



City of Carpinteria



Annual Work Plan January 30, 2023

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I. INTRODUCTION

The City of Carpinteria's (City) Annual Work Plan includes a summary of discrete projects prioritized by the City Council for the coming year. The Annual Work Plan does not include the day-to-day operational activities of the City that make up the majority of City work, such as parks maintenance, street paving, mandated financial reporting, building inspections, code enforcement and so forth. Projects are organized by Department and Program for consistency with the City's annual budget document. To promote government transparency, project outlines are clear and concise and include important information such as project deliverables, funding sources, and a summary of previous and ongoing work, when applicable.

The City's Mission, Vision, and Strategic Initiatives lead the document and serve as guide posts to City Council and staff in determining the work to be done and the manner in which it shall be completed. Strategic Initiatives like *A Sustainable Community*, encompass multiple strategies that can function together to achieve larger goals in prioritized areas such as Economic Vitality, Environmental Stewardship, and Health, Safety and Wellness.

The City's work planning process provides the City Council an opportunity to reassess current, and identify new, priorities in light of past achievements, future goals, and current information, including emerging issues, new legislation, and staffing and financial resources.

II. MISSION STATEMENT

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

City of Carpinteria Mission Statement January 25, 1993

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

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

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

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

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

III. VISION STATEMENT

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

Carpinteria in the Year 2021
Community Vision Statement
September 1997

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

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

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

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

IV. STRATEGIC INITIATIVES

Strategic Initiatives are the means through which the City translates its vision, mission, and policy goals into practice. If **goals** are *what we will achieve*, **strategic initiatives** state *how we will achieve them*. The strategic initiatives listed below span multiple projects and are thoughtfully integrated to achieve larger, long-term goals such as energy conservation and increased affordable housing. Strategic initiatives may address issues that are not easily resolvable or entirely within the control of the City. Still, strategic initiatives can strengthen City Council and staff's ability to anticipate and mitigate issues, and identify and maximize opportunities. Furthermore, projects can be assessed by how well they align with strategic goals; therefore, the City's Strategic Initiatives provide a policy framework for setting priorities and responding to community needs. Each Strategic Initiative below sets out related goals that are implemented through the objectives of the Work Plan.

Three Strategic Initiatives

1. Efficient and Effective Service Delivery
2. A Sustainable Community
3. Interagency Cooperation/Coordination

Strategic Initiative 1

Efficient and Effective Service Delivery

Initiative Description:

A stable, reliable, and professionally run local government organization is essential to providing efficient and effective service delivery to meet community needs and expectations. To provide efficient and effective service delivery requires financial stewardship, a well-trained and motivated workforce, proper management of public facilities and systems, and effective policies and procedures, all of which serve to increase the City's capacity to best serve its community.

A. Public Facilities and Systems: The City manages buildings, streets and other public facilities and infrastructure with significant value that must be maintained and improved in order to continue to meet community needs and expectations. The City studies the condition of its street paving, storm water management system, and street trees, for example, in order to quantify and prioritize needed investment in maintenance and replacement. A greater and more consistent amount of infrastructure investment will be required in the years ahead in order to reduce future major repair and replacement costs.

The City's public streets and parks, for example, are at an age where increased annual investment is necessary due to wear and tear and/or compliance with current safety standards. Also, over time, the community's needs and expectations have changed, requiring new and/or modified facilities. Investing in these public facilities in adequate increments and consistently over time, including leveraging City revenues through grants and other means, will allow the City to provide facilities and improvements that continue to meet the needs and expectations of local residents, businesses, and visitors.

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

In order to meet the goals of the City's Sustainability Policy concerning energy conservation and reduction in greenhouse gas emissions, targeted and prolonged investment in updating of building systems and converting equipment and vehicles to electric power will be required.

Public Facilities and Systems Goals

- *Consistent improvement in street pavement and parkway conditions as indicated by:*
 1. *A rising annual overall Pavement Condition Index score - toward the target of 75; and,*
 2. *Reduction in number and severity of claims; and,*
 3. *Reduction in the amount of asphalt, curb, gutter and sidewalk repairs, e.g., potholes, tree root damage, sidewalk displacement.*
- *Energy efficient public buildings, including City Hall campus, Library and Community Pool, that meet or exceed current building codes.*
- *Parks, Trail and Open Space that meet current safety standards and community needs, including but not limited to, children's play structures, the Rincon Bluffs Preserve, La Concha Park, Carpinteria Skatepark and Coastal Vista Trail connections.*
- *Hardware and software systems that are up to date and support staff work, and meet community needs and expectations for access and convenience.*

Progress, Resource Issues, Adjustments

The City addresses these goals primarily through work conducted annually as a part of the Street Maintenance, Public Facilities Maintenance, Capital Improvements, Financial Management and Management Information Services programs. Meeting the above goals requires a greater commitment of financial resources than has been available in the past. Local sales tax revenue (Measure X) is now supporting increased investment in maintenance and capital projects work. For example, the annual pavement maintenance budget now ranges from \$1.5 to \$2 million, a significant increase over the average of \$300,000 prior to voter approval of the local sales tax. However, even greater investment will be required in future years in order to achieve and maintain the goal for City-wide pavement condition.

In 2020 the City established the Parks & Facilities Maintenance Division that will allow for more timely and effective maintenance of the City's Parks, trails and open space system. The new Parks and Facilities Division includes in-house maintenance staff and is responsible for Parks and Public Facilities maintenance work both directly and via oversight of contract

maintenance services. Major maintenance work, including the replacement of a play structure at Heath Ranch Park and initiation of a process to renovate athletic fields at El Carro Park occurred in 2022.

The City took over Library management and operations on July 1, 2022, and also made significant investments in improved building systems. A community process is expected to result in recommendations for additional improvements at both the Library and rest of the Veterans Building complex. The City has budgeted in FY2022/23 funding sufficient to continue work on Library renovations and equipment/systems replacement and similar or greater investment is expected to be needed over the next 3-5 years to meet community needs and expectations.

Preliminary design work has been completed on the Rincon Bluffs Preserves for trails, restrooms and parking areas. The design work will be used as a part of work to apply for grants for construction funding. The Skate Park construction got underway in 2022 and is projected to be completed in 2023. The Santa Claus Lane Trail began construction 2022 as a part of the freeway widening work and is expected to be completed in July 2023. While significant environmental and permitting work was completed for the Rincon Trail, staff worked with stakeholder groups on 2022 to develop an alternative alignment that could result in reduced landform alteration. The project is expected to be back before the Council in spring 2023. There is not currently construction funding for this project. More immediately, should a compromise alignment be agreed upon, additional funding will need to be approved by the SBCAG Board in order to advance the project to be construction ready.

The City Hall building and campus has been the focus of significant investment over the past several years and subsequent work phases are planned for the next several years. Inspired by insurance work conducted in response to damage from a major sewage leak that affected several areas inside the building, the work at City Hall has resulted in a renovated building and campus better able to meet community needs and provide a safe and healthy work environment. Future City Hall campus improvements, including landscaping, drainage, parking lot, storage building, and a law enforcement annex/emergency operations center, planned for future years. In 2022, in conjunction with the development of the Skate Park, a new sewer line replacement project was initiated and is expected to be completed in spring 2023. Also, design and permitting work for a new storage building for City records advanced and construction is expected to begin in 2023.

In response to the COVID-19 Pandemic, systems for remote work and meeting participation were established that are having lasting benefit. The City's public communications continue to be improved through website improvements, social media accounts, and an e-newsletter.

The pandemic ushered in public transit changes including the announcement by MTD in 2022 that it would cease Seaside Shuttle operations in favor of a new micro-transit, on-demand service, The Wave. The Wave is expected to begin operation in Carpinteria in 2023.

B. Policies and Procedures: Establishing and maintaining appropriate policies and procedures supports efficiency in staff work and continuity through staff turnover, and helps to ensure compliance and accountability. In a dynamic local government environment with limited resources, keeping policies and procedures up to date can be an ongoing challenge. City

policies and procedures cover subjects that vary from personnel rules and workplace safety to land use and development permitting. Maintaining up to date policies and procedures is also an effective risk management tactic.

Policies and Procedures Goals

- *Completed updates/amendments to policies and procedures addressed as a part of the most current Risk Management Evaluation.*
- *Updated General Plan/Coastal Land Use Plan*
- *Updated Administrative Procedures Manual*
- *Updated Financial Policies*

Progress, Resource Issues, Adjustments

The 2020 Risk Management Evaluation from the California Joint Powers Insurance Authority includes recommendations for updating numerous City policies and procedures. The responsibility for updating the policies falls primarily on the various Departments responsible for work that is the subject of the policies. The policy recommendations cover the topics of Records & Contract Management, Occupational Safety & Health Programs, Human Resources, Infrastructure Management, and Recreation services.

In 2019 administrative drafts of each Element of the General Plan were submitted to California Coastal Commission staff for input. Work on the General Plan were effectively halted by the effects of the Pandemic and were further hampered by staffing challenges and the workload demands created by the need to address myriad state housing laws. The draft General Plan is expected to be completed and submitted to the Coastal Commission for its review in 2023.

The advanced planning workload that has stymied progress on many important planning matters is projected to continue into the foreseeable future. Further, the use of consultant services as the primary means to address the City's advanced planning function has recently proven unreliable, inconsistent and costly. As such, a proposal is being put forth to establish in-house advanced planning staff.

The City's Finance Division was short-staffed for all of 2022 but is on track to be fully staffed in early 2023. This is expected to allow for work to proceed on updating the City's financial policies and regulations for consistency with best practices and to reflect the City's current needs and expectations.

C. Workforce: Maintaining a well-trained and motivated workforce is critical to the delivery of municipal services that meet community needs and expectations. Challenges include employee retirements, recruitment competition and challenges attracting employees to public sector work, the rising costs of public pensions and health insurance, and the high regional cost of living in a competitive labor market. Also, recent changes in State law and accounting standards, which aim to improve transparency and accountability, require the City's ongoing diligence and time.

Workforce Goals

- *Maintenance of a sustainable compensation package.*

- *Successful recruitment and retention of a qualified, diverse and representative staff.*
- *An employee orientation program that effectively imparts organizational values and practices.*
- *Meet human and technology resource needs of the organization.*

Progress, Resource Issues, Adjustments

As the City’s workforce ages, this will present both challenges and opportunities: Transfer of institutional knowledge and organizational values will need to be a priority. Due to the high cost of housing in the City and region, creative and up to date compensation package will remain critical. Meanwhile, recruitment and hiring will create opportunities to evaluate the delivery of various services and make changes to best meet the evolving needs of the community. Over the last several years, all employment sectors, including the public sector, have been challenged to recruit and retain employees. Experts are suggesting this may be a long-term outcome of the Pandemic that requires employers to make adjustments. in the workplace.

In 2023, it is expected that several leadership-level, long-term employees, will retire from the organization. This change will represent transition challenges as well as opportunities for the City. The compensation schedule updated in 2022 should provide a good starting point for determining a management level compensation package necessary to attract good candidates to these position openings. The City will need to plan for these transitions in a transparent and inclusive manner, and establish and implement effective onboarding.

The City has continued to keep up with network and personal computer hardware and software needs, adequately budgeting for this annually. In 2022, the City entered into an updated IT services agreement that allows for greater support of the City’s network and staff computer needs.

In 2022, much progress was made on a multi-year successor to the current one-year labor agreement between the City and SEIU. A tentative agreement is expected to be consummated in early 2023. Updated conditions of employment for City Management and Miscellaneous employee groups is also expected to be considered for approval by the City Council in early 2023.

The City Council made progress on establishing the Racial Equity and Social Justice (RESJ) Program with initial Council and staff trainings being completed. A new consultant services agreement was also established in 2022, after one of the City’s consultant entities dissolved. The purpose, in part, of the RESJ Program is to ensure that the City workforce is representative of the community and that public resources and services are equitably allocated. Next steps in establishing the program will include (for 2023), additional training and community stakeholder outreach.

D. Finances: Diverse and healthy revenues, good financial management, prudent budgeting and effective cost controls, are all essential to ensuring the City is in a good position to deliver necessary and desirable services to the Carpinteria community. The City has historically been successful in weathering volatility in the local economy and providing consistent service delivery. However, the City is not immune from local government financial issues affecting California cities, including the stagnation of various revenue sources, increased costs associated with maintain and replacing aging infrastructure, significant increases in public safety costs, and employee pension and health insurance costs. These issues have historically combined to

challenge many local governments, including Carpinteria, in the delivery of necessary and desired services, projects and programs.

Financial Goals

- *Adequate and sustainable revenue source(s) for City operations.*
- *Sufficiently diverse revenue sources that allow for stability in the event of decline in one or more revenue areas.*
- *Cost controls in place that can mitigate volatile and/or unexpected increases in expenses.*
- *Fees and charges for services that ensure that cost recovery objectives, as established by City policy, are met.*
- *Consistent opportunities for local business, consistent with City land use policies and regulations, realized annually to, in part, support local economic vitality, property, sales, and transient occupancy tax revenues.*

Progress, Resource Issues, Adjustments

In 2021-22, City revenues recovered from the Pandemic as the economy reopened. Local sales and property tax revenues have exceeded growth projections, allowing for the City to continue to deliver on key service objectives including public safety, library operations, community services support, and addressing deferred streets, parks and facilities maintenance.

New development, including the 700 Linden Project, are under construction or pending approvals, and promote local economic vitality. The 2021 Economic Forecast for the City suggests strong real estate values will continue and the City will remain attractive to a variety of business types, including high tech and medical home offices and research and development.

Law Enforcement contract costs continue to rise exponentially; over the past two years the cost has gone up approximately 28%, and is currently just over \$5 million for the 2022-23 fiscal year. The four contract cities and county are currently negotiating a new agreement.

Other projects, programs and services with potential to influence overall City finances include the City's objective of increasing investment in major maintenance and capital projects, including annual street paving projects. The relative health of the City's finances will determine how much of this work the City can take on annually.

Strategic Initiative 2 A Sustainable Community

Initiative Description:

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

The City has adopted a Sustainable Community Policy (Resolution No. 5500) that establishes three sustainability topic areas: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, intended to provide a policy structure for evaluating and evolving a variety of City services from public safety to energy conservation to tourism promotion. These policy concepts are also an acknowledgement of the breadth and scope of local government service needs in the Carpinteria community and a commitment by the City to ensure those needs are met. In practice, the City's Sustainable Community Policy annually provides a basis for consideration by the Council of various policies, programs and services. For example, it has provided the basis for the establishment of the City's Sustainability and Environment Division of the Public Works Department, numerous energy conservation and electrification projects, and is a basis for policy development in the update of the City's General Plan / Local Coastal Land Use Plan.

A. **Economic Vitality:** Carpinteria continues to thrive as a destination of choice for those that value an authentic, small beach town experience with abundant natural resources and a safe, attractive built environment. Tourism continues to be a complement to the community rather than to overrun it, thus supporting long-term residential property values and viable small business opportunities. At the same time, there are numerous factors at play that leave opportunity for building a more resilient local economy that aligns better with the community's long-term vision and goals. These factors include a lack of diversity in the economy, relatively weak off-season retail sales, sales tax leakage, unrealized potential in hospitality, and displacement of low and moderate income households resulting in fewer people that live and work in Carpinteria.

Economic Vitality Goals

- *A more diverse local economy with products and services that meet a broader spectrum of residents' needs and expectations.*
- *Retail, visitor serving, corporate headquarters and R&D sectors that are stable, successful and complementary to community character.*
- *A vibrant, healthy small business sector.*
- *Improvement in off-season visitorship.*
- *A high quality, safe system of parks and open spaces that meet the needs of the community while also being attractive to employees and visitors.*
- *Convenient and affordable public transit.*
- *New investment through private development in the City's neighborhoods, districts and major street corridors.*

- *A balance of jobs and housing in the community, including improved availability of housing affordable to low and moderate income households and that meet the needs of the local workforce.*

Progress, Resource Issues, Adjustments

The City practices an asset based economic vitality program, maintaining and improving upon existing assets in support of the local economy. The City invests in its quaint, beachside Downtown through adequate maintenance and necessary and desirable capital projects, and maintenance of all public facilities, parks and open spaces.

Despite the challenges of the pandemic over the past two years, progress continues to be made on a variety of fronts that positively impact the local economy. The City continues to conduct work to connect and expand the Carpinteria Coastal Trail, specifically work on the Rincon Trail, Bluffs II, Bluffs III, and Santa Claus Lane trail sections, through both property acquisition, funding and engineering design/permitting work. These trail segments are a part of the Coastal Vista Trail, as well as state and federal coastal trails systems, and are a growing and considerable attraction for visitors and regional recreation users. City improvements are also complemented by improvements that the State Park is making. In recent years this has included a dune trail, replacement of restroom/shower buildings, new wayfinder signs, and landscape rehabilitation at the Carpinteria Creek lagoon. The Carpinteria State Beach Campground continues to be one of the most popular destinations in the State Parks system, drawing nearly a million visitors annually to its campground and day use area.

The City's development review process has historically been very successful at finding an appropriate balance between efficiency and getting results that are consistent with City policies and community expectations, thus serving to promote new investment while supporting the City's small town charm. Recent state laws and evolving community expectations have been the impetus for the initiation by the City Council of work to evolve City development standards for both residential neighborhoods and commercial districts. In particular, standards and guidelines are being developed to harmonize new state laws concerning accessory dwelling units, objective design standards and lot splits and multi-family use in single family zones, with the California Coastal Act as implemented through the City's Local Coastal Program. These new policies and regulations hold the prospect of promoting new investment while adding diversity and affordability to the City's housing stock.

Real estate and construction costs, along with a lack of vacant land, continue to exacerbate the availability and affordability of housing, and over time have resulted in the displacement of many low and moderate income households. Among the challenges these conditions create is increased difficulty for employers to recruitment and retain employees. The issue is similar in most of California, which has gotten the attention of the state legislature, which has passed many laws over the past several years aimed at addressing what's been described as a housing crisis in the state. However, new state housing laws enacted to date, while uniformly enabling more housing production, may not do enough to ensure this housing is available and affordable to workers in lower and moderate income households.

In places like Carpinteria building more housing has no effect on home ownership or rental prices. To date, new state housing laws seem to be a missed opportunity to help address an important local need; workforce housing. Because the state rules also erode City control over density, parking and design, the new state laws represent a unique and significant risk of development occurring that is doubly bad for the local economy: making Carpinteria less attractive to visitors while doing nothing to meet local demand for workforce housing.

The City continues to implement new state housing laws through adoption of local regulations that balance the new housing law provisions with those of the State Coastal Act, as implemented through the City's certified Local Coastal Program. In this way, the City hopes to see the new laws implemented in a manner that continues to promote priorities of the Coastal Act such as affordable coastal access and protection of unique coastal resources. The Work Plan also includes a number of local legislative initiatives that aim to mitigate displacement of low and moderate income households and may serve as impetus for the organization to more consistently and effectively address this need.

B. Environmental Stewardship: The coastal location of Carpinteria presents unique responsibilities and opportunities. The City collaborates with local, state and federal agencies to implement myriad laws that are intended to protect unique natural resources such as the Salt Marsh, creeks, coastal bluffs and beaches. The City also collaborates with state and federal agencies to conserve resources and protect public health. This includes, but is not limited to, regulation and management of water and air quality, and programs aimed at reducing the amount of waste sent to landfills and conserving energy.

Environmental Stewardship Goals

- *Implement the City's Sustainable Community Policy through the General Plan Update and support the creation and advancement of an appropriate action plan for implementation.*
- *Implement the latest storm water management mandates via updated City Storm Water Management Program and creek protection policies.*
- *Implement new and expanded waste stream reduction and recycling programs.*
- *Continue projects and programs that move the City toward reliance on more sustainable energy sources and reduce energy use.*
- *Explore and, as determined appropriate, pursue acquisition of land critical to preservation of local coastal resources, habitat restoration, and public access to the coast.*

Progress, Resource Issues, Adjustments

As a part of advancing the implementation of the City's Sustainability Policy goals, the City Council in 2019 approved the creation of a Sustainability and Environment Division in the Public Works Department, with expanded responsibilities and a new title for the Environmental Program Manager position. Important ongoing work being conducted includes participation in the Central Coast Community Energy joint powers authority, a recycled water project with the Water and Sanitary Districts (Carpinteria Advanced Purification Project), and working with the

Water District on launching a Sustainable Groundwater Agency and creation of a Plan to effectively and sustainably manage groundwater resources.

In 2020 the City adopted Interim Sea Level Rise Guidelines, which allows for new development to safely and responsibly proceed while permanent polices and regulations are established through the update of the General Plan / Coastal Land Use Plan. In 2022, the City Council accepted a Dune and Shoreline Management Plan that will provide the basis for future capital projects capable of mitigating shoreline erosion and storm related damage to private property and public infrastructure.

The transfer of ownership of the Rincon Bluffs Preserve to the City was consummated in 2020, and in 2021 the City progressed on improvement plans for the open space that will include trails, restroom and parking facilities on the approximately 23 acre site. An endowment will contribute to both the cost of the improvements and annual maintenance.

Carpinteria and other county residents received electricity service in 2022 as customers of the Central Coast Community Energy (C3E). This change opens the door to a greater amount of local investment in energy conservation, sustainability and resilience projects, programs and services, aligning well with the City's Sustainable Community Policy. C3E's aggressive plan to provide 100% renewable energy by 2030, is being implemented through investment in new solar, geothermal, and wind generation, as well as new energy storage resources.

C. Health, Safety and Wellness: People make communities function well and achieve success. In order for people to succeed they need to feel safe, have access to good housing, healthy food, education and health and human services for families. Carpinteria has a wealth of facilities and services that support a healthy and safe community. The City's role in this varies from little involvement to providing services directly. A part of the City's role is to evaluate community health, safety and wellness service needs and collaborate with other agencies and entities in order to help address them.

As the demographics of the City of Carpinteria evolve over time, the City will need to continue to evaluate the service needs of its residents and make any needed adjustments. 2020 Census results became available in 2021 and can be used by the City as a part of its work to evaluate and understand current and future service needs and expectations. Data suggests that many families with children in Carpinteria are lower income and struggle with basics such as food and shelter, and that older but active retirees have been coming to Carpinteria in greater numbers. Understanding how such demographic changes may affect community service needs, anticipating evolving community expectations and effectively implementing change is of ongoing importance.

Health, Safety and Wellness Goals

- *Effective and efficient public safety services as appropriate to maintain Carpinteria as a safe place for residents, business operators and visitors, and as a place where a relationship of trust exists between residents and law enforcement.*
- *A program such as the Neighbor-to-Neighbor program concept described in the recommendations of the Neighborhood Preservation Committee report to Council, which*

can serve to promote communication and build trust between neighbors and between residents and the City.

- *An emergency preparedness program that effectively promotes resilient households, neighborhoods and businesses.*
- *A disaster planning and response program that effectively prepares City staff for responding in the event of a disaster.*
- *Carpinteria improves as a compact and accessible City where walking and bicycling are viable options for going about daily routines and commuting to work/school.*
- *Carpinteria improves as a place where access to public parks, open spaces, trails, and recreation programs and services encourage an active lifestyle.*
- *A sustaining community garden program that, along with the local farmer's market and other businesses, allows for convenient access to locally grown and healthy food.*
- *Development review and code compliance services help to ensure safe housing, protection from flooding and other hazards, and attractive and livable neighborhoods.*
- *People that work in Carpinteria are able to live in Carpinteria in housing that is safe and affordable based on household income.*
- *Collaborative and cooperative relationships exist with other agencies and non-governmental organizations that contribute to the provision of appropriate, equitable and effective education, health and human services, in particular, to children and families, in the Carpinteria community.*

Progress, Resource Issues, Adjustments

With revenue from a voter approved local sales tax, in 2019 the City re-established the Community Resource Deputy (CRD) position, and the CRD began working with youth through the Middle and High schools, working on homelessness issues, and scheduling and managing bicycle/foot patrol. A significant increase in law enforcement services costs in 2021 is challenging the City to maintain an appropriate law enforcement service level while not compromising other important City services. The law enforcement services agreement is the City's largest single expenditure, representing upwards of 40% of General Fund spending. The City is one of four cities in Santa Barbara county that contract for law enforcement services with the County. The 2022/23 fiscal year will be the final year of a five year agreement and negotiations on a successor agreement were begun in 2022. The success of this negotiation and the new agreement in controlling expenses over time will influence whether this issue rises to crisis level over the next several years.

The COVID-19 pandemic and recent past Thomas Fire and subsequent flood, illustrate the importance of community disaster preparedness and City emergency response capacity. This work remains a priority with particular attention on improving communications through social media. The City will also continue to work with FEMA to complete local flood map changes related to Carpinteria Creek and its watershed. The draft update map was published for local agency comment in late 2022.

With the support of new revenue from the voter approved local sales tax, funding for local service providers, including the Carpinteria Children's Project, and the Carpinteria Library, has been expanded in recent years. Over the past three years significant additional funding has

been provided to assist community organizations in delivering services, such as food distribution and childcare, in response to the COVID-19 pandemic. The City has made a three-year commitment to fund a new position at the Carpinteria Children's project that, in part, coordinates collaboration and communication among local service organizations and public education concerning availability and access to services. In 2021, the Director of Community Partnerships position was filled.

The City supports and participates in the South Coast Youth Safety Partnership that has mission to improve and support the safety and quality of life for youth, families, and community in the region. Through activities funded by the Santa Barbara County Continuum of Care, in particular, County Behavioral Wellness, progress is being made in housing people experiencing homelessness in Carpinteria.

A Housing Crisis has been declared in California in response to a severe lack of availability and affordability of housing. In Carpinteria, the crisis has been in progress for decades and impacts low and moderate income households, displacing many from the community. The state's response may result in greater production of housing; however, the state regulations do not have the potential for producing the needed amount of housing that is affordable to low and moderate income, and special needs groups, e.g., people experiencing homelessness. Local programs that serve to retain existing housing and protect low and moderate income households from displacement will be critical in response to the dearth of state leadership and assistance.

Aimed at creating a context for neighbors to interact and for local public agencies to provide information and hear from residents directly, the City aims to relaunch the Neighbor-to-Neighbor program in 2023.

The incorporation of long-term land use and development policies concerning Sea Level Rise into the General Plan / Local Coastal Plan is now well underway and interim policy guidelines were approved in 2020. This work will provide the basis for mitigating hazards to life and property in the future. In 2022, the City completed a Dune and Shoreline Management Plan. The Plan sets the stage for capital projects capable of protecting against shoreline erosion, loss of coastal habitat, and damage to private property and public infrastructure.

The Community Garden project at Fifth Street and Holly Avenue that began operating in 2018, continues to be a successful program for providing healthy food to Carpinteria households despite the pandemic's impacts over the past two years. Work to complete transfer and improve the former Whitney site for agricultural education continued in 2022, and the transfer is expected to be consummated in 2023. The City intends to also work with CUSD on a cooperative agricultural education program at these sites.

Progress continues to be made in acquiring and improving public open space and trails along the coast. The acquisition of an approximate 21 acre Bluffs III site was consummated in 2020, and three trail projects that together would nearly complete the Coastal Vista Trail all advanced in the planning, acquisition and design/permitting stages in 2021-22. When completed, these projects will greatly improve the City's recreation infrastructure for both local use and as a regional attraction.

Strategic Initiative 3 Interagency Cooperation / Coordination

Initiative Description:

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

A. Housing and Employment: Hospitality and agricultural, important industries in Carpinteria, include relatively low wage jobs. In conjunction with a high cost of living, affordable housing is a critical need in the region. Also, as a small City situated in a regional economy, Carpinteria must work cooperatively with other public agencies and non-government organizations in order to address the affordable housing need in the community.

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

Housing and Employment Goals

- *Implement policies of the Housing Element including working with area housing providers such as the County Housing Authority and People's Self-Help Housing, to increase affordable housing opportunities.*
- *Protect low and moderate income households from displacement.*
- *Continue and expand cooperation/collaboration with other public agencies and non-government organizations to promote health and successful children and families in the community.*

Progress, Resource Issues, Adjustments

The City's affordable housing collaborations have historically been successful in generating housing opportunities for various economic segments of the community. In addition to several low income projects developed by People's Self-Help Housing, the City and the Santa Barbara Housing Trust Fund operate a first time buyer down-payment loan program to assist above moderate income buyers in entering the Carpinteria housing market. Habitat for Humanity completed several affordable sweat-equity units in 2019, and in 2021, additional market rate and affordable housing units were completed at the Sea House condominium development. The City

is working on implementing new and challenging state mandates to plan for significantly more housing and to allow accessory dwelling units and other housing intended to be affordable by design. These initiatives hold the prospect, over time, of mitigating a workforce housing shortage in the community.

The City has very little control over demand and production of housing, which is influenced by regional, state and national market conditions and availability and cost of land, materials and labor. These conditions ensure that house availability and affordability will remain a challenging issue requiring regional collaboration.

In 2022, the City completed its draft Housing Element, and expects to have it certified by the state in early 2023. These policies provide a road map for future housing growth in the City. The State legislature has passed a number of laws in recent years that require cities to adopt housing policies and regulations aimed at increasing housing production in the state; however, the new laws do little to ensure housing is affordable to low and moderate income households in areas such as Carpinteria with high real estate values based on location. The City anticipates the need to continue to respond to new housing legislation, to plan for increased housing production, and to work on measures aimed to mitigate the ongoing displacement of families that are priced out of housing.

The City continues to provide financial support and to work cooperatively with agencies such as the Carpinteria Children’s Project, Girl’s Inc. and the Boys & Girls Club, to help establish a context where children and their families can be successful and contribute to the Carpinteria community and society in general. Focus areas in Carpinteria include early childhood education, family support and mental health services. In 2021, the City began a three-year commitment to providing funding to the Carpinteria Children’s Project to support a new position, Director of Community Partnerships, which is responsible for coordination/communication between local service providers and for community education concerning service availability and access. In 2022, the City included funding in its annual budget to support establishment of a local, small business support program.

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

Open Space Goals

- *Establishment of stable and adequate funding for parks and opens space maintenance.*
- *Protection and improvement of coastal resources through, in part, cooperation with responsible agencies such as the California Coastal Commission, State Department of*

Fish and Wildlife, California Water Board, UCSB Extension, and County of Santa Barbara.

- *Establishment of Sea Level Rise policies as a part of the General Plan/Coastal Land Use Plan capable of addressing protection of coastal open spaces and unique habitat resources such as the Salt Marsh and the Carpinteria Creek Lagoon.*
- *Completion of the next phase of the Carpinteria Shoreline Feasibility Study and advancement of the Dune and Shoreline Management Plan to protect and enhance the Carpinteria coastline.*

Progress, Resource Issues, Adjustments

The ongoing decommissioning and closure of oil & gas operations in Carpinteria and abandonment of related offshore platforms, removes a threat to sensitive coastal resources and is expected to create opportunities for enhanced protections and public access. The Dune & Shoreline Feasibility Study, was completed in 2022 and will provide a guide for capital projects that aim to stabilize the shoreline, protecting habitat and recreational amenities. The work being conducted on Sea Level Rise as a part of the General Plan/Local Coastal Plan update is also helping to move the City forward on identifying appropriate and feasible projects for protecting its shoreline and related environmental resources, private property and public infrastructure.

In 2022, progress was made on several segments of the Coastal Vista Trail, including construction on the Santa Claus Lane trail connection, environmental review for the Rincon Trail, and construction design for the Bluffs II trail connection. Also, plans for trail, parking and restroom improvements at the new Rincon Bluffs Preserve have been completed and are progressing through permit review. Grant funding is being sought to support completing the work in 2023.

C. Transportation: Regional transportation facilities in the City include Highway 101, the railroad corridor, and the Santa Barbara Metropolitan Transportation District public transit system. The freeway is currently undergoing a significant renovation and expansion with widening and interchange improvement projects currently under construction. The City of Carpinteria remains engaged as a project partner in order to ensure that the improvements are compatible with the City's interests and character.

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

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

Transportation Goals

- *Working with Caltrans, its contractors, SBCAG and the County, ensure implementation of project permits and approvals for the Highway 101 Improvements, including locally beneficial ancillary projects.*
- *Maintain and Improve commuter rail service in the region via cooperation with SBCAG and Los Angeles – San Diego – San Luis Obispo Rail Corridor Authority (LOSSAN).*
- *Working with Caltrans, SBCAG, UPRR, Coastal Conservancy, Coastal Commission, and private property owners, complete planning, permitting and construction of links needed to complete the Carpinteria Coastal Vista Trail.*
- *Reach agreement with MTD on plan and funding for improving convenience and use of local public transit in the City.*
- *Make annual bike and pedestrian safety and convenience improvements and attain the Bicycle Friendly Community designation.*

Progress, Resource Issues, Adjustments

There are several ancillary projects to the freeway work that are of particular interest to the City including the Rincon and Santa Claus Lane trail connections and the Santa Monica Road intersection improvements. The Santa Monica Road interchange improvements were completed in 2021. Work on the design and permitting of the trail projects advanced in 2021 and are expected to be complete in 2022, in preparation for future bidding and construction.

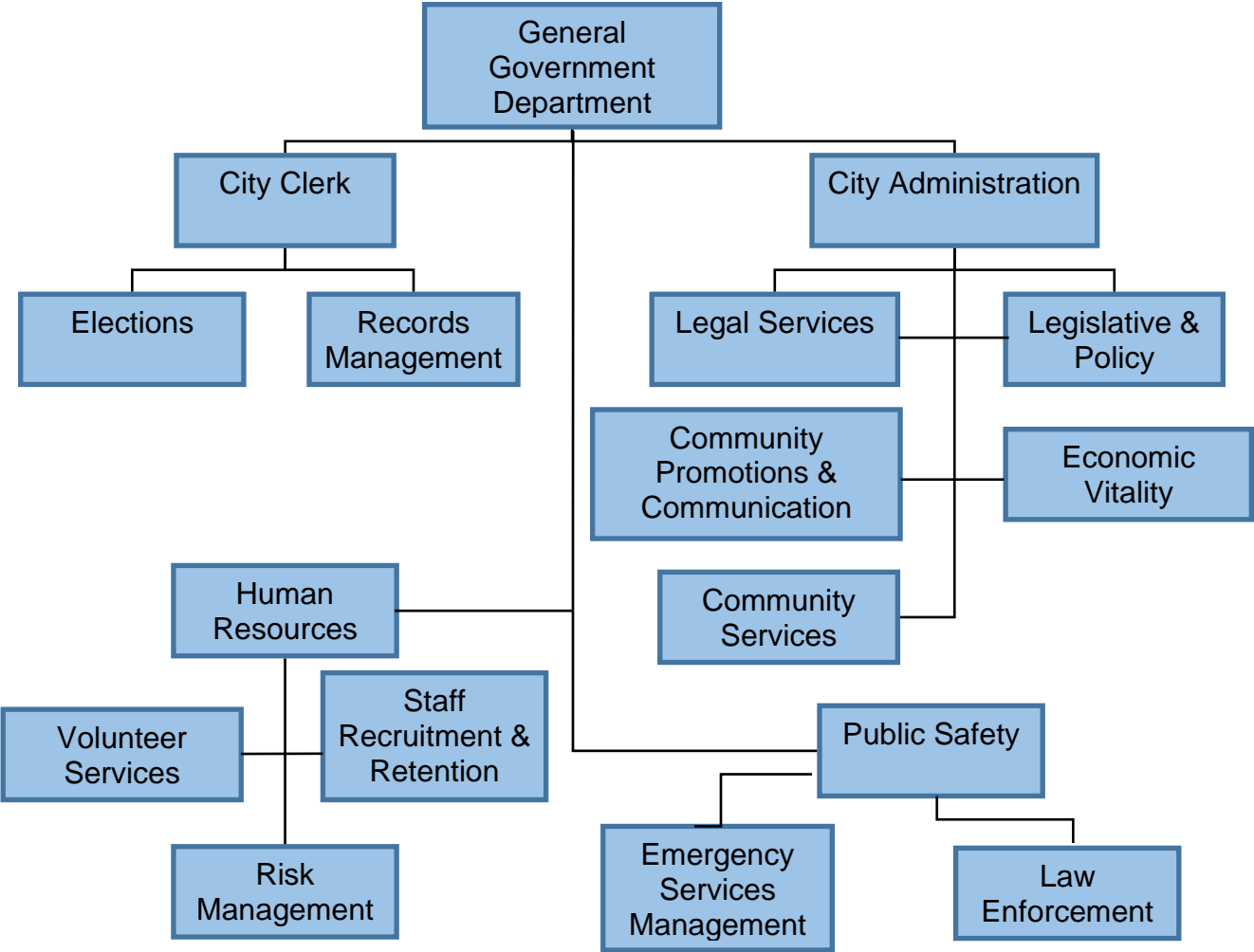
Commuter rail service continues to operate between Ventura and Goleta and LOSSAN has approved spending hundreds of millions on rail corridor improvements in Ventura and Santa Barbara counties, including making double tracking and Amtrak platform improvements at the Carpinteria station. The Carpinteria project is proposed to include several improvements that have local benefit such as an undercrossing at Elm and a new parking lot on the south side of the tracks.

The Linden-Casitas Freeway Interchanges project was completed in 2020, and in 2021 significant progress was made on the addition of the third travel lane through the Carpinteria segment. The freeway improvements located within City limits are scheduled to be completed in 2022, with construction continuing from the City through Montecito through 2023. The City and Caltrans made progress drafting the agreement needed to transfer the former Whitney property remnant (as well as Caltrans right-of-way for the Rincon Trail) to the City and the transfers are expected to be consummated in early 2022.

MTD has announced eliminating the Seaside Shuttle service in favor of a dial-a-ride service, The Wave, scheduled to start service in 2023. The connection of Via Real over Carpinteria Creek, and other freeway improvements, will improve efficiency of this and other transit services in the City.

Department: General Government

Department Organizational Chart



Mission Statement

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

Description of Department Programs and Services

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

Legislative and Policy Support

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

City Administration

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

Records Management

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

Elections

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

Staff Recruitment, Retention and Development

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

Communications & Community Promotions

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

General Government

Economic Vitality

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

Community Service Programs

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

Public Safety

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

Volunteer Services

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

Program: Legislation & Policy Legislative Advocacy

Project/Program Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

The City Council carries a Legislation Update matter on its agendas that provides an opportunity to direct staff to agendize matters so that the City Council can take a position on specific pending bills or other legislative matters. In 2022, the City Council considered taking positions on matters concerning both state and federal legislation.

League of California Cities: Membership and participation in the League of California Cities (Cal Cities) includes networking and educational opportunities with other cities throughout the state. Councilmembers, appointed officials, and staff typically attend one or more Cal Cities conferences/seminars each year where important information on local government issues is presented. The City Council and staff also receive regular email notices and updates from the Regional Representative of the Cal Cities Channel Counties Division of Cal Cities concerning topical issues and state legislation that may warrant City Council consideration. Updates are also provided by the Regional Representative at quarterly City Leadership of Santa Barbara County meetings (formerly Mayors & Managers) and Managers & Administrators meetings.

The Cal Cities' advocacy work will be guided in 2023 by the following Advocacy Priorities:

- 1. Protect and expand investments to prevent and reduce homelessness.** Secure sustainable state funding that bolsters cities' efforts to support individuals experiencing, or at risk of, homelessness. While protecting existing resources, strengthen state and local partnerships to connect individuals with the care they need through coordinated care systems that provide access to wraparound services, including mental health and substance abuse treatment.
- 2. Increase the supply and affordability of housing while retaining local decision-making.** Secure long-term, sustainable funding tools for cities to jumpstart the construction of housing at all income levels and ensure cities retain flexibility to achieve local and state housing goals.

General Government

- 3. Improve public safety in California communities.** Pursue strategies and resources to address crime and its underlying causes. Partner with all levels of government and diverse organizations to improve community safety through prevention and early intervention programming, workforce recruitment and retention, and improved re-entry services.
- 4. Safeguard essential local revenues and support fiscal sustainability.** Protect, increase, and modernize revenue streams for local priorities. Oppose efforts that would reduce or eliminate funding for cities, including unfunded mandates.

Housing: Significant state housing legislation (both in volume and content) continued in 2022 with the Governor signing 40 new pieces of housing legislation. The theme of much of the housing legislation passed over the past few years, and expected to continue in 2023, is to erode or entirely preempt local government control over a city's review and permitting of residential development. The City will continue to have opportunities to comment on such legislation and will be required to continue to develop legislative responses to new state mandates.

The Santa Barbara County Association of Governments approved the 2021 Regional Housing Needs Assessment (RHNA), which allocates state development housing needs estimates to local communities. Based on the RHNA and state law, the City of Carpinteria is required to plan for the development of 901 residential units between 2023 and 2031. Such planning requires the City to both update its general Plan Housing Element and initiate related amendments to its local coastal plan (LCP). The first draft of the City's Housing Element was submitted to the state Department of Housing & Community Development (HCD) for comment in 2022, and work associated with responding to HCD comments and completing the City's Housing Element is expected to occur in early 2023. This planning work requires balancing various competing policy interests with the housing mandate, including coastal access and resource protection policies of the California Coastal Act.

Other local government agencies face similar challenges, including the County of Santa Barbara, which is responsible for planning and land use in the unincorporated areas surrounding the City. The County has identified a number of sites currently designated for agricultural use as candidates for high density housing. The City has commented on the proposal, raising a number of policy consistency concerns. It is anticipated that in 2023 the City will need to continue to monitor and respond to the County's Housing Element and project planning and development work of the County in order to ensure compatibility with City policies and regulations, and to mitigate potential project impacts on City infrastructure and government services.

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

General Government

The Community Development Department staff meet regularly with Coastal Commission staff on pending matters. In 2022, staff worked with Commission staff on the General Plan / Coastal Land Use Plan update, interim sea level rise guidance, and various housing matters, including implementation of new state housing laws concerning Accessory Dwelling Units. It is anticipated that in the coming year the City will continue to work with Coastal Commission staff on updating its LCP, the City's Zoning Code update, and responding to the latest state housing laws such as SB9, Density Bonus and AB2097.

Highway 101 Improvements: A milestone was reached in 2020 with the completion of the Linden-Casitas Interchanges replacement project and in 2022, the third lane (i.e., carpool lanes), north and southbound, were completed through the City. Various ancillary work, including completion of intersection improvements at Santa Monica and Via Real, was also completed. Finally, work progressed on the Rincon and Santa Claus Lane trails, as well as on establishing an agreement for the transfer of the Whitney Property to the City for preservation as agricultural open space. In the coming year the City will continue to work with Caltrans (and in some cases SBCAG staff) on the Rincon Trail project, the transfer of the Whitney property, and completing landscape improvements consistent with project plan approvals.

Oil & Gas Development: Significant oil and gas facilities and activities have operated in Carpinteria and just offshore the City for approximately half a century. That era appears to be at an end. In 2017 the current operator, Venoco Inc., filed bankruptcy and sold all of its Carpinteria assets, including the Carpinteria oil and gas plant and offshore platforms, to Chevron. Chevron has announced that it does not intend to operate the facilities but will proceed immediately to decommission the plant and offshore platforms as a part of the decommissioning of various legacy assets on the west coast. Consistent with this, Chevron recorded a Restrictive Covenant on the property in 2021, which prohibits use of the property for all oil and gas activities in perpetuity to the benefit of the neighboring City Hall property.

The City and Chevron have been meeting quarterly since 2018 to plan for and coordinate the process for decommissioning and to discuss future use of the properties. A City Council/Community briefing on the work was held in 2021 and Chevron submitted its primary development permit application to the City for the decommissioning work in 2021. The application has been determined complete and environmental review work has been initiated. It is anticipated that the environmental impact report will be completed in 2023, and permit processing will proceed.

The City also has a representative participating in an Interdepartmental Working Group (IDWG) led by the Bureau of Safety and Environmental Enforcement (BSEE), that coordinates with state and local agencies responsible for various aspects of decommissioning legacy oil and gas facilities in the region, in particular, offshore platforms located in federal waters.

Tasks

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

General Government

Products

Staff reports, studies, correspondence

Date

Throughout the year

Staff Requirements

City Manager

Assistant City Manager

Department Heads

Legal Counsel

Professional Consultants

Estimated Budget/Funding Source

In addition to regular staff costs, a General Fund / Measure X expenditure of approximately \$1 million over multiple fiscal years is projected in order to carry out the anticipated work described here and in the subsequent Research & Development item. This expense is for City Attorney's Office time and Housing consultant(s) contract(s) costs.

Program: Legislative & Policy Research & Development

Project/Program Description

This Program includes local legislative and policy responses to new and/or changed federal and state laws, legal or practical mandates, and changing community needs and/or expectations.

Objective and Policy Consistency

- Awareness of new and/or changing laws, mandates or conditions
- Effective and timely response to community needs and expectations as interpreted through City Council legislative initiatives
- Research and development of local legislative options in response to Council directives
- Understanding the ramifications of new and/or changing laws or conditions on City operations, such as financial and risk management practices, and on the delivery of projects, programs and services
- Compliance with, or adjustment to, new laws and other legislative mandates

Previous and Ongoing Work

Each year the City works on various legislative matters in response to federal or state mandates, or community needs and expectations, as directed by the City Council. A few notable examples of the matters worked on in 2022 include: implementation of various state housing laws, updates to the City's Short-Term Rental Administrative Procedures, development of formula business regulations, development of accessory dwelling unit regulations, transition to Council district elections, and a overseeing a citizen-initiated ballot measure.

In 2023 it is expected that the City will continue to expend resources on some of the matters listed above, in particular, the City expects to need to continue to prioritize and commit adequate resources to the development of legislation in response to state housing law changes as well as explore measures to protect the affordability of local housing. Legislative and Policy development work anticipated in the coming year includes:

- Report on 2023 Housing Laws
- Protocols for the processing of development applications under new housing laws
- Update to accessory dwelling unit regulations, as required by recently adopted state laws
- Regulations for formula businesses
- Regulations in response to Senate Bill 9 requirement
- Regulations in response to Assembly Bill 2097 requirement
- Regulations updating City's density bonus provisions consistent with state law
- Design guidelines and development regulations updates in response to state housing laws
- Adoption and certification of City Housing Element and amendment to City's local coastal plan (LCP) to implement City Housing Element
- Short-term rental regulations and policies/procedures updates
- Regulations prohibiting LLC ownership of vacation homes
- Residential vacancy tax measure

General Government

- No-cause eviction prohibition regulations
- Rent control regulations for multi-family housing
- Affordable housing in-lieu fee requirements update
- Development Impact and Quimby Fees regulations update
- Massage regulations update
- Policy updates regarding enforcement of camping in public places and revisions to camping regulations
- Gun safety regulations
- Multi-family housing smoking regulations
- Skatepark use regulations
- Wireless communications infrastructure regulations update
- Sign regulations zoning code update
- Subdivision regulations update
- Soft story building code regulations
- Records retention policy update
- Acceptable Use Policy for Information Technology Resources

Tasks

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

Products

Memorandums, staff reports
Resolutions and/or ordinances

Date

Ongoing

Staff Requirements

City Manager
Assistant City Manager
Department Heads
City Attorney's Office
Professional Consultants

Estimated Budget/Funding Source

Budget: In addition to regular staff costs, a General Fund / Measure X expenditure of approximately \$1 million over multiple fiscal years is projected in order to carry out the anticipated work described here and in the prior Legislative Advocacy item. This expense is for City Attorney's Office time and Housing consultant(s) contract(s) costs.

Program: Legislative & Policy Intergovernmental Collaboration and Cooperation

Project Description

City Council members and staff participate on a number of regional committees and groups. Council member assignments to these entities are listed on the City Council agenda and include Joint Committees of elected representatives of the City and School Board, Sanitary District and Water District for example, as well as representatives to regional organizations such as the Air Pollution Control District (APCD). The City is a member of numerous government entities known as Joint Powers Authorities (JPA's) that deliver local government services on a regional basis. These include the Santa Barbara County Association of Governments (SBCAG), Beach Erosion Authority for Clean Oceans (BEACON), Central Coast Community Energy (CCCE), Carpinteria Groundwater Sustainability Agency (GSA), the Black Gold Cooperative Library System, and the California Joint Powers Insurance Authority (CJPIA).

Objective and Policy Consistency

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

Previous and Ongoing Work

This work item includes regional transportation projects and programs such as commuter rail service and freeway maintenance and operations, Emergency Preparedness and Disaster Response, and health and human services such as homeless assistance programs.

Regional collaboration and cooperation work (either ongoing or anticipated) for 2023 includes:

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

- Housing
 - Affordable Housing. The City has several means for promoting and requiring affordable housing to meet the needs of the Carpinteria community. The City promotes housing that is affordable by design through established protections for rental housing and for mobile home park housing. This includes but is not limited to mobile home space rent control, conversion of apartments to condominiums or for short-term rental use. The City has also in the past collaborated with a non-profit to build income restricted affordable housing in Carpinteria. The City also requires affordable housing as a part of certain types of residential development through an Inclusionary Housing Requirement.
 - Homeless Services. This work involves both enforcement and response coordination of City services (Legal, Sheriff's, Code Enforcement, Public Works and Parks & Recreation), with County Health and Behavioral Wellness, an

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inclement weather shelter provider, State Parks, and Fire District. Volunteers continue to run a lunch program, which provides an opportunity to build trust with people that are homeless and prepare them to receive services and to find housing. The volunteers also provide people experiencing homelessness with clothing and other provisions for their health and safety. The City also works with agencies such as Peoples Self-Help Housing and County Housing Authority, to identify prospective housing sites for inclusion of special needs housing for people experiencing homelessness. The work to determine housing needs is guided by the Community Action Plan to Address Homelessness, a county-wide strategic plan implemented in part through a Continuum of Care.

- Regional Housing Needs Planning. The City is in the process of updating its General Plan Housing Element consistent with state law and in response to the Regional Housing Needs Allocation (RHNA). The City participates in the RHNA process as a member of the Santa Barbara County Association of Governments. The Housing Element update also necessarily involves working cooperatively with the state Department of Housing and Community Development and the California Coastal Commission, to craft policies and regulations necessary to promote development of housing that meets identified needs, and harmonize those housing development policies and regulations with the resource protection policies and regulations of the Coastal Act and City Local Coastal Program.
- Open Space
 - Trails. Completion of the City's Coastal Vista Trail and establishing access across the rail corridor requires cooperation with multiple public and quasi-public agencies including Caltrans, Coastal Commission, County of Santa Barbara, Union Pacific Railroad and the Public Utilities Commission.

In 2022, the Planning Commission completed its review of the project Environmental Impact Report, however, the Council directed staff to explore a design alternative capable, among other things, of reducing the amount of required grading and landform alteration. Project funding has been affected by the delay and both state Active Transportation Program (ATP) and regional transportation funding will need to be revisited once the project design is settled on and approved. Consideration of the design alternative requested is expected to come before the Council in early 2023.

Caltrans made significant progress on construction of the Santa Claus Lane to Carpinteria Avenue trail link in 2022. The trail link is a requirement of City and County development permits for the Highway 101 widening project through the area and is being funded and developed in conjunction with that work. The Santa Claus Lane trail is expected to be completed in 2023.

- Regional Parks/Open Space. The Rincon Bluffs Reserve was established as a part of the City's Parks system in 2019, for permanent preservation as open space. Preliminary design work was completed in 2022, but a grant application for construction funds was not successful. In 2023, permitting work and additional grant funding will be sought as match for Land Trust funds set aside for improvements. The addition of the Rincon Bluffs Reserve brings the Carpinteria

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Bluffs open space, parks, and trails system to nearly 100 acres in area; a significant regional recreational and habitat resource.

The City is participating in a United States Army Corps of Engineers shoreline protection study to determine the most beneficial long term project to reduce the frequency of ocean storm wave damage along the Carpinteria Shoreline to public and private improvements. The study was commissioned but intermittently delayed due to funding gaps. In 2020 the City agreed for the study to be moved to a different but similar federal program that should prevent further delays. The City intends to have the Army Corps of Engineers (ACOE) provide a report to the City Council in 2023 on the work completed to date and what will be coming next. The study is now expected to be completed in 2025.

The City completed the Dune and Shoreline Management Plan in July 2022. The Plan sets the stage for the City to seek grant funding for a dune and shoreline management capital project. Council directed staff to move forward with seeking grant funding for a cost benefit-cost analysis. A request for qualification/request for proposal is anticipated to be released in early 2023 to select a consulting firm to conduct the cost-benefit analysis.

- Transportation
 - Freeway Improvement Projects. The Linden-Casitas Interchanges project and freeway widening to three lanes in each direction has been completed and Highway 101 construction in the Carpinteria area has now shifted to the west of the City. Some remaining critical project components include the Rincon and Santa Claus Lane Trail connections; required as mitigation for the freeway work. The Rincon Trail alignment is being restudied at Council direction and is expected to be back before the Council in early 2023. Unfortunately, in 2022 project cost estimates ballooned and state grant money was deferred, indicating a long road ahead for this critical trail link to come to fruition. The Santa Claus Lane to Carpinteria Avenue trail connection is under construction as a part of the ongoing freeway work and is scheduled to be completed in 2023.
 - Commuter Rail Service. In April 2018, the state announced an award of approximately \$200 million in Transit and Intercity Rail Capital Program (TIRCP) funding for improving passenger service between Los Angeles and San Luis Obispo. Several important capital projects in Santa Barbara County were funded including improvements at the Carpinteria Amtrak station that would add a second station track and platform to improve pedestrian safety, passenger access, and operational flexibility. The project would also include a pedestrian underpass of the railroad tracks. In 2022, the City learned that a significant portion of TIRCP revenue was prioritized for other projects in the corridor. It is unclear at this time when the Carpinteria project will advance.
 - Bus Service. In 2022 MTD announced that the Seaside Shuttle service would be discontinued while enhanced regional services to Santa Barbara would be added. Also, MTD announced a new micro-transit service for Goleta and Carpinteria, which is expected to be initiated in Carpinteria in 2023. It is apparent that

General Government

determining how to reduce local vehicle trips and parking demand while meeting the transportation needs of residents and visitors is a priority.

- Community Services

- Library Services. The Carpinteria Library reopened under City management on July 1, 2022. The City Council serves as the Carpinteria Library Board of Trustees and a community Library Advisory Commission has been formed to advise the Library and Board of Trustees on program matters. The work has included meetings and coordination with City and County of Santa Barbara staffs concerning agreements and facility maintenance and operation, and the City joining the Black Gold Cooperative Library System, a regional joint powers authority. In 2023, it is expected that the City will enter into the Master Library Services Agreement and amended lease with the County. The City is represented on the County Library Advisory Committee by a Council appointee and City Librarian. Under this arrangement, the Carpinteria Library will continue to be operated as a branch of the County Library system and as a part of the Black Gold regional library cooperative. In 2024, the City is scheduled to work with County and branch library representatives to consider whether or not to take on management of the Montecito Library.
- Youth and Family Services. City Manager, Councilmembers attend quarterly meetings of the South Coast Task Force on Youth Safety. The City provides annual funding to support family and youth services provided by the Carpinteria Children's Project/Family Resource Center, including funding to support a Director of Community Partnerships. This position aims to improve coordination and communication between local service providers and to educate/inform the community about available services and how to access them.

- Utilities.

- Water. The City is a part of a collaborative with the Carpinteria Sanitary and Water Districts to develop a reclaimed water project, the Carpinteria Advanced Purification Project. In 2019, the City participated in the review period for the CEQA Environmental Impact Report, which has since been adopted. The City is also a member of the Carpinteria Groundwater Sustainability Agency, a joint powers authority with the Counties of Santa Barbara and Ventura, and the Carpinteria Valley Water District. The City will participate in the process of developing a groundwater management plan and, ultimately, in the joint management of the groundwater basin. Additionally, the City is a Cooperating Partner for the Integrated Regional Water Management (IRWM) Program, which meets regularly. In 2019, the IRWM County-wide plan was updated, and several competitive projects were selected by the Cooperating Partners to move forward for implementation grant funding. The City received grant funding through this work in 2020 for the Via Real Stormwater project; however, in 2022 the bid for the project came in much higher than the available grant funding. In 2023, the City will seek to close the funding gap in order to leverage the grant funding and see the project through to completion.

General Government

- Broadband. On July 25, 2022, the City Council approved the Memorandum of Understanding with the Santa Barbara County Association of Governments for a regionwide collaboration and a stipulated monetary contribution (\$8,600) towards the preparation of the Santa Barbara County Regional Broadband Strategic Plan. On November 14, 2022, the City Council accepted the Santa Barbara County Regional Broadband Strategic Plan. On December 15, 2022, the Santa Barbara County Association of Governments Board adopted the Santa Barbara County Regional Broadband Strategic Plan. The next step is implementation. For 2023, this includes determining feasibility of recommendations, developing priorities and approach, meeting with internet service providers (ISPs) in order to gain insight into current infrastructure and planned future infrastructure, participating in and support regional model of a Broadband Joint Powers Authority, determining priorities, and determining grant opportunities for infrastructure.
- Electricity. In July of 2019, the City adopted the Carpinteria Strategic Energy Plan, a roadmap for electrical reliability and resilience for the City. The SEP identified potential projects and programs, including joining a community choice energy providers and conceptual solar and storage projects. The City joined Central Coast Community Energy in December of 2019. Through a Memorandum of Understanding, the City shares a seat on both the Policy Board and Operations Board with the City of Goleta. Through its roles on both the Policy Board and Operations Board, as well as staff participation, the City provides input on the development of programs and projects developed by CCCE.

In 2022, the City, in coordination with the Carpinteria Valley Water District and Carpinteria Sanitary District, City released a Request for Qualifications to identify both photovoltaic solar and battery storage opportunities on property owned and/or operated by the respective agencies. Currently the team is waiting on pricing from the responsive firms for those projects.

The City will be installing sixteen new charging ports for electric vehicle charging in 2023, at the following locations: ten ports at City Parking Lot 1, two ports and City Parking Lot 2, and four ports at City Hall. These projects are funded through a mix of grant funding from Southern California Edison and the Santa Barbara County Air Pollution Control District, incentive funding from Central Coast Community Energy, and Measure X.

The City participates in the Clean Energy Assurance Subcommittee as part of their role with the Santa Barbara Climate Collaborative. Through this subcommittee, the City collaborates on a regional scale to implement policies and projects related to energy. Staff has been working with other agencies, utilities, and non-profit organizations on the development of a building electrification reach code, which was initiated by Council in October 2022.

- Insurance / Risk Management. The City is a member of the California Joint Powers Insurance Authority (CJPIA), through which it is, effectively, self-insured. As a part of CJPIA's LossCAP Program, member agencies participate regularly in Risk Management

General Government

Evaluations that result in written recommendations to the agency. The last formal evaluation was conducted in 2019. It is routine for the City's response to the recommendations to include matters that become a part of its annual Work Plan. Some risk management tactics involve routine maintenance, such as pavement and sidewalk maintenance programs that can mitigate trip and fall claims, while other risk management tactics involve programmatic changes or capital projects. It is these latter matters that are found in the Work Plan. Because the City endeavors to undertake enterprise risk management tactics, risk management work in the Work Plan can be found, in addition to the Risk Management Program of the General Government Department, throughout the Department Work Programs. These Work Program matters, inherently, reflect the collaborative best practices of member agencies throughout California.

Tasks

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

Products

N/A

Staff Requirements

- City Manager
- Assistant City Manager
- City Clerk
- Department Heads
- City Council members

Estimated Budget

N/A

Funding Source

All Funds

**Program: City Administration
Active Adult / Senior Center**

Project Description

Working through the Senior Services Planning Committee (SSPC), the purpose of this Work Plan item is to identify potential interim and long-term center locations, program service models, and partnerships for active adult / senior services in order to develop an actionable plan, or plans, for implementation, including budgetary requirements, for consideration by the City Council.

Objective and Policy Consistency

To establish a center and programming for active adult / senior services in Carpinteria. This objective is consistent with the City’s Mission to promote the highest quality of life for all of Carpinteria’s residents, including the provision of services consistent with community needs.

Previous and Ongoing Work

- Presented and received feedback from the City Council on a variety of interim and long-term options for the establishment of a senior center and senior programming.
- Adopted Resolution No. 6127 authorizing creation of an Ad Hoc Senior Services Planning Committee.
- Created and distributed a Community Needs Assessment and presented the collected data to City Council for consideration of next steps.
- City Council extended the Ad Hoc Senior Services Planning Committee and updated its roles and responsibilities to include the tasks described in the Project Description.

Tasks

1. Identify viable locations for establishment of an interim center.
2. Research program models; develop recommendation(s.)
3. Estimate start-up costs and annual program budget requirements.
4. Explore potential program partnerships.
5. Research options for a long-term center location.
6. Prepare report including an actionable plan, or plans, for consideration by City Council.

Products

- A plan and implementation strategy for an active adult / senior center that meets community needs.

Date

April 2023

Staff Requirements

- Assistant City Manager and General Government staff
- Community Development Staff
- Parks, Recreation and Facilities staff

Budget

This project is supported by City staff, the Senior Services Planning Committee, and volunteers with no additional cost to the City. However, if a program is approved, budget requirements are dependent on the location, programming, outside funding (if any) and service model.

Funding Source

General Fund and Measure X

Priority

High

Program: City Administration Strategic Reorganization

Project Description: To ensure the expanding needs of the City are met and to provide more programs and services than current offerings with a broader and deeper capacity requires reorganization of staff, duties and responsibilities.

Newly-proposed or reinvigorated work plan programs include: Homeless Services, Micro Transit Options, Santa Barbara County Regional Broadband Strategic Plan, Community Preparedness and Engagement, Dashboards & Financial Transparency, Advanced Planning, Department Staffing at Parks & Rec and Facilities Departments and Strategic Reorganization. Additional programs that could be considered during the strategic reorganization depending on the level of time and staffing required include: Senior Services, Civic Engagement and Youth Engagement.

The objective of the Strategic Reorganization is for increased staff capacity to meet all Program Objectives of new programs as well as appropriate allocation of resources to meet all ongoing City programs. Whereas a structure for Carpinteria City Government Departments and Divisions are outlined in the Carpinteria Municipal Code, an allowance exists for its expansion, deletion or modification as needed.

Objective and Policy Consistency

- CMC 2.20.090 – Revision of municipal Organization: “The city council from time to time may add, delete or modify the various departments, divisions and offices of the city by amendment of sections 2.20.040 through 2.20.080, inclusive.”

Tasks

- Evaluate needs based, in part, on prioritization of programs by the City Council at the Annual Work Plan Workshop.
- Develop a strategic reorganization plan including an implementation timeline, budget needs and staff needs.
- Present strategic reorganization plan to City Council for approval as well as a Carpinteria Municipal Code amendment.

Products

- Reorganization Plan to be approved by Council

Date

June

Staff Requirements

- City Manager
- Human Resources Assistant
- Department Directors
- Assistant City Manager
- City Attorney’s Office
- Program Manager

Budget

TBD

Funding Source

General Fund

Priority

High

Program: City Administration Racial Equity & Social Justice

Project Description

Establishment of a Racial Equity & Social Justice (RESJ) program that implements the policy intent embedded in City Council Resolution No. 5981 and subsequent City Council actions.

Objective and Policy Consistency

- A new RESJ program is established consistent with policy intent embedded in City Council Resolution No. 5981.
- A collaborative community process is completed in order to identify the scope of the program.
- The desired program tenets are institutionalized in the City organization and its work through ongoing training, budgeting, community outreach and engagement, and the establishment of City policies, procedures and programming.
- Transparency and accountability are fundamental to the RESJ program, including ongoing community engagement and input, performance measurement, and annual reporting.
- The RESJ program is consistent with the City's Mission Statement which recognizes the diversity of the community and the need to serve and address the interests of all residents, including the equitable application of public resources.

Previous and Ongoing Work

- Drafting and adoption of Resolution No. 5981.
- Research and presentation to City Council regarding various potential RESJ actions and initiatives.
- Establishment of the City Council Ad hoc Committee on Racial Equity and Social Justice.
- Issuance of Request for Qualifications for consultant services, interviews/vetting of consultants, and drafting of scope of work.
- Consultant services agreements approved January 26, 2021.
- Training of City staff and City Council by National League of Cities Race, Equity and Leadership team (NLC REAL)
- Consultant services agreement with Equity Praxis Group (EPG) approved October 24, 2022
- Staff and community interviews and listening sessions initiated by EPG.

Tasks

- Engage consultants for assistance in organizational capacity building and creation of a RESJ program.
- Facilitate RESJ training of core City staff, including a Train-the-Trainer program.
- Establish positions/job descriptions and organizational changes as needed to efficiently and effectively carry out RESJ work.
- Engage with community stakeholders and undertake community mapping.

General Government

- Establish a community stakeholder committee to facilitate community input into development and operation of RESJ program.
- Develop performance evaluation metrics, including development and drafting of annual reports.
- Create a RESJ program Action Plan.

Products

- | | <u>Date</u> |
|--|--------------------|
| • Core staff team established and trained | 2023 |
| • Establishment of community Blue Ribbon Committee | 2023 |
| • Program mission statement, goals, objectives | 2023 |
| • Action Plan | 2023 |

Staff Requirements

- City Manager
- Assistant City Manager
- Program Manager
- City Attorney's Office
- Human Resources Administrator

Budget

\$100,000 Consultant Services Contract cost
Unknown Program staffing and support costs

Funding Source

Measure X Fund
General Fund/Measure X Fund

Priority

Medium

Program: City Administration Youth Engagement

Project Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

- Reached an agreement with Carpinteria Unified School District (CUSD) representatives for the Community Resource Deputy to spend at least one day a week at Carpinteria Middle School and Carpinteria High School to be available for students and staff.
- Researched targeted youth engagement programs including an Explorer program, Police Activities League (PAL), and youth mentorship program.
- Representatives from the City, CUSD, and County Sheriff's Office were assigned to develop program options for City Council consideration.
- Created a Civic/Youth Engagement Ad hoc Committee to work with agency representatives.

Tasks

1. Continue discussions with Carpinteria Unified School District via the City Council School District standing committee.
2. Engage stakeholders through the Civic Youth Engagement Ad hoc Committee regarding potential program options.
3. Identify steps and responsibilities for establishing the desired program(s.)

Product

- A comprehensive Youth Engagement program strategically designed to meet program goals and objectives established by the City and CUSD.

Staff Requirements

- City Manager
- Assistant City Manager
- Department Heads
- Community Resource Deputy
- Station Lieutenant
- CUSD / Representative

Budget

Inclusive of staff and law enforcement expense.
Additional costs dependent on approved programs.

Funding Sources

General and Measure X Funds

Priority

High

**Program: Community Services Support
Homeless Services**

Project Description: Develop a program that will track, evaluate, improve and optimize the services and compliance mechanisms at the City to assist people experiencing homelessness in the community.

- Understand the local homeless census and needs including vulnerable members of the community including families, youth and seniors at risk of becoming homeless.
- Understand and document existing programs, resources available to the City of Carpinteria, strategies and collaboration workflow from various departments at the State and County levels.
- Base the City’s approach to addressing homelessness in Carpinteria on the regional Community Action Plan to Address Homelessness and work collaboratively with the County and regional service providers to implement the Plan.
- Engage and participate with the Continuum of Care Board at the county level.
- Understand and document Federal, State, and local laws, codes and regulations related to homelessness.
- Engage with partners across service agencies, law enforcement agencies, jurisdictions and groups to provide services as well as enforcement.
- Document and respond to concerns from residents and business owners.
- Coordinate interdepartmental communication, collaboration and response to local homeless persons including Public Works, General Government, Code Compliance, and Parks, Recreation and Facilities staff and Santa Barbara County Sheriff’s Community Resource Deputy.
- Facilitate contractor agreements of service providers (i.e. New Beginnings Safe Parking lots, Showers of Blessings Shower Provider, dedicated outreach workers, emergency shelter managers.)
- Participate in coordination meetings with the county, partner agencies, stakeholders and neighboring jurisdictions.
- In collaboration with the County and regional services providers, develop, track and implement programs, priorities, and direct services related to homelessness and related social and behavioral services.
- Explore housing solutions to address the challenges of homelessness locally and as they affect the region. Explore funding options for supportive housing, a day center, a navigation center, transitional housing and or permanent housing.
- Research, develop and implement homeless prevention initiatives beyond those already undertaken by the City, i.e., measures to protect and preserve mobile homes and apartments that are affordable by design.
- In collaboration with regional efforts, develop public information, outreach, and education initiatives in a multimodal, multilingual and accessible manner.
- In collaboration with regional efforts, develop qualitative and quantitative measures to monitor and evaluate response effectiveness; recommend improvements
- Engage City Council and community through ongoing communication, including formal and informal information presentations.

Objective and Policy Consistency

- To address the needs of the community and assist people experiencing homelessness in the community in a proactive, strategic manner.
- To leverage resources, funding and staff time to minimize homelessness in Carpinteria.

General Government

- The City Housing Element includes a number of policies aimed at addressing special needs housing which includes transitional and supportive housing that can meet the needs of individuals and families that are homeless
- Establishment of a Homeless Services Program can be found consistent with the City's interest in promoting public health and safety, the City's Sustainable Community Policy (Resolution No. 5500), and with the Community Action Plan to Address Homelessness in Santa Barbara County (adopted by City via Resolution No. 6038).

Previous and Ongoing Work

- Initial broad assessment of current services and gaps in services
- Participation in informal meetings with the county, partner agencies, jurisdictions and community stakeholders
- City Council Administrative approval of the Safe Parking Program
- Weekly lunch program where “document ready” and other work is conducted by service agencies and volunteers provide food and other assistance
- Commencement of a Showers of Blessing one-year pilot program in conjunction with the weekly lunch program.

Tasks

- Implement MOU with the County of Santa Barbara for the use of the Homeless Management Information System (HMIS) database.
- Execute Agreements and oversee contract services
- Establish a City of Carpinteria homeless services program, including appropriate staffing.

Staff Requirements

- Program Manager
- City Manager
- Assistant City Manager
- Public Works Director
- Community Development Director
- Code Compliance Supervisor
- Carpinteria Summerland Fire District
- Santa Barbara County Sheriff's Department
- County, other agencies, stakeholders

Budget

In the hundreds of thousands for staffing and support.

Funding Source

General Fund / Measure X / Grants

Priority

High

**Program: Community Promotion and Communication
Civic Engagement**

Project Description

Working through the Civic/Youth Engagement Committee, the purpose of this Work Plan item is to:

1. Reevaluate City Mission and Vision statements, including the potential addition of Value statements.
2. Develop a comprehensive program that provides a variety of opportunities for civic engagement with the goals of:
 - Establishing and increasing trust in local government.
 - Strengthening the social fabric of the city’s neighborhoods and building community while remaining purposefully inclusive of the diverse population of the city.
 - Facilitating effective and transparent communication between the City, residents, and within neighborhoods in a multimodal, multilingual, and accessible manner.
 - Developing program initiatives to empower residents to participate in various aspects of civic life within the community including; misinformation/disinformation education, topic discussions, volunteerism, emergency preparedness program participation, neighborhood leadership and seeking elected office or board/commission appointments.
 - Using existing programs and services to build neighborhood partnerships and increase neighborhoods and districts’ ability to respond to, withstand and recover from adverse situations.

Objective and Policy Consistency

1. To create formal opportunities for civic and community engagement to promote active and sustained participation in activities such as volunteering, voting, engaging in the public process, and emergency preparedness.
2. To build a network of informed, and empowered leaders capable of engaging residents for purposes of addressing neighborhood problems, promoting effective communication with City Hall, and creating more prepared and disaster-resilient neighborhoods.
3. Develop Mission, Vision, and Value statements, formed and supported through community engagement, to assist City Council and staff with decision-making and prioritization of projects and programs.

This work implements and is consistent with the City’s Sustainability Policy (Resolution No. 5500), which states, among other objectives: *“Implement programs which promote interactions and communication between neighbors, including internet-based social programs and local community groups.”*

Previous and Ongoing Work

- The work that led to the Neighbor-to-Neighbor including Program Neighborhood Preservation Committee (NPC) report dated July 2010, included recommendations concerning neighborhood services. Research and presentation to the NPC and City Council on neighborhood services programs within other California cities. A draft neighborhood map with the number of households, trained CERTs, and *Don’t Panic! Prepare!* Kit recipients in each quadrant. The creation of committee of community members, fire, and law enforcement to create a pilot program and a successful kick-off event for the pilot program in August 2019 at Memorial Park.

General Government

- Communications staff partnered with scholars Sarah Stoeckel and Thomas Bryer regarding misinformation and disinformation research and the Relationally Intelligent Leader Academy

Tasks

- Develop program initiatives including new and/or existing curriculum such as the National Civic League program or Goleta's Learn Empower Advocate Discuss (LEAD) Academy
- Conduct an outreach campaign to encourage Carpinteria residents to engage through Nextdoor and other digital platforms.
- Create a second event in a different neighborhood extending the Neighbor-to-Neighbor foundation.
- Develop an outreach plan for the following projects: Civic engagement within the context of electoral districts; Racial Equity and Social Justice (RESJ).
- Revision of City Mission and Vision statements, and development of Value statements for City Council consideration.

Products

- New Civic Engagement Initiatives (Target: 3)
- Neighbor to Neighbor program second event
- Revised City Mission and Vision statements
- City Value Statements

Date

Throughout the year
TBD
December 2023
December 2023

Staff Requirements

- Program Manager
- City Manager
- Public Works Director
- Community Development Director
- Environmental Program Manager
- Code Compliance Supervisor
- Assistant City Manager
- Human Resource Manager
- Carpinteria Summerland Fire District
- Santa Barbara County Sheriff's Dept.

Budget

\$3500
Additional costs dependent upon approved initiatives.

Funding Source

General Fund
General Fund / Measure X

Priority

Medium

Program: Economic Vitality Micro Transit Options

Project Description

Research and implement micro transit options to support economic vitality in the city such as electronic bike rental programs and collaboration with the Santa Barbara Metropolitan Transportation District (MTD) through programs such as The Wave. to assist residents and tourists.

Objective and Policy Consistency

To enhance the city's economic vitality by leveraging Micro Transit options to connect the city's economic hubs serving residents and visitors while also reducing greenhouse gas emissions. This work can be found consistent with the City's strategic initiative to promote a sustainable community.

Previous and Ongoing Work

- The City Council formed an Ad hoc Committee to focus on opportunities related to Economic Vitality.
- The City partnered with the South Coast Chamber of Commerce to conduct a survey of local business owner's needs related to COVID-19 recovery.
- MTD initiated its micro transit program in neighboring cities and is currently preparing to initiate a program in Carpinteria.
- Facilitation of the City's Parklet program.
- Special event support.

Tasks

- Continue collaboration with MTD to explore micro transit options within the city.
- Conduct meetings of the Economic Vitality Committee to assist with assessment of opportunities, including potential partnerships and investments.
- Prepare report on micro transit options.

Products

Vetted micro transit options, supporting economic vitality, for City Council consideration.

Staff Requirements

Assistant City Manager, Department Heads, Program Manager, City Manager.

Budget and Funding Source

Fiscal Year 2022-2023 approved budget of \$250,000.

Priority

Medium

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

Project Description

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

Objective and Policy Consistency

To ensure the City is prepared to effectively respond to natural disasters and other emergencies, capacity building activities will be undertaken, which will include the development of a Continuity of Government Plan and updating the EOC Activation Plan.

Ensuring the City organization preparedness and response to emergencies is guided by up to date and relevant policies and procedures can be found consistent with the City’s Hazard Mitigation Plan, its Sustainable Community Policy (Resolution No. 5500), and supportive of the implementation of policies that are a part of the General Plan Safety Element.

Previous and Ongoing Work

- The Emergency Operations Center Activation Plan was revised in March, 2015. A revision to include new staff is imperative.
- The City received a FEMA grant to update the Local Hazard Mitigation Plan. The grant spans 36 months and will incorporate the Safety Element of the updated City General Plan.
- Draft LHMP Update was submitted to FEMA for approval winter of 2022
- Assisting the Carpinteria Unified School District Safety Committee in emergency preparedness.
- SBC Disaster Feeding plan was completed in 2019 and implemented in 2020. Staff is helping to edit the revised 2023 plan.

Tasks

- Complete the City’s Emergency Operation Plan and Local Hazard Mitigation Plan
- Create a Continuity of Government Plan to identify and prioritize City operational functions, identify threats to “normal” operations and outline how the City will respond to events that may disrupt City operations, such as a natural disaster, public health outbreak or other emergency.
- Work with health and human services providers in community recovery efforts.

Products

- Continuity of Government Plan
- Emergency Operation Plan
- Local Hazard Mitigation Plan Update

Date

- May
- September
- Jan 2023

General Government

Staff Requirements

- Program Manager
- City Staff
- City Manager
- Carpinteria Unified School District
- Community Partners

- Santa Barbara County Office of Emergency Management
- Santa Barbara County Social Services & Public Health Departments
- Santa Barbara County Food Bank

Budget

\$5000

Funding Source

General Fund

Priority

High

**Program: Emergency Services
City Staff and Elected Officials Training & Exercise**

Project Description

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

Objective and Policy Consistency

To ensure City staff are prepared to lead the community in the event of a disaster or emergency, a series of training programs, including a functional exercise, will be developed to reinforce the knowledge, skills and abilities needed to operate the City’s EOC. To qualify for federal funding, cities are mandated to train all staff and elected officials in certain emergency management and response.

Ensuring that the City organization is prepared to effectively respond to all potential emergencies affecting the community can be found consistent with the City’s Hazard Mitigation Plan, its Sustainable Community Policy (Resolution No. 5500), and supportive of the implementation of policies that are a part of the General Plan Safety Element.

Previous and Ongoing Work

- 25 City employees have completed FEMA certification in IS-100, 200, 700 and 800.
- Hold refresher training on Disaster Service Worker requirements and City expectations annually.
- Foster supportive working relationships with local First Responders and County OEM.
- Hold refresher training on NIMS, SEMS, and ICS, as well as other critical disaster response topics as appropriate.
- Schedule emergency preparedness orientation with new staff incorporating IS 100 and IS 700 certification.

Tasks

- Working with the Human Resources Department, develop and implement a yearly training calendar for City staff and elected officials.
- Create an online/virtual training program for City staff.
- Evaluate a city-wide Disaster Response with assistance from County OEM, Carpinteria-Summerland Fire District, Santa Barbara Sheriff’s Department and Special Districts.
- Summerland Fire District, Santa Barbara Sheriff’s Department and Special Districts.

Products

- City staff training calendar
- Online/virtual training program
- City-wide Disaster Exercise

Date

- March
- June
- November

General Government

Staff Requirements

- Program Manager
- City Manager
- City Staff
- County OEM

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

Budget

\$1,000

Funding Source

General Fund

Priority

High.

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

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

Objective and Policy Consistency: To conduct community preparedness presentations using the SBC Ready materials as a basis for Carpinteria localized emergency preparedness program. Facilitate basic and advanced Community Emergency Response Team (CERT) and LISTOS trainings and in English and Spanish.

Engaging and training community members in emergency preparedness can be found consistent with the City’s Hazard Mitigation Plan, its Sustainable Community Policy (Resolution No. 5500), and supportive of the implementation of policies that are a part of the General Plan Safety Element.

Previous and Ongoing Work

- Over 320 local residents, both English and Spanish speaking, have graduated from the CERT training program and are ready to serve as disaster response resources during an emergency situation. A Teen CERT program was implemented at Carpinteria High School.
- LISTOS was created by the Latino community of Santa Barbara County. First launched in Carpinteria, LISTOS is an eight-hour course that helps prepare families for disasters and emergencies. The course has recently been translated to English. LISTOS is now owned by Fire Services Training Institute. This training and is now also supported and promoted by the California Office of Emergency Management and FEMA.

Tasks

- Implement an in-person Basic CERT training and outreach for new trainees.
- Offer refresher courses to re-engage past CERT trainees and outreach.
- Re-establish the Teen CERT program at Carpinteria High School
- Outreach to the community to present the SBC Ready Education Program which replaced Aware & Prepare.
- Collaborate with LISTOS trainers to establish a training schedule and help with recruitment.

Products

- Basic CERT curriculum
- Teen CERT program curriculum
- LISTOS basic training
- SBC Ready Education Program

Date

- April
- April
- May
- Ongoing

Staff Requirements

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

Budget

\$2,500

Funding Source

General Fund

Priority

High.

**Program: Volunteer Services
Volunteer Management**

Project Description

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

Objective and Policy Consistency

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

Previous and Ongoing Work

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

Tasks

- Develop strategy for creating more consistent communications with City volunteers and implement communications plan.
- Continue to engage current HOST/CERT volunteers and attract new HOST/CERT volunteers.
- Establish Volunteer Position Descriptions for all currently active volunteers
- Establish a clear training and onboarding procedures for all volunteers, including but not limited to HOST/CERT/ Code Compliance/ Aquatics/ Library/ Youth Volunteers.
- Review and update Volunteer Orientation materials, including establishing an updated Volunteer Orientation Manual.

Products

- Volunteer Communications Plan

Date

June 2023

Staff Requirements

- Program Manager
- Human Resources Administrator
- Assistant City Manager/Acting HR Manager

Budget

\$2,500

Funding Source

General Fund

Priority
Medium.

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

Project Description

To train managers and supervisors in various management skills critical to the long-term success of the City, including training such as maximizing employee performance, succession planning, and risk management. In addition, the project will include the formal development of City and department-level onboarding procedures. The onboarding process will be supported by development of an annual training calendar including a variety of developmental courses such as writing for success, injury prevention, and leadership.

Objective and Policy Consistency

To provide on-going training to all staff, and to maximize the benefits of training resources available through the California Joint Powers Insurance Association (CJPIA) and others, in support of individual growth development, improved internal and external relations, and efficient and effective achievement of City goals. This objective is consistent with the City’s Mission and interest to recruit, retain, and develop staff to provide the highest possible quality of service to its residents.

Previous and Ongoing Work

In-house training, training through CJPIA and others.

Tasks

- Assess training and development needs for the City.
- Develop an annual employee training calendar.
- Develop a City and department-level onboarding process.
- Conduct, facilitate and coordinate training.

Product

Training calendar
Train manager, supervisors and employees

Due Date

July 2023
Ongoing

Staff Requirements

- Assistant City Manager
- Management Analyst
- Human Resources Assistant

Budget

\$5,000.00

Funding Source

General Fund

Priority

High

**Program: Records Management
Records Management Program**

Project Description

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

Objective and Policy Consistency

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

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

Previous and Ongoing Work

The current retention schedule and policy was last updated in May 2009. As a result of continued growth of the City and City business conducted, the volume of records generated and received has increased requiring the rental of storage space to house these records. In February 2020, the block building located behind City Hall with the move back to City Hall has been converted to storage space for permanent and current records of the City Clerk Office. Additional work includes updating a bid for a new high-density storage and filing system. Lastly, throughout the year departments continue to purge non-current records as time allows and as space is needed.

Tasks

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

Products

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

Date

February 2023
June 2023
September 2023

Staff Requirements

- City Clerk and City Attorney

General Government

Budget

\$20,000 Consultant Contract
\$25,000 High Density Storage & Filing System

Funding Source

General Fund
General Fund

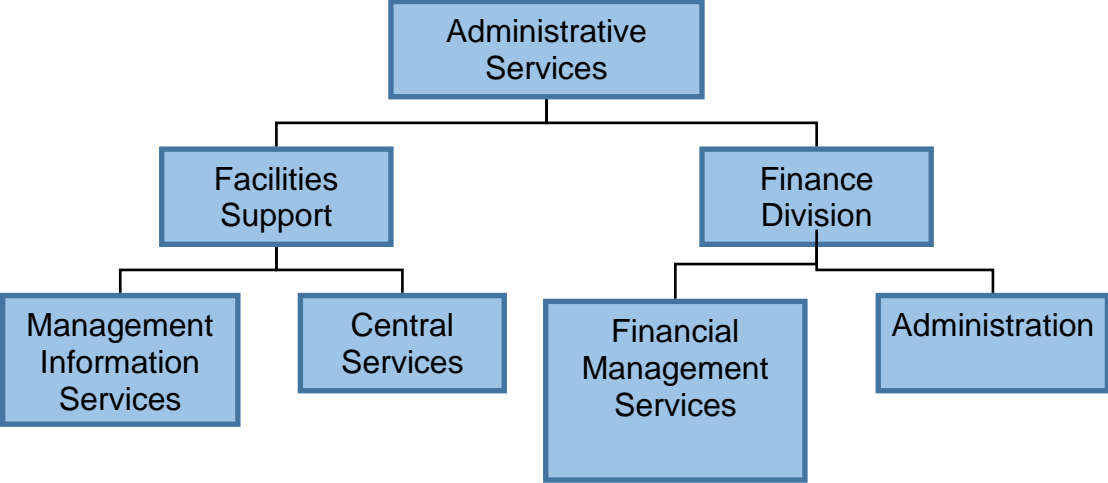
Priority

Medium

Administrative Services

Department: Administrative Services

Department Organizational Chart



Mission Statement

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

Program: Financial Management Services

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

I. Financial Management Services

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

II. Central Services

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

Administrative Services

by individual departments.

III. Management Information Services

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

**Program: Financial Management Services
Dashboards and Financial Transparency**

Project Description

The City presents annually a Budget and Annual Comprehensive Financial Report (ACFR). There are many stakeholders in the City who have access to these documents but only interested in specific financial information that pertain to them. By creating Dashboards and other tailored Financial Transparency tools, the City can provide users with relevant and up-to-date information.

Objective and Policy Consistency

The objective is to create easily accessible dashboards that provide users (residents, departments, councilmembers, staff, etc.) with relevant and up-to-date information on financial matters that pertain to them using key performance indicators and other metrics.

Previous and Ongoing Work

In 2019 the City implemented the Municipal Financial ERP Software, Tyler Incode. This ERP system has the ability to create dashboards that can customized for specific end users to provide them with the ability to track, analyze and report on key performance indicators and other metrics. The goal of the workplan is to identify key stakeholders within the community and create dashboards catered to their specific needs.

In addition to creating dashboards, update the City’s website with Budget-in-Brief and ACFR-in-Brief documents which provide a high-level overview of the current budget and last-audited financials, to provide users with a summary of the City’s current financial situation.

Tasks

1. Identify key stakeholders of the City and the financial information relevant to them
2. Create custom dashboards for the various stakeholders
3. Notify the stakeholders on how to use the dashboards

Products

- Financial Transparency Page on City’s Website
- ACFR-in-Brief and uploaded to City’s Website
- Tyler Dashboards and Linked to City’s Website
- Budget-in-Brief and uploaded to City’s Website

Date

- February 2023
- February 2023
- May 2023
- June 2023

Staff Requirements

- Administrative Services Director
- Senior Financial Analyst
- Feedback from Stakeholders

Budget

Work to be completed by City Staff

Funding Source

N/A

Administrative Services

Priority
Medium

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

Project Description

The addition of HdL Companies, Inc has provided the ability to prioritize monitoring of revenue collection for and the enforcement of the Business License and Short-Term Rental Programs. Both programs require tracking of license renewals, collection of various fees, and outreach to the community to ensure compliance with City policies.

Objective and Policy Consistency

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

Previous and Ongoing Work

Effective August 2021, HdL Companies started monitoring revenues with their database to track Business License and Short-Term Rental license (application fees and renewals) as well as quarterly Transient Occupancy Tax payments. The Community Development Department- Code Compliance division works out in the field to ensure businesses are operating with a City license and notifies those who are noncompliant with program policies.

Tasks

1. Outline the tasks of each department to create a Business License and Short-Term Rental Enforcement Program.
2. Disseminate duties to each department.
3. Set goals that measure the success of the program and align with each department's individual goals.
4. Brochure for new businesses within the City (orientation).

Products

- Set up Programs

Date

May 2023

Staff Requirements

- Administrative Services Director
- Senior Financial Analyst
- Assistant City Manager
- City Attorney
- Code Compliance Supervisor
- Code Compliance Officers

Administrative Services

Budget

Work to be completed by City staff.

Funding Source

General Fund

Priority

Medium

**Program: Financial Management Services
Cost of Service Analysis**

Project Description

The Cost of Service Analysis that determines the level of fees that would have to be imposed in order to meet the cost recovery percentages as stipulated by the City’s municipal code was last taken up for City Council consideration in 2017. An update to the Cost of Service Analysis is required to ensure that cost of living and inflationary adjustments are incorporated into the City’s Master Fee Schedule and staff’s fully-burdened hourly rates.

Objective and Policy Consistency

The objective is to hire a consultant that can provide a new Cost of Service Analysis on City programs that will provide a revenue to cost comparison system that can be used to determine the level of fees that would have to be imposed in order to meet the cost recovery percentages as stipulated by the City’s municipal code (CMC 3.34.040).

Previous and Ongoing Work

The last comprehensive cost study was undertaken in February 2011. On October 7, 2015 the City entered into an agreement with Revenue & Costs Specialists, LLC (RCS) to conduct a study and update of the City’s Master Fee Schedule consistent with provisions of Carpinteria Municipal Code Chapter 3.34. The Service Cost Update Report was used to update the Master Fee Schedule on February 13, 2017. Since this date, staff have come across certain fees with levels that are not proportional to staff time and resources required to provide services and need adjustments, for example, the recent reduction of the home occupation permit rates. This analysis will provide departments the opportunity to make necessary changes. In addition, the City will consider adding verbiage to the Resolution approving the updated fees that directly grants City Council the ability to waive and adjust fees as necessary.

Tasks

1. Set goals and define specific programs in need of additional fees or major changes.
2. Research and compile samples to prepare the Request for Proposal.
3. Go through the Request for Proposal process to procure a consultant to prepare the Cost of Service Analysis.
4. Provide support to gather data from all departments required to complete the Analysis.
5. Modify the Master Fee Schedule to reflect the fees recommended by the report.

Products

Date

- | | |
|---|---------------|
| 1. Cost of Service Analysis RFP | November 2022 |
| 2. Review Allocation Factors Data | January 2023 |
| 3. Draft/Final Cost Allocation Plan | February 2023 |
| 4. Develop Fully Allocated Hourly Rates | March 2023 |
| 5. Draft/Final User Fee Report | April 2023 |
| 6. Present to City Council | May 2023 |

Administrative Services

Staff Requirements

- Administrative Services Director
- Senior Financial Analyst
- City Manager
- City Attorney
- All Department Heads and their assigned lead staff person

Budget

\$30,000

Funding Source

General Fund

Priority

Medium

**Program: Financial Management Services
Updates to the Carpinteria Municipal Code**

Project Description

The Carpinteria Municipal Code is the codified and published version of the City’s Code of Ordinances which serves as the governing law of the city. Periodically it is necessary to update the Municipal Code which can be done by adopting any ordinance adding to, amending, correcting or repealing existing ordinances. An update to several sections of the Municipal Code is required to keep up with best practices, correct fees, redefine procedures and modernize financial policies and regulations.

Objective and Policy Consistency

The objective is to make updates to various Carpinteria Municipal Code sections related to financial policies and regulations, including fiduciary, bonding, business license, and purchasing sections. Performed on an as-needed basis, updates to the Municipal Code ensure that the city’s policies and procedures will continue to safeguard City assets and ensure the City’s long-term financial health.

Previous and Ongoing Work

The Carpinteria Municipal Code was originally published in 1962 and has been kept current by regular updating of City Ordinances as they are adopted. Staff has been keeping track of the various Carpinteria Municipal Code sections that need to be updated to reflect new processes and procedures that follow best practices and areas that are no longer relevant to City programs. With the recent adoption of a new Investment Policy, upgrades to the financial software and many changes within the Financial Management Services program, updates to the Code are necessary.

Tasks

1. Provide guidance to William Statler to assist with some of the policy updates
2. Compile list of sections requiring updates to the Municipal Code, reaching out to other departments as needed
3. Draft proposed changes
4. Work with City Attorney to receive approval of changes
5. Present Drafts to Finance/Budget Committee
6. Present recommendations to Council for adoption of Ordinances or Policy/Procedure

Products

Date

- | | |
|--|------------|
| • General Reserve Policy | March 2023 |
| • Travel Policy | March 2023 |
| • Payment Methods and Cash Handling Policy | April 2023 |
| • Disbursement Policy | April 2023 |
| • Fiscal Management | May 2023 |
| • Budget and Fiscal Policy | May 2023 |
| • Fraud Policy | May 2023 |
| • Business License Ordinance | June 2023 |
| • Purchasing Policy | July 2023 |

Administrative Services

Staff Requirements

- Administrative Services Director
- Finance Manager
- City Manager
- City Attorney
- Assistant City Manager
- Public Works Director

Budget

\$10,000

Funding Source

N/A

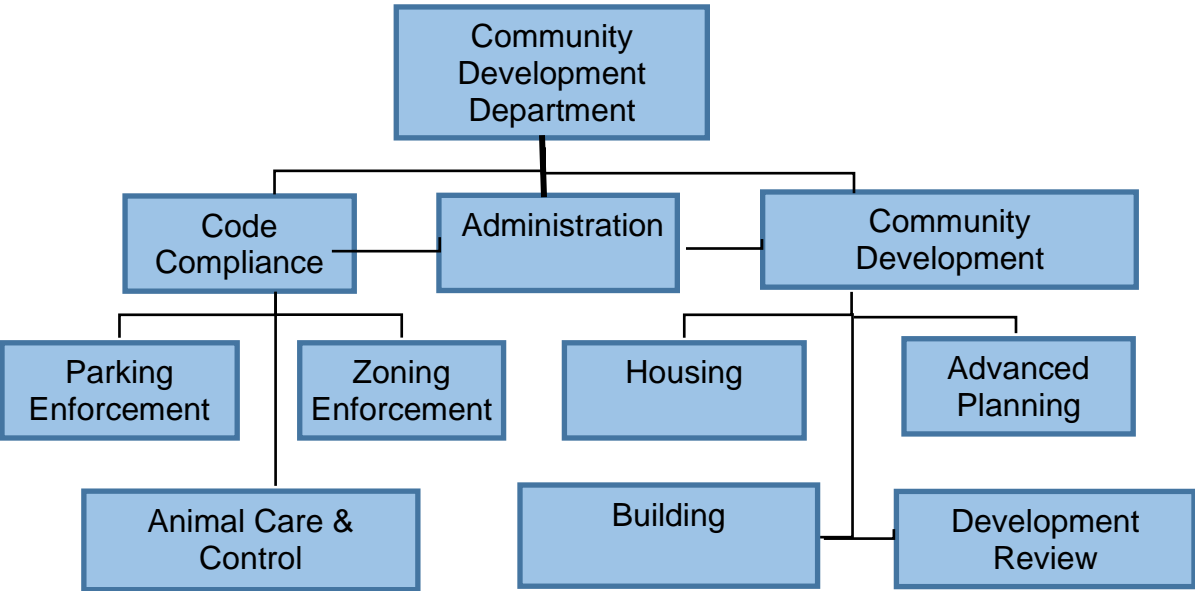
Priority

Medium

Community Development

Department: Community Development

Departmental Function Chart



Mission Statement

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

Community Development

Description of Department Programs and Services: The Community Development Department (CDD) provides primary support to the Planning Commission and its advisory bodies, the Architectural Review Board and the Environmental Review Committee. CDD also provides staff support as needed to the City Council, City Manager, other City Departments, and other boards and committees as needed (Traffic Safety Committee, Tree Advisory Board, Downtown “T” Business Advisory Board, Technical Planning Advisory Committee and Joint Housing Task Group). Staff is also involved in reviewing and commenting on environmental documents prepared for projects in the County’s jurisdiction as well as those proposed by Special Districts within and surrounding the City boundaries. All work is done with the goal of implementing the Department’s Mission Statement.

Other Work Items: A substantial work effort concerning CMC updates regarding Soft Story buildings and the sale of Flavored Tobacco products/and smoking prohibitions in multi-family residential buildings will continue through 2023.

Other new work items could include:

- Changes to the City’s Home Occupancy Permit regulations;
- Changes to the City’s Telecommunications regulations in response to state law; and
- Updates to the City’s Subdivision Ordinance (CMC Title 16);

Meetings have been held with the developers of several large projects including the two parcels totaling 27.30 acres located in the Carpinteria Bluffs I planning area, and the vacant Bluffs III parcel located at the easternmost area of the Bluffs. The application for residential development proposed at what was the Carpinteria Unified School District’s seven-acre East Valley School site, has been submitted to the County.

Review of Chevron’s decommissioning plans for the Carpinteria Oil and Gas plant will continue through 2023. The Code Compliance team is spending considerable time in the field and in meetings concerning the City’s homeless population. These projects will constitute a major work effort for the Planning Division in 2023.

Community Development

Program: Administration Advanced Planning

Project Description

The purpose of this item is to create an Advanced Planning Division within the Community Development Department and expand the Department's full-time staff with one Principal Planner supported by one position in the Planner I-II series.

Objective and Policy Consistency

The objective of this Work Plan item is to continue with Advanced Planning work items identified below and to add new work items when required by state law or directives from the City Council.

Previous and Ongoing Work

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

Products

Date

- | | |
|--|-----------|
| • Lease/purchase a large format scanner | Fall 2023 |
| • Digitized address files | Fall 2023 |
| • Digitize remaining approved building plan sets | Fall 2023 |

Staff Requirements

- One new Principal Planner in the Advanced Planning Division
- One new Planner from the I-II series in the Advanced Planning Division

Funding Source

This is a permanent program funded through the General Fund for CDD personnel and augmented with State Grants.

Priority

High.

Community Development

Program: Advanced Planning Design Standards and Guidance

Project Description

Updating Zoning Code to establish a Downtown Design Overlay, and amending Carpinteria Neighborhood Design Guidelines.

Objective and Policy Consistency

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

Previous and Ongoing Work

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

In November 2018, Concha Loma residents made a presentation and submitted a petition requesting the Council initiate an Overlay that would prohibit two-story structures. Subsequently, the Council directed staff to update Neighborhood Design Guidelines. There is currently no money set aside for this task other than the General Fund.

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

In May 2019, Council adopted Resolution No. 5895 to initiate legislation and development of policies to establish a Downtown Design Overlay, Zoning Code design regulations, and to address recent changes in state Density Bonus and Housing laws.

In November 2019, Council adopted Resolution No 5929, authorizing application for SB 2 Planning Grants to Develop the Downtown Overlay and update City's Density Bonus regulations

Tasks

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

Products

- Amendments to the CMC creating the Downtown Design Overlay
- Amendments to the Neighborhood Design Guidelines

Date

December 2023
July 2024

Community Development

Staff Requirements

- City Manager
- Community Development Director
- Advanced Principal Planner
- Contract Architects/Planners
- CDD Planners

Budget

Downtown Design Overlay: CDD Personnel Allocation and Grants

Neighborhood Design Guidelines: CDD Personnel Allocation, General Fund

Funding Source

This is an existing program funded through the General Fund for CDD personnel allocation. SB 2 Grant funds will also be used to offset staff costs associated with the Downtown Design Overlay.

Priority

High

Program: Advanced Planning General/Coastal Plan and Comprehensive Zoning Code Update

Project Description

Comprehensive updates to the City's General Plan / Local Coastal Land Use Plan and Zoning Code.

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

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

With additional grant funding under LCP Round 6 from the CCC, and by strategically leveraging City staff resources including general funds and in-kind contributions, the CLUP/General Plan update team will complete preparation of the Public Draft CLUP/General Plan in spring 2021, update environmentally sensitive habitat (ESHA) mapping, and initiate public and decision-maker hearings in the spring/summer of 2021. Following release of the Public Draft, the CLUP/General Plan update would undergo environmental review consistent with the California Environmental Quality Act from spring 2021 through spring 2022. The City intends to complete and adopt the CLUP/General Plan update with integration of comments from the public, other local stakeholders (e.g., special districts, county and state agencies, study site property owners, special interest groups), CCC, and decision-makers throughout the public hearing and decision-making process.

As the CLUP/General Plan is currently undergoing a comprehensive update, updates to the City's Zoning Code are necessary to implement updated CLUP/General Plan goals and policies, new statewide legislation, and implement measures, including regulatory amendments to address potential sea level rise hazards. The City's current Zoning Code was certified by the Coastal Commission in 1982, and while the City adopted Zoning Code amendments and obtained amendment certifications from the CCC, the entire Zoning Code has not been comprehensively updated. Concurrently with the CLUP/General Plan update, the City's Advanced Planner is

Community Development

continuing to update certain key sections to the Zoning Code. These updates to the City's Zoning Code would realize the CLUP/General Plan goals and policies that support GHG reductions, coastal access and trail development, protection of ESHA, and implementation of the Sea Level Rise Adaptation Overlay.

In addition, the City of Carpinteria was awarded \$237,000 in Caltrans grant funds under the Caltrans Adaptation Planning Grant to conduct a feasibility study and conceptual design for a Living Shoreline adaptation strategy between December 2019 and February 2021. The living shoreline is an adaptation strategy identified within the SLRVAAP and will continue to be discussed as part of the public process. Policies that support this project will be included within the Draft CLUP/General Plan and Zoning Code Update.

Concurrent with these planning studies, expanded public outreach and City meetings will be necessary as well as continued coordination meetings and grant administration as required by the grantors.

Objective and Policy Consistency

To comprehensively update the CLUP/General and Zoning Code. This work is consistent with the inherent need to revisit and update City strategic plans and policies through a planning process, requisite to the City operating consistently with its Mission.

Previous and Ongoing Work

- Coastal Commission LCP Round 3 Grant award of \$150,000 secured for work on the Update with an emphasis on Sea Level Rise Vulnerability Assessment and Adaptation Plan, August 2016
- Award contract to Prepare the Carpinteria General Plan and Local Coastal Plan Update to Wood Environment & Infrastructure Solutions, Inc., May 2017
- Caltrans Senate Bill 1 Adaptation Planning Grant award of \$218,093 secured for transportation adaptation planning, December 2017
- Completion of the Final Sea Level Rise Vulnerability Assessment and Adaptation Project, March 2019
- CalOES Hazard Mitigation Grant Program grant for \$84,000 for Local Hazard Mitigation Plan Annex Update and Safety Element. September 2019
- Caltrans Senate Bill 1 Adaptation Planning Grant award for \$237,000 secured for the Dune and Shoreline Management Plan, December 2019
- Coastal Commission Grant award for \$190,000 secured for completion of the Draft CLUP/General Plan and the Draft Zoning Code Update, December 2019
- Completion of the Administrative Draft CLUP/General Plan Elements and policies in fulfillment of Coastal Commission LCP Round 3 Grant, March 2021
- REAP Grant award of \$115,881 secured in Spring 2021
- Application to secure the Coastal Commission Round 7 grant to continue work on the CLUP/General Plan and accompanying EIR.

Tasks

- Prepare draft documents for the CLUP/General Plan, CLUP/General Plan EIR, and Zoning Code

Community Development

- Wrap up General/Coastal Plan Update Committee meetings
- Planning Commission hearings
- City Council hearings
- Coastal Commission coordination
- Support the City’s grant administration requirements for awarded grants

Products

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

Date

2019
2020-2022
2020-2023
2021-2023
2020-2023

Staff Requirements

- City Manager
- Community Development Director
- Advanced Principal Planner
- Contract Consultants
- CDD Planners

Budget

Staff
Consultant Contract

Funding Source

General Fund and Grants
General Fund and Grants

Priority

High

Program: Advanced Planning Housing Element Update and Response to State Housing Legislation

Project Description

The City's Housing Element describes the City's needs, goals, policies, objectives and programs regarding the preservation, improvement and development of housing. It provides an indication of community housing needs in terms of affordability, availability, adequacy, and accessibility.

The Element sets forth a strategy to address housing needs and identifies a range of specific housing programs to meet identified needs.

The Housing Element is an official municipal response to the need to provide housing for all economic segments of the community, as well as a legal requirement for all California jurisdictions. It provides Carpinteria with the opportunity to plan for the existing and future housing needs in the community.

While jurisdictions must review and revise all elements of their general plans on a regular basis to ensure that they remain up to date, state law was amended in 2008 to require housing elements be reviewed and updated on an eight-year cycle in coordination with every other update to the Regional Transportation Plan. The process of updating housing elements is initiated by the state through the Regional Housing Needs Assessment (RHNA) process. The planning period for this current Housing Element runs from February 15, 2015 to February 15, 2023. Late last year the City initiated an update to the Housing Element for the next eight-year cycle. It is critical to initiate this update now as Carpinteria's RHNA housing unit allocation for this next cycle- which runs concurrent with the Housing Element cycle- has increased from 163 housing units to 901 units.

In addition, the state has made numerous changes to California laws concerning certain types of development that preempt and create mandates for cities. Laws effective January 1, 2020 through 2022 concern the relaxation of standards for accessory dwelling units (ADUs), additional incentives for Density Bonus projects, the ability to permit duplex units on single family residential parcels and ministerial lot splits of single family properties in order to reduce barriers to the development of ADUs, affordable housing, and market rate housing projects.

Other work products falling within the housing policy updates could include:

- A "No Cause" eviction prohibition ordinance;
- Local rent control for multi-family housing; and
- Affordable housing in-lieu fees/inclusionary requirements

This year's work plan includes research and development of legislation amending the City's Zoning Code standards as determined necessary and appropriate to comply with state law while balancing other related and/or competing policies and regulations.

Objective and Policy Consistency

To initiate the next Housing Element update and establish amended Zoning Code development regulations that comply with state law by balancing its requirements with those of the City's Local Coastal Land Use Plan. The subject legislative work will allow staff to embark on updates to the City's Local Coastal Program and Zoning Code standards for Density Bonus projects and ADUs (currently referred to in the Zoning Code as secondary dwelling units) to implement the goal of state housing and ADU legislation to increase the availability of smaller, more affordable

Community Development

housing units while also addressing local conditions, including the need to protect coastal resources under the Coastal Act.

Previous and Ongoing Work

- March 27, 2017: Staff presents an informational briefing on state legislation concerning Accessory Dwelling Units;
- September 23, 2019: Adoption of Resolution No. 5915, initiating legislation to amend the City's Secondary Dwelling Unit Regulations, a part of its Local Coastal Program, in response to state Accessory Dwelling Unit legislation, Second read January 23, 2023, effective February 22, 2023;
- Staff briefing of new housing laws in effect as of January 1, 2023. The target date is currently February 21, 2023.

Tasks

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

Products

- Update to the Housing Element
- Amendments to the City's Zoning Code

Date

2021 through 2023
2021 through 2024

Staff Requirements

- City Manager
- Community Development Director
- Advanced Principal Planner
- CDD Planners
- Legal Counsel

Budget

Existing Program – CDD Personnel Allocation and Grants

Funding Source

This is an existing program funded through the General Fund for CDD personnel allocation. SB 2 and REAP and LEAP Grants will also be used to offset staff costs.

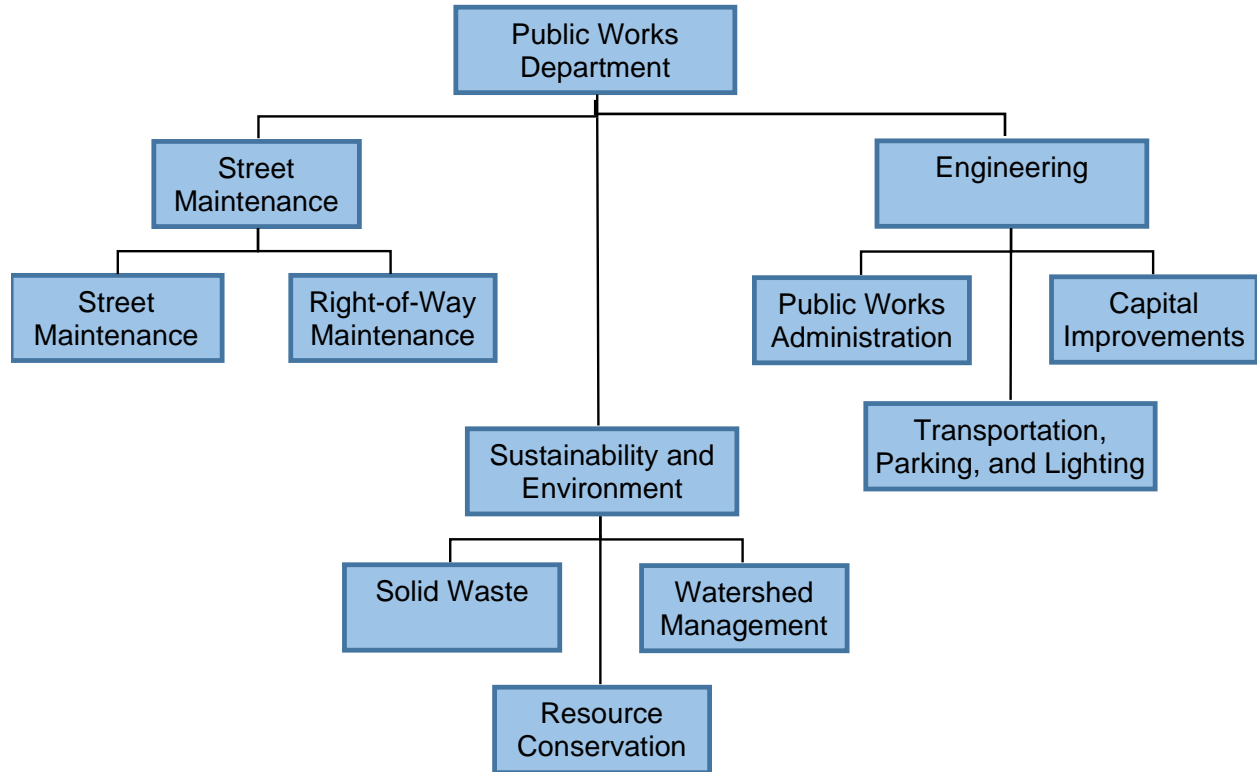
Priority

High

Public Works

Department: Public Works

Department Organizational Chart



Mission Statement

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

Description of Department Programs and Services

The Public Works Department is comprised of the following divisions and respective programs:

Engineering Division

- ◆ Public Works Administration
- ◆ Transportation, Parking, and Lighting
- ◆ Capital Improvements

Street Maintenance Division

- ◆ Street Maintenance
- ◆ Right-of-Way Maintenance

Sustainability and Environment Division

- ◆ Resource Conservation

Public Works

- ◆ Solid Waste
- ◆ Watershed Management

The Public Works Administration Program is responsible for the planning, organizing, and directing of all services in the Public Works Department. The Public Works Department is augmented with contracts for professional (consulting) services, solid waste hauling, street sweeping, and street and right-of-way maintenance. The Public Works Administration Program also administers the Engineering Permits Service. Under this service, engineering permits are issued for grading, right-of-way encroachments, dumpsters, and oversize loads; and special event permits are issued for events held in the public right-of-way including temporary parking. The Engineering Permits Service also administers the City floodplain management regulations. The purpose of these regulations is to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions.

The Street Maintenance Program provides for the maintenance of all City streets. There are approximately 30.4 centerline miles of streets or 6 million square feet of pavement. Maintenance of City streets includes pavement, traffic control devices (traffic signals, signing, and striping), street lights, bikeways (bike paths, bike lanes, and bike routes), and bridges. Repairs of pavement potholes and traffic signing and striping are able to be performed by Street Maintenance Division staff. Maintenance contracts augment Street Maintenance Division staff for larger work involving pavement replacement, traffic signals, and street lights.

The Right-of-Way Maintenance Program provides for the maintenance of all City rights-of-way. Maintenance of City rights-of-way includes curbs, gutters, sidewalks, curb ramps, planter medians, benches, trash receptacles, bicycle racks, street trees, and graffiti removal.

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

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

The Watershed Management Program provides for the public outreach and education of stormwater quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of stormwater quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination; and the overall stewardship of local watersheds by regulating stormwater runoff into creeks and

Public Works

salt marsh. The program was created in response to a need to comply with the National Pollution Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System Permit. The program involves the following services or activities: Stormwater Management, Storm Drain Maintenance, Regional Watershed and Stormwater Funding Coordination, and State and Federal Permit Coordination.

Other Work Items

Other work items for 2023 include (in alphabetical order):

1. Building electrification regulations ordinance.
2. Capital Improvement Plan (CIP) implementation.
3. Development Impact Fee Study update.
4. Downtown Carpinteria Parking Management Plan development.
5. Downtown “T” Parklet Permit Program implementation.
6. Dune and Shoreline Management Plan implementation.
7. Microtransit service (“The Wave” by Santa Barbara Metropolitan Transit District) operation.
8. NPDES Phase II Municipal Small Separate Storm Sewer System monitoring.
9. National Flood Insurance Program Community Rating System enrollment.
10. Pavement rehabilitation and maintenance (Pavement Management Zones 1 through 6).
11. Santa Claus Lane Bike Path Project support.
12. Sidewalk repairs (Sidewalk Maintenance Zone 3).
13. Storm Drainage Master Plan update.
14. Strategic Energy Plan implementation.
15. Utility underground implementation of Cactus Lane between Carpinteria Avenue and Wullbrandt Way.

**Program: Public Works Administration
Community Broadband**

Project Description

This Work Plan item is to implement the recommendations of the Santa Barbara County Regional Broadband Strategic Plan, which includes identifying and developing local broadband infrastructure improvements, broadband affordability programs, and digital literacy efforts.

Objective and Policy Consistency

The objectives of this Work Plan item are to (1) Encourage new broadband service providers to enter the marketplace in order to improve competition, (2) Build redundancy of connection for improved resiliency and disaster recovery, and (3) Increase overall capacity for local broadband service in support of economic development and enhanced telework infrastructure. **This Work Plan item is consistent with the Sustainable Community Policy, and the General Plan and Local Coastal Plan’s Public Facilities Element.**

Previous and Ongoing Work

- On July 25, 2022, the City Council approved the Memorandum of Understanding with the Santa Barbara County Association of Governments for a regionwide collaboration and a stipulated monetary contribution (\$8,600) towards the preparation of the Santa Barbara County Regional Broadband Strategic Plan.
- On November 14, 2022, the City Council accepted the Santa Barbara County Regional Broadband Strategic Plan.
- On December 15, 2022, the Santa Barbara County Association of Governments Board adopted the Santa Barbara County Regional Broadband Strategic Plan.

Tasks

1. Access (Capacity and Connectivity)
 - a. Continue development and availability of community Wi-Fi maintained by the City or in partnership with education and community centers.
 - b. Seek grant funding to increase staffing capacity within City departments to work on broadband priorities.
2. Affordability and Adoption
 - a. Support partnerships with the Digital Equity Coalition to expand awareness of the Affordable Connectivity Program.
3. Requirements for Redundancy and Resiliency
 - a. Continue to partner with SBCAG in regional coordination of the Golden State Connect Network and last-mile planning and implementation.
 - b. Consolidate and create a complete asset inventory that could be utilized for broadband infrastructure deployment.
 - c. Prioritize smart city planning in the General Plan and develop necessary and corresponding policies.

Public Works

Products

- | <u>Products</u> | <u>Completion Date</u> |
|--|------------------------|
| • Determine feasibility of recommendations | Summer 2023 estimated |
| • Develop priorities and approach | Summer 2023 estimated |
| • Meet with internet service providers (ISPs) in order to gain insight into current infrastructure and planned future infrastructure | Summer 2023 estimated |
| • Participate in and support regional model of a Broadband Joint Powers Authority | Summer 2023 estimated |
| • Determine priorities | Winter 2023 estimated |
| • Determine grant opportunities for infrastructure | Winter 2023 estimated |

Staff Requirements

- City Manager
- Community Development Director
- Parks, Recreation, and Public Facilities Director
- Public Works Director
- Management Analyst

Budget

Task

- | <u>Task</u> | <u>Estimated Cost</u> |
|--|-----------------------|
| • Access (Capacity and Connectivity) | To be determined |
| • Affordability and Adoption | To be determined |
| • Requirements for Redundancy and Resiliency | To be determined |

Funding Source

This Work Plan item would be funded by Measure A.

Priority

High.

**Program: Capital Improvements
Strategic Priorities**

Project Description

This Work Plan item identifies capital projects (in alphabetical order) from the adopted CIP that assist in implementing the City’s strategic priorities. They are a subset of the City’s adopted CIP and reflect, for example, regionally significant transportation projects, and projects for the betterment of resiliency, sustainability, and/or public safety.

- Carpinteria Avenue Bridge Replacement Project

The general scope of work includes removing and replacing Carpinteria Avenue Bridge over Carpinteria Creek, improving roadway approaches and pedestrian and bicycle facilities, relocating utility facilities, and restoring riparian areas. The objective of this project is to replace a structurally deficient bridge.

- City Hall Campus Improvements Project

This project is the second phase of improvements for the City Hall Campus. The general scope of work includes parking lot sustainable pavement resurfacing, drainage, stormwater quality, and circulation. The objective of this project is to provide for a sustainable and circulation-efficient parking lot.

- City Hall Solar Energy Generation and Storage Project

The general scope of work includes new solar energy generation (photovoltaic) and solar energy storage (battery) facilities. The objective of this project is to decrease long-term electric energy costs, provide for self-contained electric power, enhance resiliency, and decrease greenhouse gas emissions.

- Rincon Multi-Use Trail Project

The general scope of work includes a new multi-use trail between Carpinteria Avenue and Rincon County Park. The objective of this project is to close one of the gaps in the California Coastal Trail. The California Department of Transportation is required to complete this project per the Conditional Use Permit/Coastal Development Permit of the Highway 101 Linden Avenue and Casitas Pass Road Interchanges and Via Real Extension Project.

Objective and Policy Consistency

The objective of this Work Plan item is timely project delivery that is of the essence. This Work Plan item is consistent with many City policies including:

- Creeks Preservation Program
- General Plan and Local Coastal Plan’s Community Design, Circulation, and Safety elements
- Strategic Energy Plan
- Sustainable Community Policy

Previous and Ongoing Work

Carpinteria Avenue Bridge Replacement Project:

- On July 11, 2019, the City Council approved receiving HBP funds.
- On September 11, 2019, the City and the Carpinteria Valley Water District executed the Cooperative Agreement. The Cooperative Agreement was drafted in order to establish a legal prior rights agreement for the project.
- On November 21, 2019, the Architectural Review Board (ARB) recommended for approval of the Conditional Use Permit and Coastal Development Permit (CUP/CDP).
- All utility agreements and right-of-way acquisitions are complete.
- The design (plans, specifications, and estimate) is substantially complete.
- The environmental document revalidation is complete.
- Federal-aid funds for construction will not be available until Federal Fiscal Year 2024-2025 (October 1).

City Hall Campus Improvements Project:

- City Hall Remediation and Renovation Project is complete.
- On December 12, 2022, the City Council authorized a consulting agreement for the design of the sanitary sewer lateral emergency repair.

City Hall Solar Energy Generation and Storage Project:

- On July 8, 2019, the City Council adopted the Strategic Energy Plan.
- The request for qualification (RFQ) and request for proposal (RFP) processes are complete.

Rincon Multi-Use Trail Project:

- The Subsequent Mitigated Negative Declaration was accepted and certified by the Planning Commission on January 6, 2020. The Petition for Modification was submitted to the California Public Utilities Commission in July 2020.
- The design (plans, specifications, and estimate) was revised to realign trail including the reduction of earthwork and construction cost.
- Preparation of the Focused Environmental Report is in progress. On April 13, 2021, the Environmental Review Committee reviewed the Draft Focused Environmental Report.
- On October 28, 2021, the Architectural Review Board reviewed the proposed improvements within the City limits portion of the project.
- On March 28, 2022, the Carpinteria City Council upheld an appeal for not accepting and certifying the Environmental Impact Report as well as not approving the Conditional Use Permit and Coastal Development Permit but under the condition for the project applicant (i.e. City) to return with findings of analyses for Alternatives 2 (Maximize Existing Benchwork/ Topography Alternative) and 4 (Freeway Adjacent Trail Avoiding Bluff Face Alternative), respectively.
- Stakeholder meetings are complete as follows:
 - Appellants- July 8, July 26, August 9, and October 18, 2022
 - California Department of Transportation- September 16 and October 18, 2022
 - Carpinteria Sanitary District- October 18, 2022
 - Friends of Bates Beach- August 9, 2022The following stakeholders (in alphabetical order) were invited to the meeting of August 9, 2022, but did not attend:

Public Works

Bike Ventura
Citizens for the Carpinteria Bluffs
MOVE Santa Barbara County (formerly Santa Barbara Bicycle Coalition+Coalition for Sustainable Transportation)
Santa Barbara Trails Councils

Tasks

1. Administer projects.
2. Update City Council.

Products

Completion Date

Carpinteria Avenue Bridge Replacement Project:

- | | |
|--|-----------------------|
| • HBP Funds Reprogram | Fall 2023 estimated |
| • Authorization to Proceed with Construction | Fall 2024 estimated |
| • City Council Authorization to Bid | Winter 2024 estimated |

City Hall Campus Improvements Project:

- | | |
|-------------------------------------|-----------------------|
| • Design | Summer 2024 estimated |
| • City Council Authorization to Bid | Fall 2024 estimated |

City Hall Solar Energy Generation and Storage Project:

- | | |
|-------------------------------------|-----------------------|
| • Design | Fall 2023 estimated |
| • City Council Authorization to Bid | Winter 2024 estimated |

Rincon Multi-Use Trail Project:

- | | |
|-------------------------------------|-----------------------|
| • Design | Summer 2024 estimated |
| • City Council Authorization to Bid | Fall 2024 estimated |

Staff Requirements

Carpinteria Avenue Bridge Replacement Project:

- Public Works Director
- Civil Engineer, Associate Engineer, or Assistant Engineer
- Public Works Supervisor
- Management Analyst
- Engineering Technician

City Hall Campus Improvements Project:

- Parks, Recreation, and Public Facilities Director
- Public Works Director
- Civil Engineer, Associate Engineer, or Assistant Engineer
- Parks and Facilities Supervisor
- Public Works Supervisor
- Management Analyst
- Engineering Technician

Public Works

City Hall Solar Energy Generation and Storage Project:

- Parks, Recreation, and Public Facilities Director
- Public Works Director
- Civil Engineer, Associate Engineer, or Assistant Engineer
- Environmental Program Manager
- Parks and Facilities Supervisor
- Public Works Supervisor
- Management Analyst
- Engineering Technician

Rincon Multi-Use Trail Project:

- Parks, Recreation, and Public Facilities Director
- Public Works Director
- Civil Engineer, Associate Engineer, or Assistant Engineer
- Management Analyst

Budget

Carpinteria Avenue Bridge Replacement Project:	\$13,347,411
City Hall Campus Improvements Project:	\$1,550,000
City Hall Solar Energy Generation and Storage Project:	\$433,450
Rincon Multi-Use Trail Project:	\$8,217,980

Funding Source

This Work Plan item would be funded by various sources as follows:

Carpinteria Avenue Bridge Replacement Project:

- Federal grant
- Development Impact Fees
- Measure A

City Hall Campus Improvements Project:

- Development Impact Fees
- Measure X

City Hall Solar Energy Generation and Storage Project:

- General Fund
- Measure X
- State grant

Rincon Multi-Use Trail Project:

- State grants

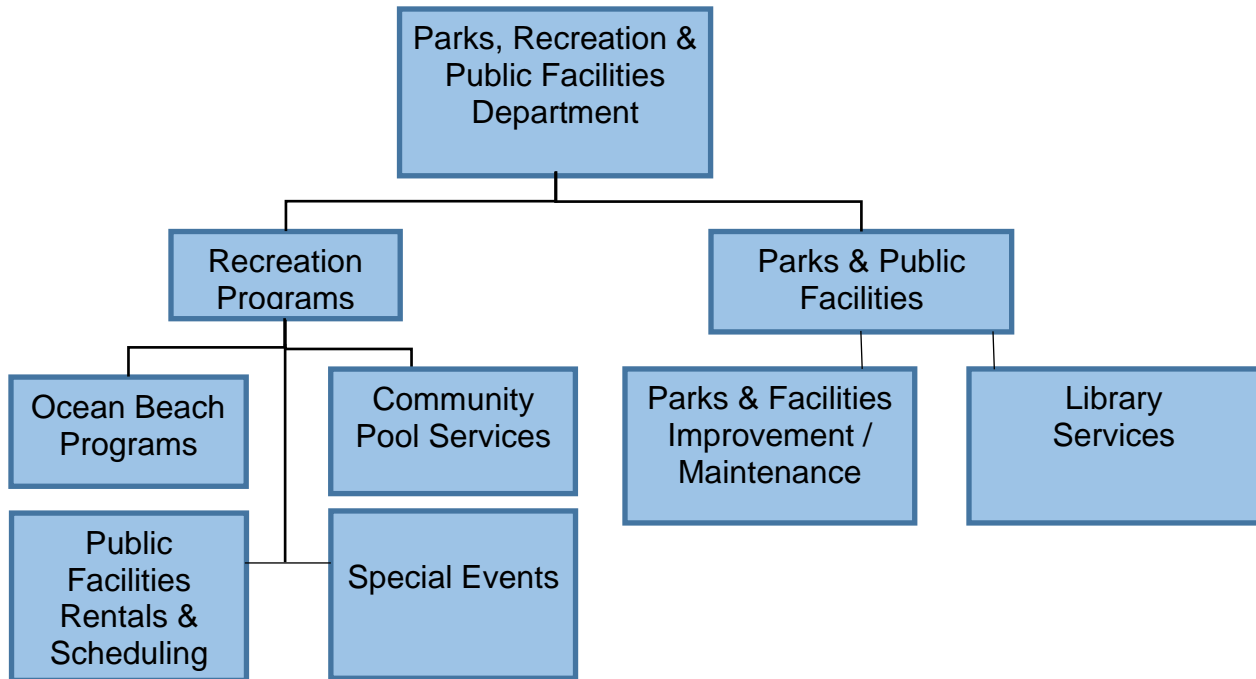
Priority

High.

Parks, Recreation and Facilities Administration

Department: Parks, Recreation and Facilities Administration

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, Recreation and Facilities Administration

Description of Department Programs and Services:

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

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

1. Library Services
 - a. Staff recruitment and training
 - b. Facility maintenance and improvement
 - c. Community programming

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

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

4. Special Events
 - a. Summer adult league softball
 - b. Annual Pool Fundraiser

5. Parks and Facility Improvement and Maintenance
 - a. Hiking and Biking trail planning and construction
 - b. Park upgrades and maintenance
 - c. Veteran's Building upgrades and maintenance
 - d. Carpinteria City Hall Facility upgrades and maintenance.
 - e. New park planning and construction

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Public Facilities Administration Pacific Harbor Seal Committee

Project Description

With the input and guidance of the Carpinteria Harbor Seal Advisory Committee (HSAC), to develop a greater understanding of the local harbor seal population in order to articulate recommended actions to the City Council intended to protect, enhance and appreciate local Pacific Harbor Seals. Such parameters as recent trends in births and observed local population numbers, types of disturbances and tactics to prevent them and balancing public access with harbor seal protection are included.

Objective and Policy Consistency

The Harbor Seal Advisory Committee is formed for the purpose of developing an understanding of the local harbor seal population.

The formation of committees on discrete matters determined by the City Council to require additional study and recommendations is consistent with its authority and its interest in efficient, transparent and accountable local government decision-making.

Previous and Ongoing Work

The Harbor Seal Advisory Committee was formed by City Council Action on August 9, 2021. Committee members were appointed by City Council Action on January 24, 2022.

Tasks

- Determine Meeting Schedule
- Develop HSAC work plan
- Present recommendations to City Council for Consideration

Products

- HSAC recommendations to City Council

Date

June 2023

Staff Requirements

- Parks, Recreation and Facilities Director
- Environmental Program Manager

Budget

TBD

Funding Source

TBD

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Public Facilities Administration Off Leash Dog Park / Pickle Ball Facility

Project Description

Pursue the construction of a new park with a dedicated off leash area, pickle ball facility, and other amenities

Objective and Policy Consistency

The project may be found to be consistent with the City's General Plan / Local Coastal Plan with reference to the following policies; Objective OSC-14. Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Previous and Ongoing Work

- In September, 2018, the Carpinteria City Council directed Staff to prepare a feasibility Study for a dedicated dog park. Direction to propose relaxed dog leash regulations was also provided.
- An in-house authored feasibility study was presented to the City Council on March 11, 2019.
- An acceptance of an offer to dedicate a 2.58 acre parcel of park land was recorded on July 31, 2019 that may be considered for a dog park use.
- The Carpinteria Municipal Code was amended on November 11, 2019 to allow for dogs off leash in designated areas.
- A dog park design services contract was awarded by the Carpinteria City Council on November 25, 2019.
- An off leash area was established in the north of El Carro Park with rules and limited hours as a pilot program on October 31, 2020.
- A dedicated dog park design was presented to the City Council on September 14, 2020.
- The first annual Off Leash Area Pilot Program report was provided to the City Council on October 2021.

Tasks

Develop a dog park conceptual design for City Council consideration.

Products

Dog Park permits

Date

September 2023

Staff Requirements

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

Budget

\$1,000,000

Funding

\$1,000,000

Source

Park Improvement Fund, Grants, Other

Priority

High

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Public Facilities Administration Art in Public Places

Project Description

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

Objective and Policy Consistency

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

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

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

Previous and Ongoing Work

The City Council authorized a public art project, "Facing Ourselves", in the Downtown in 2019 (Resolution No. 5923), and also directed that exploration of a City Art in Public Places program be a 2020 Work Program matter. Although, due to the COVID-19 pandemic, no work was done on this matter in 2020, the City did collaborate with the Carpinteria Arts Center on a public arts project, "Mask-Up Carp Chalk Art" and has requested a proposal from the Arts Center for a rotating public art display at City Hall.

Tasks

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

Products

- Report to City Council

Date

November 2023

Staff Requirements

- Assistant City Manager
- Public Works Director
- Parks, Recreation and Public Facilities Director
- City Attorney's Office

Parks, Recreation and Facilities Administration

Budget

Costs associated with staff and legal services time

Funding Source

General and Measure X Funds

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Facilities Administration Maintenance Building

Project Description

Design, permitting and construction of a 1,500 square foot building on the City Hall campus to serve city needs including storage and maintenance operation support.

Objective and Policy Consistency

The proposed building will allow the City to continue to perform maintenance and administrative functions considered essential to carrying out vital public service tasks.

Previous and Ongoing Work

- Issued a design contract for engineering of the building.

Tasks

- Obtain permits for building
- Coordinate construction through a bid process.

Products

Completed building

Date

December 2023

Staff Requirements

Parks, Recreation and Facilities Director

Budget

\$250,000

Funding Source

Measure X

Priority

Medium

Parks, Recreation and Facilities Administration

Program: Parks, Recreation and Facilities Administration Department Staffing

Project Description

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

- Park Ranger that would supervise the City’s parks ensuring visiting patrons follow laws and remain safe, maintain and contribute to conservation of the parks, protect wildlife and plants, maintain the quality of the area by removing litter, clearing trails, assist with Harbor Seal beach closure and protecting the area.
- Event Host for the Veteran’s Memorial Building that would be responsible for making sure that events held at the Veterans Memorial Building are a wonderful, enjoyable, and safe experience for all concerned, while successfully coordinating all supporting services. Events may include and are not limited to: corporate events, weddings, birthdays, special events, and hosted meetings.

Objective and Policy Consistency

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

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

Previous and Ongoing Work

Departmental reorganization and new job descriptions were authored for a Park Ranger, and an Event Host for the Veteran’s Memorial Building.

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

Tasks

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

Products

Completed Project

Date

December 2023

Staff Requirements

- Parks, Recreation and Facilities Director
- Parks and Facilities Maintenance Supervisor
- Human Resources

Budget

TBD

Parks, Recreation and Facilities Administration

Funding

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

Priority

High

Parks, Recreation and Facilities Administration

Program: Capital Improvement Strategic Priorities

Project Description

This Work Plan item identifies capital projects (in alphabetical order) from the adopted CIP that assist in implementing the City's strategic priorities. They are a subset of the City's adopted CIP and have the highest priority to be implemented.

- **Carpinteria Skate Park Completion and Operation.**
The project scope is to complete the Skatepark construction and then to implement an operations plan that includes amending the Carpinteria Municipal Code and partnering with the Carpinteria Skate Foundation to provide youth and teen programming.
- **Playground Structure Replacement**
The City's inventory of play structures require replacement as they age. The playgrounds in Memorial and in Heath Ranch Park have been recently replaced. Monte Vista Park Playground is where the City has ordered a replacement structure. Design work for El Carro Park will follow in FY 23-24. New playgrounds are generally safer and newer designs are more inclusive and accessible helping to serve a broader constituency.
- **Carpinteria Community Library Improvements**
This project includes reconfiguration of the library spaces, entrances and improvements to accessibility to better meet the needs of the community. The project includes consideration of incorporating adjacent spaces into the library floor plan to expand library collections and offerings.
- **Concha Park**
The proposed Concha Park site is located near high density apartments that feature no outdoor recreational amenities. The apartments serve as home to many school age children that could benefit from a small park within a safe walking distance from their home. The project repurposes street right of way into a park. The project could be implemented in two phases with an interim improvement followed by a more comprehensive repurposing to follow. The park features play areas, vegetable growing beds, shade and fruit trees, and park furniture.
- **Rincon Bluffs Preserve Improvements**
This Project includes improving trails, providing an earthen parking lot and restroom, some land recontouring, native plantings and a natural outdoor classroom. The project design has been reviewed and approved for further consideration by the COSMAB board. The next step is to author an environmental document for approval.
- **Linden Avenue Lifeguard Tower Replacement and Linden Plaza**
This Project involves the replacement of the concrete plaza on the beach at Linden Avenue and to reconstruct the street end to improve accessibility, function and ambiance.

Parks, Recreation and Facilities Administration

The current configuration has awkward stairs and poor function. Improvements in bicycle parking, trash handling, vehicle access and aesthetics are included.

- **Carpinteria Community Pool Swim Lesson Pool**

Providing swim lessons is a primary service at the Community Pool. The project is to construct and operate a small shallow pool with an optimal design to teach swim lessons. The pool could be kept at a warmer temperature and be designed to meet swim lesson needs while freeing up time in the main pool.

Objective and Policy Consistency

The objective is to keep the Carpinteria Park system in a safe and well managed state. This Work Plan item is consistent with many City policies including:

- General Plan and Local Coastal Plan's Open Space/ Recreation, Land Use and Public Safety Elements
- Sustainable Community Policy

Previous and Ongoing Work

- **Carpinteria Skate Park Improvements:**

The project is currently under construction and is expected to be completed by May 2023. Funding for the Project came from one state grant, the City of Carpinteria, and over one million dollars from donations.

- **Playground Structure Replacement:**

The Heath Ranch Park playground was replaced successfully in 2022.

The new playground for Monte Vista Park has been ordered and should be installed before June of 2023.

Design work and cost estimates for El Carro Park are underway in order to have a budget request prepared for the City FY 23-24 Budget.

- **Carpinteria Community Library Improvements**

The concept of an expanded library floorplan has been supported by Friends of the Library since at least 2010.

The City has retained an architectural firm to consider floorplan options.

The City has assumed Library operations and is better poised to pursue this expansion plan.

- **Concha Park**

A preliminary comprehensive park design was prepared

A grant application was submitted but was unsuccessful

A interim park design has been prepared.

- **Rincon Bluffs Preserve Improvements**

The concept design work for the Project has been completed for City Council Consideration.

The next step is to author an environmental document in order to gain CEQA approvals.

With CEQA approvals, the project could be eligible for grant funding in 2024.

Parks, Recreation and Facilities Administration

- **Linden Avenue Lifeguard Tower Replacement and Linden Plaza**
 The concept design work for the Project was completed.
 A state grant to pay for a portion of the Project has been awarded to the City in the amount of \$226,800. The grant will only pay for improvements on State owned property.
 A topographical survey has been prepared to refine the project design.
 A CEQA exemption for the project has been prepared.
- **Carpinteria Community Pool Swim Lesson Pool**
 Concept designs have been considered in previous year.

Tasks

3. Administer projects.
4. Update City Council.

Carpinteria Skate Park Improvements:

Amend Municipal Code	March 2023
Concession agreement with Skate Foundation	April 2023
Complete construction of skate park	May 2023

Playground Structure Replacement:

Monte Vista Park	June 2023
El Carro Park	June 2024

Carpinteria Community Library Improvements

Develop preferred improvement plan	August 2023
Complete construction	August 2025

Concha Park

Complete interim improvements	June 2023
Complete comprehensive improvements	June 2025

Rincon Bluffs Preserve Improvements

CEQA Document approval	January 2024
Improvement Construction	TBD / Funding

Linden Avenue Lifeguard Tower Replacement and Linden Plaza

Completed Improvements	June 2024
------------------------	-----------

Carpinteria Community Pool Swim Lesson Pool

Refine design and obtain permits	June 2024
Deliver Project	June 2025

Staff Requirements

- **Carpinteria Skate Park Improvements**
 - Parks, Recreation and Public Facilities Director
 - Public Works Director
 - Civil Engineer, Associate Engineer, or Assistant Engineer
 - Public Works Supervisor

Parks, Recreation and Facilities Administration

- Management Analyst
- Engineering Technician
- **Playground Structure Replacement**
 - Parks, Recreation, and Public Facilities Director
 - Parks and Facilities Supervisor
- **Carpinteria Community Library Improvements**
 - Parks, Recreation and Public Facilities Director
 - Public Works Director
 - City Librarian
 - Community Outreach Librarian
 - Chief Building Inspector
- **La Concha Park**
 - Parks, Recreation, and Public Facilities Director
 - Public Works Director
 - Civil Engineer, Associate Engineer, or Assistant Engineer
 - Parks and Facilities Supervisor
 - Public Works Supervisor
 - Management Analyst
 - Engineering Technician
 - Community Garden Coordinator
- **Rincon Bluffs Preserve Improvements**
 - Parks, Recreation, and Public Facilities Director
 - Public Works Director
 - Civil Engineer, Associate Engineer, or Assistant Engineer
 - Management Analyst
- **Linden Avenue Lifeguard Tower Replacement and Linden Plaza**
 - Parks, Recreation, and Public Facilities Director
 - Public Works Director
 - Civil Engineer, Associate Engineer, or Assistant Engineer
 - Management Analyst
 - California State Parks Liaison
- **Carpinteria Community Pool Swim Lesson Pool**
 - Parks, Recreation, and Public Facilities Director
 - Public Works Director
 - Aquatics Superintendent

Budget

Carpinteria Skate Park Improvements

Completed Project Cost

\$2,600,000

Parks, Recreation and Facilities Administration

Playground Structure Replacement

- Monte Vista Park Play Structure Replacement Project: \$350,000
- El Carro Park Play Structure Replacement Project: \$350,000

Carpinteria Community Library Improvements

Completed Project \$1,200,000

La Concha Park

Interim Project \$75,000
Comprehensive Improvements \$800,000

Linden Avenue Lifeguard Tower Replacement and Linden Plaza

Completed project \$550,000

Rincon Bluffs Preserve Improvements

Completed project \$2,300,000

Carpinteria Community Pool Swim Lesson Pool

Completed Project \$200,000

Funding Source

This Work Plan item would be funded by various sources as follows:

Carpinteria Skate Park Improvements

- Federal grant
- Development Impact Fees
- Measure A

Playground Structure Replacement

- Development Impact Fees
- Measure X

Carpinteria Community Library Improvements

- Grants
- Measure X
- General Fund

Rincon Bluffs Preserve Improvements

- Grant Funds
- Park Improvement Funds

Linden Avenue Lifeguard Tower Replacement and Linden Plaza

- General Fund
- Measure X
- State Grant

Parks, Recreation and Facilities Administration

Carpinteria Community Pool Swim Lesson Pool

- Aquatics Development Impact Fee
- Measure X
- General Fund
- Grants / Donations

Priority

High

Parks, Recreation and Facilities Administration

Program: Capital Improvement Carpinteria Coastal Trail

Project Description

The Carpinteria Coastal Vista Trail is envisioned to provide a unique and scenic route that stretches over three miles in length from the Carpinteria Salt Marsh Nature Park to the Rincon County Beach Park. Continuation toward the completion of the trail involves many segments; each with their own circumstances. This work program item involves dedicating further effort to complete the comprehensive project. The Project helps improve our community's well-being while engendering stewardship of the extraordinary amount of local environmental resources.

A summary of some of the major segments to be completed is presented below.

1. The Carpinteria Rincon Trail Reach (CRT) will connect the eastern terminus of Carpinteria Avenue with the Ventura County line via Rincon County Park. The project will be an important connection in the California Coastal Trail and provide the eastern limit to the Carpinteria Coastal Vista Trail. A Project Study Report was prepared in 2009. Environmental review of the project should be complete in 2023.
2. 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. In order to complete this segment, trail easements and a railroad crossing will be needed.
3. The Carpinteria Bluffs 2 Trail Reach connects the Lois Sidenberg Coastal Overlook with Bluffs 3 and the Carpinteria Rincon Trail. The City purchased a trail easement across the property immediately to the east and is now seeking permits for this 250' stretch of trail. The parcel just further east will include a connecting trail when it is commercially developed and this will complete the trail from the Carpinteria Bluffs to the Rincon Bluffs Preserve.
4. The Linden to Holly Avenue Trail reach connects the Palm to Linden Trail with the network of trails in the Carpinteria Salt Marsh Nature Park. This segment is intended to be designed on the 850 foot long public property between Linden and Holly Avenues just south of the railroad tracks. A public parking lot may also be added to accommodate visitors to the trail system, the Tomol Interpretive Play Area, the Linden Field, the Carpinteria Beach, to support expanded Amtrak service and the City's downtown.
5. A railroad under crossing near Holly Avenue to provide a safe connection for coastal access, school routes and shopping. This crossing at Holly may be part of a larger scale railroad improvement project funded by LOSSAN. A trail running east / west along Fifth Street that includes a pedestrian bridge over Franklin Creek may also be included in the LOSSAN Project. The trail would continue westward and connect to the Aliso School Campus and Seventh Street providing a safe route to school and improving coastal access.

Parks, Recreation and Facilities Administration

6. Another railroad undercrossing is thought to be desirable at the southern terminus of Calle Ocho. In this location, coastal access is frequently used.
7. Trails, parking and other amenities to be constructed in the Carpinteria Rincon Bluffs Preserve acquired in 2021. This 21.65 acre property has spectacular views and acts as the eastern gateway to the City's trail system.

Objective and Policy Consistency

- The Trail has many attributes that are in conformance with the City's GP/LCP and that contribute to meeting sustainability goals of the City's Sustainability Policy.
- The continued pursuit of the City's vision for a completed trail system to encourage non-motorized travel, reduce motor vehicle traffic and improve coastal access and public health.
- The installation of the CRT trail will provide a safer route than the unsanctioned use of the railroad corridor or the class two bike lane on southbound US 101, improving public safety.
- Completion of all the trail segments will result in a truly remarkable public asset that will provide enormous benefits in public health, safety, recreation, economics and environmental appreciation.

Previous and Ongoing Work

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

Parks, Recreation and Facilities Administration

Tasks

- Construct Bluffs II trail.
- Construct Linden to Holly trail.
- Continue work on Carpinteria Rincon trail
- Promotion of trails through various means including internet, and public relations.

Products

Completed new trail on Bluffs II
Completed new trail Linden to Holly

Date

December 2023
June 2023

Staff Requirements

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

Budget

TBD

Funding Source

Various

Priority

Medium

Appendices

A. 2021 Work Plan Accomplishments

**GENERAL GOVERNMENT
2022 Work Plan Accomplishments**

<i>Activity</i>	Comments
Program: Legislative & Policy	
<p>Legislative Advocacy. Establishing and maintaining good communication and working relationships with county, state and federal officials including elected representatives. This may include conducting advocacy and/or building coalitions for City positions, drafting legislation, making presentations, and providing testimony before other agencies or directly to legislators.</p>	<p>The City relies, generally, on the League of California Cities to advocate the State legislature on matters of local government interest and to assist the City in identifying issues of unique local interest. Work under the Legislative & Policy program includes researching and analyzing legislation and evaluating public policy matters. City work to date has included:</p> <ul style="list-style-type: none"> • Response to Civil Grand Jury Reports on public pensions and State programs to assist the homeless. • Racial Equity and Social Justice Training for City Council members and staff. • Support position for HR1190, Medal of Honor for Ret. Colonel Philip J. Conran. • Support position for AB1881, care and treatment of dogs and cats. • Support position for AB2097, parking requirements for certain development. • Report on Proposition 19 • Resolution Supporting Reproductive Rights for Women • County Housing Element Update comment letter and public comment concerning policy conflicts; formation of Ad hoc Council Committee.
<p><u>Legislative & Policy Research and Development.</u> <i>Local legislative and policy responses to new/changed federal and state laws, legal or practical mandates, and changing community needs/expectations.</i></p>	<ul style="list-style-type: none"> • Outdoor Business Permit Program. Extended through the end of February 2023, the emergency legislation creating the temporary use program for outdoor use areas by restaurant and retail businesses and developed concepts for a permit program for such use in City street rights-of-way that were reviewed by ARB and Planning Commission. • ADU/JADU Legislation Draft regulations were prepared, reviewed by the Planning Commission and approved for submittal to the California Coastal Commission. The Coastal Commission approved the regulations in December, which are now scheduled for final Council approval in January 2023 with an estimated effective date by the end of February. • Objective Design Standards Consultant Services. Continued work through managing consultant services necessary to establish

<i>Activity</i>	Comments
	<p>objective design standards for certain development types in response to preemptive state laws.</p> <ul style="list-style-type: none"> • Housing Element Update/Housing Laws. The draft General Plan Housing Element updated was completed, approved by the City Council and submitted to State Housing & Community Development Department (HCD). A City Council Ad hoc Committee was created to support staff in developing response to HCD comments and requests for information during its review process. • Senior Services Program. Research on Senior Services programs run by cities and formation of a committee to advise the council on creation of policies and programs was completed. The Committee conducted regular meetings and submitted its recommendations to the City Council. The Committee was extended for the purpose of assisting staff in developing an action plan for Council consideration. • Formula Business regulations. Researched and analyzed formula business regulations and prepared moratorium for adoption. • Flag Policy. Research and preparation for adoption of a flag display policy. Council adopted an updated flag display policy by resolution. • Dune & Shoreline Management Plan. Completion and presentation of the Dune & Shoreline Management Plan. • Districting Elections. Researched and analysis of legal requirements, processes, and alternatives, facilitated public district mapping process. • SB1383 Compliance, Organics Waste Disposal. Implemented through updated regulations and franchise agreement adoption. • Initiative Measure 9212 Report. Conducted research and analysis of proposed initiative, reviewed state laws and prepared report for Council consideration. • Safe Parking Programs. Conducted research and analysis of safe parking programs in Santa Barbara County as part of preparation of options for Council consideration. <p>Train Noise Research. The City Council requested that staff determine maximum train horn volume and options for lowering volume and/or adjusting other aspects of</p>

Activity	Comments
	train horn blowing to minimize potential for ear damage on the public, in particular, children.
<p><u>Regional Programs Collaboration and Cooperation.</u> <i>City Council members and staff participate on a number of regional committees and groups. Council member assignments to these entities are listed on the City Council agenda and include Joint Committees of elected representatives of the City and School Board, Sanitary District and Water District for example, as well as representatives to regional organizations such as the Air Pollution Control District (APCD), and the Santa Barbara County Association of Governments (SBCAG).</i></p>	<p>Library Services. Held meetings concerning transfer of services and facilities with City and County of Santa Barbara staff, and with representatives of Black Gold Cooperative. Transfer of library to the City was consummated with City reopening of the library on July 1, 2022 and ribbon cutting grand opening event on July 16.</p> <p>Homeless Services. Collaboration with County and local service providers continued in the first half of 2022. A presentation was made to the Council on the work and the Council requested to review options for establishing a City Homeless Services program, which is now being researched and developed in concert with partners. City representatives also participated in the Elected Leaders Forum on Homelessness quarterly meetings.</p> <p>Youth and Family Services. The City continues to participate in the South Coast Youth Safety Partnership. Youth services were discussed as a part of meetings with CUSD representatives. The City continues to financially support various local youth and family services organizations including Boys & Girls Club, Girls Inc., and the Carpinteria Children’s Project Main Family Resources Center.</p> <p>Parks and Trails. The City continued to collaborate with Caltrans, the County and SBCAG on the Rincon Trail project. Public meetings were held on a proposed alignment and related environmental document and alternatives are being developed.</p> <p>Council Committees. The City/School Board and Utilities Committee met during the first half of the year to discuss matters of mutual interest.</p>
Program: City Administration	
<p>Library. Transition of the Carpinteria Library to City management and operation.</p>	<p>Staff completed this work that included hiring of staff, collaborating with City and County of Santa Barbara, working as member of Black Gold Cooperative, establishing a website, transitioning and updating the library collection and library facility, and opening the library on July 1.</p>

Activity	Comments
<p>Racial Equity & Social Justice: Establishment of a Racial Equity & Social Justice (RESJ) program that implements the policy intent embedded in City Council Resolution No. 5981 and subsequent City Council actions.</p>	<p>Councilmembers completed training on Normalizing Racial Equity. City staff participated in an anonymous Racial Equity Survey with a completion percentage over 90%. General Government staff are coordinating additional training dates for Councilmembers and City staff, while also meeting with potential Diversity, Equity, & Inclusion (DEI) consultants to carry on the work of the recently dissolved Just Communities organization.</p>
<p>Youth Engagement. The purpose of this Work Plan item is to collaborate with Carpinteria Unified School District and other youth organizations to increase youth engagement with Law Enforcement and prepare students for civic life.</p>	<p>The City, Sheriff’s Department, and School District designated representatives to develop a plan to improve relations between youth, law enforcement, and the community. Since this time, the group has met twice and is in the process of developing detailed recommendations for the City/School Board committee’s consideration.</p>
<p>Program: Community Promotion and Communications</p>	
<p>Neighbor to Neighbor. Develop a program that will create partnerships between the City and its residents.</p>	<p>The Neighbor to Neighbor program has been on hold due to the COVID-19 pandemic. This program is being redesigned and incorporated into the Civic Engagement Program.</p>
<p>Program: Economic Vitality</p>	
<p>COVID-19 Economic Recovery Action Plan. The public health response to the COVID-19 Pandemic has resulted in state and county restrictions on travel and conduct of business activities, among other things. These necessary public health protection measures have had devastating community impacts, in particular, on small businesses and the local economy. The City Council Ad hoc Recovery Committee initiated this work to establish an Economic Recovery Action Plan that reflects the response work conducted to date by the City to support small businesses as well as mid and long-term initiatives identified as being needed to support economic recovery.</p>	<p>In May and June of 2022, staff collaborated with the Santa Barbara South Coast Chamber of Commerce to create and distribute the Carpinteria Business COVID-19 Recovery Survey. Data collected from the survey will be presented at an upcoming business workshop facilitated by the Chamber and tentatively scheduled for fall of 2022. The in-person workshop will engage business owners in an open discussion surrounding mid and long-term strategies for recovery. Feedback from the workshop will serve as the basis for future recommendations related to COVID-19 Economic Recovery initiatives.</p>

Activity	Comments
<p>Surfliner Inn and public Parking Project. Located at 499 Linden Avenue and along the railroad tracks / Linden Avenue, the consideration of concept plans for the municipally owned land in the City’s downtown allowing the City to plan for area improvements. Use of this land could include a visitor serving inn and a restaurant. The location of the historic railroad building could be an ideal location with downtown proximity, ocean views and railroad service. The project could provide significant economic benefits to downtown businesses while generating revenues for the City.</p>	<p>The City Council considered and authorized execution of the Lease Development and Disposition Agreement on July 19, 2021.</p>
<p>Program: Law Enforcement</p>	
<p>Service Agreement Update and Implementation. This work plan matter includes the expected need to update and implement provisions of the City/County Agreement for Law Enforcement Services. The Sheriff’s Department has notified contracting cities in the County that it has engaged the services of a consultant to develop a revised cost methodology and will be proposing related changes to the respective law enforcement services Agreements. Also, the City has embarked on an effort to create a Racial Equity and Social Justice program that is planned to be developed, in part, through collaboration with the Sheriff’s Office.</p>	<p>A dispute over proposed charges under the agreement for law enforcement services for the 2022-23 fiscal year has been settled, pending a final agreement that is being prepared. City and Sheriff’s representatives have initiated work on a successor for the current agreement that sunsets on June 30, 2023.</p>
<p>Program: Emergency Services</p>	
<p>Community Preparedness & Engagement. The City’s Community Preparedness & Engagement Program is designed to engage and empower Carpinteria residents by providing them with preparedness and response education and resources.</p>	<p>LISTOS training held in May. It is our goal to offer CERT trainings again in the Spring of 2023. Previously active CERT volunteers met once in 2022 to begin the planning work.</p>

Activity	Comments
<p>Emergency Response Capacity Building. To ensure effective and efficient response to local emergencies, strategic and long-term emergency planning and capacity building is critical. Through the development of new plans, revising previous plans and acquiring resources that will aid emergency responders and citizens, the City will be taking active steps to ensure we are ready to respond when an emergency occurs.</p>	<p>A draft has been completed and presented to CalOES and FEMA of the Local Hazard Mitigation Plan Update and the Multijurisdictional Hazard Mitigation Plan Update. Working through a grant from FEMA, mapping specific to Carpinteria has been added.</p> <p>Regarding COVID-19 response activities:</p> <ul style="list-style-type: none"> • Communication efforts continue through added editions of the City E-newsletter, press releases, social media posts, and the local newspaper providing up to date information on health orders and protective measures. • The Ad Hoc COVID-19 Communication Committee met every other week from July 2021 – May 2022 and is available to meet as needed. • Self-testing Antigen Kits were procured by the City from the Santa Barbara Department of Public Health and distributed in partnership with the Carpinteria Unified School District and the Carpinteria Children’s Project. Additional tests were made available at the Carpinteria Community Pool and at the Carpinteria Community Library. • Testing on-site took place from Jan 2022 to June 31st. Testing resumed in December of 2022 and will continue until needed. Testing Kits have been procured for City Staff.
<p>City Staff Training & Exercise. As mandated by FEMA and Cal OES, City Staff will participate in trainings to maintain their FEMA certifications and to increase their ability to effectively operate the City’s Emergency Operations Center (EOC). Additionally, to test the City’s Emergency Operations Plan (EOP), a city-wide disaster exercise will be held, involving City Special Districts and First Responders.</p>	<p>Staff has been trained on new safety protocols needed during the COVID – 19 pandemic.</p> <p>Emergency Services Program Manager was CERT and LISTOS trained in 2022</p>

Activity	Comments
Program: Volunteer Services	
<p>Volunteer Management. Over 200 active volunteers assist City Departments in a variety of capacities. Volunteers provide critical support through the HOST and CERT Programs, as dog walkers, as docents, and more. To continue to manage and sustain a growing and dynamic volunteer corps, critical steps will continue to be taken to create practices and procedures for managing, recognizing, training and communicating with volunteers and minimizing risk within the program.</p>	<p>The 2022 HOST season began on Memorial Day and ended after the Labor Day weekend.</p> <p>After a couple of missed years in 2022 an End-of-Season Celebration was held in recognition of the HOST Volunteers</p> <p>Recruitment of CERT and HOST volunteers is currently occurring with advertisement in the Coastal View News and through the City online Newsletter.</p>
Program: Staff Recruitment & Retention	
<p>Total Compensation Survey and Compensation Schedule. California minimum wage will increase every year until it reaches \$15.00 per hour. The minimum wage for 2021 is \$14.00 per hour. The City has adjusted the Compensation Schedule of Hourly and Seasonal Employees to comply with the minimum wage law; however, the Compensation Schedule of Management, and Miscellaneous Unrepresented Employees has not been updated to adjust to the minimum wage increases. The last Total Compensation Survey was done in 2014. Additionally, current unemployment is very low. The City has experienced a turnover of employees in the last 2-3 years. In order to retain employees and be competitive in recruitment, the City should update and adjust as appropriate the Compensation Schedule of Management and Unrepresented Miscellaneous Employees.</p>	<p>The Total Compensation Study was completed and presented to City Council on April 25, 2022. As the City’s Human Resources Manager position was recently vacated, staff initiated an agreement with a Human Resources (HR) consulting firm to provide HR support services beginning in August of 2022. Staff will work with the selected consultant to outline potential options for implementing the study’s recommendations, including impacts to the City’s budget and staff recruitment & retention strategies.</p>
<p>Employee Training and Development. Train managers and supervisors in various leadership skills that include effective performance evaluation of employees, cross training team building workshops for</p>	<p>This work plan initiative is deferred until the HR/Risk Manager, or other similar position or service, is filled to lead this work.</p>

Activity	Comments
<p>managers and supervisors and a formal new employee orientation program. Develop a staff training program and have a variety developmental courses such as public speaking, customer service, and Microsoft Word essentials.</p> <p>The Human Resources/Risk Manager will develop a schedule of mandated, leadership, safety and other development training for City Staff. Using resources such as California Joint Powers Association (CJPIA), LinkedIn, and other 3rd party training companies, the Human Resources/Risk Manager will conduct, facilitate and coordinate a yearlong employee training program. Additionally, the HR/Risk Manager will develop a virtual and in-person (Lunch and Learn) training series that will provide employees computer and leadership training options.</p>	
<p>Labor Agreement. The City’s agreement with employees represented by SEIU Local 620 is due to expire at the end of the 2020-2021 fiscal year and this matter involves negotiating and gaining approvals necessary to establish a successor agreement to be effective July 1, 2022.</p>	<p>In process. The City’s Assistant City Manager and labor law attorney with Liebert Cassidy Whitmore have started the labor negotiation process with SEIU.</p>
<p>Options on Health Insurance Carrier for City Employees. The City has not conducted a Request for Proposal (RFP) for an insurance broker in several years and conducting an RFP would ensure accessibility to the most cost-effective plans available other than CalPERS, as well as ensuring a variety of benefits remains available for the City to offer employees. The City would like to also evaluate options for the provisions of dental and vision insurance other than the City’s current administrator, Guardian. And, evaluate options for the provisions of supplemental insurances other than the</p>	<p>This work plan initiative is deferred until the HR/Risk Manager, or other similar position or service, is filled to lead this work.</p>

Activity	Comments
<p>City's current administrator, Guardian Life Insurance, Aflac, TransAmerica, and Wage Works. Also, looking to partnering with a larger Benefits Insurance Brokers might provide better options to City to enhance options to employees in order to assist in obtaining health goals.</p>	
Program: Risk Management	
<p>Loss Control Action Plan (LossCAP) 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.</p> <p>LossCAP is a comprehensive program designed to assist the City in addressing risk exposure areas, examine key areas of operations, including services, personnel and property or loss data and support the need for change in operations or activities.</p> <p>On February 2020, a Risk Management Evaluation (RME) for the City of Carpinteria was conducted by the California Joint Powers Insurance Authority (CJPIA). The resulting report includes recommendations for various City operations and programs.</p>	<p>In process. Development and implementation of appropriate policies, programs and procedures is underway in each responsible Department.</p>
Program: Elections	
<p>Establishing District Based-Elections</p>	<p>Completed. The District Elections Ad Hoc Committee developed a plan for workshops and outreach in the community to develop and adopt district election maps. The Ad Hoc Committee completed its work after three workshops were held in September 2021 to inform the public about the process to moving to district elections, learn about</p>

APPENDIX A

<i>Activity</i>	Comments
	<p>Communities of Interest, and draw the district map. The City also created a project website for all public communications regarding district elections as well as a link to DistrictR, the online mapping tool for the public to draw districts and submit maps. The City Council held five noticed public hearings on the shift to district elections in accordance with Elections Code §10010 and received district maps from the public. On April 11, 2021, the Council adopted two Ordinances, one establishing district elections and adopting the final district map and the other establishing the sequence of elections for Councilmember districts. City staff worked with the County Elections Office to incorporate districts into the election process for the first district-based municipal election on November 8, 2022.</p>
<p>2022 Municipal Election.</p>	<p>Completed. Proponents filed an Initiative Petition with City Clerk in November 2021. In January 2022, the City Council accepted City Clerk’s Certificate of Sufficiency of the Initiative Petition and adopted resolutions calling the November 2022 municipal election for the submission of the Initiative Measure to the voters, consolidating the election with the Statewide General Election, setting priorities for filing written arguments, and providing for the filing of rebuttal arguments. In May 2022, the Council adopted resolutions calling the November 2022 municipal election for the election of Councilmembers, consolidating the election with the Statewide General Election, and adopting regulations for candidate statements. Notice of Election published in Coastal View News on July 7, 2022. Notice of Deadline to File Arguments posted at City Hall on July 11, 2022. City Clerk prepared Candidate Handbook and assisted potential candidates with required filings to run for office. City Clerk processed received Arguments For/Against Initiative Measure due on August 4, 2022. City Clerk processed Rebuttals to Arguments For/Against Measure due by August 15, 2022. City Clerk published Notice of Nominees in Coastal View News on August 25, 2022. City Council declare results of the election and new and returning Councilmembers sworn in on December 12, 2022.</p>
<p>Program: Records Management</p>	
<p>Records Management Program</p>	<p>Work on this item is anticipated to begin early 2023.</p>

**COMMUNITY DEVELOPMENT
2022 Work Plan Accomplishments**

Activity	Comments
Program: ADMINISTRATION	
<p>Digitize / Modernize</p> <ul style="list-style-type: none"> • Digitize remaining approved building plan sets and address files. • Lease/purchase a large format scanner 	<p>Ongoing. The Department continues to move forward scanning approved building plans, project files and address files.</p> <p>The effort to lease / purchase a large format scanner has been put on hold due to a lack of space for the scanner and a reduction in the budget for this equipment. In the meantime, CDD staff has been sending all large format approved building permits to an outside scanning service to ensure we have all approved building permits in an electronic (.pdf) format.</p>
Program: ADVANCED PLANNING: Design Standards and Guidance	
<ul style="list-style-type: none"> • Staff Report/Public Workshops • Planning Commission and City Council Hearings • Submittal to Coastal Commission 	<p>Ongoing. Work on the Downtown Design Guidelines commenced in April 2021 and is ongoing.</p> <p>Updates to the Residential Design Guidelines has been deferred as other more pressing Advanced Planning projects move forward.</p> <p>The Ad-Hoc Design Review Committee was created to advance and oversee the Design Standards and Guidance documents.</p>
Program: ADVANCED PLANNING: General/Coastal Plan Update	
<ul style="list-style-type: none"> • Draft Sea Level Rise Vulnerability Assessment and Adaptation Plan • Draft General/Coastal Plan Document • Draft CEQA Document • Staff reports for public hearings • Updated General Plan/Local Coastal Land Use Plan 	<p>Ongoing. This represents a multi-year project. The Department retained the services of Wood Environment & Infrastructure Solutions, Inc. to prepare the City’s General Plan/Coastal Plan update in May 2017, with the first contract amendment in May, 2018, followed by a second in September 2019. A third contract amendment was submitted by WSP (formally Wood) in July 2022, and executed on October 10, 2022.</p> <p>The Sea Level Rise Vulnerability Assessment and Adaptation Plan is complete, although biennial updates are planned to keep the document current.</p> <p>The draft Elements including the policies reviewed by the General Plan Update Committee and Coastal Commission are in various stages of internal review before the first-round review by the Planning Commission. The accompanying CEQA EIR is now being prepared.</p>
Program: ADVANCED PLANNING: Zoning Code Update	
<ul style="list-style-type: none"> • Public Draft Zoning Code • Staff Report/Public Workshops • Planning Commission and City Council Hearings • Submittal to Coastal Commission 	<p>Ongoing. Review of the draft Zone Code materials was put on hold as the work effort was focused on the rollout of our short-term rental program, the County and City’s own cannabis programs, the Department’s increased workload due to COVID-19 and numerous new state law updates that required immediate attention. The Department has focused on ADU and Density Bonus updates first using grant funds, followed by a new Coastal Development Permit Section. The comprehensive Zone Code update incorporating material from the General/Coastal Plan</p>

Activity	Comments
<ul style="list-style-type: none"> Final Zoning Code 	update is expected to commence subsequent to the completion of the General/Coastal Plan update.
Program: ADVANCED PLANNING: Response to State Housing Legislation	
<ul style="list-style-type: none"> Staff Report/Public Workshops Planning Commission and City Council Hearings Submittal to Coastal Commission 	<p>Ongoing. The completely updated ADU-JADU Zone Code Section has had extensive review by the Coastal Commission and HCD subsequent to an initial review by the Planning Commission and City Council in late 2021. On August 1, 2022, the Planning Commission held a public hearing on the draft Ordinance and recommended that with minor clarifications. On September 26, 2022 the Ordinance received its first read before being sent to the Coastal Commission where it was approved on December 15, 2022. The City Council’s second read of the Ordinance occurred on January 23, 2023. It will become effective on February 22, 2023.</p> <p>The Density Bonus update was initiated on September 12, 2022, as was the new CDP Zone Code provisions.</p> <p>Refer to the Advanced Planning Project List below.</p>
Program: ADVANCED PLANNING: Project List	
<p>Work Underway:</p> General Plan/Coastal Plan Update Comprehensive Zone Code Update Housing Element Update ADU / JADU Update ADU / JADU City Approved Building Plans New Downtown Design Overlay Multi-family Housing Smoking Regulations Formula Business Permanent Regulations New Soft Story Building Regulations Density Bonus Zone Code Update New CDP Zone Code Ordinance Camping Regulations Update	<p>Pending Projects:</p> New SB 9 Ordinance Regulations New Co-ownership Property Regulations Wireless Regulations Update Subdivision Ordinance Update Sign Regulations Update Neighborhood Design Guidelines Update Short Term Rental Ordinance Updates Massage Regulations Update Wireless Regulations Update Subdivision Ordinance Update
Program: DEVELOPMENT REVIEW & BUILDING	
<p>Highway 101 Projects</p> <ul style="list-style-type: none"> Linden/Casitas Interchanges and Via Real Extension South Coast HOV Lanes 	<p>Ongoing. The South Coast HOV Lanes project is now wrapping up with the installation of landscaping and signage.</p>
Program: BUILDING	
<p>Vulnerable Building Assessment and Policy</p> <ul style="list-style-type: none"> Identify potential soft-story structures 	<p>Ongoing. Potential “soft story” buildings have been identified and work has begun to review the building and engineering plans on file for these structures in order to determine if retrofits are needed.</p>

APPENDIX A

Activity	Comments
<ul style="list-style-type: none">• Meet with property owners• Identify a course of action to facilitate necessary retrofits	Following initiation and a first read of the proposed soft story Ordinance, a well-received public workshop was held on February 22, 2020. The City intends to return for a first read with a revised Ordinance by Spring 2023.

PUBLIC WORKS
2022 Work Plan Accomplishments

Activity	Comments
Program: Public Works Administration	
National Flood Insurance Program Community Rating System	Community Rating System (CRS) Application is in progress. Submittal of the CRS Application to the Federal Emergency Management Agency (FEMA) was deferred until the City Council accepted the Dune and Shoreline Management Plan. The City Council accepted the Dune and Shoreline Management Plan on July 11, 2022. Submittal of CRS Application was submitted in December 2022 and is in progress of being reviewed by FEMA.
Program: Sustainability and Environment	
<u>Sustainable Resources</u>	<ul style="list-style-type: none"> • Via Real Stormwater Project. Design is complete. Grant was awarded by the Urban Flood Protection Grant Program. • SCE territory enrollment with Central Coast Community Energy, formerly Monterey Bay Community Power, is complete.
Program: Capital Improvements	
<u>Carpinteria Avenue Bridge Replacement Project</u>	<ul style="list-style-type: none"> • The eminent domain proceeding is complete. Right of Way Certification was completed in September 2021. Due to the delay by the eminent domain process as well as the federal-aid funding availability, start of construction is now estimated in fall 2024.
<u>City Hall Campus Improvements- Phase 2</u>	A conceptual design for a City Hall storage facility is in progress. However, the emergency repair of the sanitary sewer lateral is prioritized and is in progress.
<u>City Hall Solar Energy Generation and Storage Project</u>	The request for qualification (RFQ) and request for proposal (RFP) are complete. The Carpinteria Valley Water District and Carpinteria Sanitary District agreed to partner with the City for the project.
<u>Rincon Multi-Use Trail Project</u>	Plans, specifications, and estimate at 90-percent completion. The Subsequent Mitigated Negative Declaration was accepted and certified by the Planning Commission in January 2020. The Petition for Modification was submitted to the California Public Utilities Commission in July 2020. The Focused Environmental Report is complete. Public outreach campaign with stakeholders is in progress.

Activity	Comments
<p><u>U.S. Highway 101 Projects</u></p>	<ul style="list-style-type: none"> • Highway 101 HOV Carpinteria to Santa Barbara Project. Construction of Franklin Creek and Santa Monica Creek bridges, sound walls, drainage, and freeway pavement are substantially complete. • Highway 101 Linden Avenue-Casitas Pass Road Interchanges and Via Real Extension Project. Caltrans deemed the construction by the freeway contractor as complete. Punch list items for City public improvements are complete. Punch list items for landscape improvements are complete. • Santa Claus Lane Bikeway Project. SBCAG is currently acting as the implementing agency of the environmental phase, and Caltrans is the CEQA/NEPA lead agency. The Mitigated Negative Declaration was certified in January 2020. The construction is in progress.
<p>Program: Transportation, Parking, and Lighting</p>	
<p>Improved Public Transit Services</p>	<p>In July 2022, the Transportation Committee received a presentation from the Santa Barbara Metropolitan Transit District (SBMTD) about the status of the Seaside Shuttle service. It is now superseded by The Wave service, which is an all-electric, on-demand microtransit service. The Wave service is estimated to start within 2022.</p>
<p>Parking Management Plan</p>	<p>Administrative Draft was presented to Public Facility Site Acquisition/Development Committee in June 2020. Development of special website for Draft Parking Management Plan completed in October 2020. In November 2021, the City Council accepted the Parking Management Plan. In May 2022, the City Council authorized the preparation of implementing the recommendations of the Parking Management Plan. The Parking Management Plan is in progress.</p>
<p>Downtown “T” Parklet Permit Program</p>	<p>In November 2021, the City Council directed staff to initiate drafting an ordinance for permitting. In March 2022, staff conducted a public workshop in the Downtown “T” area. In June 2022, staff presented the draft permit program to the Public Facility Site Acquisition/Development Committee. In July 2022, the draft permit program was presented to the Traffic Safety Committee and Architectural Review Board, respectively. In December 2022, the draft permit program was presented to the Planning Commission.</p>
<p>Program: Solid Waste</p>	
<p>Franchise Agreement Negotiations and SB 1383</p>	<p>The City is now implementing the SB 1383 Organics Diversion requirements. The Franchise Agreement negotiations are complete. The City Council approved the Franchise Agreement on May 23, 2022.</p>

**PARKS & RECREATION & FACILITIES MAINTENANCE
2022 Work Plan Accomplishments**

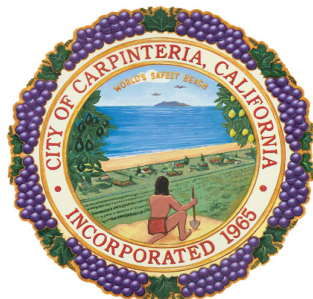
<i>Activity</i>	Comments
Program: PARKS, Recreation and Facilities Administration	
<u><i>Carpinteria Bluffs III Improvements</i></u> Rincon Bluffs Preserve	The objective is to design and permit improvements to the Carpinteria Rincon Bluffs Preserve. The 23-acre property is permanently protected as open space with native habitat and passive public access uses. To date, a concept plan has been prepared, a public workshop has been conducted and the project has been reviewed and discussed at two public COSMAB meetings. A Grant application under the Rural Tourism Grant program was not successful. An RFP is being prepared for service to prepare an environmental document.
Off Dog Park	The objective is to design and permit a dedicated off leash dog park along with additional amenities desired by the public. To date a design has been prepared that uses City owned property to optimize a dog park with a small dog area and a large dog area. In addition, pickle ball courts and general park amenities are also included. An off-leash area program has also been established in El Carro Park with off-leash privileges permitted in morning and afternoon hours. The program is a pilot program. A second report is scheduled to be presented on January 23, 2023 to the City Council to help determine continuance options for the program.
Community Farm Planning	The City expects to receive a 2.75 acre property as a result of surplus land from the Freeway Project. Use of this land will be restricted to agricultural use in perpetuity. The objective is to develop a viable long term agricultural use with public benefit for the property. The City prepared a temporary lease agreement for the property while we wait for the title to be transferred.
Art in Public Places	The next step is the establishment of a City Council Ad Hoc Committee to initiate a path forward, evaluate other communities' programs, and select options for Carpinteria.
City Storage Building	This project involves the construction of a new 1,500 square foot storage building on the City Hall campus. To date, the City has received the structural design of the proposed building, prepared a site plan for the building and has applied for discretionary permits. An ARB review is scheduled for late January.
<u><i>Creekside Parcel Acquisition</i></u>	The objective is to acquire flood prone real estate located adjacent to the Carpinteria Creek. The City was awarded a grant to purchase real estate just south of Carpinteria Avenue on the west side of the creek. This acquisition is completed. The grant has been successfully closed out.
<u><i>City Hall Expansion</i></u>	With the decommissioning of the adjacent oil and gas property to the south of City Hall, an opportunity to acquire additional real estate for public use exists. After preliminary discussions, this project has been deferred until the land owner has more time to consider their future actions.

APPENDIX A

<i>Activity</i>	Comments
Skate Park Construction	This Project is under construction and is expected to be completed before summer of 2023
Concha Park	<p>The objective of this project is to permit a pocket park in the Concha Loma area nearest the multifamily residential property closest to Carpinteria Avenue.</p> <p>A concept park design has been prepared. A grant application to the LWCF program was not successful. A concept interim park plan has been prepared for consideration.</p>
Carpinteria Coastal Vista Trail	<p>Discretionary permits have been granted for the trail improvement across the south side of 6155 Carpinteria Avenue.</p> <p>A demolition permit of the existing building was issued in January 2023.</p> <p>Discretionary permits have been granted for an interim trail crossing 399 Linden Avenue. Known as the Linden to Holly Trail, the project is interim until a decision about proceeding with the Surfliner Inn project is made.</p> <p>Design and funding of trails in the Carpinteria Rincon Bluffs Preserve are ongoing. A grant application for funds under the Rural Recreation and Tourism program was not successful. Staff is preparing an RFP to find a Consultant to prepare the environmental documents for the project.</p>
<u>Playground Replacement</u>	<p>The Heath Ranch Playground has been replaced in 2022.</p> <p>The next project is Monte Vista Park. A purchase order has been issued for the project. The project schedule is for completion by June 2023.</p>
Linden Avenue Lifeguard Tower Replacement and Linden Plaza	The objective of this project is to improve coastal access, ADA compliance, emergency response, bicycle and pedestrian use and general ambiance of the Linden Street end. This project is a cooperative project with California State Parks. A grant has been awarded to construct the portion of the project on State Park property in the amount of \$226,800. A topo survey has been prepared and additional design work is underway.
<u>Library Services</u>	Staff completed hiring of staff, collaborating with City and County of Santa Barbara, working as member of Black Gold Cooperative, establishing a website, transitioning and updating the library collection and library facility, and opening the library on July 1. Next steps include continued negotiations with the County on the building’s lease terms, further improvements to the library accessibility, and replacement of the monument sign.

B. 2021 Carpinteria
Valley Economic Profile
Executive Summary

2021 Carpinteria Valley Economic Profile



The 2021 Carpinteria Valley Economic Profile

Volume 5

September 2021

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EXECUTIVE SUMMARY

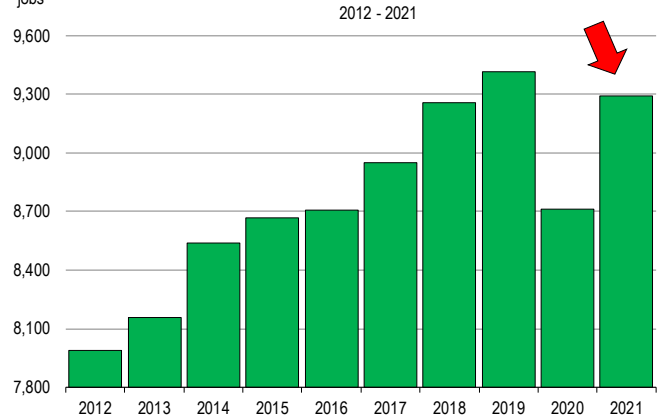


Overview

The Carpinteria Valley is home to 20,340 residents. The community has evolved to become a diverse economy consisting of growing tech companies, manufacturers, and financial services firms. Software and IT development has flourished in recent years, as has the visitor serving sector.

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

Total Employment / Carpinteria Valley



Just over 700 jobs were lost in the Carpinteria Valley labor market in 2020, a direct consequence of the pandemic. By mid-2021, most of these jobs had been restored, and full reinstatement of the workforce should be complete by mid 2022.



Carpinteria Bluffs

The largest pandemic related impact occurred in the Hotel and Restaurant sectors. The Accommodation and Food services sector is in the process of a rapid recovery during 2021 because the volume of visitor travel has been higher than expected throughout California since the state opened up entirely in June 2021.

Procore Technologies and Agilent are expected to create more new positions this year and next as the economy ramps up towards full employment. Jobs have already expanded in most sectors, but especially in Technology, Agriculture, Leisure and Hospitality, Retail Trade, and Construction.

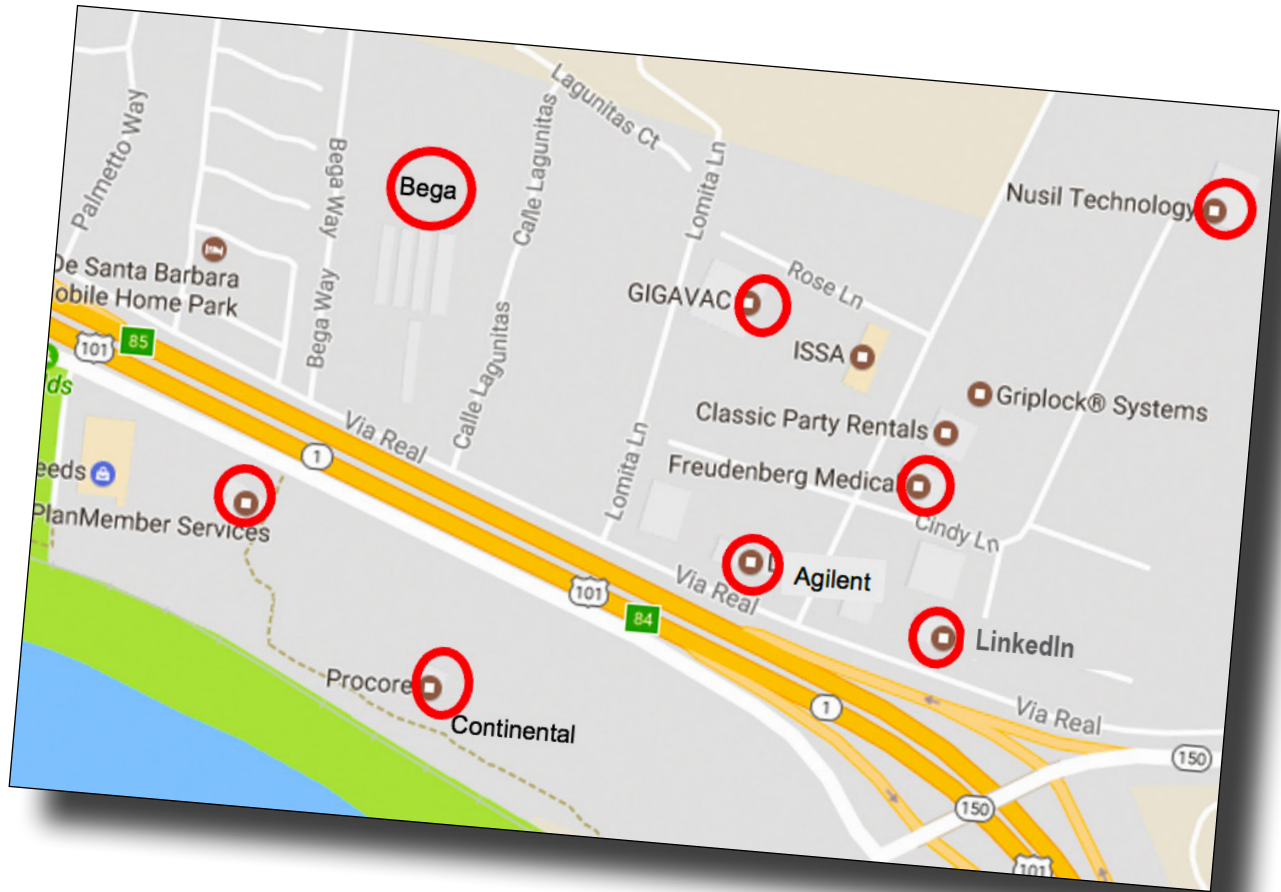
In August 2021, the unemployment rate was estimated at 4.9 percent. The largest employer in the Valley is Procore followed by Agilent, the Carpinteria Unified School District, LinkedIn, and NuSil Silicone Technology.

In 2021, the median household income in City of Carpinteria was \$87,000. More than 40 percent of households earned \$100,000 or more.

Because high-skilled industries are heavily represented in the Carpinteria labor market, the region has a prominent share of residents with college degrees. 21 percent of the population aged 25 and older have a bachelor's degree, and 14 percent have an advanced degree.



Procore Office



Largest Employers in the Carpinteria Valley

Tourism

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

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

There are seven formal transient lodging facilities with 611 rooms in the region. Though occupancy rates are still below the pre-pandemic period, they have impressively rebounded as more visitors return to traditional coastal California destinations for leisure travel.

Annual room sales are now on a pace to record new highs in the city during fiscal year 2021-22.

The City of Carpinteria’s short term visitor rental industry has evolved in recent years, expanding to include 202 revenue reporting properties in 2021. These alternative transient stay homes are on pace to generate \$12.4 million in total revenues, and \$1.5 million to the city budget through transient occupancy taxes.



The Spot is a popular burger stand on Linden serving both residents and visitors for over 50 years.

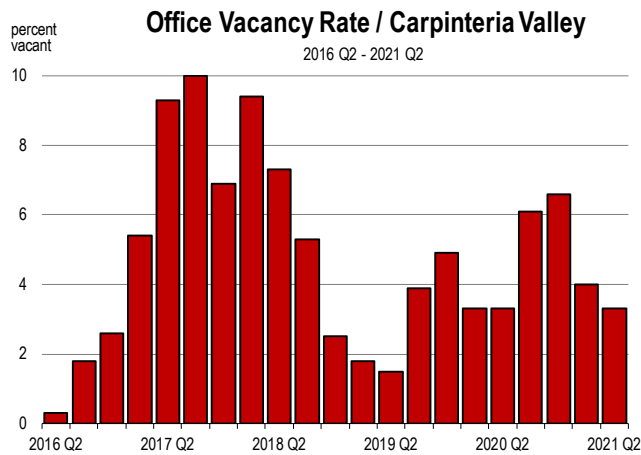
The annual California Avocado Festival held in October is the largest community event in Carpinteria. It is estimated that the three day celebration of the avocado with food and merchandise booths, contests, and entertainment, attracts 80,000 visitors to the city.

Due to the pandemic, the festival was not held in 2020 or 2021.

Commercial Real Estate

All categories of commercial real estate are currently reporting very high utilization.





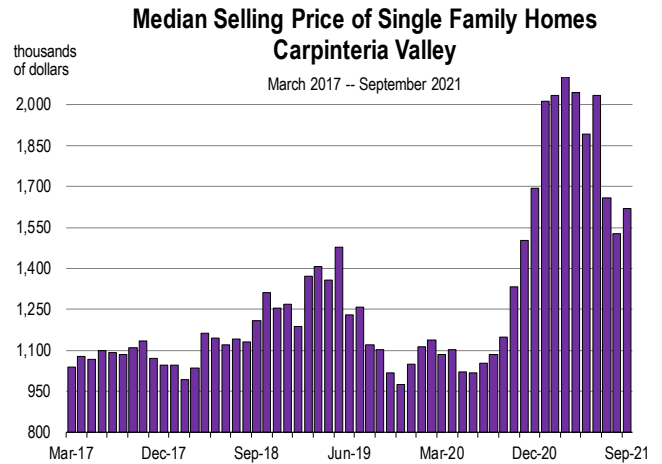
Consequently, as the local economy rapidly recovers from the pandemic recession, there is little excess space available in Carpinteria.

Industrial building space includes 1.3 million square feet in the Valley with a vacancy rate at 3.6 percent. In the office market, there is approximately 475,000 square feet of space with a vacancy rate of 3.3 percent.

For many years, the Carpinteria Valley industrial sector has been a strong competitor for neighboring cities, like Santa Barbara, Goleta, and Ventura. Manufacturing and technology are the most important sectors of the Carpinteria Valley economy, and the high rates of both office and industrial market utilization are a testament to the strength of the Carpinteria Valley as a desirable business location along the Central Coast.

Residential Real Estate

Over the last 3 years, housing demand has been prolific in Santa Barbara County and Carpinteria. During the pandemic, home sales and selling values soared throughout the state and local



areas. Currently, selling values for homes are at their highest levels on record.

The existing for-sale housing market offers few properties for sale per year, and the 2021 market has been the most limited on record. Nevertheless, sales have been prolific, for both single family attached and detached (condominium) homes.

The median selling value of a single family home in Carpinteria during 2021 was \$1.7 million, an increase of 35 percent over the median selling value of all homes sold in 2020.

New Housing Development

The construction of new homes has been sparse over the last decade. The relative lack of new housing units has helped to ensure that the region remains small, though traffic congestion on Highway 101 is intensified by limited worker housing. Furthermore, retail stores and services must rely more on visitor spending than resident spending. The former is more volatile during the year, peaking in the summer months and diminishing during the winter months.

Currently, the new residential project pipeline has 103 residential units in some stage of the planning process, and 77 of these units have been approved.

There is also 234,797 square feet of commercial and industrial space in the pipeline, with 102,170 square feet of space approved.

The Cannabis Sector

The Carpinteria Valley had been referred to as “California’s flower basket.” The region’s greenhouse industry, which is just outside of the city limits, was one of the largest in the state, producing millions of dollars in flower sales each year.

Cannabis cultivation has now replaced most of the greenhouse flower production. The conversion to cannabis is easier in Carpinteria because the indoor growing infrastructure is largely in place with many of the fixed costs already incurred and depreciated.

Currently, as of September 2021, there were 29 growers with 309 active cannabis cultivation permits in the Carpinteria Valley. Approximately 20 percent of the total cannabis harvest in Santa Barbara County is attributed to Carpinteria Valley growers.

Although the cannabis industry operates outside of the city limits, a vibrant cannabis industry has been beneficial to the city’s economy by creating new customers for local goods and services and contributing to city tax revenue.



Cannabis Greenhouse in the Carpinteria Valley

Quality of Life

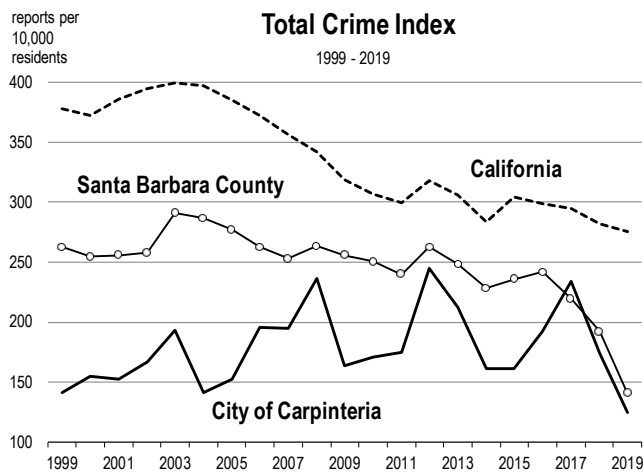
Regional economic conditions are influenced by many community lifestyle factors. Residents of the Carpinteria Valley enjoy a relatively high standard of living, and 39 percent of the population has a 4 year college degree or higher.

For the greater Santa Barbara County area, the median household income is slightly less and 33 percent of the population owns a bachelor’s degree or higher.

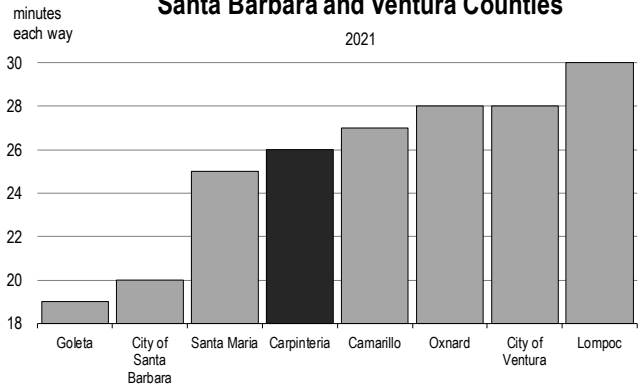
Crime rates in Carpinteria have been very low since the late 1990s. They are among the lowest levels observed in Santa Barbara County, and are significantly lower than those that prevail across California.

At Carpinteria Senior High, students that took the SAT in the 2019-2020 school year had average test scores that were higher than the average for all students across California.

Carpinteria routinely has much lower levels of road usage than surrounding communities, and



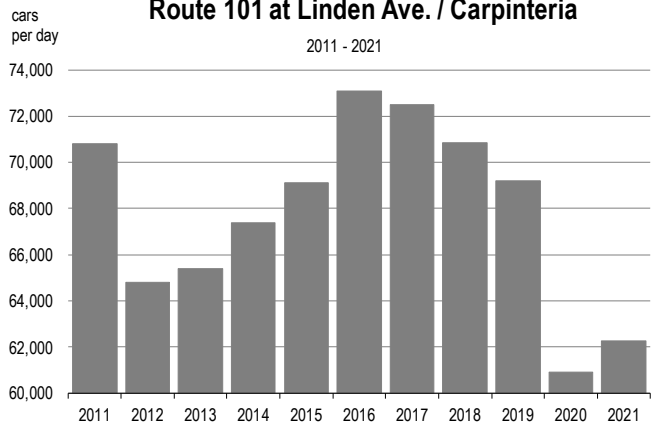
Average Commute Times for Selected Cities in Santa Barbara and Ventura Counties



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

Once the Highway 101 construction phases in Carpinteria are completed in 2022, it is expected that peak hour congestion will improve significantly around the city.

Average Daily Traffic Count Route 101 at Linden Ave. / Carpinteria



C. 2023 Work Plan Priorities

2023 Annual Work Plan Items

	Department	Program	Page #	Priority	Dept Items	New
1	General Government	Legislative Advocacy	23	n/a	1	
2	General Government	Research & Development	27	n/a	2	
3	General Government	Intergovernmental Collaboration and Cooperation	29	n/a	3	
4	General Government	Active Adult/Senior Center	35	High	4	
5	General Government	Strategic Reorganization	37	High	5	*
6	General Government	Racial Equity & Social Justice	39	Medium	6	
7	General Government	Youth Engagement	40	High	7	
8	General Government	Homeless Services	41	High	8	*
9	General Government	Civic Engagement	43	Medium	9	
10	General Government	Micro Transit Options	45	Medium	10	*
11	General Government	Emergency Response Capacity Building	46	High	11	
12	General Government	City Staff & Elected Officials Training & Exercise	48	High	12	
13	General Government	Community Preparedness & Engagement	50	High	13	*
14	General Government	Volunteer Management	51	Medium	14	
15	General Government	Staff Recruitment & Retention	53	High	15	
16	General Government	Records Management	54	Medium	16	
17	Administrative Services	Dashboards and Financial Transparency	59	Medium	2	*
18	Administrative Services	Business License and STR Enforcement Program	61	High	3	
19	Administrative Services	Cost of Service Analysis	63	High	4	
20	Administrative Services	Updates to the Carpinteria Municipal Code	65	Medium	5	
21	Community Development	Advanced Planning	69	High	1	*
22	Community Development	Design Standards and Guidance	70	High	2	
23	Community Development	General/Coastal Plan & Comprehensive Zoning Code Update	72	High	3	
24	Community Development	Housing Element Update and Response to State Housing Legislation	75	High	4	
25	Public Works	Community Broadband	80	High	1	*
26	Public Works	CI: Strategic Priorities	82	High	2	
27	Parks, Recreation and Facilities	Pacific Harbor Seal Committee	88	Medium	1	
28	Parks, Recreation and Facilities	Off leash dog park/ Pickle Ball Facility	89	High	2	
29	Parks, Recreation and Facilities	Art in Public Places	90	Medium	3	
30	Parks, Recreation and Facilities	Maintenance/Storage Building	92	High	4	
31	Parks, Recreation and Facilities	Department Staffing	93	High	5	*
32	Parks, Recreation and Facilities	CI: Strategic Priorities	95	High	6	
33	Parks, Recreation and Facilities	CI: Carpinteria Coastal Trail	101	Medium	7	