution Discharge Elimination System Permit.

**Parks and Recreation
2011 Work Plan Accomplishments**

Activity	Comments / Status
Parks Administration	
Tomol Interpretive Play Area Construction	<p>The Tomol Interpretive Play Area Project is complete.</p> <p>This Project was the result of several years of effort and has resulted in a very popular attraction in the City's downtown that promises to endear the community to many residents and visitors alike.</p>
Palm to Linden Trail	<p>This Project connects the State Beach Campground to the Downtown with a beautiful trail link that also completed an inside link of the Carpinteria Coastal Vista Trail. The Project is the result of six years of planning, permitting, fund raising, partnership and perseverance.</p> <p>The project is expected to have economic benefits to the Linden Area merchants.</p>
City Hall Parking Lot Light Project	<p>City Hall parking area lighting has been replaced with high efficiency LED BEGA fixtures improving safety and reducing energy consumption.</p>
Made application for Habitat Conservation Grant (HCF) for Tar Pits Park	<p>Grant application will be reviewed in early 2012.</p>
Energy Efficiency ARRA Grant	<p>All City owned street lights on Linden Avenue and Carpinteria Avenue have been retrofitted with LED bulbs. Energy savings are expected to exceed \$10,000 annually. Project was paid for with grant funds.</p>
Municipal Code Amendments	<p>The CMC was amended in 2011 to include prohibition of bikes and dogs in the Carpinteria Salt Marsh Park and the regulation of radio controlled models in the park system.</p>

Carpinteria Triathlon	The fourteenth annual triathlon was a great success and is highlighted here because it set a new record in earnings.
Dog Bag Sponsorship	The City receives about \$2,000 annually through community members donations toward the purchase of dog bags.

Neighborhood
Preservation
Committee
Recommendations
Table

**Neighborhood Preservation Committee
Recommendations and Status of Work by Department**

Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 5. Traffic Safety, Lighting and Pedestrian Safety
Issue 7. Land Use Compatibility

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

Department	Recommendation	Status
Community Development	1.a. Pursue and encourage development of Single Room Occupancy units	2012/2013
	1.b. Work with SB County on development of affordable housing options for agriculture and hospitality industry employees	2012/2013
	1.c. Research a Parking Permit Program	2012/2013
	1.d. Limit the number of vehicles registered to a specific address	2012/2013
	1.e. Prohibit parking on the front lawn or in the front setback (other than the driveway)	Zone Code Update
	1.f. Continue the Vehicle Abatement Program	Ongoing
	1.g. Provide outreach and education about City Codes and Code Compliance (use City website, scroll, GATV, brochures, flyers, magnets and a staff contact list)	Ongoing
	1.h. Encourage residents to park in garage	Ongoing
	2.a. Limit the number of vehicles permitted at each residence to not more than six	2012/2013
	2.b. Maintain requirement for two-car garage in single family zones	Current Code
	2.c. Revisit minimum garage size to allow for large vehicles and storage space	2012/2013
	2.d. Allow more than 324 square feet of paving in the front yard (toward the side property line on the driveway/garage side of the lot; encourage use of grasscrete or other permeable paving.	2012/2013
	2.e. Do not allow parking in the front yard landscaping	Zone Code Update
	2.f. Redefine "front" and "side" yards in Zoning Code	Zone Code Update
	2.g. Encourage parking of at least one car in the garage	Ongoing
	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 vehicles or panel or stake-bed trucks	Zone Code Update
	3.c. Educate public about new codes and use neighborhood outreach programs to encourage neighbors to address issues themselves	2011 Work Program
	3.d. Send a letter to all residents with home-based businesses that includes all pertinent Municipal	2012/2013

**Neighborhood Preservation Committee
Recommendations and Status of Work by Department**

Issue 1. Use and Occupancy of Single Family Dwellings
Issue 3. Home Occupations
Issue 5. Traffic Safety, Lighting and Pedestrian Safety
Issue 7. Land Use Compatibility

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

	Code regulations	
Community Development	3.e. Provide information about City regulations on the City website and in an informational brochure	2012
	6.a. Adopt a leafblower ordinance to regulate the hours of operation and adopt protocols for leafblower use	2011
	6.b. Provide incentives for residents to turn in old leafblower models for more eco-friendly versions	2011
	6.c. Encourage communication between neighbors about leafblower use	2011
	6.d. Create educational materials in English and Spanish	2011
	6.e. Place brochures in stores where leafblowers are sold	2011
	6.f. Distribute information on responsible leafblower use to all business license applicants for gardening and landscaping businesses	2011
	7.a. Continue and expand proactive code compliance programs to address public nuisance issues	Ongoing
	7.b. Include environmental impacts when considering safety issues in land use matters	Ongoing
	7.c. Continue to provide APCD contact information for filing of odor complaints	Ongoing
	7.d. Facilitate coordination between public agencies responsible for oversight and regulation of industrial facilities (e.g. Fire District, APCD, etc.)	Ongoing
	7.e. Minimize and mitigate noise impacts from development	Ongoing
	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	
Public Works	3.b. Develop a Park and Ride Facility at Carpinteria Avenue and Highway 150	2012/2013
	4.a. Synchronize tree replacement with tree removal	2011
	4.b. Budget adequately to carry out the Street Tree Program	2011
	4.c. Support private plant of trees	2012
	4.d. Maintain/protect mature trees when possible	Ongoing
	4.e. Continue and expand the sidewalk repair and replacement program	Ongoing
	4.f. Provide education about tree replacement and the City's Master Tree Plan	Ongoing

**Neighborhood Preservation Committee
Recommendations and Status of Work by Department**

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

Public Works	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	2012	
	4.h. Create an online form for reporting hazardous conditions or maintenance needs	2012	
	4.i. Create a refrigerator magnet with staff names and phone numbers to report a problem or submit a request for service	2012	
	5.a. Remove or trim hedges that pose a safety risk due to sight distance or visual clearance	Ongoing	
	5.b. Make service requests more accessible	Ongoing	
	5.c. Pursue funding to raise the level of service of street and parkway maintenance and add lighting where appropriate	2011/2012	
	5.d. review and make any needed changes to the crosswalks at the intersection of Carpinteria Avenue and Holly Avenue and other intersections that create sight distance issues and at the MTD bus stop at Carpinteria Avenue and Elm Lane		2011
	5.e. Use the Traffic Safety Committee to study and implement traffic-calming measures as appropriate	2012/2013	
	5.f. Pursue funding and partnership opportunities to retrofit street lighting with more energy efficient and night sky friendly fixtures and components	2012	
	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	Ongoing	
	7.g. Anticipate and monitor potential health and safety risks	Ongoing	
Volunteer Emergency Services	7.f. Educate/train citizens at the neighborhood level on emergency planning and preparedness	Ongoing	
	8. Development of a Neighborhood Oriented Program	2011	
	Develop a Neighborhood Relations Tool Box	2011	
	Hold a Kick-off Event	2011	
	Organize a Clean-up Day	2011	

Environmental Scan Information

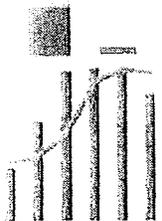
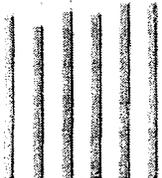
DEMOGRAPHIC INFORMATION



Carpinteria is part of the Santa Barbara Public Library jurisdiction. This individual city profile is provided for reference.



Population by Age



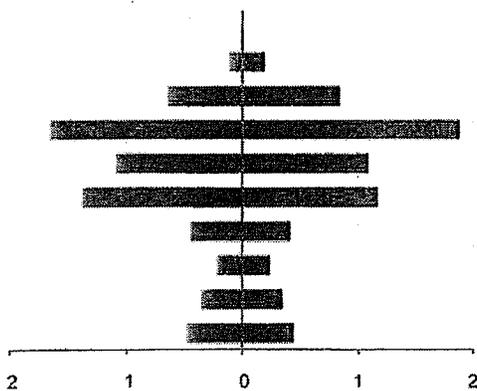
This demographic profile is part of a series of library jurisdiction profiles prepared for the California State Library by the Stanford Center on Longevity. The project, "Understanding California's Shifting Demographics," was supported in whole by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred.

Key Indicators

	2000	2010
Population Growth		
Total population	14,194	13,040
10-year growth	3.3%	-8.1%
Diversity		
% Hispanic	43.5%	48.7%
% Asian, non-Hispanic	2.3%	2.2%
% White, non-Hispanic	51.2%	46.6%
% Black, non-Hispanic	0.5%	0.6%
Aging		
% 65+	12.4%	13.8%
Median age	35.9	39.5
Households		
% Married couple with children	26.4%	20.3%
% Living alone	25.5%	25.3%

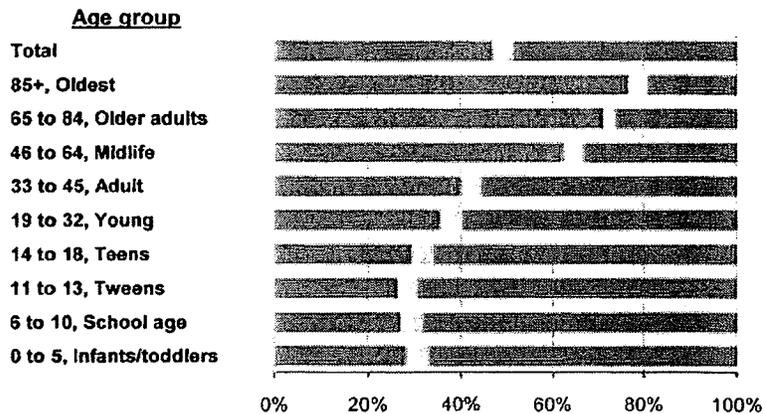
1. Population by Library-Defined Age Group, 2010

In thousands; males on left, females on right



2. Race and Ethnicity by Library-Defined Age Group, 2010

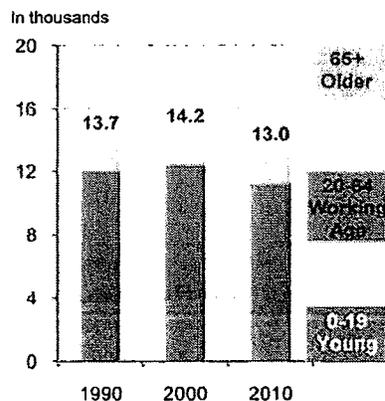
White, NH Black, NH Asian, NH Other, NH Hispanic



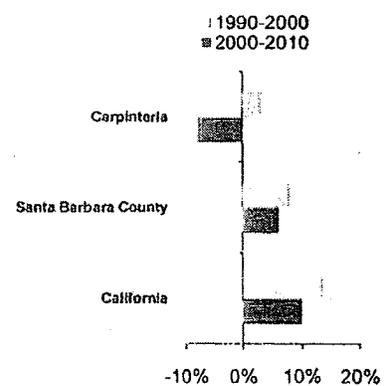
3. Population Growth by Library-Defined Age Group, 2000-10

	2010	Change	% Change
Total	13,040	-1,154	-8.1%
85+	308	77	33.3%
65 to 84	1,491	-44	-2.9%
46 to 64	3,552	651	22.4%
33 to 45	2,178	-812	-27.2%
19 to 32	2,559	-137	-5.1%
14 to 18	860	-135	-13.6%
11 to 13	466	-189	-28.9%
6 to 10	709	-385	-35.2%
0 to 5	917	-180	-16.4%

4. Population Total, 1990-2010



5. 10-Year Population Change



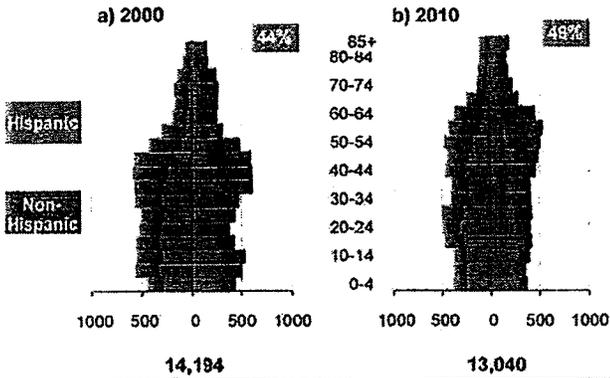
Source: US Census 2010, 2000, or 1990

Demographic Profile

Carpinteria

6. Population by 5-Year Age Brackets

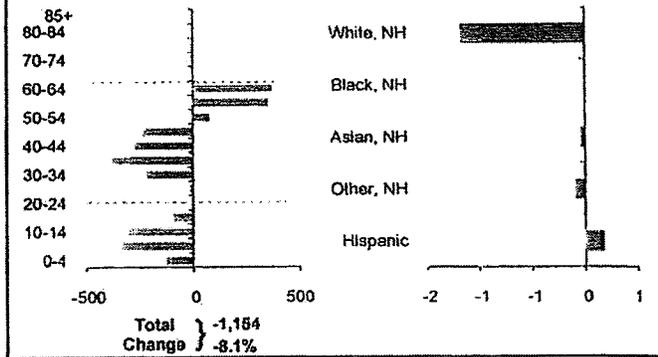
Males on left, females on right



7. 10-Year Change in Population, 2000-10

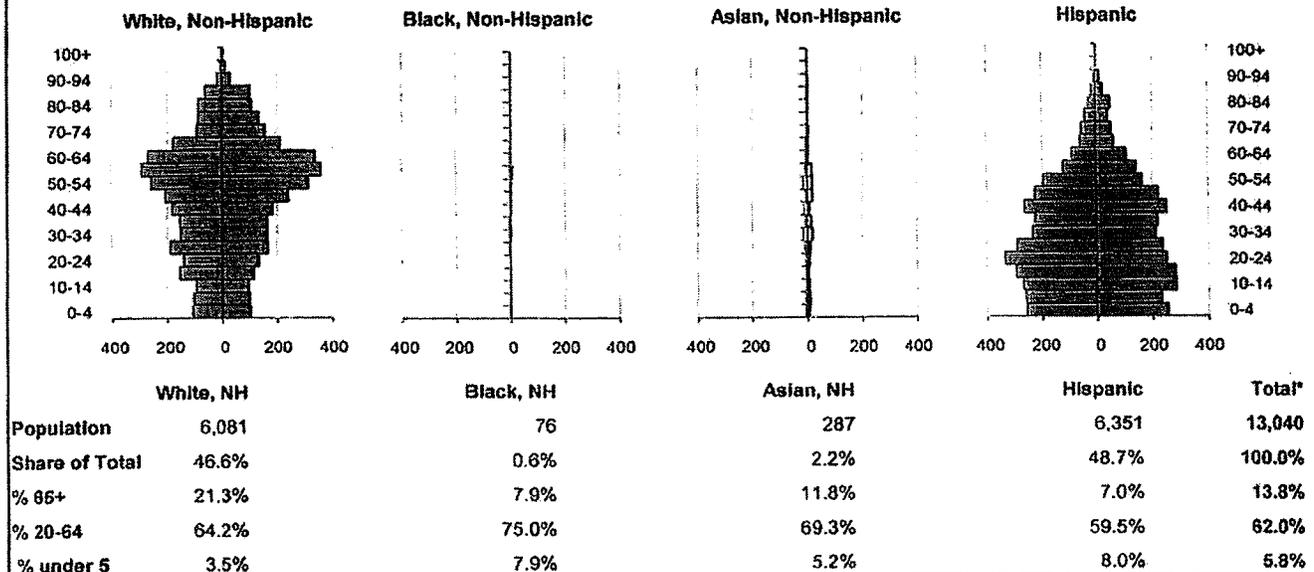
a) By Age

b) By Race and Ethnicity

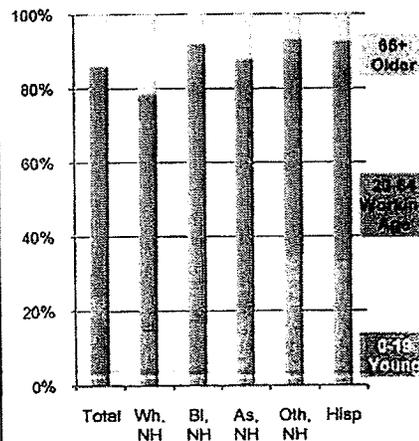


8. Population by Age, Race, and Ethnicity, 2010

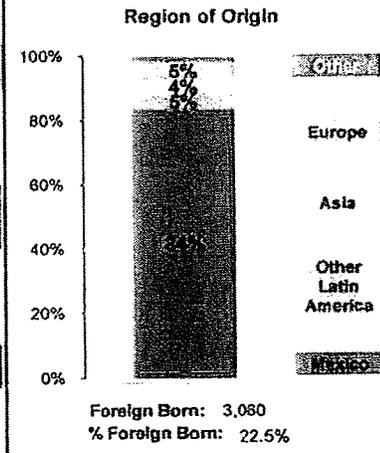
Males on left, females on right



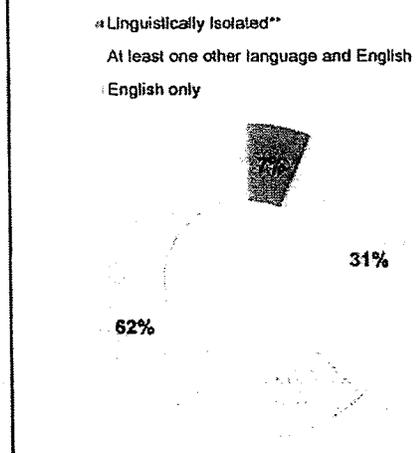
9. Age Mix by Race and Ethnicity, 2010



10. Foreign Born, 2005-09



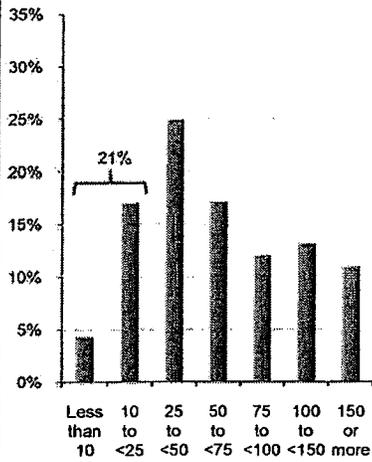
11. Household Language, 2005-09



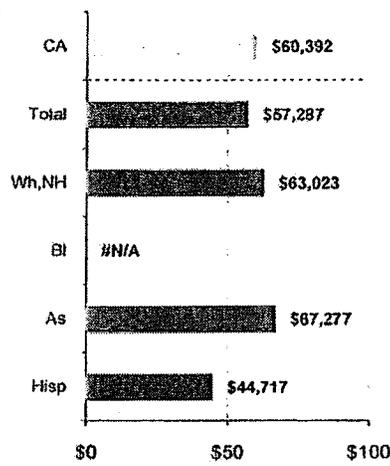
Wh=White; BI=Black; As=Asian; Oth=Other Race or Two or More Races; Hisp=Hispanic; NH=Non-Hispanic; ACS=American Community Survey 2005-09
*See pages 5-6 for detail on Other, Non-Hispanic
**Linguistically Isolated = No one in the household age 14 and over speaks English at least "very well"

12. Household Income, 2005-09
In thousands of \$ (2009)

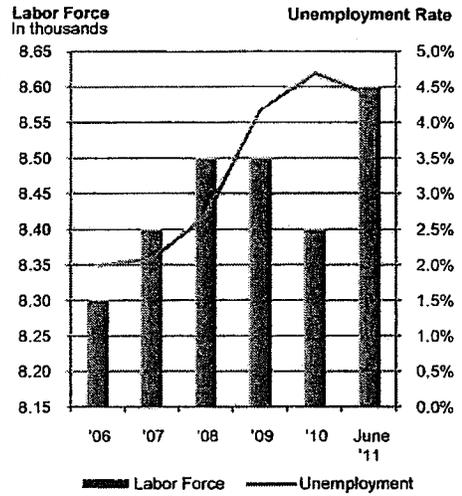
a) Income Distribution



b) Median Household Income by Race and Ethnicity*



13. Labor Force and Unemployment, 2006-11

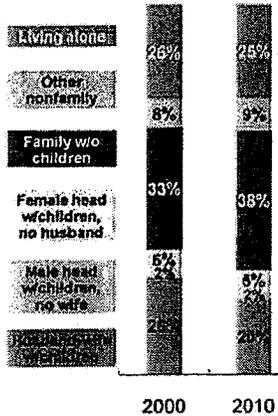


Source: ACS 2005-09

Source: CA Employment Development Department

14. Household Type, 2010
% of all households

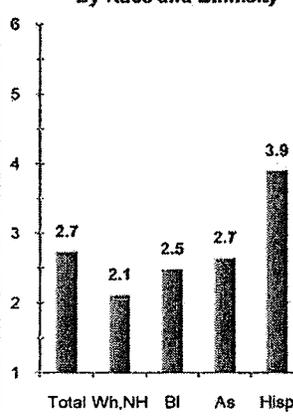
a) Total, 2000-10



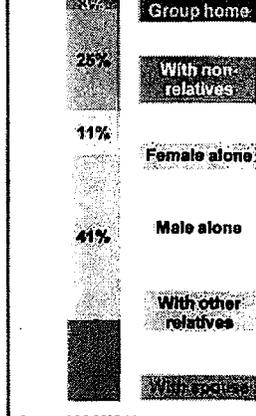
b) By Race and Ethnicity,* 2010



15. Average Household Size, 2010
By Race and Ethnicity*



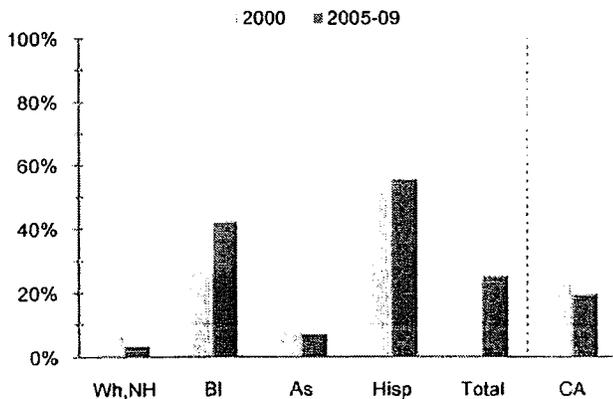
16. Living Arrangements Age 65+, 2005-09



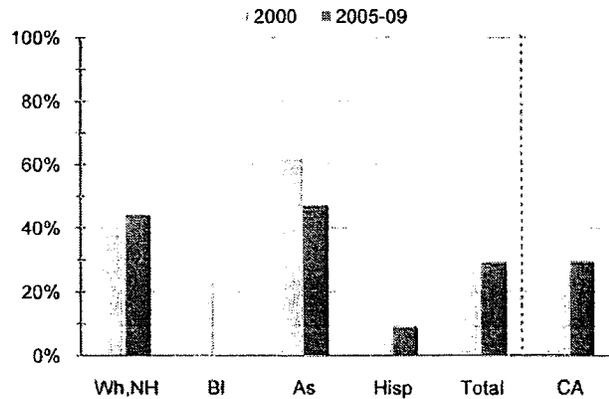
Source: ACS 2005-09

17. Educational Attainment for the Population Age 25 and Over by Race and Ethnicity*

a) % of Adults Who Did Not Complete High School



b) % of Adults Who Attained a BA or Higher



Source: Census 2000, ACS 2005-09

*Wh,NH=White, Non-Hispanic; BI=Black, Hispanic Inclusive; As=Asian, Hispanic Inclusive; Hisp=Hispanic (Includes all races); CA=California Total

Note: In the American Community Survey and for Census variables other than population, Hispanic origin is not broken out for all races.

Reference Data

Carpinteria

	White, Non-Hispanic	Black, Non-Hispanic	Asian, Non-Hispanic	Other, Non-Hispanic	Detail for Other, Non-Hispanic				Hispanic or Latino	Total Population
					American Indian & Alaska Native	Native Hawaiian & Pacific Islander	Some Other Race	Two or More Races		
A. Total Population										
2000 Total	7,266	74	331	348	68	14	5	261	6,175	14,194
2000 % of Total	51.2%	0.5%	2.3%	2.5%	0.5%	0.1%	0.0%	1.8%	43.5%	100.0%
2010 Total	6,081	76	287	245	40	11	18	176	6,351	13,040
2010 % of Total	46.6%	0.6%	2.2%	1.9%	0.3%	0.1%	0.1%	1.3%	48.7%	100.0%
B. Population in Major Age Groups by Race and Ethnicity										
2000										
0-19	1,414	21	78	148	23	2	0	123	2,371	4,032
20-64	4,476	47	219	182	41	12	5	124	3,472	8,396
65+	1,376	6	34	18	4	0	0	14	332	1,766
85+	201	1	2	0	0	0	0	0	27	231
2010										
0-19	881	13	54	86	10	1	5	70	2,127	3,161
20-64	3,903	57	199	143	24	10	12	97	3,778	8,080
65+	1,297	6	34	16	6	0	1	9	446	1,799
85+	236	1	11	1	0	0	0	1	59	308
C. Age Mix for Each Racial and Ethnic Group										
2000										
0-19	19.5%	28.4%	23.6%	42.5%	33.8%	14.3%	0.0%	47.1%	38.4%	28.4%
20-64	61.6%	63.5%	66.2%	52.3%	60.3%	85.7%	100.0%	47.5%	56.2%	59.2%
65+	18.9%	8.1%	10.3%	5.2%	5.9%	0.0%	0.0%	5.4%	5.4%	12.4%
85+	2.8%	1.4%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	1.6%
2010										
0-19	14.5%	17.1%	18.8%	35.1%	25.0%	9.1%	27.8%	39.8%	33.5%	24.2%
20-64	64.2%	75.0%	69.3%	58.4%	60.0%	90.9%	66.7%	55.1%	59.5%	62.0%
65+	21.3%	7.9%	11.8%	6.5%	15.0%	0.0%	5.6%	5.1%	7.0%	13.8%
85+	3.9%	1.3%	3.8%	0.4%	0.0%	0.0%	0.0%	0.6%	0.9%	2.4%
D. Racial and Ethnic Mix for Each Age Group										
2000										
0-19	35.1%	0.5%	1.9%	3.7%	0.6%	0.0%	0.0%	3.1%	58.8%	100.0%
20-64	53.3%	0.6%	2.6%	2.2%	0.5%	0.1%	0.1%	1.5%	41.4%	100.0%
65+	77.9%	0.3%	1.9%	1.0%	0.2%	0.0%	0.0%	0.8%	18.8%	100.0%
85+	87.0%	0.4%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	11.7%	100.0%
2010										
0-19	27.9%	0.4%	1.7%	2.7%	0.3%	0.0%	0.2%	2.2%	67.3%	100.0%
20-64	48.3%	0.7%	2.5%	1.8%	0.3%	0.1%	0.1%	1.2%	46.8%	100.0%
65+	72.1%	0.3%	1.9%	0.9%	0.3%	0.0%	0.1%	0.5%	24.8%	100.0%
85+	76.6%	0.3%	3.6%	0.3%	0.0%	0.0%	0.0%	0.3%	19.2%	100.0%
E. Population Growth										
2000-10, Change										
0-19	-533	-8	-24	-62	-13	-1	5	-53	-244	-871
20-64	-573	10	-20	-39	-17	-2	7	-27	306	-316
65+	-79	0	0	-2	2	0	1	-5	114	33
85+	35	0	9	1	0	0	0	1	32	77
Total	-1,185	2	-44	-103	-28	-3	13	-85	176	-1,154
2000-10, % Change										
0-19	-37.7%	-38.1%	-30.8%	-41.9%	-56.5%	-50.0%	N/A	-43.1%	-10.3%	-21.6%
20-64	-12.8%	21.3%	-9.1%	-21.4%	-41.5%	-16.7%	140.0%	-21.8%	8.8%	-3.8%
65+	-5.7%	0.0%	0.0%	-11.1%	50.0%	N/A	N/A	-35.7%	34.3%	1.9%
85+	17.4%	0.0%	450.0%	N/A	N/A	N/A	N/A	N/A	118.5%	33.3%
Total	-16.3%	2.7%	-13.3%	-29.6%	-41.2%	-21.4%	260.0%	-32.6%	2.9%	-8.1%

Source: US Census 2010, 2000

Reference Data, continued

Carpinteria

	White, Non- Hispanic	Black, Non- Hispanic	Asian, Non- Hispanic	Other, Non- Hispanic	Detail for Other, Non-Hispanic				Hispanic or Latino	Total Population 2010
					American Indian & Alaska Native	Native Hawaiian & Pacific Islander	Some Other Race	Two or More Races		
F. Population by Library-Defined Age Groups, 2010										
0-5	253	7	20	23	2	0	1	20	614	917
6-10	190	1	14	19	3	0	2	14	485	709
11-13	122	1	10	9	1	0	0	8	324	466
14-18	250	4	8	30	4	1	2	23	568	860
19-32	900	16	62	54	6	0	5	43	1,527	2,559
33-45	867	13	54	33	5	5	1	22	1,211	2,178
46-64	2,202	28	85	61	13	5	6	37	1,176	3,552
65-84	1,061	5	23	15	6	0	1	8	387	1,491
85+	236	1	11	1	0	0	0	1	59	308
Total	6,081	76	287	245	40	11	18	176	6,351	13,040
G. Population by 5-Year Age Brackets, 2010										
0-4	212	6	15	18	1	0	1	16	510	761
5-9	206	2	18	19	4	0	1	14	491	736
10-14	191	2	11	17	2	0	1	14	552	773
15-19	272	3	10	32	3	1	2	26	574	891
20-24	274	3	17	20	2	0	1	17	583	897
25-29	355	7	20	19	3	0	3	13	525	926
30-34	317	7	33	16	2	3	1	10	446	819
35-39	321	7	22	8	0	2	0	6	443	801
40-44	365	4	20	19	4	0	1	14	512	920
45-49	447	5	24	11	2	1	1	7	446	933
50-54	570	8	31	23	8	1	0	14	358	990
55-59	648	13	23	17	1	1	3	12	267	968
60-64	606	3	9	10	2	2	2	4	198	826
65-69	391	2	8	8	4	0	0	4	120	529
70-74	250	2	7	3	1	0	0	2	108	370
75-79	223	1	3	2	0	0	0	2	82	311
80-84	197	0	5	2	1	0	1	0	77	281
85-89	166	1	6	0	0	0	0	0	38	211
90-94	50	0	4	1	0	0	0	1	19	74
95-99	17	0	1	0	0	0	0	0	2	20
100+	3	0	0	0	0	0	0	0	0	3
Total	6,081	76	287	245	40	11	18	176	6,351	13,040
H. Median Age, 2000-10										
	White, Non- Hispanic	Black, Hispanic Inclusive	Asian, Hispanic Inclusive		American Indian & Alaska Native, Hispanic Inclusive	Native Hawaiian & Pacific Islander, Hispanic Inclusive	Some Other Race, Hispanic Inclusive	Two or More Races, Hispanic Inclusive	Hispanic or Latino	Total Population
2000	44.3	35.2	36.3		30.5	29.5	25.9	21.9	27.0	35.9
2010	50.6	35.2	39.6		38.5	34.8	28.2	26.6	29.4	39.5

Source: US Census 2010, 2000

Note: In the American Community Survey and for Census variables other than population, Hispanic origin is not broken out for all races

I. Income Distribution, 2005-09			J. Median Household Income by Race and Ethnicity, 2005-09 (\$2009)						
Range (ths)	Households	% of Total	White, NH	Black	Asian	Hispanic	Total	% of CA	California
<\$10	227	4.3%	\$63,023	#N/A	\$67,277	\$44,717	\$57,287	94.9%	\$60,392
\$10 to <\$25	899	17.1%							
\$25 to <\$50	1,312	25.0%							
\$50 to <\$75	904	17.2%							
\$75 to <\$100	635	12.1%							
\$100 to <\$150	693	13.2%							
\$150+	582	11.1%							
K. Household Type, 2000-10			2000	2000, %	2010	2010, %			
Total households			5,030	100.0%	4,759	100.0%			
Family Households			3,363	66.9%	3,141	66.0%			
Husband-wife w/children			1,327	26.4%	966	20.3%			
Female head, no husband, w/children			271	5.4%	257	5.4%			
Male head, no wife, w/children			96	1.9%	112	2.4%			
Without children			1,669	33.2%	1,806	37.9%			
Nonfamily households			1,667	33.1%	1,618	34.0%			
Living alone			1,285	25.5%	1,203	25.3%			
Other nonfamily			382	7.6%	415	8.7%	Source: US Census 2010, 2000		
L. Household Type by Race and Ethnicity, 2010			White, NH	Black	Asian	Hispanic	Total		
Total households			2,978	37	109	1,576	4,759		
Husband-wife family			42.7%	29.7%	56.9%	59.3%	48.4%		
Family with male head, no wife			2.7%	5.4%	4.6%	9.3%	5.0%		
Family with female head, no husband			10.8%	29.7%	10.1%	15.7%	12.5%		
Living alone			33.4%	18.9%	20.2%	10.7%	25.3%	Source: US	
Other nonfamily			10.4%	16.2%	8.3%	5.1%	8.7%	Census 2010	
M. Poverty, 2005-09							California		
<i>Percentage of families and people whose income in the past 12 months is below the poverty level</i>									
All families							8.7%	9.8%	
Families w/ related children under 18 years							16.2%	14.5%	
Families w/ female householder, no husband present							25.6%	24.2%	
Families w/ female householder, no husband present w/ related children under 18 years							48.1%	32.2%	
All people							13.0%	13.2%	
Under 18 years							16.4%	18.3%	
18 to 64 years							13.1%	11.9%	
65 years and over							7.2%	8.4%	
N. Educational Attainment, 2005-09			% at each level of educational attainment						
			White, NH	Black	Asian	Hispanic	Total		
Population 25 years and over			4,601	45	212	3,572	8,606		
Less than high school			3.3%	42.2%	7.1%	55.8%	25.4%		
High school graduate (includes equivalency)			14.9%	0.0%	7.1%	19.0%	16.3%		
Some college or associate's degree			37.4%	57.8%	38.7%	16.2%	28.9%		
Bachelor's degree or higher			44.4%	0.0%	47.2%	9.1%	29.5%		
O. Employment Status, 2010-11			2010	June 2011					
In civilian labor force			8,400	8,600					
Employed			8,100	8,200					
Unemployed, % of labor force			4.7%	4.4%	Source: CA Employment Development Department				
P. Occupation, 2005-09					Estimate	Percent			
Civilian employed population, 16 yrs & over					7,097	100.0%			
Management, professional, and related occupations					2,284	32.2%			
Service occupations					1,705	24.0%			
Sales and office occupations					1,563	22.0%			
Farming, fishing, and forestry occupations					476	6.7%			
Construction, extraction, maintenance, and repair occupations					588	8.3%			
Production, transportation, and material moving occupations					481	6.8%			
Q. Class of Worker, 2005-09					Estimate	Percent			
Civilian employed population, 16 yrs & over					7,097	100.0%			
Private, for profit, wage and salary employee					4,714	66.4%			
Private, not for profit, wage and salary employee					702	9.9%			
Private, for profit, wage and salary self-employed in own business					193	2.7%			
Government workers					892	12.6%			
Self-employed in own not incorporated business					596	8.4%			
Unpaid family workers in family business					0	0.0%			

Source: American Community Survey 2005-09, unless otherwise stated

Profile Template 9-8-11.xlsrr 9/12/2011 12:11

Note: In the American Community Survey and for US Census variables other than population, Hispanic origin is not broken out for all races. White, NH represents White, Non-Hispanic Black and Asian are Hispanic inclusive.

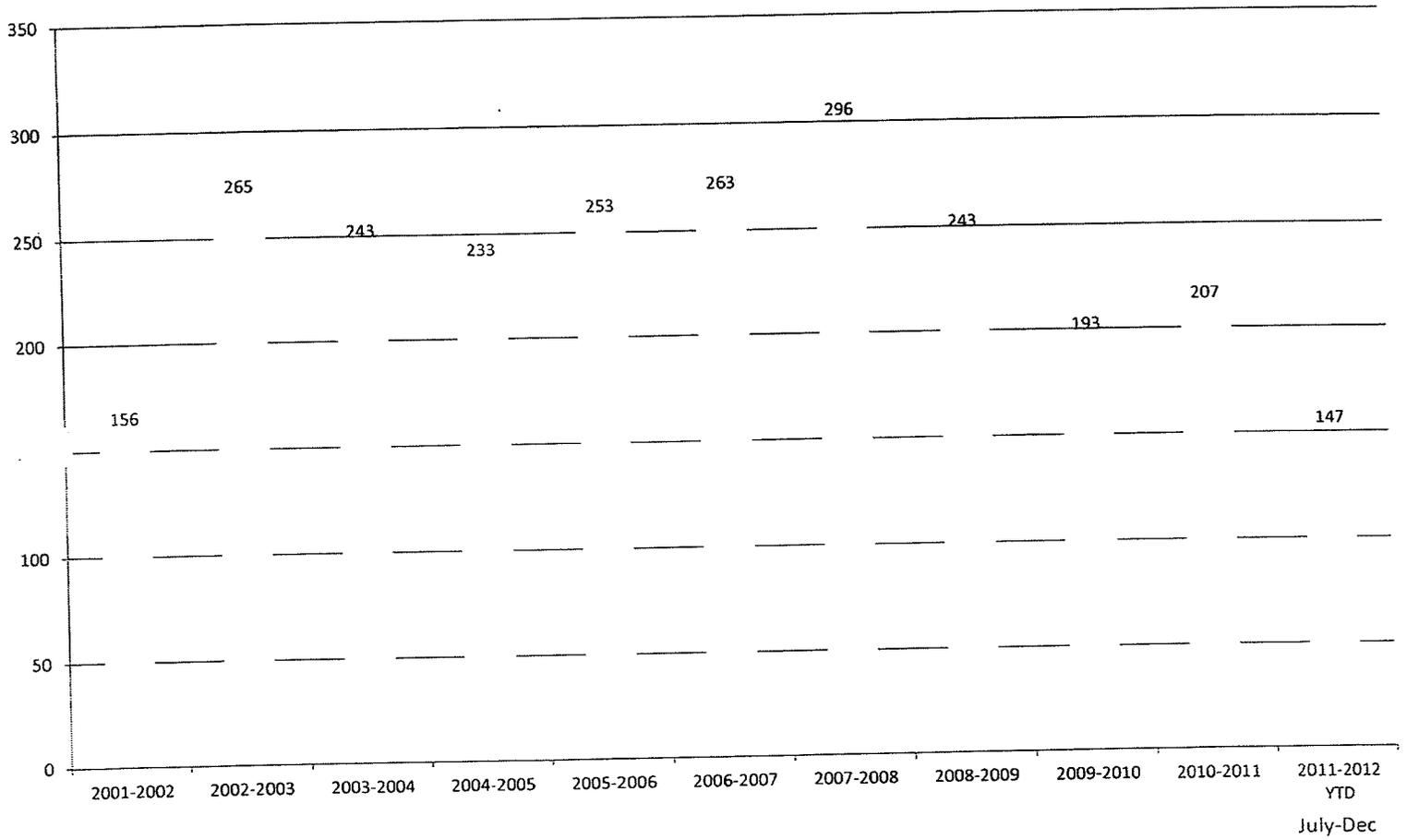
(.)

DEVELOPMENT PERMIT INFORMATION

(.)

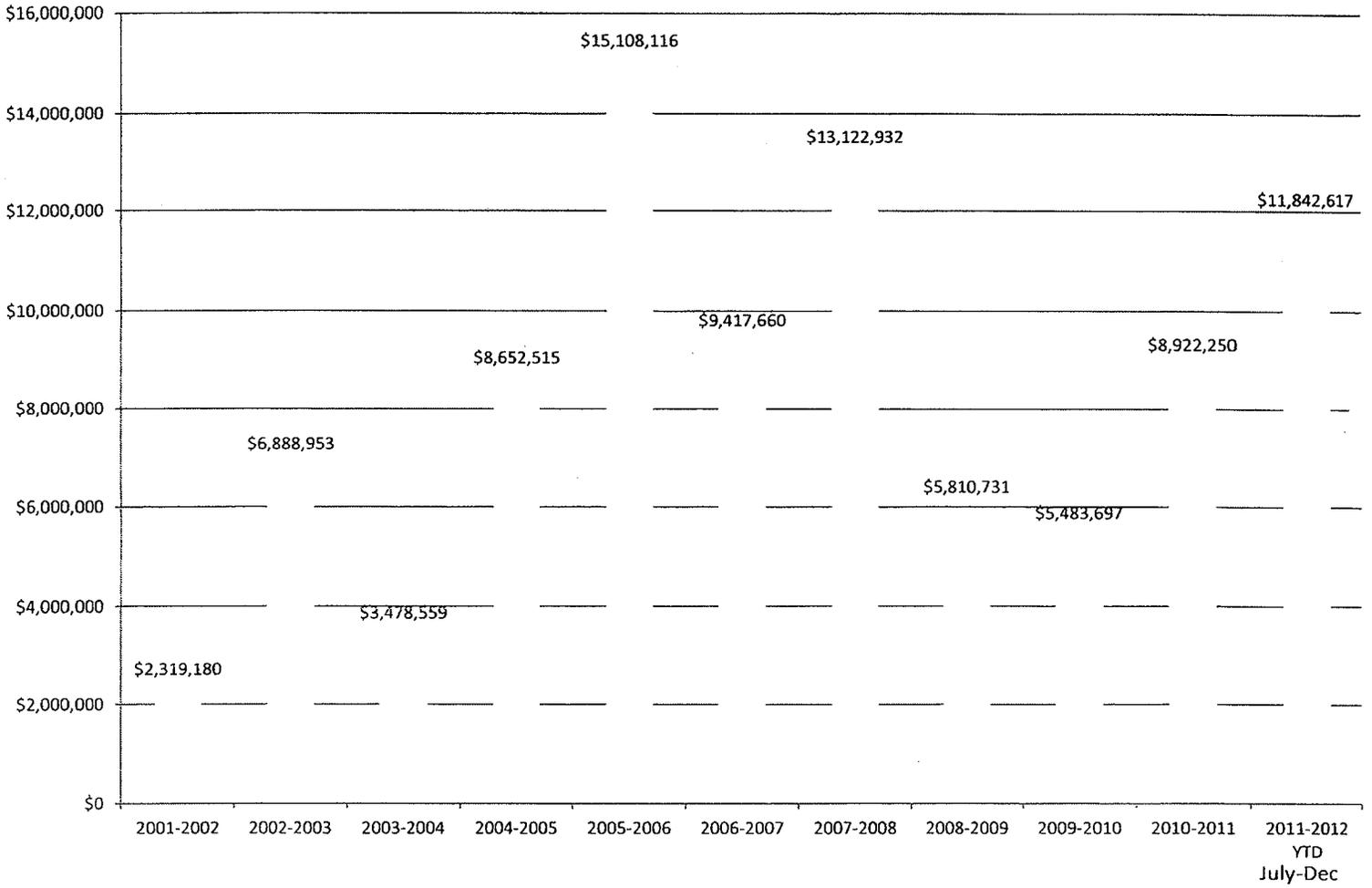
Number of Building Permits

Fiscal Year



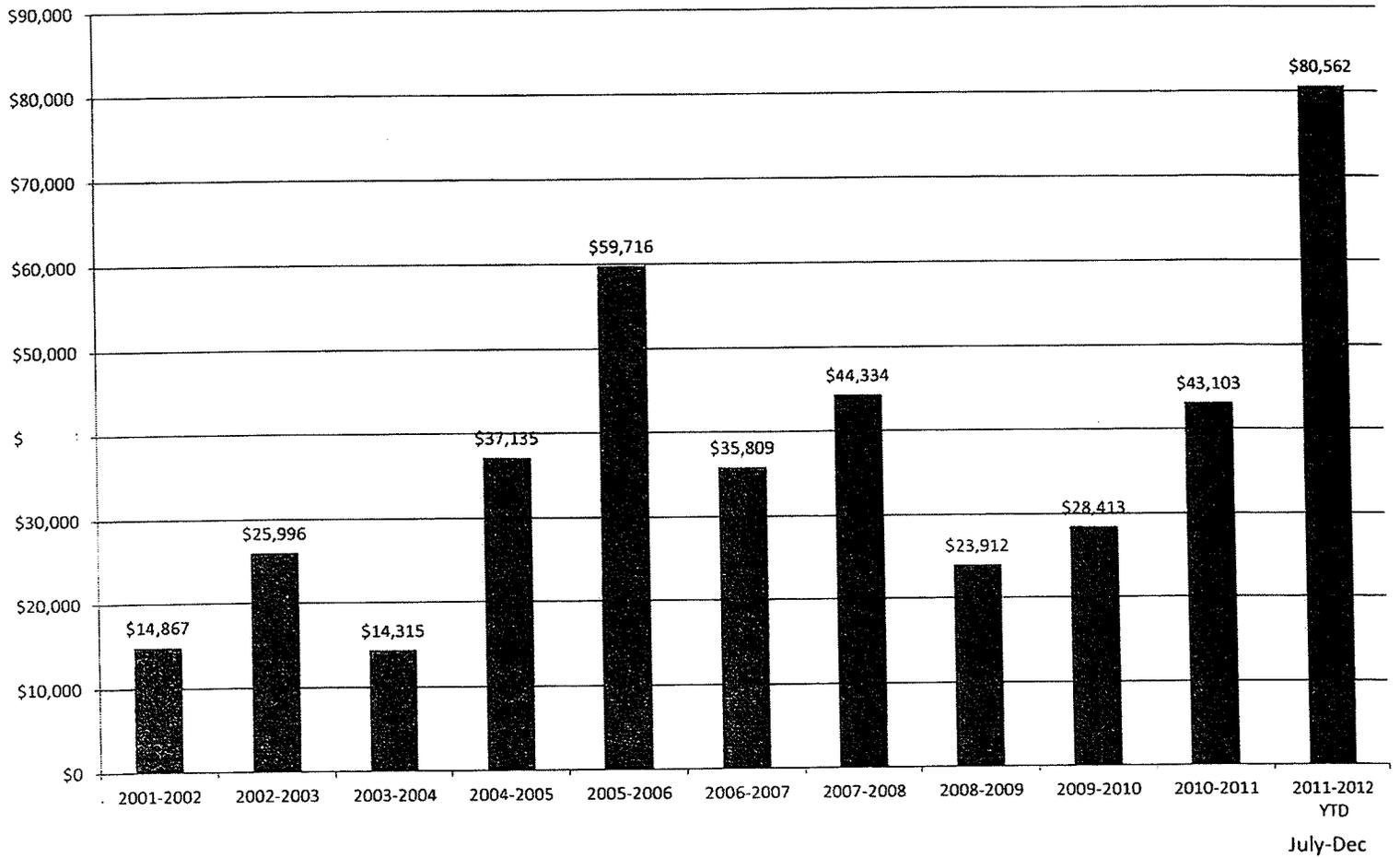
Permit Valuation Total

Fiscal Year

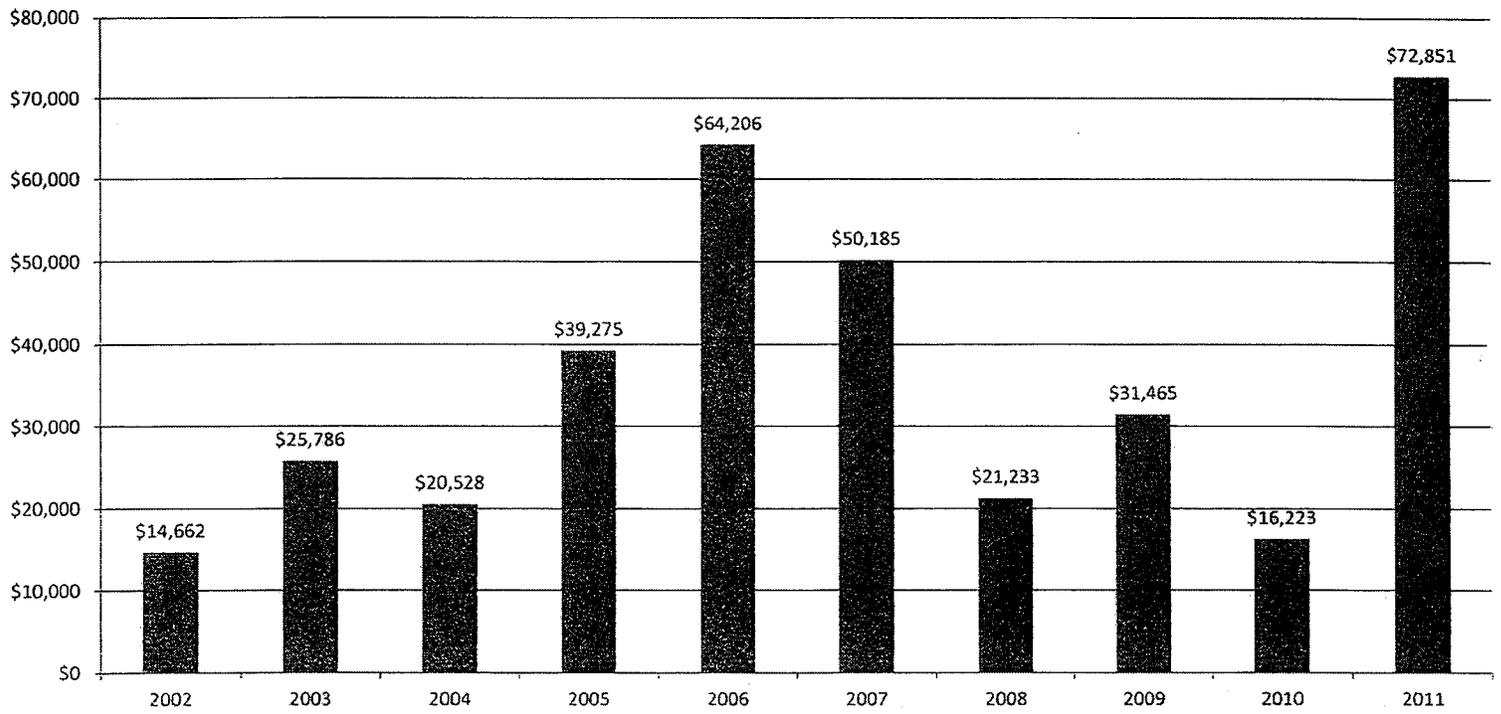


Average Permit Valuation

Fiscal Year

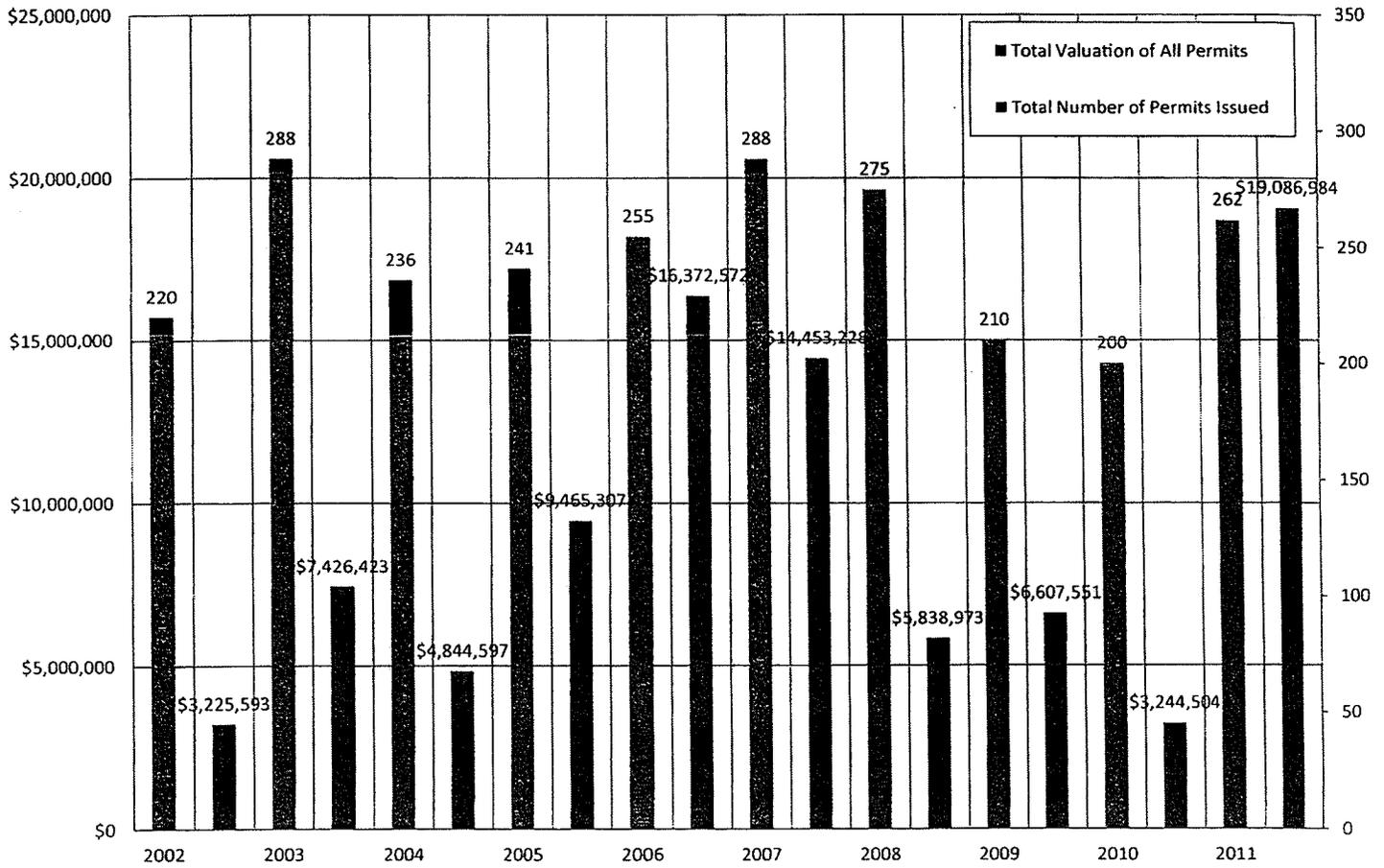


**Average Building Permit Valuation
2002-2011
Calendar Year**



Building Permit Report 2002-2011 Calendar

Number of Permits Issued Vs. Total Permit Valuations



January – June 2012 Permit Forecast

- Lagunitas Phase 2
 - 4 Single Family Homes (\$1,665,510)
 - 4 Triplex Structures (\$3,805,136)
- Lagunitas Phase 3
 - 5 Single Family Homes (\$1,932,165)
 - 4 Triplex Structures (3,805,136)
- DAKO
 - 1170 Mark Avenue – Tenant Improvements (\$735,000)
 - 1001 Mark Avenue - 19,000 Sq. Ft. Tenant Improvement (Unknown value)
- Lynda.com
 - 6450 Via Real (\$200,000)
 - Various Tenant Improvements (Unknown value)
- Dorrance Way Group
 - 1-3 Single Family Homes (Unknown value)
- Dahlia Court (\$400,000)
- Albertson's Remodel
 - Parking Lot and Landscaping (\$1,000,000)
 - Façade and Signs (Unknown value)

Total Estimated Value \$13,542,947*

*Estimate includes only noted values in (). Once estimated values are provided for DAKO, Lynda.com, and Dorrance Way Group, a higher estimate could be made.

Building Division Current Work Load

- Albertson's Tenant Improvement
- Lagunitas – MD2 Communities
- Lynda.com
- DAKO Expansion and Tenant Improvements
- Islands Apartments Reconstruction
- Vons Pharmacy and Bathrooms
- Various Residential Additions and Remodels
- Various Commercial and Industrial Improvement

Building Permit Trends 2011-2012 YTD

Fiscal Year

- Tenant Improvements
 - Small (Under \$50,000) 17
 - Medium (\$50-150,000) 7
 - Large (\$150,001 +) 2
- Reroofs 46
- Solar Photovoltaic / Power 2
- Tankless Water Heaters 4
- Mechanical/FAU 9
- Residential Remodels and Additions 15
- Code Compliance 14
- **Total Permits Approved 147**
- **Total Permits Applications 193**
(38 Lagunitas Homes Permits Pending Issuance)

FINANCIAL AUDIT EXCERPTS

Schedule 4
City of Carpinteria
Changes in Fund Balances, Governmental Funds
Last Ten Fiscal Years

(Modified accrual basis of accounting)

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Revenues:										
Taxes	\$ 4,064,124	\$ 4,238,043	\$ 4,407,265	\$ 4,623,795	\$ 5,805,562	\$ 6,382,499	\$ 6,724,990	\$ 6,895,440	\$ 6,823,292	\$ 6,607,721
Licenses and permits	86,208	97,736	83,206	117,811	191,172	102,283	97,519	81,981	72,302	123,567
Fines and forfeits	90,371	85,687	76,773	118,245	128,355	163,913	183,528	175,732	137,910	106,243
Charges for services	478,965	1,052,067	1,021,303	789,223	1,469,872	1,102,487	1,481,187	705,059	1,425,239	804,591
Special assessments	223,479	219,941	223,820	232,892	224,866	220,472	221,372	222,177	224,681	222,168
Intergovernmental	2,293,098	2,719,660	2,571,263	2,499,367	1,628,585	1,703,480	2,549,370	2,256,250	1,725,304	2,253,103
Investment earnings	351,567	258,184	110,214	288,038	310,357	737,683	942,019	674,935	373,368	242,615
Other revenues	294,280	244,850	246,275	261,014	289,042	387,245	333,408	348,815	551,830	514,897
Total revenues	7,892,092	8,914,094	8,740,119	8,910,185	10,055,811	10,860,082	12,523,393	11,360,389	11,333,926	10,874,905
Expenditures:										
General government	2,091,032	2,384,367	2,230,797	2,367,740	2,598,384	2,635,513	2,825,720	3,057,446	3,381,989	3,149,117
Public safety	1,903,113	2,021,636	2,359,824	2,610,374	2,692,071	2,717,000	2,812,193	2,970,475	3,151,868	3,263,648
Parks	2,103,766	922,996	989,067	1,125,229	1,267,808	1,316,353	1,269,500	1,342,264	1,481,804	1,376,443
Planning and public works	164,684	931,004	1,205,894	1,494,523	2,183,772	2,684,899	2,684,514	2,810,131	2,432,332	1,357,788
Recreation					415,051	479,009	450,296	2,276,037	1,417,116	2,248,876
Capital outlay	205,439	2,515,834	1,291,150	323,360				633,185		
Intergovernmental										
Debt service:										
Payment to escrow agent										
Costs of issuance										
Principal	102,880	104,005	116,621	131,032	123,154	100,000	105,000	105,000	115,000	120,000
Interest	97,348	93,118	90,059	85,281	79,143	73,751	69,551	65,090	60,517	55,346
Total expenditures	6,668,262	8,972,960	8,283,412	8,137,539	9,359,383	10,008,525	10,416,774	13,259,628	12,040,426	11,571,298
Excess of revenues over(under) expenditures	1,223,830	(58,866)	456,707	772,646	696,428	853,537	2,106,619	(1,899,239)	(706,500)	(696,393)
Other Financing Sources(Uses)										
Proceeds from borrowing										
Payments to escrow agent										
Transfers in	799,426	1,216,132	1,158,681	1,154,090	1,359,437	1,341,265	1,261,917	1,547,951	1,939,510	2,891,794
Transfers out	(887,393)	(1,216,132)	(1,158,681)	(1,154,090)	(1,359,437)	(1,341,265)	(1,261,917)	(1,547,951)	(1,939,510)	(2,891,794)
Total other financing sources(uses)	(87,967)									
Net change in fund balances	1,135,863	(58,866)	456,707	772,646	696,428	853,537	2,106,619	(1,899,239)	(706,500)	(696,393)
Debt service as a percentage of noncapital expenditures	3.10%	3.05%	2.96%	2.77%	2.26%	1.82%	1.75%	1.55%	1.65%	1.88%

**Schedule 5
City of Carpinteria
Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years**

Fiscal Year	Assessed Taxable Values			Total Direct Tax Rate	Estimated Actual Taxable Value	Assessed Value as a Percentage of Actual Value
	Secured	Unsecured	Totals			
2001-2002	982,399,759	94,073,005	1,076,472,764	0.00%	2,590,389,405	41.56%
2002-2003	1,043,948,600	86,068,182	1,130,016,782	0.00%	2,732,826,046	41.35%
2003-2004	1,120,058,040	86,588,899	1,206,646,939	0.00%	2,923,843,527	41.27%
2004-2005	1,209,750,134	91,402,042	1,301,152,176	0.00%	3,154,949,681	41.24%
2005-2006	1,336,708,362	88,906,389	1,425,614,751	0.00%	3,468,780,032	41.10%
2006-2007	1,446,195,713	87,596,534	1,533,792,247	0.00%	3,740,627,188	41.00%
2007-2008	1,525,486,287	84,044,973	1,609,531,260	0.00%	3,933,779,965	40.92%
2008-2009	1,595,744,659	92,047,309	1,687,791,968	0.00%	4,120,857,803	40.96%
2009-2010	1,624,592,897	96,402,743	1,720,995,640	0.00%	4,199,200,447	40.98%
2010-2011	1,611,435,112	98,273,571	1,709,708,683	0.00%	4,168,978,596	41.01%

Notes:

- 1 Property in Santa Barbara County is assessed at market value in the year in which the property is exchanged pursuant to a sale. In years thereafter, the assessed value is increased by one percent as required by state law. Based upon the frequency of property exchanges, assessed value is estimated to be about 40 percent of actual value for real property and about 70 percent for personal property. Estimated actual value is calculated by dividing assessed value by those percentages. Tax rates are per \$100 of assessed values.
- 2 The City does not have a direct property tax rate

Source: Santa Barbara County Assessors Office