# City of Carpinteria
# City Council Regular Meeting Agenda
# Monday, April 24, 2023

**Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013**

**Teleconference Location: Sheraton Grand Sacramento Hotel Lobby, 1230 J Street, Sacramento, CA 95814**

**5:30 p.m. Regular Meeting**
**In-Person and Virtual Participation Options**

## ***AMENDED AGENDA***

---

**Attendance/Viewing Options:**

- Attend the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.).
- View the meeting live through the City's website https://carpinteriaca.gov/city-hall/agendas-meetings/) on your computer, tablet or smartphone.
- View the meeting on Government Access Television Channel 21 (broadcast live and rebroadcast on the Wednesday and the Saturday following the meeting at 8:00 p.m. and 5:00 p.m., respectively).
- Call 669-900-9128 (and enter Webinar ID 889 0390 2262) to listen to the meeting on your phone.
- Join the City's Zoom webinar from your computer, tablet, or smartphone by CLICKING HERE. Alternatively, you can join the Zoom webinar by logging on to www.zoom.us, downloading the application, selecting "Join Meeting", and entering Webinar ID 889 0390 2262.

**Public Comments**

- Provide a live public comment during the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.). Please note the City has the discretion to limit both the overall and individual speaker time for any meeting or agenda matter. Typically, the Council's practice has been to limit each speaker to three minutes.
- Provide a live comment through the City's Zoom webinar platform (through the link provided above). To make public comments through this platform please use the "raise your hand" feature to notify staff that you would like to make a public comment during designated public comment times. Once it is your turn to provide a public comment, staff will unmute your microphone and you will be given a designated amount of time to provide your comment (typically, the practice has been up to 3 minutes per speaker on each item). At the end of your comment, staff will once again mute your microphone.

- Submit a written comment (as either a general public comment or on a specific agenda item) to be distributed to Council Members by **12:00 P.M. on the day of the meeting** by either submitting your comment via (1) email to PublicComment@carpinteriaca.gov, **(PLEASE NOTE NEW PUBLIC COMMENT EMAIL ADDRESS)** or (2) the **eComment** link on the City's agenda website (https://carpinteriaca.gov/city-hall/agendas-meetings/). Please reference the agenda item to which your comment pertains. While written comments become part of the record, they will not be read aloud at the meeting.

Please note that the City will make every effort to make the meeting accessible virtually; however, if one of the above virtual attendance/viewing or public comment options is unavailable due to technological issues, you are invited to take advantage of one of the other participation options outlined above (including attending and providing public comment in-person in the City Council Chambers). Additional options may be made available at the meeting.

Also, please note that Spanish interpretation will be available at the in-person meeting and through the City's Zoom webinar.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:** The City Council may consider Councilmember(s) request to participate in the meeting remotely under the regulations of AB 2449 by making the necessary findings and voting on whether the Councilmember(s) may participate remotely.

**AGENDA MODIFICATIONS:** The City Council may modify the regular agenda by tabling items, adding urgency items to the agenda, or changing the order in which items are considered. Changes to the Consent Calendar are considered at the time the Consent Calendar is considered.

**INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: NONE**

**PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS**

This may include updates on law enforcement activity within the City from a Sheriff's Office representative.

**CITY MANAGER'S REPORT**

The City Manager will report to the City Council regarding various City and/or community events and/or matters of interest. There will be no City Council discussion except to ask

questions or refer matters to staff; and no action will be taken unless listed on a subsequent agenda.

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

This is a time for public comments on matters not otherwise on the agenda but within the subject matter jurisdiction of the City Council. The Public Comment period is limited to 15 minutes and divided among those persons desiring to speak. No person shall speak longer than three minutes; however, the Mayor may establish shorter periods based on the time available and/or the number of persons waiting to speak. Persons wishing to speak on a specific item will be recognized at the time the agenda item is considered. The audio-visual system in the Council Chamber is not available for speaker use during the general Public Comment period.

***The City and the City Council are not responsible for the content of statements made during the public comment period, or the factual accuracy of any such statements.***

**CONSENT CALENDAR:** Items on the consent calendar are considered to be routine and are normally enacted by one unanimous vote of the Council. If you wish to speak on a consent calendar item please do so during the public comment period provided at the beginning of this item.

1. Approve the minutes of the regular meeting held April 10, 2023.

2. Receive and file the Expenditures for the period beginning April 1, 2023 and ending April 14, 2023.

3. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for the Month of March 2023.

4. Receive and file the Quarterly Review of the Pension Stabilization Trust.

5. Accept the in-kind and cash donations made to the City.

**ADMINISTRATIVE MATTERS:**

6. Code Compliance Quarterly Report Q1, 2023.

   Recommendation: Receive and file quarterly report.

   Staff Presenter: David Hernandez, Code Compliance Officer II

   a. Staff Report
   b. Public Comment
   c. City Council Determination

7. Chalk Up Carpinteria 2023 Special Event.

   Recommendation: (1) Approve Special Event Permit Application for the Chalk Up Carpinteria 2023 and (2) Approve an appropriation of $2,000 from the Parking Business Improvement Area fund, account no. 210-162-5601, and authorizing expenditure of $8,000 from the Community Services Support program, account no. 104-162-5601.

   Staff Presenter: John L. Ilasin, Public Work Director

   a. Staff Report
   b. Public Comment
   c. City Council Determination

8. Report on Street Lighting District No. 1 for Fiscal Year 2023-2024.

   Recommendation: Adopt Resolution Nos. 6226 and 6227, acting to accept and file the mandatory Annual Report and set the matter for the continuation of Street Lighting District No. 1 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

   Staff Presenter: John L. Ilasin, Public Work Director

   a. Staff Report
   b. Public Comment
   c. City Council Determination

9. Report on Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2023-24.

   Recommendation: Adopt Resolution Nos. 6228 and 6229, acting to accept and file the mandatory Annual Report of the City Engineer and set the matter of the continuation of Lighting, Landscaping and Right of Way Improvement District No. 3 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.

   Staff Presenter: John L. Ilasin, Public Work Director

   a. Staff Report
   b. Public Comment
   c. City Council Determination

10. Report on Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2023-24.

Recommendation: Adopt Resolution Nos. 6230 and 6231, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Parking and Business Improvement Area District No. 4 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

Staff Presenter: John L. Ilasin, Public Work Director

a. Staff Report
b. Public Comment
c. City Council Determination

11. Report on Winter Protection Berm Assessment District No. 5 for Fiscal Year 2023-24.

Recommendation: Adopt Resolution No. 6232, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Assessment District No. 5 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.

Staff Presenter: John L. Ilasin, Public Work Director

a. Staff Report
b. Public Comment
c. City Council Determination

**PUBLIC HEARING: NONE (***Item No. 12 moved from Public Hearing to Other Business)**

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED**

**MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE**

**OTHER BUSINESS:**

12. Approve the first reading of Ordinance No. 765, an Ordinance of the City Council of the City of Carpinteria, amending Carpinteria Municipal Code Sections 8.20 and 12.24 pertaining to public sleeping and camping.

Recommendation: (1) Approve the first reading of Ordinance No. 765, amending CMC Sections 8.20 and 12.24, as read by title only; (2) Find that approval and adoption of Ordinance No. 765 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines; (3) Receive and file the Administrative Policy for Enforcement of CMC Sections 8.20 and 12.24; and (4) Receive and file the Overnight Camping Notice used in connection with CMC Sections 8.20 and 12.24.

Staff Presenter: Dave Durflinger, City Manager

a. Staff Report
b. Public Comment
c. City Council Determination

13. Authorization concerning an easement and accompanying agreements for the Carpinteria Valley Water District El Carro Park Groundwater Monitoring Wells Project.

Recommendation: Authorize the City Manager to execute the Easement Deed, Easement Agreement, and License Agreement on behalf of the City of Carpinteria as property owner for the El Carro Park Groundwater Monitoring Wells Project. *(This motion requires a roll call vote.)*

Staff Presenter: John L. Ilasin, Public Works Director

a. Staff Report
b. Public Comment
c. City Council Determination

14. Amendments to the Downtown "T" Encroachment Guidelines, authorizing a parklet as an allowed encroachment of the City of Carpinteria public right-of-way in the Downtown "T" Business District, and disposition of the outdoor space permit program for private property.

Recommendation: (1) Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines, (2) Direct staff in the selection of a cost recovery rate towards purchase of prefabricated modular parklets, (3) Direct staff with respect to the development of an outdoor space permit program for private property, and (4) Initiate process to extend the Temporary COVID-19 Outdoor Business Permit Program.

Staff Presenter: John L. Ilasin, Public Works Director

a. Staff Report
b. Public Comment
c. City Council Determination

15. Bob Hansen Creeks Preservation Program Annual Report.

Recommendation: Receive a presentation on City efforts to protect and restore City creek resources as part of the Bob Hansen Creeks Preservation Program.

Staff Presenter: Nick Bobroff, Principal Planner and Erin Maker, Environmental Program Manager

a. Staff Report
b. Public Comment
c. City Council Determination

16. Annual report on the progress being made implementing the City's General Plan.

Recommendation: Accept the 2022 General Plan Annual Progress Report and direct the Community Development Director to submit the Report to the Governor's Office Planning and Research.

Staff Presenter: Steve Goggia, Community Development Director

a. Staff Report
b. Public Comment
c. City Council Determination

17. Reclassification of the limited term Principal Planner position and eliminating the limited term authorization and establishing it as a regular permanent full-time position.

Recommendation: Adopt Resolution No. 6233, reclassifying the limited term Principal Planner position assigned to advanced planning duties and eliminating the limited term authorization

Staff Presenter: Michael Ramirez, Assistant City Manager

a. Staff Report
b. Public Comment
c. City Council Determination

18. Receive and act on the recommendations of the City Manager Succession Process Committee to: (1) Enter into an agreement with Regional Government Services (RGS) for executive search services for the City Manager position; and (2) Initiate amendment to the City Manager Residency Requirements of Carpinteria Municipal Code Chapter 2.08; and (3) Authorize an update of the City Manager contract form via current agreement with Liebert Cassidy Whitmore (LCW).

Recommendation: (1) Authorize executive search services to be conducted by RGS as a part of the existing agreement between City and RGS; and (2) Initiate amendment to the City Manager Residency Requirements of Carpinteria Municipal Code Chapter 2.08; and (3) Authorize work by LCW as necessary to prepare a draft updated City Manager contract for Council consideration.

Staff Presenter: Dave Durflinger, City Manager

a. Staff Report
b. Public Comment
c. City Council Determination

**LEGISLATIVE UPDATE:** The City Council will discuss local, state and/or federal legislation under consideration and decide whether to direct staff to place a matter(s) on a future City Council agenda for consideration.

**COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS**

Informational reports from Councilmember representatives on the committees, commissions and organizations listed below. This is also an opportunity for Councilmembers to request information from staff or seek support from fellow Councilmembers for future agenda items.

1. Appointees to Other Government Agencies

    a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Solórzano/Alt. Clark)
    b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Alarcon)
    c. Santa Barbara County Association of Governments (SBCAG)(Clark/Alt. Nomura)
    d. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura)
    e. Central Coast Community Energy (3CE) (Nomura/Alt. Goleta)
    f. Santa Barbara Mosquito and Vector Management District (Joe Franken)
    g. Santa Barbara Metropolitan Transit District (Solórzano)

2. Regional Committees

    a. Channel Counties Division, League of California Cities (Nomura/Alt. Alarcon)
    b. Santa Barbara Joint Affordable Housing Task Group (Alarcon & Solórzano)
    c. Santa Barbara County Elected Leaders Forum to Address Homelessness (Clark/Alt. Alarcon)
    d. South Coast Youth Safety Partnership (Solórzano/Alt. Lee)
    e. Multijurisdictional Solid Waste Task Group (Lee/Alt. Alarcon)

3. Joint and Standing Committees

    a. City Council/Economic Vitality Committee (Alarcon & Lee)
    b. City Council/Public Safety Committee (Clark & Nomura)
    c. City Council/School Board Committee (Lee and Alarcon)
    d. City Council/Utilities Committee (Lee & Nomura)
    e. City Council/First District Supervisor Committee (Lee & Solórzano)
    f. City Council Finance/Budget Committee (Alarcon & Clark)
    g. Transportation Committee (Lee & Clark)

h. Development Review Committee (Joint Committee membership from City Council, Planning Commission and Architectural Review Board) (CC: Clark & Nomura) (PC: To Be Selected by Planning Commission) (ARB: To Be Selected by Architectural Review Board)
i. General Plan and Coastal Plan Update Committee (Joint Committee membership from City Council and Planning Commission) (Lee & Clark) (PC: To Be Selected by Planning Commission)
j. Public Facility Site Acquisition/Development Committee (Clark & Nomura)
k. City Council Boards, Commissions and Committees Interview Committee (Clark & Nomura/ Alt. Lee)

4. Ad Hoc Committees

a. COVID-19 Communications Committee (Nomura & Clark)
b. Harbor Seal Advisory Committee (Clark & Alarcon)
c. Senior Services Planning Committee (Lee & Solórzano)
d. Civic/Youth Engagement Committee (Lee & Nomura)
e. City Council Housing Element Committee (Clark & Nomura)
f. City Manager Succession Process Committee

5. Appointed Representatives to Area Boards & Committees

a. Community Media Access Center (Gary Dobbins)
b. County Library Advisory Committee (Gail Marshall)

**ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS**

**ADJOURNMENT**

The next regular City Council meeting will be held May 8, 2023 at 5:30 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk's Office at 755-4403 or the California Relay Service at (866) 735-2929. Notification two business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

Materials related to an agenda item submitted to the City Council after distribution of the agenda packet are available for public review at the City Clerk's Office, located at 5775 Carpinteria Avenue, Carpinteria, CA 93013 or by going to the City's website at https://carpinteriaca.gov/city-hall/agendas-meetings/.

This agenda was posted on Wednesday, April 19, 2023, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

# City of Carpinteria
# City Council Minutes
# Regular Meeting
# Monday, April 10, 2023

**In-Person and Virtual**

---

## CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm.

## ROLL CALL

| | |
|---|---|
| Councilmembers present: | Councilmember Roy Lee<br>Councilmember Wade T. Nomura<br>Councilmember Mónica J. Solórzano<br>Vice Mayor Natalia Alarcon<br>Mayor Al Clark |
| Staff members present: | Dave Durflinger, City Manager<br>Mack Carlson, on behalf of Brownstein Hyatt Farber Schreck, LLP acting as City Attorney of the City of Carpinteria<br>Brian C. Barrett, City Clerk<br>Michael Ramirez, Assistant City Manager<br>Erin Maker, Environmental Program Manager<br>Robert Howard, Public Works Supervisor<br>Olivia Uribe Mutal, Program Manager<br>John L. Ilasin, Public Works Director<br>Steve Goggia, Community Development Director<br>Teresa Ilasin, Management Analyst II |

## PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag

## COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation.

## AGENDA MODIFICATIONS:

Mayor Clark noted that Item No. 4 was removed from the agenda.

## INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Presentation of Community Partner/Business Award for 2021 to Two Trumpets.

Mayor Clark and the City Council presented the business award to Lea Boyd representing Two Trumpets. Ms. Boyd thanked the City and provided remarks.

2. Presentation of Community Partner/Business Award for 2022 to The Carpinteria Skate Foundation.

Mayor Clark and the City Council presented the business award to members of the Skate Park Foundation. Peter Bonning with the Skate Park Foundation provided remarks.

3. Proclamation Designating the Week of April 23 – 29, 2023, as "National Library Week."

Mayor Clark and the City Council presented the proclamation to City Librarian Jody Thomas.

4. Presentation of 2023 Surf 'n' Suds Beer Festival by En Fuego Events.

This item was not heard as En Fuego Events withdrew their request to present to the Council.

## TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:41 pm.

## RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:47 pm.

## PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

## CITY MANAGER'S REPORT

City Manager Durflinger noted the Night-Sky Friendly Lighting Policies & Regulations Memo and said that these regulations and policies will be revisited as part of the General Plan/Local Coastal Plan Update and Zoning Ordinance Update. He also mentioned the Planning Commission Actions memo.

Assistant City Manager Ramirez provided an update on the Senior Services Planning Ad Hoc Committee and the senior services programs/activities.

Environmental Program Manager Maker provided an update on the Household Hazardous Waste Day which occurred this past weekend.

Public Works Supervisor Howard introduced Ruben Estrada, Maintenance Worker I in the Parks, Recreation and Public Facilities Department.

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Speakers in-person: Kristina Calkins

Emails distributed: Susan Mailheau

**CONSENT CALENDAR:**

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 5 through 10. The roll call vote was as follows:

| | |
|---|---|
| AYES: | Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

The motion carried unanimously.

5. Approve the minutes of the regular meeting held March 27, 2023.

6. Receive and file the Expenditures for the period beginning March 18, 2023 and ending March 31, 2023.

7. Adopt Resolution No. 6219, Commending and Congratulating Gregg and Geri Ann Carty Upon Being Named Carpinterians of the Year for 2022.

8. Adopt Resolution No. 6220, Commending and Congratulating Stephanie Ramirez Garcia Upon Being Named Junior Carpinterian of the Year for 2022.

9. Adopt Resolution No. 6222, Recognizing and Commending Kathy and Andy Sheaffer for Outstanding Volunteer Service to the Carpinteria Community.

10. Receive and file the Single Audit Report for the Fiscal Year Ended June 30, 2022.

**ADMINISTRATIVE MATTERS:**

11. Adoption of the Local Hazard Mitigation Plan Update and Amendment to the Safety Element of the City's General Plan to incorporate by reference the City's 2022 Hazard Mitigation Plan, pursuant to Government Code Sections 8685.9, and 65302.6.

    Recommendation: Adopt Resolution No. 6221, adopting the 2022 Local Hazard Mitigation Plan as an annex to the Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) and approving an amendment to the General Plan Safety Element to incorporate by reference the City's 2022 Local Hazard Mitigation Plan, pursuant to Government Code Sections 8685.9, and 65302.6.

Program Manager Uribe Mutal presented the staff report and PowerPoint presentation.

Speakers in-person: Catherine Overman

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6221, as read by title only, adopting the Local Hazard Mitigation Plan and approving an amendment to the General Plan Safety Element to incorporate by reference the City's 2022 Local Hazard Mitigation Plan, pursuant to Government Code Sections 8685.9, and 65302.6.

Councilmember Nomura requested that the motion be modified to include an annual update of the Local Hazard Mitigation Plan. Program Manager Uribe Mutal noted the Local Hazard Mitigation Plan is looked at on a regular basis per the Hazard Mitigation Guidebook requirements. Councilmember Nomura withdrew his request to modify the motion.

The roll call vote was as follows:

| | |
|---|---|
| AYES: | Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

The motion carried unanimously.

12. Resolution No. 6223, Adopting the Road Maintenance and Rehabilitation Account Fiscal Year 2023-24 Project List.

    Recommendation: Adopt Resolution No. 6223, approving the Road Maintenance and Rehabilitation Account Fiscal Year 2023-24 Project List.

Public Works Director Ilasin presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6223, as read by title only, approving the Road Maintenance and Rehabilitation Account Fiscal Year 2023/24 Project List. The roll call vote was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

**PUBLIC HEARING:**

13. Adoption of Resolution No. 6218 (Attachment A) approving the 2023-2031 Housing Element of the Carpinteria General Plan as revised to address comments from the California Department of Housing and Community Development (HCD) and other interested parties (General Plan Amendment No. 22-2157-GP).

    Recommendation: Receive staff presentation and public testimony; find the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3); and adopt Resolution No. 6218 approving the 2023-2031 Housing Element and directing the City Manager to submit the Housing Element to the California Department of Housing and Community Development for review.

Community Development Director Goggia introduced Consultant John Douglas with JHD Planning LLC who presented the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 7:40 pm.

Speakers in-person: Patrick O'Connor, Catherine Overman, and Jim Taylor

Emails distributed: Sam Fearer on behalf of the California Coastal Commission

Mayor Clark closed the public hearing at 7:44 pm.

Motion by Councilmember Nomura, seconded by Councilmember Lee, to approve the staff recommendation to adopt Resolution No. 6218 finding that the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA

Guidelines Section 15061(b)(3), and approve General Plan Amendment No. 22-2157-GP, a comprehensive update to the Housing Element of the Carpinteria General Plan for the 2023-2031 planning period, and direct the City Manager to submit the Housing Element to the California Department of Housing and Community Development for review.

Legal Counsel Carlson sought clarification if Councilmember Nomura intended the motion to include the errata provided in the PowerPoint presentation. Councilmember Nomura responded affirmatively.

Councilmember Nomura modified the motion to approve the staff recommendation to adopt Resolution No. 6218 finding that the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), and approve General Plan Amendment No. 22-2157-GP, a comprehensive update to the Housing Element of the Carpinteria General Plan for the 2023-2031 planning period, and direct the City Manager to submit the Housing Element to the California Department of Housing and Community Development for review and include the errata provided in the PowerPoint presentation. Councilmember Lee seconded the modified motion. The roll call vote on the modified motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

Mayor Clark recessed to a break at 7:46 pm and reconvened the meeting at 7:55 pm.

14. Ordinance No. 764, an Ordinance of the City Council, of the City of Carpinteria, California, Adding Chapter 8.30 of Title 8 (Health and Safety) of the City of Carpinteria Municipal Code Regarding a Prohibition of Fuel Gas Infrastructure in New Construction.

    Recommendation: Approve Ordinance No. 764, as read by title only. (*This item requires reading of ordinance title and a roll call vote.*)

Environmental Program Manager Maker presented the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 8:01 pm.

Speakers in-person: Patrick O'Connor, Jim Taylor, and Jonathan Allman

Speakers via Zoom: Farah Stack

Emails distributed: Jim Taylor, Katie Davis, Torrie Cutbirth, and Haley Ehlers

Mayor Clark closed the public hearing at 8:06 pm.

City Clerk Barrett read the title of Ordinance No. 764 into the record.

Motion by Councilmember Nomura to approve Ordinance No. 764, on first reading, as read by title only, and continue second reading for adoption to April 24, 2023 with the inclusion of a clarification of Junior Accessory Dwelling Unit.

Legal Counsel Carlson noted a minor revision to the definition of Junior Accessory Dwelling Unit in the Ordinance to incorporate by reference the section of the City's Accessory Dwelling Unit Ordinance that defines Accessory Dwelling Unit. He noted there will be a slight change to the language based on the draft here to incorporate the reference to Section 14.72.020E, that while the intent is slightly different it won't change the overall Ordinance. He also noted for the record that these types of Ordinances are typically found exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) and 15308 because they have the opportunity to reduce Greenhouse Gas Emissions, improve indoor air quality, and increase public safety associated with gas leaks.

Councilmember Nomura modified the motion to approve Ordinance No. 764, on first reading, as read by title only, and continue second reading for adoption to April 24, 2023 and include Legal Counsel Carlson's above statement as a part of the motion, and that the Ordinance include mention of capping the gas line connection at the street as a part of the remediation of the gas line connection to buildings or sites, as suggested by Mr. O'Connor during public comment.

Environmental Program Manager Maker responded that staff would look into adding language for capping the gas line connection at the street and bring back on the second reading of the Ordinance.

Councilmember Lee seconded the modified motion. The roll call vote on the modified motion was as follows:

| | |
|---|---|
| AYES: | Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

The motion carried unanimously.

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

**MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE**

**OTHER BUSINESS:**

15. Adopt Resolution Nos. 6224 and 6225, amending the Conditions of Employment for both Miscellaneous Unrepresented Employees and Management Personnel.

    Recommendation: (1) Adopt Resolution No. 6224, amending the Conditions of Employment between the City of Carpinteria and Miscellaneous Unrepresented Personnel for the period of July 1, 2022 – June 30, 2023, and authorize the City Manager to implement the changes effective April 10, 2023 and (2) Adopt Resolution No. 6225, amending the Conditions of Employment for the period of July 1, 2022 – June 30, 2023, between the City of Carpinteria and Management Personnel, and authorize the City Manager to implement the changes effective April 10, 2023.

Assistant City Manager Ramirez introduced Teresa Ilasin, Management Analyst II, who presented the staff report.

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to (1) adopt Resolution No. 6224, amending the Conditions of Employment between the City of Carpinteria and Miscellaneous Unrepresented Personnel for the period of July 1, 2022 – June 30, 2023, and authorize the City Manager to implement the changes effective April 10, 2023 and (2) adopt Resolution No. 6225, amending the Conditions of Employment for the period of July 1, 2022 – June 30, 2023, between the City of Carpinteria and Management Personnel, and authorize the City Manager to implement the changes effective April 10, 2023. The roll call vote was as follows:

| | |
|---|---|
| AYES: | Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark |
| NOES: | None |
| ABSENT: | None |
| ABSTAIN: | None |

The motion carried unanimously.

**LEGISLATIVE UPDATE: NONE**

**COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS**

Councilmember Lee requested (1) the Council be proactive and address and prevent rent evictions from happening in the City in light of rent evictions taking place in Isla Vista and (2) the Council address fractional home ownership (e.g. Picasso) and place on the Workplan as a future agenda item.

City Manager Durflinger responded that the current Workplan includes legislative initiatives which intend to prevent residential displacement in the community, such as rent control in multi-family residential. He noted that one of the initiatives is to establish regulations for fractional ownership and that staff has been analyzing this matter and will bring forward an agenda item at a future meeting. He stated that upon Council's direction, staff could add to the list of legislative initiatives, regulations addressing and preventing rent evictions and bring back to the Council for consideration of initiation. There was consensus amongst the Council to direct staff to add regulations addressing and preventing rent evictions to the list of legislative initiatives and bring back to the Council for consideration of initiation.

**ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS**

All Councilmembers are expected to be in attendance at the next regular meeting on April 24th.

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:28 pm.

_____
Al Clark, Mayor

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Expenditures for the period beginning April 1, 2023 and ending April 14, 2023.

### STAFF RECOMMENDATION

That the City Council accept this report concerning the current list of warrants pursuant to Carpinteria Municipal Code 2.08.150(F).

### DISCUSSION

As part of each regular City Council agenda, a list of all checks (attached) dispersed since the last reporting period is presented to the City Council pursuant to C.M.C. 2.08.150(F). The report is provided for City Council and public information and serves as Staff's verification that the expenditures have been reviewed and are within budgeted appropriations.

### FINANCIAL CONSIDERATIONS

The warrant register included as an attachment is designed to communicate fiscal activity since the prior reporting period. No action is requested as part of this report.

### ATTACHMENTS

Attachment A: Warrant Register for the period beginning April 1, 2023 and ending April 14, 2023.

Staff contact: Brenda Robinson, Accounting Specialist
(805) 755-4442, BrendaR@carpinteriaca.gov

*Signature*

Staff contact: Licette Maldonado, Admin Services Dir.
(805) 755-4448, LicetteM@carpinteriaca.gov

*Signature*

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, DaveD@carpinteriaca.gov

*Signature*

# Warramt Register

Carpinteria, CA

Date Range: 04/01/2023 - 04/14/2023

| Vendor Number / Payable # | Vendor Name / Payable Type | Payable Description | Payment Date | Payment Type | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: AP Bank-AP Bank** | | | | | | |
| | AFLAC | | 04/06/2023 | Regular | 396.94 | 101682 |
| 043769 | Invoice | MARCH 2023 EMPLOYEE PREMIUMS | | | | |
| | ANDREW & OLIVIA BUCK | | 04/06/2023 | Regular | 0.93 | 101683 |
| INV0004619 | Invoice | PLANNING PERMIT PROJECT CLOSE OUT | | | | |
| | CALIFORNIA STORMWATER QUALITY ASSOCIATION | | 04/06/2023 | Regular | 3,300.00 | 101684 |
| INV0004622 | Invoice | 1 YEAR MEMBERSHIP OUR WATER/OUR WORLD-E. MAKER | | | | |
| | JOHN ILASIN | | 04/06/2023 | Regular | 61.16 | 101685 |
| INV0004623 | Invoice | MAR23 REIMBURSE LUNCH MNGNT ANALYST INTERVIEW | | | | |
| | KATSU MOHAPATRA | | 04/06/2023 | Regular | 100.00 | 101686 |
| INV0004624 | Invoice | VETS HALL CANCELLATION REFUND 9/2/2023 | | | | |
| | LEAGUE OF CA CITIES | | 04/06/2023 | Regular | 300.00 | 101687 |
| INV-02082 | Invoice | 2023 LOCAL STREETS & ROADS NEEDS ASSESSMENT | | | | |
| | MENTAL WELLNESS CENTER | | 04/06/2023 | Regular | 1,750.00 | 101688 |
| INV0004625 | Invoice | FY22-23 CONTRIBUTION TO HOPENET OF CARPINTERIA | | | | |
| | ROOTER SOLUTIONS | | 04/06/2023 | Regular | 187.00 | 101689 |
| 35792068 | Invoice | CLEAR STOPPAGE AT LIBRARY 2/24/23 | | | | |
| | SANTA BARBARA COUNTY SHERIFFS DEPT | | 04/06/2023 | Regular | 16,017.89 | 101690 |
| 1729 | Invoice | FY22-23 CONTRACTED SUMMER OVERTIME | | | | |
| | SANTA BARBARA COUNTY WATER AGENCY | | 04/06/2023 | Regular | 182.55 | 101691 |
| 741 | Invoice | CONTRACTED SVC IRWM PROGRAM 7/1/22-12/31/22 | | | | |
| | SARAH DANDONA | | 04/06/2023 | Regular | 2,812.58 | 101692 |
| INV0004627 | Invoice | PLANNING PERMIT PROJECT CLOSE OUT | | | | |
| | TRANSAMERICA EMPLOYEE BENEFITS | | 04/06/2023 | Regular | 719.32 | 101693 |
| 2504949511 | Invoice | MARCH 2023 EMPLOYEE PREMIUMS | | | | |
| | UNCLE CHEN | | 04/06/2023 | Regular | 631.76 | 101694 |
| INV0004628 | Invoice | MAR23 LEILANIE SILVA GOING AWAY PARTY | | | | |
| | MISSIONSQUARE | | 04/06/2023 | Regular | 5,575.69 | 101695 |
| INV0004630 | Invoice | Deferred Compensation Contribution-Part Time Emp | | | | |
| INV0004631 | Invoice | MissionSquareEmployee Contributions | | | | |
| INV0004632 | Invoice | MISSIONSQUARE Employee Contributions | | | | |
| | SEIU LOCAL 620 | | 04/06/2023 | Regular | 216.87 | 101696 |
| INV0004633 | Invoice | Employee Union Dues Contribution | | | | |
| | UNITED WAY OF SANTA BARBARA COUNTY | | 04/06/2023 | Regular | 24.00 | 101697 |
| INV0004634 | Invoice | Employee United Way Contribution | | | | |
| | FIRST NATIONAL BANK OF OMAHA | | 04/13/2023 | Regular | 7,013.96 | 101698 |
| APR23 0503 | Invoice | CITY CARD PAYMENT-M. ROBERTS | | | | |
| APR23 0983 | Invoice | CREDIT CARD PAYMENT-OUM | | | | |
| APR23 1949 | Invoice | CREDIT CARD PAYMENT-SG | | | | |
| APR23 2429 | Invoice | CREDIT CARD PAYMENT-LS | | | | |
| APR23 3498 | Invoice | CREDIT CARD PAYMENT-JT | | | | |
| APR23 3696 | Invoice | CREDIT CARD PAYMENT-LM | | | | |
| APR23 4545 | Invoice | CREDIT CARD PAYMENT-BB | | | | |
| APR23 6160 | Invoice | CREDIT CARD PAYMENT-JI | | | | |
| APR23 9341 | Invoice | CREDIT CARD PAYMENT-M. RAMIREZ | | | | |
| | GREGORY GARCIA | | 04/13/2023 | Regular | 3,190.41 | 101699 |
| INV0004635 | Invoice | PLANNING PERMIT PROJECT CLOSE OUT | | | | |
| | OFSM INC/TEDDY'S BY THE SEA | | 04/13/2023 | Regular | 471.91 | 101700 |
| INV0004636 | Invoice | PLANNING PERMIT PROJECT CLOSE OUT | | | | |
| | WEX BANK (76) | | 04/13/2023 | Regular | 623.83 | 101701 |
| 88273412 | Invoice | MAR23 FUEL FOR CITY VEHICLES | | | | |
| | WILLIAM HOLMES | | 04/13/2023 | Regular | 1,937.27 | 101702 |
| 03/15/2023 | Invoice | VETS HALL DRYWALL REPAIRS | | | | |
| | ADVANTAGE TELECOM | | 04/06/2023 | Virtual Payment | 143.26 | APA001556 |
| 143909 | Invoice | MAR23 EMERGENCY PHONE LINE SERVICES | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 144842 | Invoice | APR23 EMERGENCY PHONE LINE SERVICES | | | | |
| | AG ENT INC | | 04/06/2023 | Virtual Payment | 150.00 | APA001557 |
| 23246 | Invoice | BACKFLOW TESTING AT 5103 CARP RD 2/1/23 | | | | |
| 23308 | Invoice | BACKFLOW TESTING AT TAR PITS 3/3/23 | | | | |
| | ALL LANGUAGES INTERPRETING & TRANSLATING INC. | | 04/06/2023 | Virtual Payment | 700.00 | APA001558 |
| 29534 | Invoice | 2 SPANISH INTERPRETERS FOR CC MTG 3/27/23 | | | | |
| | AMAZON CAPITAL SERVICES INC | | 04/06/2023 | Virtual Payment | 656.76 | APA001559 |
| 13CJ-P77K-VR34 | Invoice | LIBRARY PROGRAM SUPPLIES 3/27/23 | | | | |
| 16R1-CVF9-P1PG | Invoice | LIBRARY BOOKS 3/27/23 | | | | |
| 19G1-H9HQ-69X6 | Invoice | ZIP BOOKS-T. STRONG | | | | |
| 1KV6-G44Q-KX11 | Invoice | ZIP BOOKS-L. JIMENEZ | | | | |
| 1LF7-GXVX-61VG | Invoice | ZIP BOOKS-J. VILLALBA LOPEZ | | | | |
| 1M46-T9VW-M7JH | Invoice | LIBRARY PROGRAM SUPPLIES 3/26/23 | | | | |
| 1NCD-FKJH-71G1 | Invoice | LIBRARY PROGRAM SUPPLIES 3/24/23 | | | | |
| 1NCD-FKJH-QT1V | Invoice | ZIP BOOKS-N. LYHITCHENKO | | | | |
| 1RPR-W4NJ-4TGT | Invoice | ZIP BOOKS-J. GROVES | | | | |
| 1X19-1DRC-D3FK | Invoice | ZIP BOOKS-T. SCRIVNER | | | | |
| | AMERICAN AUTOMATIC DOORS INC | | 04/06/2023 | Virtual Payment | 201.38 | APA001560 |
| 33391 | Invoice | REPAIR TO CITY HALL ENTRY DOORS 1/20/23 | | | | |
| | AMY BLAKEMORE | | 04/06/2023 | Virtual Payment | 50.00 | APA001561 |
| ARB Q4 2022 | Invoice | ARCHITECTURAL REVIEW BOARD OCT-DEC 2022 | | | | |
| | BASIC | | 04/06/2023 | Virtual Payment | 111.76 | APA001562 |
| IN2690556 | Invoice | MAR23 MONTHLY FSA ADMIN FEE | | | | |
| | BIG GREEN CLEANING COMPANY | | 04/06/2023 | Virtual Payment | 180.00 | APA001563 |
| 621198 | Invoice | EXTRA SERVICES AT LIBRARY 2/25 & 2/28/23 | | | | |
| | BRAD STEIN | | 04/06/2023 | Virtual Payment | 25.00 | APA001564 |
| ARB Q4 2022 | Invoice | ARCHITECTURAL REVIEW BOARD OCT-DEC 2022 | | | | |
| | BROWNSTEIN HYATT FARBER SCHRECK | | 04/06/2023 | Virtual Payment | 97,370.50 | APA001565 |
| 931055 | Invoice | PROFESSIONAL LEGAL SERVICES THROUGH 1/31/2023 | | | | |
| | CALIFORNIA STORMWATER QUALITY ASSOCIATION | | 04/06/2023 | Virtual Payment | 820.75 | APA001566 |
| 2022-38 OWOW | Invoice | OWOW OUTREACH MATERIALS | | | | |
| | CARPINTERIA VALLEY LUMBER CO | | 04/06/2023 | Virtual Payment | 324.76 | APA001567 |
| 503297 | Invoice | 2PK LED BULBS FOR MONTE VISTA PARK | | | | |
| 503299 | Invoice | 3" SPRING CLAMP FOR TENNIS COURT | | | | |
| 503362 | Invoice | HARDWARE TO CLOSE OFF WALKWAY AT LIBRARY | | | | |
| 503368 | Invoice | BAGS OF SOIL FOR COMMUNITY GARDEN | | | | |
| 503483 | Invoice | TOILET SEAT REPAIR AT PUBLIC WORKS RESTROOM | | | | |
| 503543 | Invoice | COMBO PADLOCK FOR GARDEN | | | | |
| 503620 | Invoice | CHALK REEL | | | | |
| 503780 | Invoice | MATERIALS FOR REPAIR AT LIBRARY | | | | |
| | COASTAL VIEW NEWS | | 04/06/2023 | Virtual Payment | 743.00 | APA001568 |
| 59628 | Invoice | SENIOR CITIZENS PROGRAM AD 3/9/23 | | | | |
| 59650 | Invoice | NOTICE OF PLANNING COMM MEETING AD 3/23/23 | | | | |
| 59659 | Invoice | CITY CLEAN-UP AD 3/23/23 | | | | |
| | COX BUSINESS | | 04/06/2023 | Virtual Payment | 352.37 | APA001569 |
| APR23 001 3011 028030701 | Invoice | APR23 POOL & GARDEN INTERNET-PHONE SERVICE | | | | |
| | DAVID ALLEN | | 04/06/2023 | Virtual Payment | 60.00 | APA001570 |
| PC Q4 2022 | Invoice | PLANNING COMMISSION MEETINGS OCT-DEC 2022 | | | | |
| | DUDEK | | 04/06/2023 | Virtual Payment | 1,950.00 | APA001571 |
| 202209231 | Invoice | OCT22 ENVIRONMENTAL SERVICES FOR RINCON MULTI-USE | | | | |
| 202210417 | Invoice | NOV22 AS NEEDED PLANNING ASSISTANCE | | | | |
| 202301514 | Invoice | FEB23 AS NEEDED PLANNING ASSISTANCE | | | | |
| | EMPATHIA PACIFIC INC | | 04/06/2023 | Virtual Payment | 600.00 | APA001572 |
| 119032 | Invoice | APR23-JUNE23 EAP SERVICES | | | | |
| | FLOWERS & ASSOCIATES INC | | 04/06/2023 | Virtual Payment | 3,582.00 | APA001573 |
| 23-1561 | Invoice | FEB23 CARP/PALM AVE INTERSECTION IMPROVEMENT | | | | |
| | GLENN D LA FEVERS | | 04/06/2023 | Virtual Payment | 120.00 | APA001574 |
| PC Q4 2022 | Invoice | PLANNING COMMISSION MEETINGS OCT-DEC 2022 | | | | |
| | GRAINGER | | 04/06/2023 | Virtual Payment | 470.31 | APA001575 |
| 9648848183 | Invoice | CHAIN SAW BATTERIES & SUPPLIES | | | | |
| | HINDERLITER DE LLAMAS | | 04/06/2023 | Virtual Payment | 1,030.91 | APA001576 |
| SIN026482 | Invoice | CONTRACT & AUDIT SERVICES-SALES TAX Q3 2022 | | | | |
| | JANE L BENEFIELD | | 04/06/2023 | Virtual Payment | 60.00 | APA001577 |
| PC Q4 2022 | Invoice | PLANNING COMMISSION MEETINGS OCT-DEC 2022 | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | JIM REGINATO | | 04/06/2023 | Virtual Payment | 50.00 | APA001578 |
| ARB Q4 2022 | Invoice | ARCHITECTURAL REVIEW BOARD OCT-DEC 2022 | | | | |
| | JOHN CALLENDER | | 04/06/2023 | Virtual Payment | 120.00 | APA001579 |
| PC Q4 2022 | Invoice | PLANNING COMMISSION MEETINGS OCT-DEC 2022 | | | | |
| | JOHN MOYER | | 04/06/2023 | Virtual Payment | 120.00 | APA001580 |
| PC Q4 2022 | Invoice | PLANNING COMMISSION MEETINGS OCT-DEC 2022 | | | | |
| | LIEBERT CASSIDY WHITMORE | | 04/06/2023 | Virtual Payment | 14,896.60 | APA001581 |
| 236160 | Invoice | PROFESSIONAL LEGAL SERVICES THROUGH 2/28/23 | | | | |
| 236161 | Invoice | PROFESSIONAL LEGAL SERVICES THROUGH 2/28/23 | | | | |
| | MISSION UNIFORM SERVICE | | 04/06/2023 | Virtual Payment | 168.56 | APA001582 |
| 518989498 | Invoice | MAT REPLACEMENT AT POOL 3/27/23 | | | | |
| 518989501 | Invoice | MAT REPLACEMENT AT LIBRARY 3/27/23 | | | | |
| 518989513 | Invoice | MAT REPLACEMENT, UNIFORM CLEANING 3/27/23 | | | | |
| | MNS ENGINEERS INC | | 04/06/2023 | Virtual Payment | 1,762.50 | APA001583 |
| 82640 | Invoice | FEB23 SURVEY FOR 4610 FOURTH STREET | | | | |
| | MOSS LEVY & HARTZHEIM LLP | | 04/06/2023 | Virtual Payment | 4,385.00 | APA001584 |
| 35005 | Invoice | FEB23 AUDIT TO DATE | | | | |
| | OVERDRIVE INC. | | 04/06/2023 | Virtual Payment | 10,563.92 | APA001585 |
| 01352CO23097036 | Invoice | MAR23 EBOOK/AUDIOBOOK MATERIAL FOR LIBRARY | | | | |
| 01352DA23098849 | Invoice | MAR23 EBOOK MATERIAL FOR LIBRARY | | | | |
| | PATRICK O'CONNOR | | 04/06/2023 | Virtual Payment | 50.00 | APA001586 |
| ARB Q4 2022 | Invoice | ARCHITECTURAL REVIEW BOARD MEETINGS OCT-DEC 2022 | | | | |
| | REGIONAL GOVERNMENT SERVICES | | 04/06/2023 | Virtual Payment | 9,720.00 | APA001587 |
| 14657 | Invoice | FEB23 CONTRACTED HR SERVICES SUPPORT | | | | |
| | RICHARD E JOHNSON | | 04/06/2023 | Virtual Payment | 50.00 | APA001588 |
| ARB Q4 2022 | Invoice | ARCHITECTURAL REVIEW BOARD MEETINGS OCT-DEC 2022 | | | | |
| | ROCKWELL PRINTING | | 04/06/2023 | Virtual Payment | 392.40 | APA001589 |
| 41744 | Invoice | MAR23 BUSINESS CARDS | | | | |
| | SANSUM CLINIC | | 04/06/2023 | Virtual Payment | 356.00 | APA001590 |
| 67117 | Invoice | PRE-HEALTH SCREENING FOR R.L 2/27/23 | | | | |
| | SANTA BARBARA PEST CONTROL | | 04/06/2023 | Virtual Payment | 130.00 | APA001591 |
| 156896 | Invoice | MAR23 PEST CONTROL AT CITY HALL | | | | |
| 156897 | Invoice | MAR23 PEST CONTROL AT VETS HALL | | | | |
| | SHOWSCAPES | | 04/06/2023 | Virtual Payment | 2,145.00 | APA001592 |
| 388332293 | Invoice | INSTALL NEW PLANTS NEXT TO SHERIFF'S OFFICE | | | | |
| | SITEONE LANDSCAPE SUPPLY (ALL AROUND) | | 04/06/2023 | Virtual Payment | 131.13 | APA001593 |
| 127873825-001 | Invoice | TREE STAKES AND TIES | | | | |
| | SO CA EDISON | | 04/06/2023 | Virtual Payment | 6,474.53 | APA001594 |
| MAR23 700201069122 | Invoice | MAR23 ELECTRICTY-101 ASH AVE | | | | |
| MAR23 700230547624 | Invoice | MAR23 ELECTRICITY-5103 CARPINTERIA AVE | | | | |
| MAR23 700247140684 | Invoice | MAR23 ELECTRICITY-1 CARPINTERIA TC1 | | | | |
| MAR23 700264659490 | Invoice | MAR23 ELECTRICITY-1115 LINDEN AVE B PED | | | | |
| MAR23 700274833982 | Invoice | MAR23 ELECTRICITY-901 CACTUS LN EV EV | | | | |
| MAR23 700291369452 | Invoice | MAR23 ELECTRICITY-MULTIPLE LOCATIONS | | | | |
| MAR23 700525378417 | Invoice | MAR23 ELECTRICITY-931 WALNUT AVE & 4851 5TH ST | | | | |
| | TRI-CO REPROGRAPHICS | | 04/06/2023 | Virtual Payment | 1,065.37 | APA001595 |
| 175799 | Invoice | MYLAR, COLOR, B&W PRINT FOR VIA REAL STORMWATER | | | | |
| 175982 | Invoice | BOND, MONOCHROME FOR 2022 PAVEMENT REHAB | | | | |
| 176133 | Invoice | LARGE FORMAT COLOR SCANNING VIA REAL STORMWATER | | | | |
| 176184 | Invoice | SCANNING SMALL FORMAT, FILE RENAME 3/29/23 | | | | |
| 176185 | Invoice | SCANNING SMALL FORMAT, FILE RENAME 3/29/23 | | | | |
| | WILLDAN FINANCIAL SERVICES | | 04/06/2023 | Virtual Payment | 18,705.00 | APA001596 |
| 010-54321 | Invoice | SERVICES TO UPDATE TO DEVELOPMENT IMPACT FEE STUDY | | | | |
| | X-TECH SYSTEMS | | 04/06/2023 | Virtual Payment | 153.49 | APA001597 |
| 452696 | Invoice | COPY MACHINE CHARGES 12/21/22-3/20/23-LIBRARY | | | | |
| | AG ENT INC | | 04/13/2023 | Virtual Payment | 340.00 | APA001598 |
| 23380 | Invoice | BF REPAIR/WILKINS TEST CARP CREEK PARK 3/28/23 | | | | |
| 23381 | Invoice | BACKFLOW/WILKINS TESTING 1212 CASITAS PASS 3/28/23 | | | | |
| 23382 | Invoice | BACKFLOW TESTING AT LINDEN/CARP AVE 3/28/23 | | | | |
| | ALICE WISSING | | 04/13/2023 | Virtual Payment | 360.00 | APA001599 |
| 03/20/23 | Invoice | MINUTES FOR PLANNING COMMISSION MTG 3/20/23 | | | | |
| | AMAZON CAPITAL SERVICES INC | | 04/13/2023 | Virtual Payment | 151.38 | APA001600 |
| 1FWT-W4WC-LT9V | Invoice | PAPER, DRUM UNIT, SHARPIES FOR LIBRARY 4/2/23 | | | | |
| 1RC4-RCTX-4HR9 | Invoice | BOOKS FOR LIBRARY | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | AMBER KAPLAN | | 04/13/2023 | Virtual Payment | 60.00 | APA001601 |
| LAC Q1 2023 | Invoice | LIBRARY ADVISORY COMMISSION MEETINGS JAN-MAR 2023 | | | | |
| | AMY BLAKEMORE | | 04/13/2023 | Virtual Payment | 75.00 | APA001602 |
| ARB Q1 2023 | Invoice | ARCHITECTURAL REVIEW BOARD JAN-MAR 2023 | | | | |
| | ANIMAL MEDICAL CLINIC | | 04/13/2023 | Virtual Payment | 1,758.50 | APA001603 |
| 329481 | Invoice | MAR23 EMERGENCY OUT OF CONTRACT VET SERVICES | | | | |
| 329568 | Invoice | MAR23 EMERGENCY OUT OF CONTRACT VET SERVICES | | | | |
| 330571 | Invoice | MAR23 DOG LICENSING ISSUANCE | | | | |
| 330573 | Invoice | MAR23 CONTRACTED VET SERVICES | | | | |
| | A-OK POWER EQUIPMENT | | 04/13/2023 | Virtual Payment | 31.50 | APA001604 |
| 704512 | Invoice | GREASE FOR POWER EQUIPMENT | | | | |
| | ASSOCIATION FOR RURAL & SMALL LIBRARIES | | 04/13/2023 | Virtual Payment | 100.00 | APA001605 |
| 67711 | Invoice | ANNUAL MEMBERSHIP FOR LIBRARY THROUGH 3/29/24 | | | | |
| | AT&T MOBILITY | | 04/13/2023 | Virtual Payment | 391.09 | APA001606 |
| 287303896883X04102023 | Invoice | MAR23 CITY HALL CELL PHONES | | | | |
| | BIG GREEN CLEANING COMPANY | | 04/13/2023 | Virtual Payment | 2,065.00 | APA001607 |
| 621721 | Invoice | APR23 CONTRACTED SERVICES AT POOL | | | | |
| 621722 | Invoice | APR23 CONTRACTED CLEANING SERVICE AT LIBRARY | | | | |
| | BRAD STEIN | | 04/13/2023 | Virtual Payment | 75.00 | APA001608 |
| ARB Q1 2023 | Invoice | ARCHITECTURAL REVIEW BOARD JAN-MAR 2023 | | | | |
| | CARPINTERIA VALLEY LUMBER CO | | 04/13/2023 | Virtual Payment | 246.31 | APA001609 |
| 504052 | Invoice | PLYWOOD FOR HARBOR SEAL SIGNS | | | | |
| 504307 | Invoice | REDHOT & PRIMER GLUE FOR BANNERS | | | | |
| 504506 | Invoice | PUSH BROOM FOR TRUCK #329 | | | | |
| | CARPINTERIA VALLEY WATER DISTRICT | | 04/13/2023 | Virtual Payment | 11,769.12 | APA001610 |
| CARP CITY MAR23 SERVICE | Invoice | MAR23-WATER FOR MULTIPLE LOCATIONS | | | | |
| | COASTAL VIEW NEWS | | 04/13/2023 | Virtual Payment | 385.00 | APA001611 |
| 59677 | Invoice | ORDINANCE 764 1ST READING AD 3/30/23 | | | | |
| 59678 | Invoice | HOUSING 2023-2031 UPDATE AD 3/30/23 | | | | |
| | COUNTY SANITATION COMPANY INC STEWARTS & SELZER PLUMBING | | 04/13/2023 | Virtual Payment | 890.85 | APA001612 |
| 62089 | Invoice | UNCLOG TOILET AT LIBRARY 3/22/23 | | | | |
| 62096 | Invoice | WATER BURST EMERGENCY AT POOL 3/24/23 | | | | |
| | COX BUSINESS | | 04/13/2023 | Virtual Payment | 428.43 | APA001613 |
| APR23 001 3011 022093901 | Invoice | APR23-CITY HALL TV & INTERNET SERVICE | | | | |
| | DANIELLE MANRIQUEZ-OSBORN | | 04/13/2023 | Virtual Payment | 90.00 | APA001614 |
| LAC Q1 2023 | Invoice | LIBRARY ADVISORY COMMISSION MTGS JAN-MAR 2023 | | | | |
| | DAVID ALLEN | | 04/13/2023 | Virtual Payment | 180.00 | APA001615 |
| PC Q1 2023 | Invoice | PLANNING COMMISSION MEETINGS JAN-MAR 2023 | | | | |
| | EASY LIFT TRANSPORTATION | | 04/13/2023 | Virtual Payment | 1,000.00 | APA001616 |
| 7353 | Invoice | APR23 COMMUNITY TRANSPORTATION SERVICES | | | | |
| | EVERSHADE EXTERIOR CLEANING SOLUTIONS | | 04/13/2023 | Virtual Payment | 450.00 | APA001617 |
| 10336 | Invoice | MAR23 CLEANING OF TRASH CANS AT CARP & LINDEN AVE | | | | |
| | EVERYWHERE RIGHT NOW | | 04/13/2023 | Virtual Payment | 2,177.50 | APA001618 |
| 3464 | Invoice | ANNUAL HOSTING/DOMAIN NAMES FOR CITY HALL WEBSITE | | | | |
| 3466 | Invoice | MAR23 WEBSITE PROGRAMMING CITY HALL & LIBRARY | | | | |
| | FRONTIER COMMUNICATIONS | | 04/13/2023 | Virtual Payment | 160.98 | APA001619 |
| APR23 209-188-2500-061589-5 | Invoice | APR23 PHONE & INTERNET - LG TOWER | | | | |
| | GLENN D LA FEVERS | | 04/13/2023 | Virtual Payment | 120.00 | APA001620 |
| PC Q1 2023 | Invoice | PLANNING COMMISSION MTGS JAN-MAR 2023 | | | | |
| | GLYNN BIRDWELL | | 04/13/2023 | Virtual Payment | 60.00 | APA001621 |
| LAC Q1 2023 | Invoice | LIBRARY ADVISORY COMMISSION MTGS JAN-MAR 2023 | | | | |
| | GRACENOTE | | 04/13/2023 | Virtual Payment | 220.35 | APA001622 |
| 9747097518 | Invoice | FEB23 LISTING DISTRIBUTION SERVICES-GATV | | | | |
| 9747098957 | Invoice | MAR23 LISTING DISTRIBUTION SERVICES-GATV | | | | |
| 9747100452 | Invoice | APR23 LISTING DISTRIBUTION SERVICES-GATV | | | | |
| | GRAINGER | | 04/13/2023 | Virtual Payment | 71.44 | APA001623 |
| 9653524927 | Invoice | GRATE HOOKS, GASKET FOR POOL REPAIR | | | | |
| | HDL SOFTWARE LLC | | 04/13/2023 | Virtual Payment | 433.62 | APA001624 |
| SIN026629 | Invoice | FEB23 NEW ACCOUNTS PROCESSED/STR RETURNS | | | | |
| | JANE L BENEFIELD | | 04/13/2023 | Virtual Payment | 120.00 | APA001625 |
| PC Q1 2023 | Invoice | PLANNING COMMISSION MTGS JAN-MAR 2023 | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | JHD PLANNING LLC | | 04/13/2023 | Virtual Payment | 22,125.00 | APA001626 |
| 04/01/2023 | Invoice | 2023-2031 HOUSING ELEMENT SERVICES FOR MAR23 | | | | |
| | JOHN CALLENDER | | 04/13/2023 | Virtual Payment | 60.00 | APA001627 |
| PC Q1 2023 | Invoice | PLANNING COMMISSION MTGS JAN-MAR 2023 | | | | |
| | JOHN MOYER | | 04/13/2023 | Virtual Payment | 180.00 | APA001628 |
| PC Q1 2023 | Invoice | PLANNING COMMISSION MTGS JAN-MAR 2023 | | | | |
| | KANOPY | | 04/13/2023 | Virtual Payment | 53.00 | APA001629 |
| 344828 - PPU | Invoice | MAR23 LIBRARY VIDEOS | | | | |
| | KATHERINE SALANT | | 04/13/2023 | Virtual Payment | 60.00 | APA001630 |
| PC Q1 2023 | Invoice | PLANNING COMMISSION MTGS JAN-MAR 2023 | | | | |
| | LASH CONSTRUCTION INC | | 04/13/2023 | Virtual Payment | 63,908.52 | APA001631 |
| 11639 | Invoice | FEB23 CONSTRUCTION FOR SKATE PARK | | | | |
| | LIN CONSULTING INC. | | 04/13/2023 | Virtual Payment | 2,618.88 | APA001632 |
| 15047 | Invoice | FEB & MAR23 DESIGN SVCS CARP & PALM AVE INTERSECTI | | | | |
| | MARGARET CONNORS | | 04/13/2023 | Virtual Payment | 90.00 | APA001633 |
| LAC Q1 2023 | Invoice | LIBRARY ADVISORY COMMISSION MTGS JAN-MAR 2023 | | | | |
| | MCCORMIX CORP | | 04/13/2023 | Virtual Payment | 111.35 | APA001634 |
| 4812 | Invoice | MAR23 FUEL FOR CITY VEHICLES | | | | |
| | MISSION UNIFORM SERVICE | | 04/13/2023 | Virtual Payment | 50.81 | APA001635 |
| 518989514 | Invoice | TOWEL & MAT REPLACEMENT-CITY HALL 3/27/23 | | | | |
| | PATRICK O'CONNOR | | 04/13/2023 | Virtual Payment | 50.00 | APA001636 |
| ARB Q1 2023 | Invoice | ARCHITECTURAL REVIEW BOARD MTGS JAN-MAR 2023 | | | | |
| | RECDESK LLC | | 04/13/2023 | Virtual Payment | 6,800.00 | APA001637 |
| INV-13458 | Invoice | POOL SOFTWARE SUBSCRIPTION 5/1/23-4/30/24 | | | | |
| | RICHARD E JOHNSON | | 04/13/2023 | Virtual Payment | 75.00 | APA001638 |
| ARB Q1 2023 | Invoice | ARCHITECTURAL REVIEW BOARD MTGS JAN-MAR 2023 | | | | |
| | ROY HARTHORN | | 04/13/2023 | Virtual Payment | 4,230.21 | APA001639 |
| 1520 | Invoice | MAR23 PLAN CHECK SERVICES | | | | |
| | SITEONE LANDSCAPE SUPPLY (ALL AROUND) | | 04/13/2023 | Virtual Payment | 113.25 | APA001640 |
| 128053903-001 | Invoice | PVC MATERIAL FOR BANNERS | | | | |
| 128068230-001 | Invoice | PVC MATERIAL FOR BANNERS | | | | |
| | SO CA EDISON | | 04/13/2023 | Virtual Payment | 9,050.35 | APA001641 |
| MAR23 700405192484 | Invoice | MAR23 ELECTRICITY-MULTIPLE LOCATIONS | | | | |
| MAR23 700604790697 | Invoice | MAR23 ELECTRICITY-CAPP AV/CSTS PAS 609 | | | | |
| | SO CAL GAS | | 04/13/2023 | Virtual Payment | 7,204.99 | APA001642 |
| APR23 006 514 2700 7 | Invoice | NATRURAL GAS 5305 CARPINTERIA AVE APT B (POOL) | | | | |
| APR23 014 914 3239 7 | Invoice | NATURAL GAS 5103 CARPINTERIA AVE (FRIENDS OF LIBRA | | | | |
| APR23 016 913 9500 6 | Invoice | NATURAL GAS 5775 CARPINTERIA AVE (CITY HALL) | | | | |
| APR23 140 914 3084 4 | Invoice | NATURAL GAS 941 WALNUT AVE (VETS HALL) | | | | |
| | SOLID WASTE SOLUTIONS INC | | 04/13/2023 | Virtual Payment | 1,511.00 | APA001643 |
| 200 | Invoice | MAR23 ANNUAL FRANCHISE, SB1383, CALRECYCLE SERVICE | | | | |
| | TKM ENGINEERING | | 04/13/2023 | Virtual Payment | 4,677.50 | APA001644 |
| 1179 | Invoice | MAR23 TRAFFIC SIGNAL TIMING SERVICES | | | | |
| 1180 | Invoice | MAR23 TRAFFIC ENGINEERING STAFF AUGMENTATION | | | | |
| | UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA | | 04/13/2023 | Virtual Payment | 277.59 | APA001645 |
| 22-2303309 | Invoice | APR23 CA STATE FEE FOR REGULATORY COSTS | | | | |
| 320230160 | Invoice | APR23 NEW TICKET CHARGES & DATABASE MAINTENANCE | | | | |
| | VIVIANA MORALES | | 04/13/2023 | Virtual Payment | 90.00 | APA001646 |
| LAC Q1 2023 | Invoice | LIBRARY ADVISORY COMMISSION MTGS JAN-MAR 2023 | | | | |
| | WAXIE SANITARY SUPPLY | | 04/13/2023 | Virtual Payment | 535.82 | APA001647 |
| 81512212 | Invoice | TRASH BAG LINERS FOR PUBLIC WORKS | | | | |
| 81609445 | Invoice | PAPER TOWEL, BATH TISSUE, HAND SOAP, TRASH BAGS | | | | |
| | WEST COAST ARBORISTS INC | | 04/13/2023 | Virtual Payment | 9,187.50 | APA001648 |
| 197779 | Invoice | TREE MAINTENANCE 3/1/23-3/15/23 | | | | |
| | ZWORLD GIS | | 04/13/2023 | Virtual Payment | 5,427.00 | APA001649 |
| 2023-0233 | Invoice | MAR23 MAPPING/GIS SERVICES | | | | |
| 2023-0248 | Invoice | 2022 AERIAL IMAGERY REGIONAL COLL/FINAL PAYMENT | | | | |
| | CalPERS HEALTH | | 04/06/2023 | Bank Draft | 7,489.62 | DFT0003017 |
| APR23 PREMIUMS CC | Invoice | APR23 HEALTH PREMIUMS CC | | | | |
| | CalPERS HEALTH | | 04/06/2023 | Bank Draft | 53,698.53 | DFT0003018 |
| APR23 PREMIUMS | Invoice | APR23 HEALTH PREMIUMS | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | EDD-SIT | | 04/06/2023 | Bank Draft | 7,313.71 | DFT0003019 |
| PR07 04/06/23 | Invoice | PR07 04/06/23 SIT TAXES | | | | |
| | EDD-SDI | | 04/06/2023 | Bank Draft | 1,548.52 | DFT0003020 |
| PR07 04/06/23 | Invoice | PR07 04/06/23 SDI TAXES | | | | |
| | INTERNAL REVENUE SERVICE | | 04/06/2023 | Bank Draft | 23,085.57 | DFT0003021 |
| PR07 04/06/23 | Invoice | PR07 04/06/23 FEDERAL TAX PAYMENT | | | | |

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds.

### STAFF RECOMMENDATION

Receive and file the report

Sample Motion: I move to receive and file the report.

### BACKGROUND / DISCUSSION

The City Council is the City of Carpinteria trustees and authorized to make investment decisions concerning public funds that are subject to the prudent investment standard. The Prudent Investor Standard of the California Government Code Section 53600.3 states, "when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated need of the City, that a prudent person in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City." The standard or prudence to be used by investment officials shall be applied in the context of managing the overall portfolio.

Trustees are those persons authorized to make investment decisions on behalf of a local agency. Trustees or City Investment officials, acting in accordance with investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk changes or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

The purpose of this agenda matter is to provide the City Council with the required monthly Treasurer's Report.

## POLICY CONSISTENCY

The City is in compliance with the adopted Statement of Safekeeping and Investment of Public Funds.

## FINANCIAL CONSIDERATIONS

**Cash Statement:** At March 31, 2023, the City held cash and cash investments as shown in the table below.

Table I

| CASH ACTIVITY FOR THE MONTH: | |
|---|---|
| Cash and Investment Beginning of the Month | $ 22,062,754.78 |
| Cash Receipts | 3,584,040.78 |
| Cash Disbursements | (4,864,730.48) |
| Cash and Investment End of the Month | $ 20,782,065.08 |

**Investments:**

Changes in the market value of treasury securities are inversely proportional to changes in interest rates demanded in the open market, i.e., when rates rise market values fall, when rates fall market values rise. The sensitivity of a portfolio's market value to these changes in market rates is a function of its days to maturity and its coupon rate. Securities with longer maturities and/or lower coupon rates are more sensitive to changes in market interest rates. As a security matures, changes in its value become less sensitive to market rate changes.

At March 31st the portfolio's average days to maturity was 1.84 years, the average coupon rate was 1.61%, the average yield to maturity was 4.27%, the par value was $10,550,000 and Market Value was $10,096,025.12.

The City does not intend to sell nor does it have any foreseeable need to sell any securities. The intention of the City's investment policy is to hold all securities to maturity; and securities so held are redeemed at par value resulting in no net market gain or loss.

Attached for City Council review is the Treasurer's Report that details a listing of all the investments and cash activity during the month.

The City of Carpinteria will be able to meet all expenditure obligations that might reasonably be anticipated for the next six-month period October 1, 2023.

## LEGAL

This report has been prepared in compliance with California Government Code Sections 53600 and 53646.

## PRINCIPAL PARTIES EXPECTED AT MEETING

Unknown

## ATTACHMENTS

City of Carpinteria Treasurer's Report

Staff contact:
Licette Maldonado, Administrative Services Director
licettem@carpinteriaca.gov; (805) 755-4448

*Signature*

Reviewed by: Dave Durflinger, City Manager
daved@carpinteriaca.gov; (805) 755-4400

*Signature*

# City Treasurer's Report

# CITY OF CARPINTERIA TREASURER'S REPORT
**For the Month Ended March 2023**

## CASH ACTIVITY FOR THE MONTH:

| | |
|---|---|
| Cash and Investment Beginning of the Month | $ 22,062,754.78 |
| Cash Receipts | 3,584,040.78 |
| Cash Disbursements | (4,864,730.48) |
| Cash and Investment End of the Month | $ 20,782,065.08 |

## CASH AND INVESTMENT PORTFOLIO:

| Type of Investment/Coupon/CUSIP # | Institution/Issuer | Yield to Maturity | Maturity Date | # Days to Maturity | Par Value | Market Value (1) | Book Value (2) |
|---|---|---|---|---|---|---|---|
| Demand Deposit - General Checking | Montecito Bank | N/A | N/A | N/A | 22,206.59 | 22,206.59 | 22,206.59 |
| Demand Deposit - Premier Public Money Market | Montecito Bank | N/A | 4/1/2023 | 1 | 2,068,654.00 | 2,068,654.00 | 2,068,654.00 |
| Demand Deposit - Section 125 Checking | Montecito Bank | N/A | N/A | N/A | 2,566.27 | 2,566.27 | 2,566.27 |
| Demand Deposit - Payroll Checking | Montecito Bank | N/A | N/A | N/A | 5,000.00 | 5,000.00 | 5,000.00 |
| Demand Deposit - Money Market | Charles Schwab | N/A | 4/1/2023 | 1 | 4,919,628.88 | 4,919,628.88 | 4,919,628.88 |
| Local Agency Investment Fund | State of California | 0.22% | 4/1/2023 | 1 | 3,453,121.78 | 3,453,121.78 | 3,453,121.78 |
| Treasury Note, 0.25%, (912828ZH6) | U.S. Government | 1.03% | 4/15/2023 | 15 | 250,000.00 | 249,648.43 | 247,820.56 |
| Treasury Note, 1.625%, (912828R69) | U.S. Government | 1.87% | 5/31/2023 | 61 | 250,000.00 | 248,750.00 | 249,268.63 |
| Treasury Note, 2.625%, (9128284U1) | U.S. Government | 2.84% | 6/30/2023 | 91 | 100,000.00 | 99,500.00 | 99,563.57 |
| Treasury Note, 2.75%, (912828Y61) | U.S. Government | 0.06% | 7/31/2023 | 122 | 400,000.00 | 397,312.48 | 398,795.22 |
| Treasury Note, 23U, (912796Y37) | U.S. Government | 4.83% | 8/3/2023 | 125 | 250,000.00 | 246,009.58 | 244,117.48 |
| Treasury Note, 2.75%, (9128284X5) | U.S. Government | 0.01% | 8/31/2023 | 153 | 400,000.00 | 396,812.48 | 399,721.60 |
| Treasury Note, 2.875%, (9128285D8) | U.S. Government | 0.67% | 9/30/2023 | 183 | 250,000.00 | 247,812.50 | 249,335.00 |
| Treasury Note, 2.875%, (9128285K2) | U.S. Government | 2.20% | 10/31/2023 | 214 | 250,000.00 | 247,382.80 | 252,579.39 |
| Treasury Note, 2.75%, (912828WE6) | U.S. Government | 2.23% | 11/15/2023 | 229 | 250,000.00 | 246,796.88 | 252,049.66 |
| Treasury Note, 0.75%, (91282CDR9) | U.S. Government | 0.73% | 12/31/2023 | 275 | 250,000.00 | 242,656.25 | 249,993.47 |
| Treasury Note, 2.5%, (9128285Z9) | U.S. Government | 0.06% | 1/31/2024 | 306 | 200,000.00 | 196,312.50 | 199,388.94 |
| Treasury Note, 2.375%, (9128286G0) | U.S. Government | 0.78% | 2/29/2024 | 335 | 200,000.00 | 195,781.24 | 199,264.00 |
| Treasury Note, 0.25%, (91282CBR1) | U.S. Government | 2.17% | 3/15/2024 | 350 | 250,000.00 | 239,804.68 | 240,750.00 |
| Treasury Note, 2.25%, (9128286R6) | U.S. Government | 2.41% | 4/30/2024 | 396 | 250,000.00 | 243,750.00 | 249,156.76 |
| Treasury Note, 2.0%, (912828XT2) | U.S. Government | 1.11% | 5/31/2024 | 427 | 250,000.00 | 242,890.63 | 255,107.50 |
| Treasury Note, 0.25%, (91282CCG4) | U.S. Government | 4.61% | 6/15/2024 | 442 | 250,000.00 | 237,656.25 | 235,669.96 |
| Treasury Note, 3.0%, (91282CFA4) | U.S. Government | 4.53% | 7/31/2024 | 488 | 250,000.00 | 245,390.63 | 244,503.55 |
| Treasury Note, 3.25%, (91282CFG1) | U.S. Government | 4.30% | 8/31/2024 | 519 | 250,000.00 | 246,171.88 | 245,158.84 |
| Treasury Note, 0.375%, (91282CCX7) | U.S. Government | 1.08% | 9/15/2024 | 534 | 250,000.00 | 236,171.88 | 245,359.46 |
| Treasury Note, 2.125%, (9128282Y5) | U.S. Government | 4.31% | 9/30/2024 | 549 | 250,000.00 | 242,070.30 | 239,586.84 |
| Treasury Note, 0.625%, (91282CDB4) | U.S. Government | 4.14% | 10/15/2024 | 564 | 250,000.00 | 236,406.25 | 233,056.64 |
| Treasury Note, 2.25%, (912828G38) | U.S. Government | 4.35% | 11/15/2024 | 595 | 250,000.00 | 242,109.38 | 241,052.35 |
| Treasury Note, 1.00%, (91282CDN8) | U.S. Government | 0.98% | 12/15/2024 | 625 | 250,000.00 | 236,875.00 | 250,079.39 |
| Treasury Note, 1.125%, (912828ZC7) | U.S. Government | 1.29% | 2/28/2025 | 700 | 250,000.00 | 236,328.13 | 248,740.00 |
| Treasury Note, 2.625%, (9128284F4) | U.S. Government | 1.30% | 3/31/2025 | 731 | 250,000.00 | 243,242.18 | 260,224.61 |
| Treasury Note, 0.25%, (912828ZT0) | U.S. Government | 1.25% | 5/31/2025 | 792 | 250,000.00 | 230,664.05 | 241,660.01 |
| Treasury Note, 0.25%, (912828ZW3) | U.S. Government | 1.53% | 6/30/2025 | 822 | 250,000.00 | 230,390.63 | 239,598.86 |
| Treasury Note, 0.25%, (91282CAM3) | U.S. Government | 1.32% | 9/30/2025 | 914 | 250,000.00 | 228,789.05 | 240,265.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Treasury Note, 3.0%, (9128285J5) | U.S. Government | 4.09% | 10/31/2025 | 945 | 250,000.00 | 244,453.13 | 242,136.63 |
| Treasury Note, 0.375%, (91282CBC4) | U.S. Government | 1.20% | 12/31/2025 | 1006 | 250,000.00 | 227,812.50 | 241,955.00 |
| Treasury Note, 0.375%, (91282CBC4) | U.S. Government | 1.37% | 12/31/2025 | 1006 | 250,000.00 | 227,812.50 | 240,365.00 |
| Treasury Note, 1.625%, (912828P46) | U.S. Government | 1.56% | 2/15/2026 | 1052 | 250,000.00 | 235,078.13 | 250,595.69 |
| Treasury Note, 0.5%, (91282CBQ3) | U.S. Government | 1.28% | 2/25/2026 | 1062 | 250,000.00 | 227,187.50 | 242,113.19 |
| Treasury Note, 0.75%, (91282CBT7) | U.S. Government | 1.28% | 3/31/2026 | 1096 | 250,000.00 | 228,710.93 | 244,459.30 |
| Treasury Note, 0.75%, (91282CCF6) | U.S. Government | 1.34% | 5/31/2026 | 1157 | 250,000.00 | 227,382.80 | 243,702.50 |
| Treasury Note, 0.875%, (91282CCJ8) | U.S. Government | 1.35% | 6/30/2026 | 1187 | 250,000.00 | 227,968.75 | 244,821.96 |
| Treasury Note, 1.625%, (91282YQ7) | U.S. Government | 4.00% | 10/31/2026 | 1310 | 250,000.00 | 232,265.63 | 227,869.30 |
| Treasury Note, 2%, (91282U24) | U.S. Government | 4.31% | 11/15/2026 | 1325 | 250,000.00 | 235,078.13 | 228,317.27 |
| Treasury Note, 1.25%, (91282CDK4) | U.S. Government | 1.28% | 11/30/2026 | 1340 | 250,000.00 | 228,671.88 | 249,602.02 |
| Treasury Note, 2.25%, (912828V98) | U.S. Government | 4.29% | 2/15/2027 | 1417 | 250,000.00 | 236,835.93 | 229,819.14 |
| Treasury Note, 2.5%, (91282CEF4) | U.S. Government | 3.96% | 2/16/2027 | 1418 | 250,000.00 | 238,750.00 | 235,031.06 |
| Treasury Note, 3.125%, (91282CFH9) | U.S. Government | 4.19% | 8/31/2027 | 1614 | 250,000.00 | 244,531.25 | 238,232.21 |
| | | | | | **21,021,177.52** | **20,567,202.64** | **20,782,065.08** |

REPORT ON COMPLIANCE WITH STATEMENT OF SAFEKEEPING AND INVESTMENT OF PUBLIC FUNDS

The City is in compliance with the adopted Statement of Safekeeping and Investment of Public Funds.

REPORT OF ABILITY TO MEET REQUIRED EXPENDITURES FOR THE NEXT SIX MONTHS

Based upon currently budgeted revenues and expenditures, the City currently has sufficient liquid financial resources to meet anticipated expenditures during the period 4/01/23 through 10/01/23.

WEIGHTED AVERAGE MATURITY OF PORTFOLIO

As of March 31, 2023 the weighted average days to maturity of the City's investment portfolio is 1.84 years.

FOOTNOTES TO REPORT/DEFINITION OF TERMS:

(1) The market value of U.S. Goverment Securities was provided by the custodial agent, Charles Schwab.
For the Local Agency Investment Fund the market value represents the contract value.

For all other investments, the market value is equal to book value.

(2) Book value of demand deposits equals the bank balance minus outstanding checks plus deposits-in-transit.

Yield to Maturity (YTM): The percentage rate of return for the note assuming that the City holds the asset until its maturity date. It is the sum of all its remaining coupon payments.
Par Value: Equals face value of security (value of the security when it reaches maturity).
Market Value: The last price for which a security was bought or sold. In this case, the value as of the last day of the month of this report.
Book Value: The amount at which the security is carried in the City's accounting records (adjusted at year-end for GASB 40 reporting purposes).

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## APRIL 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Quarterly Review of Pension Stabilization Trust.

### STAFF RECOMMENDATION

Receive and file the report

Sample Motion: I move to receive and file the report.

### BACKGROUNG/DISCUSSION

The purpose of the Pension Stabilization Trust is to accumulate, hold, and distribute pension plan assets for the exclusive benefit of retiree pensions within the meaning of IRS Code Section 115. Plan assets are irrevocable and may not be used for any purpose other than the purpose of the Trust. Withdrawal of plan assets is not permitted except to transfer to another trust or to reimburse the City for pension costs paid.

The City's primary objective in establishing the Pension Trust is to control long term costs and volatility on the annual operating budget. The trust provides more flexibility for the City to both level out contributions and mitigate year-to-year contribution volatility.

Plan contributions transfer assets to the Trust, and accordingly, plan assets are not carried on the City's books and are not subject to the City's investments policy. Discretionary Trustee Benefit Trust Company (BTC), with the advice of Morgan Stanley Wealth Management Consulting Group, actively manage plan assets consistent with the Investment Policy Statement. The City's individual trust account is part of a larger Multiple Employer Trust administered by Keenan Financial Services and BTC, referred to as the California Public Entity Pension Stabilization Trust. BTC also provides the City with monthly, quarterly (attached), and annual statements-of-activity of the City's account. The Pension Stabilization Trust utilizes a Board of Authority that provides management and oversight of the Trust with participation by one individual per public

agency. The fees are asset-based, paid monthly, deducted directly from the Trust account, and total 30 bps[1] annually. This is competitive with other comparable plans.

## POLICY CONSISTENCY

This matter concerns actions aimed at improving the City's long-term financial position and is consistent with the City's fiduciary responsibilities and goal to deliver services that meet community needs in an efficient and effective manner.

The purpose of this quarterly review is to report the portfolio summary of the City of Carpinteria Pension Stabilization Trust account.

## FINANCIAL CONSIDERATIONS

### Portfolio Summary:

At March 31, 2023, the City held investments as shown in the table below.

Table 1

| | Year to Date (YTD) | |
|---|---|---|
| **Beginning Value** | **$1,098,809.05** | |
| Net Withdrawals | 0.00 | |
| Interest | 0.00 | |
| Dividends | 8,687.45 | |
| Change in Market Value | 43,064.17 | |
| Management Fees | (846.45) | |
| **Ending Value** | **$1,149,714.22** | |
| | | |
| **Market Value** | | **Asset Allocation** |
| Fixed Income | 756,886.87 | 65.8% |
| Equities | 339,066.99 | 29.5% |
| Alternatives | 53,760.36 | 4.7% |
| **Total Account** | **$1,149,714.22** | **100.0%** |

Inception date: 6/30/18
YTD: 1/1/2023 - 3/31/2023

### Investments:

At March 31st the portfolio's estimated market value was $1,149,714.22 quarter to date (net of fees) of 4.63%, year to date (net of fees) of 4.63%, last 12 months (net of fees) -

[1] Basis points pertain to interest rates. One basis point is equal to one one-hundredth of one percentage point (0.01%). Therefore, 100 basis points would be equivalent to 1%.

8.18%, and inception to date (net of fees) of 2.00%. Attached for City Council review is the statement from Benefit Trust as of March 31, 2023.

An initial deposit of $1 million dollars was invested June 30, 2018. A second deposit of $52,900 was made September 18, 2018 and the third budgeted deposit of $76,850 was made on January 15, 2020. There was a disbursement of $64,031 for FY 2021 and $28,666 for FY 2022 on October 13, 2021.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The establishment of the Pension Stabilization Trust Fund is being developed consistent with Section 115 of the Internal Revenue Code. Establishment of the Irrevocable Pension Stabilization Trust Fund mitigates financial risk associated with expected increases in the CalPERS pension rates over the next decade.

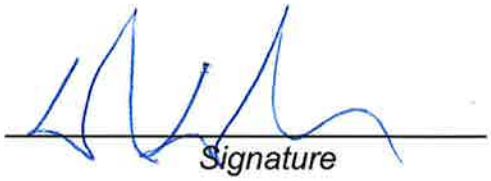
## ATTACHMENTS

A. March 31, 2023 Performance Report

Staff contact:
Licette Maldonado, Administrative Services Director
licettem@carpinteriaca.gov; (805) 755-4448

*Signature*

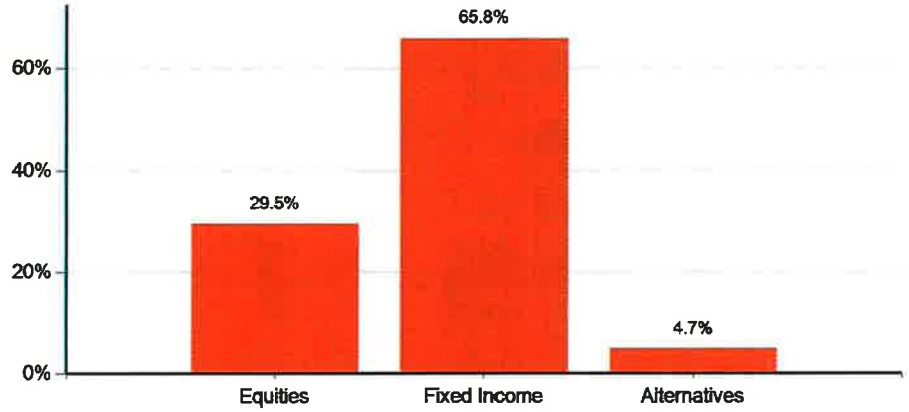
Reviewed by:
Dave Durflinger, City Manager
daved@carpinteriaca.gov; (805) 755-4400



*Signature*

**ATTACHMENT A**
**CITY OF CARPINTERIA CA-MUNI-PST**
**BENEFIT TRUST ACCOUNT**

## Asset Allocation




## Portfolio Summary

| | | Year to Date |
|---|---|---|
| Beginning Value | $ | 1,098,809.05 |
| Net Contributions | | - |
| Interest | | - |
| Dividends | | 8,687.44 |
| Change in Market Value | | 43,064.17 |
| Management Fees | | (846.45) |
| Ending Value | $ | 1,149,714.22 |

YTD: 12/31/2022 - 3/31/2023

## Performance

| | Market Value | Current Yield | Month to Date | Quarter to Date | Year to Date | Last 12 Months | Last 3 Years | Inception* to Date |
|---|---|---|---|---|---|---|---|---|
| Fixed Income | 756,886.87 | 3.9 | 2.00 | 3.47 | 3.47 | -6.19 | -1.25 | 0.94 |
| Equities | 339,066.99 | 1.4 | 2.19 | 7.95 | 7.95 | -10.12 | 14.68 | 5.85 |
| Alternatives | 53,760.35 | 3.1 | -1.88 | 2.59 | 2.59 | -19.68 | 10.65 | 2.11 |
| **Total Account** | **1,149,714.22** | **3.1** | **1.87** | **4.71** | **4.71** | **-7.91** | **3.41** | **2.30** |
| **Total Account (Net of Fees)** | | **3.1** | **1.84** | **4.63** | **4.63** | **-8.18** | **3.10** | **2.00** |
| *S&P 500 TR* | | | *3.67* | *7.49* | *7.49* | *-7.73* | *18.61* | *11.02* |
| *MSCI EAFE* | | | *2.61* | *8.62* | *8.62* | *-0.86* | *13.27* | *4.15* |
| *MSCI ACWI Ex US Net* | | | *2.44* | *6.86* | *6.86* | *-5.03* | *11.79* | *3.18* |
| *BBG Agg (US)* | | | *2.54* | *2.96* | *2.96* | *-4.79* | *-2.77* | *0.99* |
| *BBG Global Agg* | | | *3.16* | *3.01* | *3.01* | *-8.07* | *-3.41* | *-0.81* |
| *50% MSCI ACWI/ 50% Barclays Agg* | | | *2.81* | *5.13* | *5.13* | *-5.86* | *6.17* | *4.39* |

* Inception date: 6/30/2018

Performance for periods greater than one year are annualized.

# PORTFOLIO APPRAISAL
## *CITY OF CARPINTERIA CA–MUNI-PST*
## *BENEFIT TRUST ACCOUNT 7440*
*March 31, 2023*

| Quantity | Security | Security Symbol | Unit Cost | Total Cost | Price | Market Value | Pct. Assets | Cur. Yield |
|---|---|---|---|---|---|---|---|---|
| **FIXED INC MUTUAL FUNDS** | | | | | | | | |
| TAXABLE BOND FUND | | | | | | | | |
| 14,865.966 | BLACKROCK TOTAL RETURN FD BD FD BLKRK CL | MPHQ.X | 11.47 | 170,459.57 | 10.15 | 150,889.55 | 13.1 | 3.4 |
| 9,186.036 | GUGGENHEIM FDS TR INVT GD BD INSTL | GIUS.X | 18.55 | 170,424.55 | 16.43 | 150,926.57 | 13.1 | 3.7 |
| 3,257.465 | GUGGENHEIM FDS TR MACRO OPPTY R6 | GIOS.X | 26.25 | 85,509.35 | 24.01 | 78,211.73 | 6.8 | 5.3 |
| 12,585.647 | PRUDENTIAL TOTAL RETURN BD FD | PTRQ.X | 14.15 | 178,137.42 | 11.98 | 150,776.05 | 13.1 | 4.1 |
| 15,003.311 | PRUDNTIAL GBL TOTL RTRN FD INC PGIM GBL TTL R6 | PGTQ.X | 6.87 | 103,087.28 | 5.12 | 76,816.95 | 6.7 | 4.1 |
| 15,581.003 | WESTERN ASSET FDS INC | WAPS.X | 11.50 | 179,104.91 | 9.58 | 149,266.01 | 13.0 | 3.6 |
| | | | | 886,723.07 | | 756,886.87 | 65.8 | 3.9 |
| | | | | 886,723.07 | | 756,886.87 | 65.8 | 3.9 |
| **DOMESTIC EQUITY MUTUAL FUNDS** | | | | | | | | |
| LARGE CAP FUND | | | | | | | | |
| 1,008.455 | ALGER FUNDS CAP APP FOCS Y | ALGY.X | 38.46 | 38,789.19 | 43.19 | 43,555.17 | 3.8 | 0.1 |
| 2,244.254 | COLUMBIA FDS SER TR I | COFY.X | 28.48 | 63,923.53 | 27.40 | 61,492.56 | 5.3 | 0.6 |
| 694.008 | LEGG MASON PARTNERS EQUITY TR CLR BRID SL IS | LCSS.X | 40.89 | 28,378.84 | 40.44 | 28,065.68 | 2.4 | 0.0 |
| | | | | 131,091.56 | | 133,113.41 | 11.6 | 0.3 |
| MID CAP FUND | | | | | | | | |
| 1,060.224 | ALGER FDS MD CP FOCUS Z | AFOZ.X | 14.90 | 15,795.49 | 12.27 | 13,008.95 | 1.1 | 0.0 |
| SMALL CAP FUNDS | | | | | | | | |
| 1,402.708 | ALGER FDS SMALL CP FOCUS Z | AGOZ.X | 20.66 | 28,973.43 | 17.21 | 24,140.60 | 2.1 | 0.0 |
| 429.793 | UNDISCOVERED MANAGERS FDS BEHAVR VAL R6 | UBVF.X | 67.86 | 29,167.09 | 76.18 | 32,741.63 | 2.8 | 1.2 |
| | | | | 58,140.52 | | 56,882.24 | 4.9 | 0.7 |
| | | | | 205,027.57 | | 203,004.60 | 17.7 | 0.4 |
| **INTERNATIONAL MUTUAL FUNDS** | | | | | | | | |
| INTERNATIONAL EMERGING MARKET FUND | | | | | | | | |
| 86.251 | AMERICAN FUNDS NEW WORLD F-2 | NFFF.X | 66.19 | 5,709.28 | 70.62 | 6,091.05 | 0.5 | 1.1 |
| INTERNATIONAL FUND | | | | | | | | |
| 453.408 | AMERICAN FUNDS NEW PERSPECTIVE F2 | ANWF.X | 46.30 | 20,990.92 | 51.94 | 23,550.01 | 2.0 | 1.0 |

"#carp-pst."

# PORTFOLIO APPRAISAL
## *CITY OF CARPINTERIA CA–MUNI-PST*
## *BENEFIT TRUST ACCOUNT 7440*
*March 31, 2023*

| Quantity | Security | Security Symbol | Unit Cost | Total Cost | Price | Market Value | Pct. Assets | Cur. Yield |
|---|---|---|---|---|---|---|---|---|
| 1,322.657 | GOLDMAN SACHS TR II GQG PARTNRS R6 | GSIY.X | 14.80 | 19,569.06 | 17.24 | 22,802.61 | 2.0 | 4.7 |
| 1,443.074 | HARTFORD INTERNATIONAL VALUE Y | HILY.X | 16.46 | 23,756.17 | 16.63 | 23,998.32 | 2.1 | 2.6 |
| 727.766 | PRUDENTIAL WORLD FD INC JENNISON GBL Q | PRJQ.X | 30.92 | 22,501.34 | 33.18 | 24,147.28 | 2.1 | 0.0 |
| 1,593.582 | THORNBURG INVESTMENT INCOME BUILDER | TIBO.X | 21.83 | 34,783.51 | 22.26 | 35,473.14 | 3.1 | 5.5 |
| | | | | 121,601.01 | | 129,971.35 | 11.3 | 3.0 |
| | | | | 127,310.29 | | 136,062.40 | 11.8 | 2.9 |
| **ALTERNATIVE INVESTMENT FUNDS** | | | | | | | | |
| ALTERNATIVE FUND | | | | | | | | |
| 2,662.170 | COHEN & STEERS RLTY INCM NEW SHS CL Z | CSZI.X | 16.49 | 43,898.26 | 15.45 | 41,130.53 | 3.6 | 3.4 |
| 698.166 | PRUDENTIAL GLOBAL REAL ESTATE | PGRQ.X | 22.80 | 15,916.81 | 18.09 | 12,629.82 | 1.1 | 2.3 |
| | | | | 59,815.07 | | 53,760.35 | 4.7 | 3.1 |
| | | | | 59,815.07 | | 53,760.35 | 4.7 | 3.1 |
| **TOTAL PORTFOLIO** | | | | **1,278,876.01** | | **1,149,714.22** | **100.0** | **3.1** |

"#carp-pst."

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
April 24, 2023

## ITEM FOR COUNCIL CONSIDERATION

Acceptance of donations made to the City as listed in Attachment A.

## STAFF RECOMMENDATION

Accept the in-kind and cash donations.

Sample Motion: I move to accept the listed donations for equipment and monetary donations in support of the City.

## BACKGROUND / DISCUSSION

On July 14, 2022, the City received a check from the Ann Jackson Family Foundation in the amount of $11,377 for the purchase of new in-pool vacuum. The Ann Jackson Family Foundation has been a long time City supporter and has donated to the Carpinteria Community Swimming Pool on numerous occasions in the past.

Fidelity Charitable made a donation in the amount of $3,000 to the City of Carpinteria to benefit the Carpinteria Community Pool. The City received a check on April 29, 2022.

In December 2021, The Kim Harley Seefeld Trust donated a redwood bench.

In January 2023, Tabitha Elwood donated a redwood bench.

In response to a unique opportunity for business promotion and community support, several companies and individuals sponsored pet waste bag stations located in our parks and in several neighborhoods. The suggested donation to sponsor a pet waste bag station cost $165 per year. The City will acknowledge this with a custom sticker that is put on the bag dispenser.

One of the main reasons donors support the City is because they believe their gift can make a difference and help improve the positive experience at our public venues.

Donation boxes located in several nature parks have received cash donations from anonymous individuals that amounts to several hundred dollars. These funds are directed to volunteer support or site improvements.

## FINANCIAL CONSIDERATIONS

Donations often offset costs for the City that would otherwise require other funds. These donations are very helpful to continue specific programs and improve the quality of a City visit.

## OPTIONS

Council could direct staff to return the gifted funds.

## ATTACHMENTS

Attachment A: Parks Department Donations Received from May 2021 to March 2023

Staff contact: Amber Workman, Aquatics Superintendent
(805) 566-2417, AmberW@carpinteriaca.gov

Amber Workman by MBR
*Signature*

Reviewed by: Matthew Roberts, Parks & Recreation Director
(805) 755-4449, MattR@carpinteriaca.gov

Matthew Roberts
*Signature*

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, DaveD@carpinteriaca.gov

*Signature*

**ATTACHMENT A**
**PARKS DEPARTMENT DONATIONS RECEIVED FROM MAY 2021 TO MARCH 2021**

| Date | Donor | Item | Amount |
|---|---|---|---|
| 07/14/2022 | Ann Jackson Family Foundation | New In-pool Vacuum | $11,377.00 |
| 04/29/2022 | Fidelity Charitable Reimbursements- | Pool Donation | $3,000.00 |
| 12/10/2021 | The Kim Harley Seefeld Trust | Bench | $750.00 |
| January 2023 | Tabitha Elwood | Bench | Estimated Value $2,500.00 |
| 09/10/2021 | Carpinteria Veterinary Hospital | Sponsorship for Dog Bags Dispenser | $320.00 |
| 09/16/2021 | Lorraine Mcintire | Sponsorship for Dog Bags Dispenser | $165.00 |
| 09/16/2021 | Chris & Paula Galbraith | Sponsorship for Dog Bags Dispenser | $160.00 |
| 09/16/2021 | Carpinteria Beautiful | Sponsorship for Dog Bags Dispenser | $1,280.00 |
| 09/16/2021 | Phyllis Fenger | Sponsorship for Dog Bags Dispenser | $160.00 |
| 09/30/2021 | Citizens For The Carpinteria Bluffs | Sponsorship for Dog Bags Dispenser | $320.00 |
| 09/30/2021 | John Tilton | Sponsorship for Dog Bags Dispenser | $160.00 |
| 10/07/2021 | Dinah & Ricardo Calderon | Sponsorship for Dog Bags Dispenser | $160.00 |
| 10/15/2021 | Gail Marshall | Sponsorship for Dog Bags Dispenser | $160 .00 |
| 10/21/2021 | Diane and Michael Ledbetter | Sponsorship for Dog Bags Dispenser | $320.00 |
| 10/29/2021 | Kathryn Henry | Sponsorship for Dog Bags Dispenser | $160.00 |
| 10/29/2021 | Alan & Carol Koch | Sponsorship for Dog Bags Dispenser | $160.00 |
| 10/29/2021 | David and Susan Allen | Sponsorship for Dog Bags Dispenser | $160.00 |
| 11/24/2021 | Peter Tatikian | Sponsorship for Dog Bags Dispenser | $165.00 |
| 9/27/2022 | David and Susan Allen | Sponsorship for Dog Bags Dispenser | $160.00 |
| 9/27/2022 | Galbraith Living Trust | Sponsorship for Dog Bags Dispenser | $160.00 |
| 9/27/2022 | Gail Marshall | Sponsorship for Dog Bags Dispenser | $170.00 |
| 9/27/2022 | Lorraine McIntire | Sponsorship for Dog Bags Dispenser | $160.00 |
| 9/27/2022 | Ellen Fenger | Sponsorship for Dog Bags Dispenser | $160.00 |
| 9/27/2022 | Carolyn Wood Friedman | Sponsorship for Dog Bags Dispenser | $160.00 |
| 9/27/2022 | C-DOG (Lorraine McIntire) | Sponsorship for Dog Bags Dispenser | $160.00 |
| 9/29/2022 | Carpinteria Beautiful | Sponsorship for Dog Bags Dispenser | $1,280.00 |
| 10/5/2022 | Mike and Diane Ledbetter | Sponsorship for Dog Bags Dispenser | $320.00 |
| 10/24/2022 | Dinah & Ricardo Calderon | Sponsorship for Dog Bags Dispenser | $160.00 |
| 10/27/2022 | Citizens for the Carpinteria Bluffs | Sponsorship for Dog Bags Dispenser | $320.00 |
| 10/27/2022 | John Tilton | Sponsorship for Dog Bags Dispenser | $160.00 |
| 11/7/2022 | Peter Tatikian | Sponsorship for Dog Bags Dispenser | $160.00 |
| 11/8/2022 | Alan and Carol Koch | Sponsorship for Dog Bags Dispenser | $160.00 |
| 12/5/2022 | Carpinteria Veterinary Hospital | Sponsorship for Dog Bags Dispenser | $320.00 |
| 12/5/2022 | C-DOG (Van Fleisher) | Sponsorship for Dog Bags Dispenser | $160.00 |
| 12/7/2022 | C-DOG (Lorraine McIntire) | Sponsorship for Dog Bags Dispenser | $160.00 |
| 05/18/2021 | Anonymous | Donation Box at Dog Dispenser | $24.91 |
| 08/31/2021 | Anonymous | Donation Box at Dog Dispenser | $63.11 |
| 05/18/2021 | Anonymous | Bluff Nature Preserve Donation Box | $214.37 |
| 05/18/2021 | Anonymous | Salt Marsh Docents Donation Box | $222.58 |
| 06/18/2021 | Anonymous | Salt Marsh Docents Donation Box | $114.99 |
| 07/02/2021 | Anonymous | Salt Marsh Docents Donation Box | $24.00 |
| 08/27/2021 | Anonymous | Salt Marsh Docents Donation Box | $74.02 |
| 09/10/2021 | Anonymous | Bluff Nature Preserve Donation Box | $48.52 |
| 09/16/2021 | Anonymous | Salt Marsh Docents Donation Box | $5.55 |
| 02/10/2022 | Anonymous | Bluff Nature Preserve Donation Box | $9.07 |

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Code Compliance Quarterly Report Q1, 2023.

### STAFF RECOMMENDATION

Receive and file quarterly report.

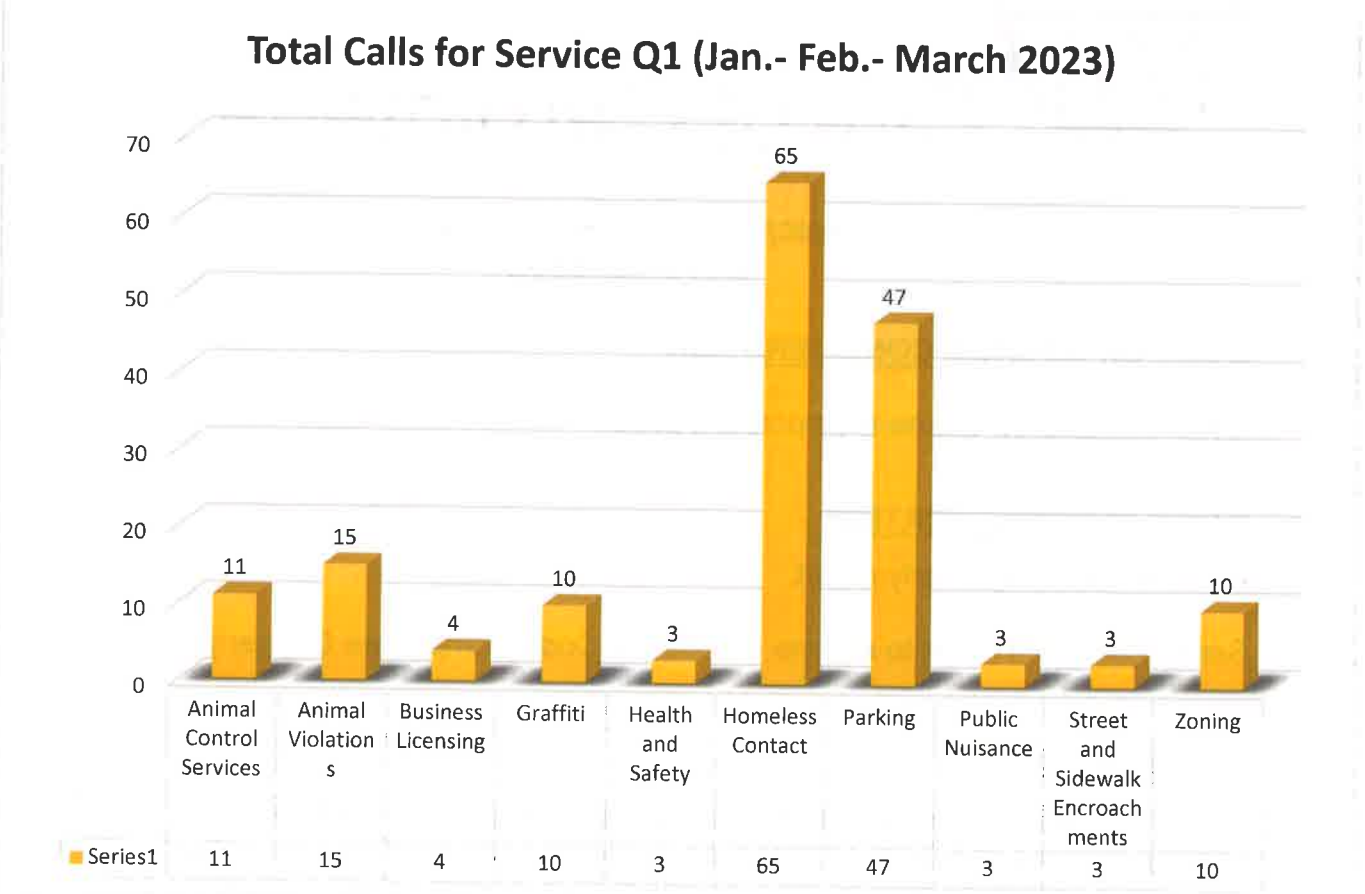
Sample Motion: I move to receive and file the Code Compliance Quarterly Report.

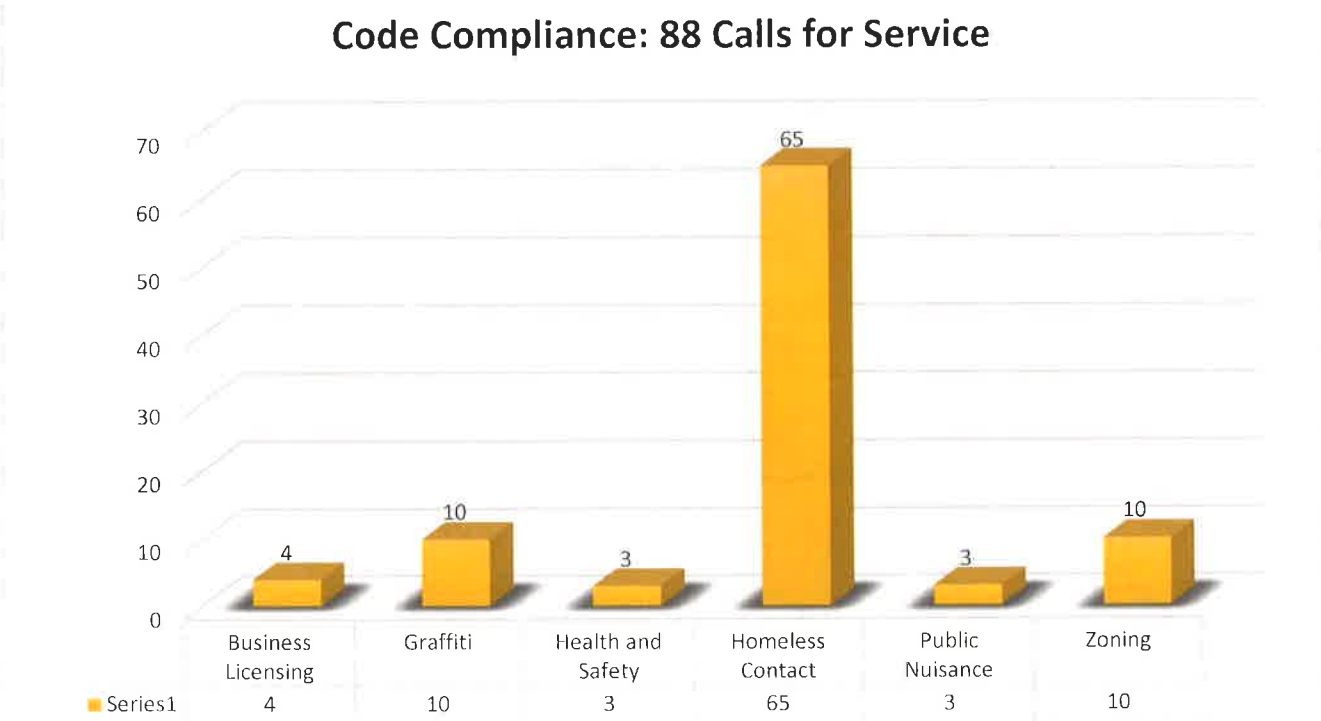
### BACKGROUND

The Code Compliance Division enforces local and state laws for the City of Carpinteria. Staffing includes one Code Compliance Supervisor and two Code Compliance Officers with varied schedules serving the City seven days a week. Code staff works both proactively and reactively to address zoning, building, homelessness, public nuisances, smoking restrictions, animal control provisions, and parking regulations within City limits. Code staff works in cooperation with all City Departments, the Sheriff's Office, and other agencies to resolve calls for service in an efficient and timely manner.

### DISCUSSION

This quarter included 171 total calls for service, down 16 from last quarter's 187. With hundreds of phone calls and service requests monthly, Code staff responds or investigates each inquiry to determine the appropriate course of action to best resolve these issues.


Total Calls for Service Q1 (Jan.- Feb.- March 2023)
70
60
50
40
30
20
10
0
11
15
4
10
3
65
47
3
3
10
Animal Control Services
Animal Violations
Business Licensing
Graffiti
Health and Safety
Homeless Contact
Parking
Public Nuisance
Street and Sidewalk Encroachments
Zoning
Series1
11
15
4
10
3
65
47
3
3
10




Notable trends:

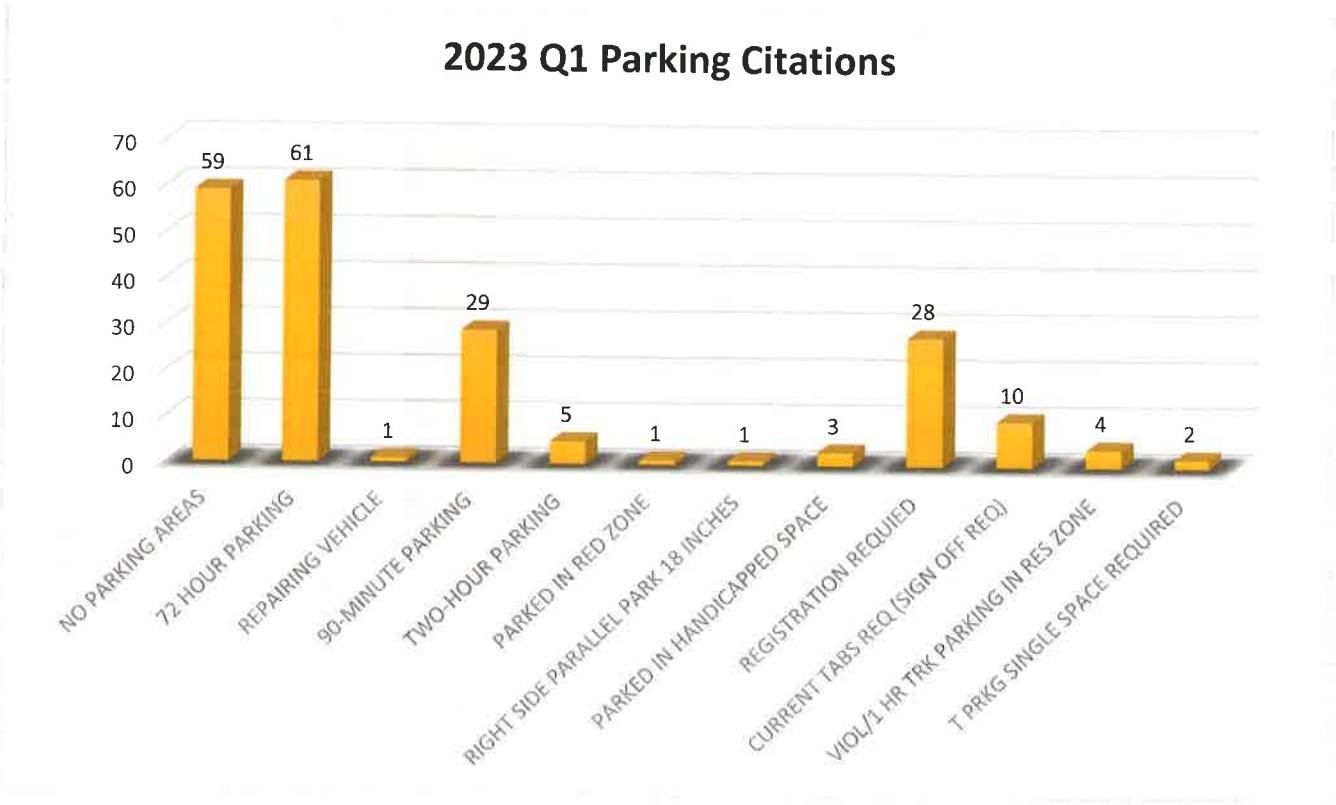
**Zoning Calls for Service**: Notable zoning efforts included properties building without permits, unpermitted use of property, and businesses operating without a business license.

The Municipal Code and the California Building Code provide regulations for the placement, construction and maintenance of all buildings throughout the City. When a violation exists, several code compliance tools are used to gain voluntary compliance. If voluntary compliance is not gained, staff has the ability to issue Administrative Citations in the amount of $100, $200, and up to $500 per day for each day that the violation continues to exist. Staff addressed **8 zoning** calls for service this quarter.

Code staff addressed **2 Public Nuisance** calls which can include property maintenance issues such as over grown lawns and shrubs, barking dogs or other loud sounds. Staff makes public contacts for public smoking and open containers, shopping carts, and homeless issues.

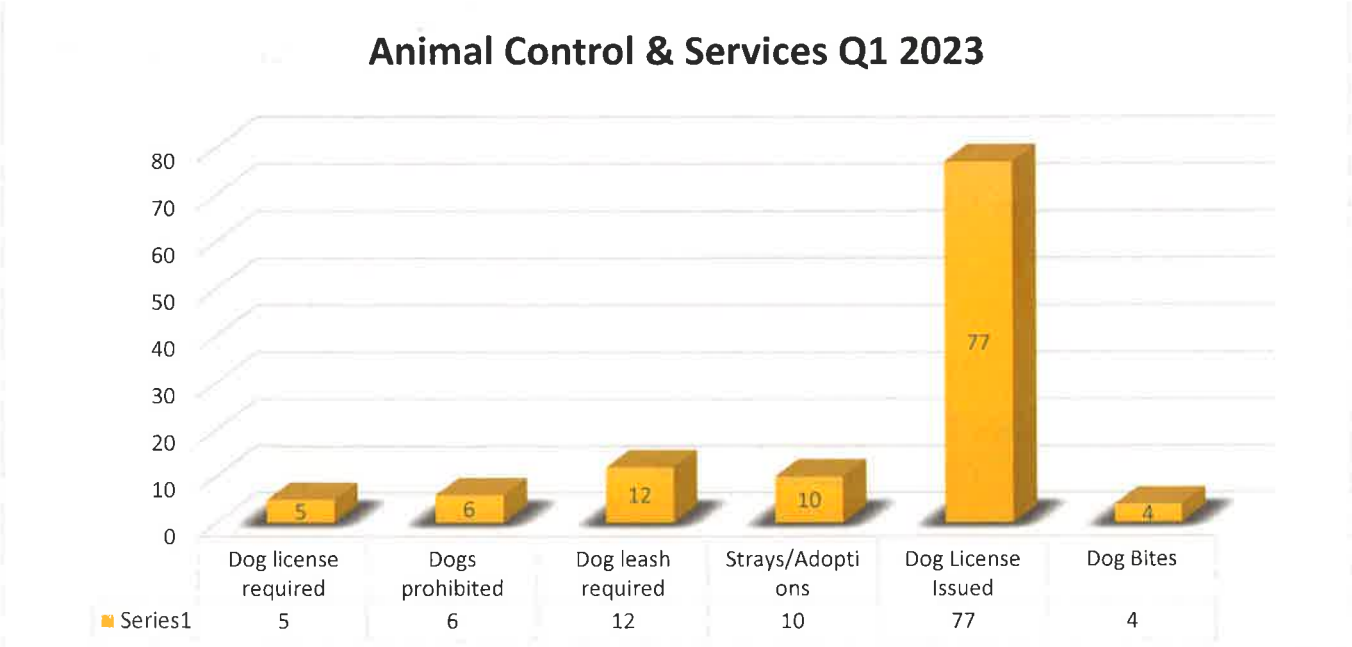
There were **62 contacts with people experiencing homelessness,** which is down compared to last quarter's 96 contacts. Staffs' time continued to be focused on multiple individuals camping in or around Carpinteria Creek, a sensitive protected habitat. Due to inclement weather and the dangerous creek levels, the Carpinteria Creek Bike Path was closed for several weeks, daily patrols were conducted to insure health and safety.

**16 Health and Safety, Graffiti, and Business Licensing** contacts this quarter. These contacts include businesses operating without a permit, graffiti, smoking in public and trash in public right away.




Notable trends:

The **204 parking tickets issued and 61 calls for service** were down from last quarter's 358 tickets and 79 service calls. Certain areas of the City such as neighborhoods with a higher overall density are more prone to 72-hour parking violations and calls for service. These areas require increased monitoring and enforcement actions to gain compliance. Staff notes that parking enforcement actions were maintained in these higher density areas and the lower calls for service this quarter reflect the results.




Notable trends: These calls include service requests for off leash reports, stray dogs, and disposal of dead animals. This quarter included **12 contacts for dogs off leash, 6 dogs in prohibited areas, and 5 license checks. 10 Strays/Adoptions, 77 dog license issued, and 4 bites reported with 3 quarantines** handled by staff.

## POLICY CONSISTENCY

The purpose of this report is to provide transparency to the public for the services the Code Compliance Division provides.

## FINANCIAL CONSIDERATIONS

No financial analysis is included as a part of this report.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

No legal issues are presented as a part of this report.

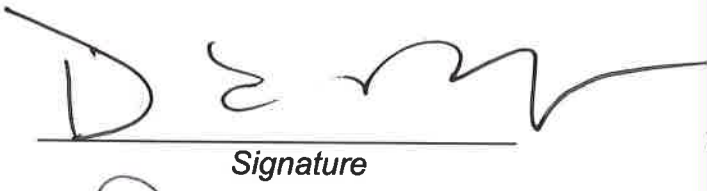
## OPTIONS

The City Council could provide additional direction to Staff regarding future reports.

## PRINCIPAL PARTIES EXPECTED AT MEETING

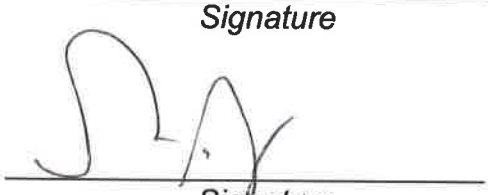
Interested members of the public.

Staff contact: David Hernandez, Code Officer II
(805) 755-4418, davidh@carpinteriaca.gov



*Signature*

Reviewed by: Ron Alonzo, Code Supervisor
(805) 755-4408, rona@carpinteriaca.gov



*Signature*

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, daved@carpinteriaca.gov

*Signature*

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**April 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Chalk Up Carpinteria 2023 Special Event.

## STAFF RECOMMENDATION

1. Approve Special Event Permit Application for the Chalk Up Carpinteria 2023.
2. Approve an appropriation of $2,000 from the Parking Business Improvement Area fund, account no. 210-162-5601, and authorizing expenditure of $8,000 from the Community Services Support program, account no.104-162-5601.

Sample Motion: I move to:

1. Approve Special Event Permit Application for the Chalk Up Carpinteria 2023.
2. Approve an appropriation of $2,000 from the Parking Business Improvement Area fund, account no. 210-162-5601, and authorizing expenditure of $8,000 from the Community Services Support program, account no.104-162-5601.

## BACKGROUND

The City has worked in collaboration with the Carpinteria Arts Center and Muralism[1] to deliver the Chalk Up Carpinteria 2023 Special Event. This City sponsored event was first delivered in 2020 as "Chalk-the-Walk", a part of the City's Economic Vitality program work during the COVID-19 Pandemic. The event was a success and has the potential to become a part of the City's annual efforts to draw residents and visitors the Downtown as a part of its Economic Vitality program.

At its meeting of April 6, 2023, the Downtown "T" Business Advisory Board (DTBAB) received a presentation on the Chalk Up Carpinteria 2023 special event. A copy of the presentation is shown as Attachment A. The DTBAB is recommending that the City

[1] Muralism is a nonprofit organization dedicated to beautification projects while providing work experience to adults with disabilities. In addition to assisting with promotion and delivery of the prior chalk event, Muralism worked with the City to deliver the Ash Avenue Boathouse Mural in 2022.

partner with the Arts Center to deliver this annual event as a benefit to the Downtown business district.

The purpose of this agenda matter is for the City Council to consider the recommendation for partnering with the Arts Center and Muralism to deliver the Chalk Up Carpinteria 2023 Special Event, and funding the related costs.

## DISCUSSION

The Special Event Permit Application for the Chalk Up Carpinteria 2023 special event, as shown in Attachment B, proposes art activities for the general public with the intent of "promoting local businesses and bringing the Carpinteria community together". Art activities include the non-permanent, chalk drawings on the sidewalks along Linden Avenue that are within City's public right-of-way. The schedule of the special event is proposed on Saturday, May 20, 2023, from 8:00 a.m. to 5:00 p.m. and Sunday, May 21, 2023, from 8:00 a.m. to 5:00 p.m.

The Carpinteria Arts Center will serve as the registration and distribution hub. All chalk drawing submissions will be reviewed for appropriateness to all viewers. Promotional chalk drawings for local businesses will be done by Muralism disabled artists, and all approved chalk drawings will be promoted on the City's social media and the Coastal View News, respectively.

The total event costs are estimated at $10,000, primarily for supplies/materials, and Arts Center and Muralism staff time to manage the event registration and participation process (see budget sheet in Attachment A). At its meeting of April 6, 2023, DTBAB recommended for a $2,000 sponsorship from the PBIA Fund budget towards the special event.

## POLICY CONSISTENCY

Approval of this type of event can assist in improving economic vitality within the Downtown "T" business district.

## FINANCIAL CONSIDERATIONS

At its meeting of April 6, 2023, DTBAB voted to commit $2,000 to this annual event (account no. 210-162-5601). The City's Community Services Support program includes appropriation sufficient to cover the remaining $8,000 event expense (account no. 104-162-5601).

The event's beneficial economic impact to Downtown businesses has been recognized by the City Council previously as a part of a special recognition given to event organizers following the 2020 event.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Approval of the Special Event Permit Application allows the footprint of the special event to operate in the City's public right-of-way.

## OPTIONS

1. Approve the Chalk Up Carpinteria 2023 Special Event including Special Event Permit Application and sponsorship.
2. Decline to approve the Chalk Up Carpinteria 2023 Special Event and direct staff as appropriate.

## PRINCIPAL PARTIES EXPECTED AT MEETING

Representatives of Muralism and the Carpinteria Arts Center.

## ATTACHMENTS

Attachment A: Presentation
Attachment B: Special Permit Application

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

Signature

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov

Signature

**ATTACHMENT A**

**Presentation**

# Chalk Up Carp Festival

# 2023

# Chalk up Carp Festival

- **May 20th at 8 am** to **May 21st at 4pm**
- City of Carpinteria hosted 2-day chalk festival.
- Promote local businesses & bring the Carp community together.
- Participants register for a spot on the sidewalk along Linden.
- Materials (chalk, masks, gloves, and sanitizer) provided by the City of Carpinteria.
- Muralism will make promotional chalk murals for local businesses as promotion.
- Carpinteria Art Center to serve a registration and distribution hub.

# Theme?

- Beach Living
- Friendship
- Overcoming Hardship
- Under the Sea
- New Suggestions Welcome

# Participation

- All are welcome.
- Artwork must be appropriate for all viewers –
  - Family Friendly.
  - No Nudity.
  - No profanity
  - No obscenity
  - No advertising

**To Participate**

- email to leaboyd@yahoo.com:
  - Contact information: Name, email, and phone #.
  - Bio
  - Rough sketch and/or description

- Submissions reviewed, approved and location reserved and then confirmed through email.
- Submissions received after **(tdb)** will be confirmed at Carpinteria Art Center day of the event.
- Walk-ups welcome and required to fill out a complete application (including artwork sketch).

# Promotion

- **Social Media**
- **Costal View**
- **Fliers**
- **Instagram** page for artists to post their work.
- **Hashtag** #ChalkUpCarp.
- **Promotional Chalk Drawings** for local businesses by Muralism Disabled Artists

# Division of Responsibility

**Lea Boyd**
- Promotion
- Flier
- Social Sedia
- Distributing of Locations

**Greg Perea**
- Event Management
- Scouting and Coordination of Locations,
- Delineators
- Material wrangling
- Volunteer coordination

**Trophy Design**
- Kit Brown and Joanna Norstedt

**Kristina Calkins (Lynda Fairly Carpinteria Art Center)**
- Bookkeeping for the event,
- Scheduling of participants,
- Ordering of materials, and
- Venue

**Ernie Merlán (Muralism)**
- Promotional artwork
- Promotional chalk murals for the local businesses
- Chalk mural during the festival

**City Manager of City of Carpinteria**
- Costs
- Pressure Washing
- Delineators
- Event Permits.

| Project: | Chalk up Carp 2023 | |
|---|---|---|
| | Project bid | |

| Labor (budget) | | |
|---|---|---|
| | Muralism | $ 2,000.00 |
| | Arts Center | $ 2,000.00 |
| Sub Total | | $ 4,000.00 |
| MATERIALS | | |
| | Chalk | $2,230.20 |
| | Materials | $500.00 |
| | Water Bottles | $1,000.00 |
| | Stencils | $132.00 |
| | Trophies | $500.00 |
| | Flag | $225.00 |
| | Tape | $112.80 |
| | Advertizing ( coastal view ) | $400.00 |
| | Printing Costs | $500.00 |
| | Refreshments | $400.00 |
| | Miscellaneous | |
| Sub Total | | $6,000.00 |
| TOTAL | | $ 10,000.00 |

Arts Center
Muralism
City of Carpinteria
Lea Boyd

**ATTACHMENT B**

**Special Event Permit Application**

THIS PAGE INTENTIONALLY LEFT BLANK

PERMIT NO._____

**City of Carpinteria, California**

## PUBLIC WORKS DEPARTMENT

# SPECIAL EVENT PERMIT APPLICATION

**1. EVENT INFORMATION**

Name of Event Chalk up Carp

Address/Area/Location of Event Downtown "T" Centered at the Lynda Fairly Arts center. Linden Ave. from Carpinteria Ave to beach. Carpinteria ave between Palm and Holly

**2. EVENT ORGANIZER INFORMATION**

Contact name Gregory Perea Organization Muralism.org

Phone 310 497 5927 Email gregoryperea@yahoo.com

Address 349 ash ave Carpinteria Ca 93013

**3. EVENT INFORMATION**

Description of event: Public participated sidewalk chalk festival to promote our local buisenesses and bring the community together

Date of event: From May 20th, 2023 To: May 21st,2023

Estimated attendance 200 to 400

Start time (incl. set up) 8 am End time (incl. clean up) 5pm

| | | | |
|---|---|---|---|
| Open to the public? | ☒ Yes ☐ No | Will food be sold?* | ☐ Yes ☒ No |
| Will minors be present? | ☒ Yes ☐ No | Will alcohol be served?* | ☐ Yes ☒ No |
| Admission fee charged? | ☐ Yes ☒ No | Will alcohol be sold?* | ☐ Yes ☒ No |
| Will food be served?* | ☐ Yes ☒ No | | |

Will this event cause any disturbance, noise or congestion in the vicinity of the proposed event? Yes No If yes, please attach an explain and give mitigating measures.

**If food or alcohol will be served, please attach the appropriate approved permits. For Temporary Food EVENT, which may be obtained from the Santa Barbara County Public Health Department visit www.sbcphd.org. For Alcohol Beverage Control visit https://www.abc.ca.gov/Forms/PDFSpc.html* ***(please note the City only allows alcohol***

***under specific conditions and reserves the right to reject alcohol sales for special events)***. All vendors and commercial participants shall have an active City of Carpinteria Business License at the time of the event. Vendors shall be required to have proof of such License the day of the event if requested by City staff or other enforcement agency.

## SITE PLAN/MAP ROUTE/TRAFFIC CONTROL PLAN DIAGRAM

Your site plan should include the following:

☐ Outline of entire event, including street names. If your event includes road closures, please indicate the location of all closures, route to be traveled (if athletic event), including direction of travel and detours.

☐ The location of all stages, platforms, scaffolding, loud speakers, bleachers, canopies, tents, portable toilets, booths, dumpsters and other temporary structures.

☐ The location of all approved signs, barricades, and barriers. All signage associated with the event shall be placed as not to interfere with vehicles, bicycles and pedestrians. Signs directing traffic shall be in accordance with the California manual of Traffic Control Devices (**CA MUTCD**).

☐ Any signs that the event organizer plans on using to direct athletic event participants (may not imitate traffic control signs in any way)

☐ Other related event components not listed above

**Support Request**: Traffic ☐ Crowd Control ☐ Street Closure ☐ Other ☒

*The Public Works Department will consider your request for support; however, a request does not guarantee support. If your event is requesting support from the City, please plan accordingly and submit your application* ***no less than two months prior to the event date****. Requests for support require approval by the Carpinteria City Council or their designee.*

## PLEASE BE SURE YOUR APPLICATION IS COMPLETE!

In addition to the items above, your application must include the following items to be considered for approval:

☐ Application Fee ($135/non-profits, $570/for-profits)

☐ Insurance Indemnification*

☐ Proof of Insurance

☐ Additional Insured Endorsement

*Not less than one million dollars ($1,000,000) combined single limit for both bodily injury and property damage. The policy or policies shall also contain a provision that no termination, cancellation, or change of coverage for the insured or additional insured shall take effect until ten (10) days notice has been given in writing to the City Clerk of the City of Carpinteria.

**Please attach any additional information including maps, descriptions, and insurance information. Your permit will not be processed unless it is complete.**

## 4. CONDITIONS OF USE

### A. PERMIT CONDITIONS

1. An EVENT is not considered permitted until (1) EVENT ORGANIZER delivers to the City of Carpinteria the Special Event permit application, application fee, certificate of insurance and additional insured endorsement, written evidence of permits and licenses, and any other items deemed necessary by the City of Carpinteria; and (2) the City of Carpinteria, in its sole discretion, approves such permit in writing.

2. EVENT ORGANIZER shall provide the City with a single contact who is to serve as the representative for EVENT ORGANIZER's activities.

3. EVENT ORGANIZER shall be responsible for securing all required permits and licenses.

4. The EVENT shall be used for the purpose stated in this agreement and no other use will be permitted.

5. EVENT ORGANIZER shall not use the City of Carpinteria's name to suggest endorsement or sponsorship of the event without prior written approval of the City of Carpinteria Public Works Director or his/her designee. EVENT ORGANIZER's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.

6. EVENT ORGANIZER shall permit any City of Carpinteria officers, employees, or agents to visit the event described in this permit.

7. EVENT ORGANIZER is an independent contractor and not the agent or employee of the City of Carpinteria.

### B. INDEMNIFICATION AND INSURANCE

1. EVENT ORGANIZER shall indemnify, defend, and hold harmless the City of Carpinteria, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with EVENT ORGANIZER's use or occupancy of the EVENT and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Carpinteria, its officers, employees, or agents.

2. **General liability insurance**. EVENT ORGANIZER shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Such insurance shall name the City of Carpinteria, its officers, employees, agents, and volunteers as additional insureds prior to the date of the permit. EVENT

ORGANIZER shall file certificates of such insurance with the City of Carpinteria, which shall be endorsed to provide ten (10) days notice to the City of Carpinteria of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City of Carpinteria may deny access to the EVENT.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the EVENT ORGANIZER maintains higher limits than the minimums shown above, the City of Carpinteria requires and shall be entitled to coverage for the higher limits maintained by the EVENT ORGANIZER. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Carpinteria.

3. EVENT ORGANIZER shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with EVENT ORGANIZER's use or occupancy of the City of Carpinteria's facilities and adjoining property to the City of Carpinteria Public Works Director or his/her designee, in writing and as soon as practicable.

4. EVENT ORGANIZER waives any right of recovery against the City of Carpinteria, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond the their control. EVENT ORGANIZER shall not charge results of "acts of God" to the City of Carpinteria, its officers, employees, or agents.

5. EVENT ORGANIZER waives any right of recovery against the City of Carpinteria, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with EVENT ORGANIZER's use or occupancy of the EVENT and adjoining property, even if the City of Carpinteria, its officers, employees, or agents seek recovery against EVENT ORGANIZER.

6. The City of Carpinteria makes no warranty, express or implied, as to the suitability of any roadway, bikeway or sidewalk for the event proposed. Not all City facilities are specifically designed for use as proposed.

## C. SECURITY

1. The City of Carpinteria, at its sole discretion, may require a certain number of security or Sheriff officers for the event. EVENT ORGANIZER shall be responsible for

procuring and paying for officers through the City of Carpinteria or a private security agency.

2. EVENT ORGANIZER is solely responsible for supervising all individuals at the EVENT and adjoining property during the event. The City of Carpinteria is not responsible for providing this supervision. However, the City of Carpinteria may evict individuals from the EVENT during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

## D. SET UP / CLEAN UP / TRAFFIC CONTROLS

1. All participants shall sign written acknowledgment stating the following: 1) the California Vehicle Code must be complied with, including but not limited to section 21464, "Interference with Traffic Devices" and 2) that due caution shall be exercised.

2. This permit for use of the public rights-of-way for the subject event is not intended to provide participants with any guarantee of safety in completing the proposed activity. Participants shall be responsible for their own safety in using the public rights of way.

3. It is the responsibility of the EVENT ORGANIZER to inspect and monitor the physical condition of the event route, including but not limited to pavement conditions, areas that may be effected by weather changes and traffic volumes, and determine the suitability of the route for the proposed event.

4. 'No Parking' signs shall be installed 72 hours prior to the EVENT in those areas where parking will be affected.

5. Barricades/cones shall be installed one half hour (minimum) prior to beginning of event and shall be removed immediately upon completion of the event. Vehicles shall be placed on the event side of the barricades as an added measure of protection. All barricades shall be monitored to ensure emergency vehicles can enter and exit the event location without impediment.

6. All traffic control signage notifying motorists of approved road closures and detours shall be in conformance with the California Manual on Uniform Traffic Control Devices.

7. The EVENT ORGANIZER shall conduct a briefing for all event monitors explaining the conditions of this permit. Unsatisfactory conduct by event monitors, promoters or sponsors is grounds for revocation of this permit and/or denial of future permits.

8. EVENT ORGANIZER shall not use any permanent markings or fasteners in any part of the public right-of-way and shall not make or allow to be made any alterations of any kind therein.

9. EVENT ORGANIZER shall be responsible for all cleanup of the EVENT, including adjacent grounds, at the end of the EVENT. EVENT ORGANIZER shall pick up, bag, and remove all trash and any markings generated by all activity in any way connected with its use of the EVENT, leaving the public right-of-way clean and free of all trash and litter. EVENT ORGANIZER shall also leave all fixtures, if any, in good working condition.

10. EVENT ORGANIZER shall not store any equipment or materials at the EVENT or adjoining property without the prior written approval of the City of Carpinteria Manager or his/her designee.

11. EVENT ORGANIZER shall be responsible for any and all damage to the EVENT and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, EVENT ORGANIZER shall be charged for any and all janitorial and/or repair fees incurred by the City of Carpinteria as a result.

## E. EQUIPMENT / ACCESSORIES

1. EVENT ORGANIZER shall not remove, relocate, or take City of Carpinteria property outside of the EVENT for any reason without the prior written approval of the City of Carpinteria Public Works Director or his/her designee.

2. EVENT ORGANIZER shall not use City of Carpinteria equipment, tools, or furnishings located in or about the EVENT without the prior written approval of the City of Carpinteria Public Works Director or his/her designee.

3. EVENT ORGANIZER shall not drive motorized vehicles on field or green space.

4. The City of Carpinteria does not provide audio/visual systems, public address systems, spotlights, floodlights, or projectors. EVENT ORGANIZER, at its own cost, may bring these systems into the EVENT for their use.

5. EVENT ORGANIZER shall secure the approval of the City of Carpinteria before using audio/visual systems, public address systems, and live or recorded amplified music. and by the EVENT ORGANIZER together to create, televise, or broadcast the event or any portion thereof without prior written approval of the City of Carpinteria Public Works Director or his/her designee.

## F. MISCELLANEOUS

1. EVENT ORGANIZER shall comply with all local, state, and federal laws and regulations related to the use of the EVENT. The EVENT ORGANIZER agrees to abide by all applicable federal and state accessibility standards and regulations.

2. EVENT ORGANIZER shall not admit a larger number of individuals than can lawfully, safely, and freely move about the EVENT.

3. Gambling of any kind is not permitted at the EVENT.

4. The EVENT shall comply with Municipal Code §8.52 Smoking Regulations. The Code prohibits smoking in all public places where other persons can be exposed to secondhand smoke. Pursuant to §8.52.060 D, the applicant shall designate a smoking area where smoking may be permitted subject to the conditions listed in §8.52.060 C of the Carpinteria Municipal Code.

5. If EVENT ORGANIZER violates any part of this permit or reports false information to the City of Carpinteria, the City of Carpinteria may refuse EVENT ORGANIZER future

permits and EVENT ORGANIZER shall forfeit a portion of or all of the fee and/or the deposit.

6. The City of Carpinteria may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.

7. Any person aggrieved by the City of Carpinteria's decision with respect to this permit may appeal to the City of Carpinteria Public Works Director or his/her designee in writing no later than five (5) days after the City of Carpinteria's decision has been communicated to the aggrieved party.

8. If any provision of this permit is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**IMPORTANT**

**I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.**

Gregory Perea
Signature

349 ash ave Carpinteria Ca 93013
Address

Gregory Perea
Print name

310 497 5927
Phone

Muralism.org
Organization

gregoryperea@yahoo.com
Email

**City of Carpinteria USE ONLY**

Permit fee N/a

Total paid _____

Deposit _____

Deposit returned _____

**APPROVED BY:**

| Sheriff's Department | Public Works Director | City Manager |
|---|---|---|
| Date | Date | Date |

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**APRIL 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Report on Street Lighting District No. 1 for Fiscal Year 2023-2024.

## STAFF RECOMMENDATION

Adopt Resolution Nos. 6226 and 6227, acting to accept and file the mandatory Annual Report and set the matter of the continuation of Street Lighting District No. 1 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

Sample Motion: I move to adopt Resolution Nos. 6226 and 6227, as read by title only, acting to accept and file the mandatory Annual Report and set the matter of the continuation of Street Lighting District No. 1 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

## BACKGROUND/DISCUSSION

On March 27, 2023, by Resolution No. 6214, the City Council ordered a report on the status and projections for Street Lighting District No. 1 for Fiscal Year 2023-24. This status report is required annually under the California Street Lighting Act of 1919, as amended, and is one of several steps required each year in order to continue the District. The purpose of the District is to provide a funding source to finance the cost of electrical power and maintenance and replacement of outdoor public lighting facilities.

The purpose of this agenda matter is for the City Council to consider the second step of continuing Street Lighting District No. 1 for Fiscal Year 2023-24 by accepting the District report and setting the matter for public hearing at the regular City Council meeting of May 22, 2023.

## POLICY CONSISTENCY

The City General Plan/Local Coastal Plan includes policies that address the maintenance of street corridors in the City. Specifically, Policies CD-8a, CD-8b, CD-9a, CD-9b, CD-9c, CD-9d and CD-9f address pedestrian and bicycle pathways. The Street Lighting District No. 1 is the financial means by which the City can, in part, implement these policies.

## FINANCIAL CONSIDERATIONS

The ending fund balance as of June 30, 2022, was $395,746. Revenues, expenditures and net transfers from/to other funds for Fiscal Year 2022-23 are projected to be $230,250, $188,000 and $2,500, respectively leaving a fund balance at June 30, 2023, of $440,496. These funds are used for both operations and maintenance of the lighting system and, once a sufficient fund balance is accumulated, these funds are also used to finance capital projects such as new or replacement street lights.

## LEGAL

This district is an ad-valorem (property tax) district and as such is governed by the provisions of Proposition 13 and is not subject to the provisions of Proposition 218.

The following is the sequence of events for continuing the District:

March 27, 2023 -- Adopt a resolution ordering the preparation of a report describing the financial status and recommending assessments for fiscal year 2023-24.

April 24, 2023 -- The report is prepared and presented by staff with recommendations.
Adopt a resolution accepting the report.
Adopt a resolution of intention to continue the District and to levy assessments for next year and set for public hearing.

May 22, 2023 -- Conduct a public hearing on the proposal to continue the District.
Adopt a resolution continuing the District and levying assessments for fiscal year 2023-24.

## OPTIONS

1. Adopt Resolution Nos. 6226 and 6227, acting to accept and file the mandatory Annual Report and set the matter of the continuation of Street Lighting District No. 1 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.
2. The City Council could choose not to accept the mandatory Annual Report and/or not set the matter of continuing the Street Lighting District No. 1 for Fiscal Year 2023-24 for public hearing; however, by omitting this step, the District would not be continued for Fiscal Year 2023-24.

## PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

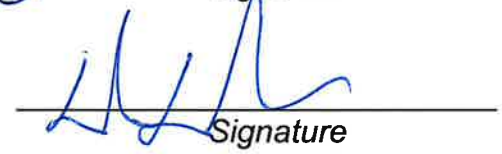
## ATTACHMENTS

Attachment A: Report of the City Engineer
Attachment B: Resolution No. 6226
Attachment C: Resolution No. 6227

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

Signature

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov



Signature

## ATTACHMENT A

## Report of the City Engineer

# CITY OF CARPINTERIA
# CARPINTERIA STREET LIGHTING DISTRICT NO. 1
# REPORT OF THE CITY ENGINEER RELATIVE TO THE CONTINUATION OF CARPINTERIA STREET LIGHTING DISTRICT NO. 1

April 24, 2023

## 1. INTRODUCTION

This report is prepared pursuant to Resolution No. 6214 as adopted by the City Council on March 27, 2023. The objective of the report is to describe the status of the District, which provides street lighting for the City and to provide projections for Fiscal Year 2023-24.

## 2. BACKGROUND

The City assumed responsibility for funding street lighting within the City on July 1, 1977, in conjunction with the detachment of the City from County Service Area No. 11, the funding vehicle for street lighting prior to July 1, 1977. The City ultimately established two special districts to provide funding for street lighting; both are governed by the City Council and both cover the entire City. The second district, Street Lighting District No. 2, was suspended in 1985.

Street Lighting District No. 1 was formed by the City Council on November 22, 1976, for a period of five (5) years starting July 1, 1977 and has been continued each year thereafter in one-year increments. The Street Lighting Act of 1919 was the legal basis for this action. The District was formed to establish a way of financing street lights through the collection of the ad valorem (property) tax. The initial tax rate was about 15 cents per $100.00 of assessed valuation and the second year was 12.95 cents per $100.00. With the adoption of Proposition 13, a limit was placed on the overall tax rate as well as a reduction of the total tax base. Since the passage of Proposition 13, the district's share of the property tax has been about 1.8% of all property tax or a tax rate equivalent to about 1.8 cents per $100.00 of assessed valuation.

On April 9, 2018, City Council adoption of Resolution Nos. 5787 and 5788, concerning a property tax transfer agreement between the City of Carpinteria and Carpinteria Street Lighting District No. 1. These actions resulted to a portion of the fund balance and annual property tax revenue of the District to be transferred to the City of Carpinteria.

Most of the Street lighting in Carpinteria is owned and operated by Southern California Edison Company. The City has a contract with Edison to provide street lighting based on a monthly flat rate as set by the California Public Utilities Commission. The same rate is charged year-round. As owner of the lights, Edison has the responsibility for

maintenance and operations. As the customer, the City determines number, location, and type of lights and pays the bill.

With respect to other public lighting provided by the District, included are lights on the Franklin Creek and Carpinteria Creek Bikeways, Civic Center parking lights, and parking lot lights in Parking Lot Nos. 1, 2 and 3, lights on Linden Avenue between Carpinteria Avenue and the beach and street-end parking lot lights at Elm, Holly and Ash Avenues. All of these lights are City-owned and charges are based on meter readings. In addition to electrical power, funding from this district pays for both the maintenance and operations costs of the city-owned portion of the lighting system.

## 3. ANNEXATIONS

There were no annexations to either the City or the District during the past fiscal year.

## 4. STREET LIGHTING DISTRICT NO. 1

The attached Exhibit 1 is a map of the City and District. The District boundaries are coterminous with the City boundaries with the exception of that portion located off-shore.

## 5. STREET LIGHT INVENTORY

Please refer to the attached Exhibit 2 for a listing of projected street lights by size and cost.

## 6. FINANCIAL DATA AND PROPOSED FY 2019-20 BUDGET

Exhibit 3 is a Statement of Fund Transactions and Financial Condition for the past three years, current year and next year.

The District also has its own Appropriations Limit pursuant to Proposition 4.

## 7. RECOMMENDATION

It is recommended that the City Council adopt Resolution Nos. 6226 and 6227, thereby acting to accept and file the mandatory annual report and set the matter of the continuation of Street Lighting District No. 1 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

By:

David Durflinger
City Manager
City of Carpinteria

Exhibit 1
Map of the District Boundaries

City of Carpinteria
Street Lighting District No. 1
While reasonable efforts have been made to create
an accurate map, the City cannot ensure its accuracy.

# Exhibit 2
# Street Lighting Inventory

**CITY OF CARPINTERIA**
**STREET LIGHTING DISTRICT NUMBER 1**

**STREET LIGHTING INVENTORY**

| LOCATION | NUMBER | WATTS | TYPE |
|---|---|---|---|
| CARPINTERIA AVE. | 62 | 23 | LED |
| CARPINTERIA AVE. | 4 | 35 | LED |
| DOWNTOWN "T" | 8 | 23 | LED |
| LINDEN AVE. | 69 | 23 | LED |
| LINDEN AVE. | 10 | 100 | HID METAL HALIDE |
| LINDEN AVE. | 1 | 24 | LED |
| LINDEN BEACH | 6 | 23 | LED |
| ELM AVE. | 4 | 70 | HIGH PRESSURE SODIUM VAPOR |
| HOLLY AVE. | 4 | 70 | HIGH PRESSURE SODIUM VAPOR |
| ASH AVE. | 4 | 70 | HIGH PRESSURE SODIUM VAPOR |
| WULLBRANDT WAY | 3 | 23 | LED |
| | | | |
| PARKING LOT #1 | 5 | 100 | LED |
| PARKING LOT #2 | 11 | 36 | HIGH PRESSURE SODIUM VAPOR OR LED |
| PARKING LOT #3 | 12 | 23 | LED 23 WATT |
| | | | |
| TRAIN STATION | 28 | 23 | LED |
| | | | |
| FRANKLIN CREEK BIKEWAY | 8 | 26 | CFL |
| CARPINTERIA CREEK BIKEWAY | 3 | 25 | LED |
| | | | |
| TRAFFIC LIGHTS/SIGNALS | 17 | | |
| | | | |
| SEAL FOUNTAIN | 16 | 3 | LEDs |
| | | | |
| FIFTH STREET | 5 | 23 | LED |
| | | | |
| NINTH STREET BRIDGE | 2 | 26 | LED |
| | | | |
| CASITAS PASS BRIDGE | 6 | 100 | HID METAL HALIDE |

Exhibit 3
State of Fund Transactions and Financial Condition

**STREET LIGHTING DISTRICT NUMBER 1**
**STATEMENT OF FUND TRANSACTIONS AND FINANCIAL CONDITION**

| **FUND 29**<br>**STREET LIGHTING FUND** | **ACTUAL 2019-20** | **ACTUAL 2020-21** | **ACTUAL 2021-22** | **BUDGET 2022-23** | **PROJECTED 2023-24** |
|---|---|---|---|---|---|
| **A. SUMMARY OF FUND TRANSACTIONS:** | | | | | |
| Fund Balance; July 1 | $ 205,098 | $ 256,170 | $ 334,264 | $ 395,746 | $ 463,696 |
| Fiscal Year Revenues | 205,557 | 203,668 | 211,969 | 210,850 | 210,850 |
| Fiscal Year Expenditures | 154,486 | 125,574 | 150,487 | 142,900 | 142,900 |
| Fund Balance; June 30 | 256,170 | 334,264 | 395,746 | 463,696 | 531,646 |
| Revenue Over/(Under) Expense | $ 51,072 | $ 78,094 | $ 61,482 | $ 67,950 | $ 67,950 |
| **B. BALANCE SHEET, JUNE 30** | | | | | |
| ASSETS: | | | | | |
| Cash in Savings | $ 263,843 | $ 341,937 | $ 403,419 | $ 471,369 | $ 539,319 |
| Accounts Receivable | - | - | - | - | - |
| Total Assets | 263,843 | 341,937 | 403,419 | 471,369 | 539,319 |
| LIABILITIES AND FUND BALANCE: | | | | | |
| Accounts Payable | - | - | - | - | - |
| Fund Balance | 263,843 | 341,937 | 403,419 | 471,369 | 539,319 |
| Total Liabilities & Fund Balance | $ 263,843 | $ 341,937 | $ 403,419 | $ 471,369 | $ 539,319 |
| **C. FISCAL YEAR REVENUE DETAIL:** | | | | | |
| Use of Money & Property | $ 11,552 | $ 639 | $ (6,805) | $ 2,000 | $ 2,000 |
| District #1-Property Taxes, Secured | 181,368 | 195,264 | 201,466 | 194,000 | 194,000 |
| District #1-Property Taxes, Unsecured | 6,698 | 2,905 | 7,097 | 7,000 | 7,000 |
| District #1-Supplemental Roll | 4,324 | 3,692 | 5,574 | 4,000 | 4,000 |
| District #1-Homeowners Reimbursement | 827 | 820 | 813 | 500 | 500 |
| Prior Years and Penalties | 789 | 348 | 1,223 | 750 | 750 |
| Transfers In | | | 2,600 | 2,600 | 2,600 |
| Total Revenues | $ 205,557 | $ 203,668 | $ 211,969 | $ 210,850 | $ 210,850 |
| **D. FISCAL YEAR EXPENDITURE DETAIL:** | | | | | |
| Traffic Signals | $ - | $ - | $ - | $ - | $ - |
| Public Right of Way Expenses | 30,617 | 21,842 | - | - | - |
| Street Lighting (Utilities) | 96,679 | 102,222 | 109,894 | 103,800 | 103,800 |
| Supplies & Materials | 7,913 | 1,510 | - | - | - |
| Other Operating | - | | 7,561 | 8,800 | 8,800 |
| Personnel Services | | | 33,032 | 30,300 | 30,300 |
| Professional Services | | | - | - | - |
| Total Operating Expense | 135,209 | 125,574 | 150,487 | 142,900 | 142,900 |
| Transfers Out | 19,277 | - | - | - | - |
| Transfers Out Pension Trust | | | | | |
| Transfers Out General Fund Capital | | | | | |
| Total Transfers | 19,277 | - | - | - | - |
| Street Lights | - | - | - | - | - |
| Total Capital Outlay Expense | - | - | - | - | - |
| Total Expenditures | $ 154,486 | $ 125,574 | $ 150,487 | $ 142,900 | $ 142,900 |

## ATTACHMENT B

## Resolution No. 6226

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 6226**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ACCEPTING AND ORDERING THE FILING OF THE REPORT OF THE CITY MANAGER OF SAID CITY FOR THE FURNISHING OF ELECTRIC CURRENT AND THE MAINTENANCE OF CERTAIN LIGHTING FIXTURES AND APPLIANCES IN THE CITY OF CARPINTERIA STREET LIGHTING DISTRICT NO. 1 (FY 2023-24)**

**WHEREAS,** pursuant to the provisions of the "Street Lighting Act of 1919" of the State of California (Part 1 of Division 14, of the Streets and Highways Code of said State), as amended, the City Council of the City of Carpinteria did on March 27, 2023 adopt Resolution 6214 instructing the City Manager to make and file with the City Council a report in writing presenting certain matters relating to street lighting assessment districts for the furnishing of electric energy and the servicing and maintenance of all street lights in said City; and

**WHEREAS,** the City Manager of the City of Carpinteria has presented to the City Council a report in writing dated April 24, 2023, presenting certain matters relating to the furnishing of electric energy and the servicing and maintenance of all street lights in the City of Carpinteria Street Lighting District No. 1; and

**WHEREAS,** proceedings for the lighting, maintenance and servicing district are to be undertaken pursuant to the provisions of the "Street Lighting Act of 1919," Part 1 of Division 14, of the Streets and Highways Code, as amended, and particularly as contemplated under the provisions of said law; and

**WHEREAS,** this City Council has carefully examined and inspected the report of the City Manager, and is satisfied with each and all of the items set forth in said report;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.** That the report of the City Manager of the City of Carpinteria, dated April 24, 2023, is hereby accepted and is hereby ordered filed with the City Clerk of the City.

**SECTION 2.** That the City Clerk shall certify to the passage and adoption of this resolution and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

**PASSED, APPROVED AND ADOPTED** on April 24, 2023 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____
Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

**ATTACHMENT C**
**Resolution No. 6227**

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 6227**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA DECLARING ITS INTENTION TO CONTINUE FURNISHING ELECTRICAL ENERGY, SERVICING AND MAINTENANCE OF ALL STREET LIGHTS, APPLIANCES AND FIXTURES ON THE STREETS AND PUBLIC PLACES IN THE CITY OF CARPINTERIA, FOR THE PERIOD BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024, AS PERMITTED BY THE STREET LIGHTING ACT OF 1919, FOR CARPINTERIA STREET LIGHTING DISTRICT NO. 1, AND APPOINTING A TIME AND PLACE FOR HEARING PROTESTS IN RELATION THERETO (FY 2023-24)**

**The City Council of the City of Carpinteria, California, does hereby resolve, declare, determine and order as follows:**

**SECTION 1.** That the public interest and convenience require, and it is the intention of the City Council of the City of Carpinteria, to order the furnishing of electric energy, servicing and maintenance of all street lights, appliances and fixtures, on portions of public streets, places, avenues, courts, and drives within said City, all as shown on Diagram and Plan No. LP-1977-2002-E, on file in the office of the City Clerk to be maintained and electric current to be furnished for lighting said fixtures and appliances for the period beginning July 1, 2023, and ending June 30, 2024 (Street Lighting District No. 1 ) permitted by the Street Lighting Act of 1919, in accordance with the report of the City Manager dated April 24, 2023, on file in the office of the City Clerk, and which is hereby referred to and by this reference incorporated herein and made a part hereof. The period of time for the furnishing of electric current and maintenance for the fixtures and appliances on said streets (or rights-of-way stated above) shall be set forth in a "NOTICE OF IMPROVEMENT," which said notice the law requires to be both published and posted. All of the work and improvement shall be done in accordance with the plans and specifications referred to in the report of the City Manager dated April 24, 2023.

**SECTION 2.** That public interest and convenience further requires, and that it is the intention of the City Council, from time to time to add certain lighting fixtures, lamps and appliances and/or the replacement of certain existing street lighting fixtures, lamps and appliances on and along said public streets, places, avenues, courts and drives, as they become necessary, said cost to be included in the District costs.

**SECTION 3.** That the City Treasurer has established a special fund known as "Carpinteria Street Lighting District, No. 1 Fund"; said City Treasurer shall place in said special fund all moneys collected by the Tax Collector pursuant to the provision of Section 6 of this resolution as soon as said moneys have been transferred to said City Treasurer. Payments shall be made out of said special fund only for the purposes provided for in this

resolution. To expedite the making of this improvement, the City Council may transfer into said special fund, out of any money in the general fund, such sums as it may deem necessary, and the sums so transferred, shall be deemed a loan to such special fund, and shall be repaid out of the proceeds of the assessments provided for in this resolution.

**SECTION 4.** That said contemplated work of improvement, in the opinion of the City Council, is of more than local or ordinary benefit, and said Council hereby makes the expense of said work and improvement chargeable upon a district, which district said Council hereby declares to be the district benefited by said work and improvements, and to be assessed to pay the cost and expense thereof, which said District includes the entire City of Carpinteria as shown on Diagram and Plan No. LP-1977-2002-E (District No. 1) on file in the office of the City Clerk, on which Diagram and Plans the extent of said District is indicated, and the exterior boundaries thereof are described by a boundary line, (being the City Boundary Lines including annexations completed prior to June 30, 1992) and to which said Diagram and Plan reference is hereby made for a complete and detailed description of said district, excepting from said district any portion of any public street or alley that may be included therein. The said diagram on file shall govern for all details as to the extent of said District.

**SECTION 5**. Any lots or parcels of land known as public property, as the same is defined in Section 18014, Part 1, Division 14, Streets and Highways Code, as amended ("Street Lighting Act of 1919"), hereinafter referred to, which are included in the said District shall be exempt from the assessment to be made to cover and expenses of said contemplated improvement.

**SECTION 6.** That the improvements contemplated by the Resolution of Intention shall be done under the provisions of the "Street Lighting Act of 1919" (now Part 1 of Division 14 of the Streets and Highways Code of the State of California), as amended.

**SECTION 7.** That on May 22, 2023 at the hour of 5:30 p.m. of the said day, be and the same is hereby appointed as the time, and the Council Chambers in the City Hall, 5775 Carpinteria Avenue, in said City of Carpinteria, California, is hereby appointed as the place for hearing protests in reference to the said proposed improvement and also in reference to those matters stated in Section 2, above.

**SECTION 8.** That the City Clerk is hereby authorized, designated and directed to give notice of said hearing in time, form and manner as required by law.

**SECTION 9.** That the Coastal View, a newspaper of general circulation, published in the County of Santa Barbara and circulated within the City of Carpinteria, is hereby designated as the newspaper in which such notice shall be published.

**SECTION 10.** That this resolution shall take effect immediately and the City Clerk shall certify to the passage and adoption of this resolution; shall enter the same among the original resolutions of the City Council of said City, and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

**PASSED, APPROVED AND ADOPTED** on April 24, 2023 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____
Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**APRIL 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Report on Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2023-24.

## STAFF RECOMMENDATION

Adopt Resolution Nos. 6228 and 6229, acting to accept and file the mandatory Annual Report of the City Engineer and set the matter of the continuation of Lighting, Landscaping and Right of Way Improvement District No. 3 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.

Sample Motion: I move to adopt Resolution Nos. 6228 and 6229, as ready by title only, acting to accept and file the mandatory Annual Report of the City Engineer and set the matter of the continuation of Lighting, Landscaping and Right of Way Improvement District No. 3 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.

## BACKGROUND/DISCUSSION

On March 27, 2023, by Resolution No. 6215, the City Council ordered a report on the status and projections for Lighting, Landscaping and Right of Way Improvement District No. 3 (District) for Fiscal Year 2023-24. The District provides funding for the maintenance of rights of way including repairs to curbs, gutters, sidewalks, and tree removal and planting, and the tree management program. The District may also make assessments for street lighting, but such assessments are not made since the overlapping Street Lighting District No.1 provides funding sufficient to meet any street lighting needs.

The District encompasses the entire City, and assessments are made on a parcel by parcel basis depending on use, location, and need for services. District revenues are currently used to pay for one Maintenance Worker I and one Maintenance Worker II

positions as well as general right of way maintenance, tree maintenance, and water and electric utilities costs.

A report of the City Engineer is required annually in accordance with California Streets and Highways Code Section 22500 et al., and is the second of a three-step procedural process required each year in order to continue the District. The steps are 1) Order the report and issue the Notice of Intent to continue the assessment District, 2) Accept the report and set for public hearing, and 3) Conduct the public hearing and decide on continuing the District.

## POLICY CONSISTENCY

The City General Plan/Local Coastal Plan includes policies that address the maintenance of street corridors in the City. Specifically, Policies CD-8a, CD-8b, CD-9a, CD-9b, CD-9c, CD-9d and CD-9f address pedestrian and bicycle pathways. The District is the financial means by which the City can, in part, implement these policies.

## FINANCIAL CONSIDERATIONS

The Report by the City Engineer (Attachment A) includes a summary of revenue and expenses for the District providing past years, current year, and projected data for next year. The District's income stream is derived from a fixed dollar assessment on real property, while a majority of the District's expenses are subject to inflationary pressures. Aging streets and sidewalks also increased the District's maintenance expenses. To minimize the need for General Fund subsidation, capital improvements are no longer being funded by this source.

The District's annual revenue of approximately $195,000 is insufficient to address both maintenance and capital improvements needed for the District. An estimated $128,814 subsidy from the General Fund would be needed to balance the District fund for the current fiscal year. The beginning fund balance of Fiscal Year 2022-23 was $0. The ending fund balances for fiscal years 2022-23 and 2023-24 are projected to be $0, respectively. See Attachment A.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The following is the sequence of events for continuing the District:

March 27, 2023 -- Adopt a resolution ordering the preparation of a report describing the financial status and recommending assessments for fiscal year 2023-24.

April 24, 2023 -- The report is prepared and presented by staff with recommendations.
Adopt a resolution accepting the report.

Adopt a resolution of intention to continue the District and to levy assessments for next year and set for public hearing.

May 22, 2023 -- Conduct a public hearing on the proposal to continue the District. Adopt a resolution continuing the District and levying assessments for Fiscal year 2023-24.

The City has not increased the assessment for this District since it was originally adopted. Should an increase in the assessment be considered, the City must abide by the following procedure to impose any new or increased special assessment:

1. Identify the benefit the public improvement will provide.

   The City must identify the benefits that the District assessment will provide. The District provides maintenance and repairs of curb, gutter and sidewalks, tree planting, tree trimming and tree removal as well as installation and maintenance of landscaped street tree planters and medians.

2. Identify the parcels to receive special benefit.

   The City must identify all of the parcels, including property owned by federal, state, or local governmental agencies, which will have a special benefit conferred upon them and upon which the assessment will be imposed.

3. Determine whether the improvements provide general benefits and identify appropriate source of funding therefore.

   Because assessments are limited to capturing the amount of money that specially benefits property, it is necessary to determine if the costs of the improvements provide a general benefit. If so, the general benefit must be paid for with other agency sources of funding.

4. Determine proportionate special benefit.

   The assessment on a parcel may not exceed the reasonable cost of the proportionate special benefit conferred on such parcel. Accordingly, once all of the parcels are identified, the City must determine the proportionate special benefit to each property in relationship to the entirety of the cost of acquiring or constructing an improvement, or of maintaining and operating such an improvement. The City will make this determination by obtaining an engineer's report that supports the assessment by identifying the benefitted parcels, distinguishing general from special benefits, and apportioning the assessment.

5. Provide adequate notice of the protest hearing on the proposed assessment.

The City must mail written notice of the proposed assessment to the record owner of each parcel at least forty-five (45) days prior to the public hearing on the proposed assessment. The information in the mailed notice should be based on the engineer's report and the date, time, and location of the public hearing along with a ballot to be completed by the owner where the owner indicates their support or opposition to the proposed assessment.

6. Hold a public hearing.

   Not less than forty-five (45) day after mailing the notice, the City must conduct a public hearing. During the hearing, the City must consider all objections to, or protests against, the proposed assessment and tabulate the ballots received before the conclusion of the public hearing.

7. Adopt an increase by Resolution or Ordinance

   If there is no majority protest, the City may make a determination to increase or impose a new assessment based on the information in the engineer's report and/or determined at the hearing, and then, by ordinance or resolution, adopt the proposed assessment.

## OPTIONS

1. Adopt Resolution Nos. 6228 and 6229, acting to accept and file the mandatory Annual Report of the City Engineer and set the matter of the continuation of Lighting, Landscaping and Right of Way Improvement District No. 3 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.
2. The City Council could choose to modify the mandatory Annual Report and approve it as modified, and continue the Lighting, Landscaping and Right of Way Improvement District for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.
3. The City Council could choose not to accept the mandatory Annual Report and/or not set the matter of continuing the Lighting, Landscaping and Right of Way Improvement District for Fiscal Year 2023-24 for public hearing; however, by omitting this step, the District would not be continued for Fiscal Year 2023-24.

## PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

## ATTACHMENTS

Attachment A: Report of the City Engineer
Attachment B: Resolution No. 6228
Attachment C: Resolution No. 6229

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

Signature

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov

Signature

# ATTACHMENT A

## Report of the City Engineer

# CITY OF CARPINTERIA
# REPORT OF THE CITY ENGINEER RELATIVE TO THE ASSESSMENT OF CARPINTERIA LIGHTING, LANDSCAPING AND RIGHT-OF-WAY IMPROVEMENT DISTRICT NO. 3

April 24, 2023

## 1. INTRODUCTION

This report is prepared pursuant to Resolution No. 6215 as adopted by the City Council on March 27, 2023. The objective of the report is to describe the status of the District which provides funding for maintenance and improvements to the public right-of-way, including but not limited to maintenance and repair of curbs, gutters, sidewalks, street trees, and related activities. Further, the purpose is to provide a recommendation for assessments for the coming year which provides revenue to offset the costs involved in the district.

## 2. BACKGROUND

The Lighting, Landscaping and Right of Way Improvement District No. 3, hereinafter called District, was formed under the authority of the Landscaping and Lighting Act of 1972 in accordance with California Streets and Highways Code Section 22500 et al. The District was formed after lengthy study and hearings that were completed in June 1985.

Under the provisions of said authority, an annual report of the City Engineer must be presented and a hearing conducted on the proposed assessments for the upcoming fiscal year, Fiscal Year 2023-24. The assessment is not considered a tax in that the "benefit" is derived in accordance with the assessment, which varies from location to location depending upon the level of maintenance required in the public right-of-way adjacent to a parcel.

Effective with the adoption of the Fiscal Year 1992-1993 budget, assessments were increased $150,000 to finance the cost of park maintenance previously financed by the General Fund.

With the passage of Proposition 218 in Fiscal Year 1996-1997 park maintenance costs became ineligible for funding from this source and the $150,000 assessment for park maintenance was removed from the roll in Fiscal Year 1997-1998. In that same year, Carpinteria voters approved a Park Maintenance Tax that was accounted for in a separate Park Maintenance Fund to finance these activities.

## 3. FINANCIAL DATA/ASSESSMENT INFORMATION

The income stream to the District consists of a fixed dollar assessment on real property, interest, and transfers from other funds. Fund transfers, such as from the Gas Tax Fund, are permitted to offset expenses associated with District staff performing activities as a part of District implementation that qualify for payment through the Gas Tax Fund. Although the expenses of the District are subject to inflationary pressures, there is no corresponding provision for inflationary adjustments to the assessments. The current assessment amount may only be increased by submitting the issue to a vote of the City's electorate. Although District revenue is currently not sufficient to cover costs, revenue from other sources ($101,522) are proposed for use to fully fund the District. See Exhibit 2.

## 4. DISTRICT BOUNDARIES

Exhibit 1 is a map of the District boundary. The District boundary is coterminous with the City boundary with the exception of that portion located off-shore. Public and other exempt properties are not assessed by the District.

## 5. ANNEXATIONS

There were no annexations to either the City or the District during the past fiscal year.

## 6. RECOMMENDATION

It is recommended that the City Council adopt Resolution Nos. 6228 and 6229, thereby acting to accept and file the mandatory annual report of the City Engineer and set the matter of the continuation of Lighting, Landscaping, Right of Way Improvement District No. 3 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

By:

John L. Ilasin, P.E.
Public Works Director/City Engineer
Public Works Department
City of Carpinteria

# Exhibit 1
# Map of District Boundary

City of Carpinteria
Lighting, Landscaping and Right of
Way Improvements District No. 3
While reasonable efforts have been made to create
an accurate map, the City cannot ensure its accuracy.

Exhibit 2
State of Fund Transactions and Financial Condition for the District

**LIGHTING, LANDSCAPING AND RIGHT OF WAY IMPROVEMENT DISTRICT NUMBER 3**
**STATEMENT OF FUND TRANSACTIONS AND FINANCIAL CONDITION**

| **FUND 33 RIGHT OF WAY FUND** | **ACTUAL 2019-20** | **ACTUAL 2020-21** | **ACTUAL 2021-22** | **BUDGET 2022-23** | **PROJECTED 2023-24** |
|---|---|---|---|---|---|
| **A. SUMMARY OF FUND TRANSACTIONS:** | | | | | |
| Fund Balance; July 1 | $ - | $ (1,665) | $ (12,572) | $ (12,572) | $ (12,572) |
| Fiscal Year Revenues | 355,279 | 224,586 | 317,368 | 297,122 | 297,122 |
| Fiscal Year Expenditures | 356,944 | 235,493 | 317,368 | 297,122 | 297,122 |
| Fund Balance; June 30 | (1,665) | $ (12,572) | $ (12,572) | $ (12,572) | $ (12,572) |
| Revenue Over/(Under) Expense | $ (1,665) | $ (10,907) | $ - | $ - | $ - |
| **B. BALANCE SHEET, JUNE 30** | | | | | |
| ASSETS: | | | | | |
| Cash in Savings | $ - | $ - | $ - | $ - | $ - |
| Accounts Receivable | - | - | - | - | - |
| Total Assets | - | - | - | - | - |
| LIABILITIES AND FUND BALANCE: | | | | | |
| Accounts Payable | - | - | - | - | - |
| Fund Balance | - | - | - | - | - |
| Total Liabilities & Fund Balance | $ - | $ - | $ - | $ - | $ - |
| **C. FISCAL YEAR REVENUE DETAIL:** | | | | | |
| District #3 Assessment | $ 198,415 | $ 194,285 | $ 198,186 | $ 193,000 | $ 193,000 |
| Penalties and Interest | 305 | 628 | (423) | 100 | 100 |
| Miscellaneous Revenue | 2,684 | - | 2,500 | 2,500 | 2,500 |
| Transfer from Other Funds | 153,876 | 29,673 | 117,104 | 101,522 | 101,522 |
| Total Revenues | $ 355,279 | $ 224,586 | $ 317,368 | $ 297,122 | $ 297,122 |
| **D. FISCAL YEAR EXPENDITURE DETAIL:** | | | | | |
| Personnel Expense | $ 192,319 | $ 112,784 | $ 127,391 | $ 121,500 | $ 121,500 |
| Right-Of-Way Maintenance (Contract) | 52,465 | 61,733 | 90,742 | 74,250 | 74,250 |
| Street Tree Maintenance (Contract) | - | - | - | - | - |
| Supplies and Materials | 21,141 | 15,205 | 34,890 | 21,500 | 21,500 |
| Vehicle Operations | - | - | - | - | - |
| Other Contract Services | 22,871 | 930 | 5,918 | 21,000 | 21,000 |
| Utilities | 35,730 | 44,841 | 46,269 | 46,300 | 46,300 |
| Total Operating Expense | 324,526 | 235,493 | 305,210 | 284,550 | 284,550 |
| Transfers Out | 32,418 | - | 12,158 | 12,572 | 12,572 |
| Capital Improvements | - | - | - | - | - |
| Total Capital Outlay Expense | - | - | - | - | - |
| Total Expenditures | $ 356,944 | $ 235,493 | $ 317,368 | $ 297,122 | $ 297,122 |

**ATTACHMENT B**

**Resolution No. 6228**

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 6228**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ACCEPTING AND ORDERING THE FILING OF THE REPORT OF THE CITY ENGINEER, LIGHTING, LANDSCAPING AND RIGHT OF WAY IMPROVEMENT DISTRICT NO. 3 (FY 2023-24)**

**WHEREAS,** the City Council of the City of Carpinteria, California, did in Resolution No. 6215, adopted March 27, 2023, pursuant to the provisions of the California Landscaping and Lighting Act of 1972 (Section 22500 et seq. of the Streets and Highways Code), required the City Engineer to make and file with the City Clerk a report in writing, presenting certain matters to order certain street lighting fixtures and appurtenances to be installed, electrical energy and maintenance to be furnished for street lights; and to maintain landscaping, which includes the maintenance of street trees; replacing of same and appurtenances and appurtenant work relating to the above said landscaping including street tree maintenance; the installation and maintenance of irrigation systems necessary for the above; street sweeping; maintenance of designated parkways, landscaped areas, and curbs, gutters, and sidewalks, as contemplated under the provisions of the Landscaping and Lighting Act of 1972; and

**WHEREAS**, on April 24, 2023, the City Engineer made and filed in the office of the City Clerk the report, which is responsive to the requirements of said resolution and as contemplated under the provisions of the Landscaping and Lighting Act of 1972; and

**WHEREAS**, said the Public Works Director has presented the said report to the City Council, and the City Council has proceeded to carefully examine, inspect, and consider said report and is satisfied with said report and with each and all of the items therein set forth.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.** That the report of the City Engineer of the City of Carpinteria, California, dated April 24, 2023, prepared and filed in the Office of the City Clerk pursuant to the requirements of the provisions of Resolution No. 6215 and in conformity with the provisions of the State Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the Streets and Highways Code) is hereby approved as so prepared, presented and filed.

**SECTION 2.** That the City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of the City Council and shall make a minute of the passage and adoption thereof in the records of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

**PASSED, APPROVED AND ADOPTED** on April 24, 2023, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____
Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

**ATTACHMENT C**

**Resolution No. 6229**

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 6229**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA DECLARING ITS INTENTION TO LEVY ASSESSMENTS WITHIN LIGHTING, LANDSCAPING AND RIGHT-OF-WAY IMPROVEMENT DISTRICT NO. 3 FOR THE 2023/2024 FISCAL YEAR AND APPOINTING A TIME AND PLACE FOR HEARING PROTESTS IN RELATION THERETO**

**WHEREAS**, the Lighting, Landscaping and Right-of-Way Improvement District No. 3 ("District") was established in 1985 by the City Council pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500 et seq.) to fund the cost of maintaining and servicing improvements in the right of ways within the boundaries of the District; and

**WHEREAS**, the City Council has continuously since levied an annual assessment on the lots and parcels of the District in an amount equal to and proportional to the benefits received by such lots and parcels for said maintenance and servicing; and

**WHEREAS**, the assessment is made in the public interest to ensure street safety.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CARPINTERIA, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** It is the intention of the City Council to order the continuation of the assessment district known as the Lighting, Landscaping and Right-of-Way Improvement District No. 3 for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

**SECTION 2**. Continuation of said District shall entail the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972, whereby certain street lighting fixtures and appurtenances be installed, electrical energy and maintenance be furnished for street lights; and maintenance of landscaping, which includes street trees; replacing of the same and appurtenances and appurtenant work relating to the above said landscaping and tree maintenance; the installation and maintenance of irrigation systems necessary for the above; street sweeping; maintenance of designated parkways, landscaped areas, curbs, gutters, and sidewalks, as shown on Diagram for the Lighting, Landscaping and Right of Way Improvement District No. 3.

**SECTION 3.** The District boundary is coterminous with the City boundary with the exception of that portion located off-shore. Public properties shall be omitted and are not assessed by the District.

**SECTION 4**. The City Council has approved the Engineer's Report on the annual assessment for fiscal year 2023/2024, copies of which are on file with the City Clerk's Office. Reference to the Report may be made for a full and detailed description of the

improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the district.

**SECTION 5.** The City Council finds that the assessments to be levied against each lot and parcel within the District are less than or equal to the assessments levied in fiscal year 2022/2023.

**SECTION 6.** That on May 22, 2023, at approximately 5:30 P.M., at City Council Chambers in City Hall, located at 5775 Carpinteria Avenue, is hereby appointed as the date and place for hearing protests in reference to said improvement.

**SECTION 7.** That the City Clerk is hereby authorized, designated and directed to give notice of said hearing in time, form and manner as required by law.

**SECTION 9.** That this resolution shall take effect immediately on adoption.

**PASSED, APPROVED AND ADOPTED** on April 24, 2023 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____

Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber Schreck, LLP acting as City Attorney of the City of Carpinteria

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**April 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Report on Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2023-24.

## STAFF RECOMMENDATION

Adopt Resolution Nos. 6230 and 6231, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Parking and Business Improvement Area District No. 4 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

Sample Motion: I move to adopt Resolution Nos. 6230 and 6231, as read by title only, thereby acting to accept the mandatory Annual Report and Budget; and to set the matter of the continuation of Parking and Business Improvement Area District No. 4 for fiscal year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.

## BACKGROUND

The Parking and Business Improvement Area (City Assessment District No. 4) was formed in September 1986 with the adoption of City Ordinance No. 393, pursuant to the California Parking and Business Improvement Area Law of 1979. Parking and Business Improvement Areas are formed to enhance a specific area and increase customer/ tourist appeal. This has historically been accomplished through parking improvements, advertising/promotions, and increased public services like restroom and sidewalk cleanings. In 1989, the State of California repealed the Parking and Business Improvement Area Law of 1979 and enacted the Parking and Business Improvement Area Law of 1989 (Streets and Highways Code Section 36500 et seq.). This new law was the impetus for the adoption in 1990 of City Resolution No.1882, which appointed a required five member Downtown "T" Business Advisory Board or DTBAB (formerly the Parking and Business Improvement Advisory Board or PBIAAB) to advise the City Council regarding the level of assessments, expenditure of revenues from the assessments, and to provide an Annual Report (Attachment A) outlining certain

activities within the District for the coming fiscal year. In 2019, the City Council restructured the DTBAB from a five-member to a seven-member Board with three alternate members.

On March 27, 2023, by Resolution No. 6216, the City Council ordered a report on the status and projections for Carpinteria Parking and Business Improvement Area District No. 4 for Fiscal Year 2023-24.

This matter will allow the City Council, if determined appropriate, to accept the Report and to set a public hearing date for its consideration of continuing the District.

## DISCUSSION

The Board has a duty to prepare and present an Annual Report to the City Council that addresses all matters relating to the Assessment District, including the methods and basis of levying the assessments and recommendations on the use of funds collected by the District. Additionally, the Board makes recommendations to the City Council for general promotion of business activities, economic growth and stability of the District, and general maintenance issues within the Downtown "T".

The Downtown "T" Business Advisory Board recommends that its Annual Report (Attachment A) be forwarded to the City Council. The Annual Report contains the following recommendations:

The current $119.25 General Business Assessment annual fee which is applicable to all businesses located within the boundaries of Assessment District No. 4, is to be adjusted by the Consumer Price Index for Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County, CA based on the March to March increase evaluation (+2.84%) to $122.64.

Special Parking Assessment Fees, which apply only to selected businesses, are currently not active.

Although there are occasional delinquencies in the payment of general business assessment fees, delinquent merchants continue to receive the benefits funded by the business assessment fees. The Downtown "T" Business Advisory Board urges the City Council to continue to support staff in vigorously pursuing delinquent assessment fees, up to and including Small Claims proceedings and/or collections, with any appeal made directly to the City Council.

Unpaid balances from an individual merchant continue to *not* be forgiven, rather the balance due be carried forward and added to assessments billed to that business in the next fiscal year. Those merchants currently delinquent will be sent a delinquent notice and letter. There are currently 22 delinquent businesses with a total unpaid assessment of $2,146.50. The Administrative Services Department and Code Compliance Division of Community Development is currently reaching out to the delinquent businesses to

verify if they are in fact still in business and if so, informing them that they need to pay the assessment.

The PBIA District spends approximately $13,000 on various Downtown "T" promotions and related activities including the Independence Day Parade, Halloween Trick or Treat, the Holiday Spirit Parade, and operation of the light pole banner program. Over the last 20 years, expenses for maintaining the City's downtown infrastructure have grown considerably. In the 1990's the City improved the Downtown with new pavement and sidewalks, landscaping, decorative street lighting and street furniture (benches, trash receptacles, newspaper vending racks, etc.) The City of Carpinteria now spends from Public Works funds, such as Gas Tax and Measure A funds, approximately $25,000 per year on steam cleaning the Downtown sidewalks, approximately $50,000 on operating and maintaining the restrooms adjacent to Parking Lot Nos. 1 and 3, and approximately $20,000 on landscaping, lighting and street furniture maintenance.

## POLICY CONSISTENCY

The preparation and adoption of the Annual Report is consistent with the requirements laid out in Chapters 3 and 4 of the "Parking and Business Improvement Area Law of 1989" of the California Streets and Highways Code.

## FINANCIAL CONSIDERATIONS

Total revenue from the District is proposed to be approximately $15,000. For Fiscal Year 2023-24, the District will only collect fees from General Assessment Fees since the Parking Lot No. 3 debt has been paid off. Attachments C and D detail the state of current fund transactions, the financial condition of the District and the proposed assessment roll for Fiscal Year 2023-24. A description of the fees, including their status, is provided below:

**General Assessment Fees:** apply to all businesses within the district and are currently proposed to be $122.64 per business for Fiscal Year 2023-24. These fees are used for promotion, maintenance, and revitalization activities within the District.

**Special Parking Assessment Fees:** apply only to selected businesses and are based on parking shortfalls as specified by City Zoning Code and a benefit ratio. The benefit ratio is based on a business's proximity to the location of a specific parking improvement and is used for acquisition, construction, and maintenance of those specific sub area parking improvements. The City has three publicly owned parking lots that are improved through special assessments. The remaining special parking assessment (Parking Lot No. 3) has been paid off and there are no active special parking assessments for Fiscal Year 2023-24.

> Parking Lot # 1 (Located on 9th Street between Yucca Lane and Elm Street) The funding program for this parking lot, which was financed through the sale of serial bonds, was paid off in 1988 by means of property assessments on the individual property owners. In Fiscal Year 1996-97 an assessment fee was

levied on businesses adjacent to Parking Lot #1 to reimburse the City for half of the costs incurred for resurfacing of the parking lot. Final payments on this assessment were completed in June, 2006.

Parking Lot #2 (Located on Cactus Lane)
The funding program for Parking Lot #2 was established in Fiscal Year 1987-88. SB 959 Grant monies were used to fund a portion of the cost and funding of the balance was shared equally by the City and the businesses located in the area of benefit. The business share of the assessment was paid off in June, 1997.

Parking Lot #3 (Located at the Amtrak Station on Linden Ave. and Fifth Street)
Parking Lot #3 was completed in Fiscal Year 1989-90. SB 959 Grant monies were used on this project and, since this lot was intended to benefit both the downtown and the beach area, a portion of the cost was funded through the Tidelands Trust Fund as well as the City's General Fund. Businesses located in the proximity of Parking Lot #3 (also known as Sub Area "B") are currently paying an assessment of $51.00 per parking space shortfall. This debt was paid off in 2018.

The projected fund balance at the end of this fiscal year (Fiscal Year 2022-23) is $11,976. Estimated revenue for fiscal year 2023-24 is $15,000 and the proposed budget is $15,300, leaving a fund balance at June 30, 2024 of $11,676. The proposed budget can be found in Attachment A and includes expenditures for Downtown events and activities.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Assessments for District No. 4 are made on businesses located within the improvement area; not on property owners. As such these assessments are not subject to the provisions of Proposition 218. It is possible to establish a district that is property based making collections through the County property tax roll. Such a district and assessments would; however, be subject to Proposition 218 requirements.

## OPTIONS

1. Adopt Resolution Nos. 6230 and 6231, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Parking and Business Improvement Area District No. 4 for Fiscal Year 2023-24 for public hearing at the regular City Council meeting of May 22, 2023.
2. The City Council could choose not to accept the mandatory annual report and/or not set the matter of continuing the Parking and Business Improvement Area District for Fiscal Year 2023-24 for public hearing; however, by omitting this step, the District would not be continued for Fiscal Year 2023-24.

## PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

## ATTACHMENTS

| | |
|---|---|
| Attachment A: | Downtown "T" Business Advisory Board Annual Report & Fiscal Year 2023-24 Proposed Budget |
| Attachment B: | Map of the District Boundaries |
| Attachment C: | State of Fund Transactions and Financial Condition for the District |
| Attachment D: | Proposed Assessment Roll for 2023-24 |
| Attachment E: | Resolution No. 6230 |
| Attachment F: | Resolution No. 6231 |

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov

## ATTACHMENT A

## Downtown "T" Business Advisory Board
## Annual Report & Fiscal Year 2023-24 Proposed Budget

**City of Carpinteria**
**Downtown "T" Business Advisory Board**

# ANNUAL REPORT RELATIVE TO ASSESSMENT DISTRICT NO.4
**Submitted April 24, 2023**

## BOARD RESPONSIBILITIES

In compliance with local and State regulations, the Downtown "T" Business Advisory Board (DTBAB) is responsible for providing an operational and financial mechanism to acquire, construct, and maintain off-street public parking facilities. Additionally, the Board makes recommendations to the City Council for general promotion of business activities, economic growth and stability in the District, and general maintenance issues within the Downtown "T". The Board has a duty to prepare and present an Annual Report to the City Council that addresses all matters relating to the Assessment District, including the methods and basis of levying the assessments and recommendations on use of funds collected by the District. Prior to preparing this report the Board reviewed the status of delinquent assessment fees and changes that have taken place on the assessment roll during the past year.

## BACKGROUND

California State Law and Streets and Highways Code Sections 36500-36504 prescribe the process for levying assessments and establish guidelines for the appointment of an Advisory Board to make recommendations on assessments and use of funds collected by the Assessment District. The Downtown "T" Business Advisory Board was created in 1990 pursuant to the California Parking and Business Improvement Area Law of 1989 and was composed of five members (three assessment paying members and two at-large members). On June 24, 2019 the City Council restructured the Downtown "T" Business Advisory Board to seven members (four assessment paying members and three at-large members), as well as three alternate members. The members are appointed by the Mayor, subject to the advice and consent of the City Council. They serve at the pleasure of the City Council without pay. Four of the members must represent businesses paying assessment fees in Assessment District No. 4. The remaining three members, while preferably business-related and representative of the Assessment District, may be any qualified persons as determined by the Council. In addition, to the seven members, the City Council also created three alternate assessment-paying members to assist in obtaining a quorum.

## ASSESSMENT DISTRICT NO. 4

### Advisory Board

The Downtown "T" Business Advisory Board meets at City Hall at 8:30 a.m. on the first Thursday of every month. Meetings are conducted in accordance with the Brown Act and are open to the public.

**Current Board members:**

| | |
|---|---|
| Mary Beth Radley | Assessment Paying Mbr. (Homestead Antiques & Trading Co.) |
| Richard Mancilla | Assessment Paying Member (The Worker Bee Cafe) |
| Jason M. Lesh | Assessment Paying Member (The Good Plow) |
| Kristina Calkins | Assessment Paying Member (Carpinteria Arts Center) |
| Lorraine McIntire (Chair) | At-Large Member |
| Tina Frontado | At-Large Member |
| Michelle Carlen | At-Large Member |
| Warner Ebbink | Alternate Boardmember |
| Vacant | Alternate Boardmember |
| Vacant | Alternate Boardmember |

**District Boundaries**

The boundaries of Carpinteria Assessment District No. 4 include the areas adjacent to Linden Avenue from the railroad to Carpinteria Avenue and from Holly Avenue to Palm Avenue. All businesses located within the boundary of the Carpinteria Parking and Business Improvement Area District No. 4 are subject to a general business improvement assessment as set by City Ordinance and, where applicable, a special parking benefit assessment fee based on parking requirements as outlined in the City's zoning ordinance. The District Boundaries can be found following this report.

## PARKING ASSESSMENT

Businesses within the boundaries of the Assessment District are subject to a special parking benefit assessment fee, which is used to reimburse the City's General Fund for the costs associated with the City's three parking lots. By City Ordinance No. 393, the funds derived from this assessment must be used exclusively for the purpose of acquisition, construction, and maintenance of off-street parking.

The criteria used for establishing parking assessments is based on the parking requirement per the zoning ordinance, less any on-site parking provided by the business, adjusted to reflect the benefit derived from the parking lot based on distance and accessibility to the parking lot.

- **Parking Lot # 1** (Located on 9th Street between Yucca Lane and Elm Street)
  The funding program for this parking lot, which was financed through the sale of serial bonds, was paid off in 1988 by means of property assessments on the individual property owners. In FY 1996-97 an assessment fee was levied on businesses adjacent to Parking Lot #1 to reimburse the City for costs incurred for resurfacing of the parking lot. Final payments on this assessment were completed in June, 2006.

- **Parking Lot #2** (Located on Cactus Lane)
  The funding program for Parking Lot #2 was established in FY 1987-88. SB 959 Grant monies were used to fund a portion of the cost and funding of the balance was shared equally by the City and the businesses located in the area of benefit. The business share of the assessment was paid off in June, 1997.

- **Parking Lot #3** (Located at the Amtrak Station on Linden Ave. and Fifth Street)
  Parking Lot #3 was completed in FY 1989-90. SB 959 Grant monies were used on this project and, since this lot was intended to benefit both the downtown and the beach area, a portion of the cost was funded through the Tidelands Trust Fund as well as the City's General Fund. Businesses located in the proximity of Parking Lot #3 were assessed for the construction of the parking lot. This assessment was paid off in 2018.

**Board Recommendation:**

The Downtown "T" Business Advisory Board recommends the following to the City Council:

Parking Lot # 1, Parking Lot #2, and Parking Lot #3
Parking Lots #1, #2, and #3 are paid off. No action taken by Board.

## GENERAL BUSINESS ASSESSMENT

All businesses located within the boundaries of District No. 4 are required to pay a general business assessment fee.

As outlined by City Ordinance No. 393, funds derived from the general business improvement assessment are restricted funds and must be used exclusively for the benefit of general business revitalization, promotion and improvement within the boundaries of the Parking and Business Improvement Assessment District No.4.

The General Business Assessment fee for all businesses located within the Parking and Business Improvement Area District No. 4 had not been increased since 1991 when City Resolution No. 1998 increased the assessment from the Fifty Dollars ($50.00) set by Ordinance in 1988, to One Hundred Dollars ($100.00) per business per year. On June 27, 2011, the annual general assessment was increased to One Hundred Fifteen Dollars ($115.00) per business per year, including an annual inflationary adjustment with a maximum increase of 3% annually. In 2012, the general assessment fee was adjusted to $117.00 and in 2013 was $119.00 following the inflationary adjustments. For Fiscal Years 2020-21 and 2021-22, the Board suspended the general assessment to support Downtown "T" businesses during the COVID-19 pandemic and in Fiscal Year 2022-23, the Board reinstated the $119.25 per business general assessment. The Board recommends adjusting the general assessment fee by an inflationary adjustment to $122.64 per business for Fiscal Year 2023-24.

The annual inflationary index for this assessment is the Consumer Price Index for Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County, CA. The calculation is based on a March to March increase evaluation, in accordance with other City fee adjustments. For the past couple of years, the Board has recommended that the inflationary index be suspended.

## Board Recommendation:

The Downtown "T" Business Advisory Board recommends the following to the City Council:

> The current $119.25 General Business Assessment annual fee which is applicable to all businesses located within the boundaries of Assessment District No. 4 is to be adjusted by the Consumer Price Index for Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County, CA based on the March to March increase evaluation. The proposed General Business Assessment annual fee is $122.64 per business (an increase of 2.84%) for Fiscal Year 2023-24.

## FUNDING OF DTBAB EVENTS AND ACTIVITIES

With the adoption of a City Marketing Plan in 1993, the City Council authorized the PBIA Board to fund events and activities in the Downtown "T" with monies derived from the annual General Business Assessment fees. The use of the restricted business assessment fees as the primary funding source changed the scope of the 1993 City Marketing Plan, at least geographically, from focus on a "Community-wide" plan to a Downtown "T" plan.

The Downtown "T" Business Advisory Board budget allocates the fees for planning and promotion of events held in the Downtown "T", as well as cooperative advertising programs, preparation and distribution of a courtesy map listing merchants in the Downtown "T", maintenance and replacement of the existing flag (banner) systems, a signage program, and many other maintenance/improvement activities.

It should be noted that the Project Carpinteria Committee, which was formed under the Marketing Plan and made up of PBIAAB members and representatives of the Carpinteria Valley Chamber of Commerce, has been dissolved and is no longer an active Committee under the Downtown "T" Business Advisory Board.

In October, 2007 the City Council approved the formation of a more inclusive community committee, separating it from the PBIAAB. Funding for the new "Carpinteria First" Committee was provided by the General Fund, with the expectation that the Committee would focus on events and activities that benefit the entire community. The Carpinteria First Committee was dissolved in 2019.

The Downtown "T" Business Advisory Board continues to have the responsibility and duty to oversee the Assessment District parking and business assessment fees in compliance with State regulations, including the responsibility to promote and encourage the economic growth and stability of the district. The Board also continues to plan and promote activities and events in the Downtown "T".

The DTBAB reviewed the proposed 2023-24 budget prepared by City staff. The balanced budget included various promotional, marketing, maintenance, improvements and special events that highlight the Downtown "T". In adopting the budget, the DTBAB recommends

that the budget be reviewed during the next fiscal year to explore ways to reduce the costs of the special events and parades while increasing the funds allocated to promotions and marketing.

## PROPOSALS

The Downtown "T" Business Advisory Board recommends the following proposals to the City Council:

1. Although delinquent in the payment of general business assessment fees, the delinquent merchants continue to receive the benefits funded by the business assessment fees. The Council is urged to continue to support staff in vigorously pursuing delinquent assessment fees, up to and including Small Claims proceedings, with any appeal made directly to the City Council.

2. Unpaid balances from an individual merchant continue to *not* be forgiven, but the balance due be carried forward and added to assessments billed to that business in the next fiscal year. Those merchants currently delinquent will be sent out a delinquent notice and letter.

## PRESENTATION OF REPORT

It is recommended that the City Council accept this report and continue the existing Parking and Business Improvement Area District No. 4 for Fiscal Year 2023-2024, including the various proposals and recommendations associated therewith as presented or with modification.

**SUBMITTED April 24, 2023 by:**

Brian C. Barrett

Brian C. Barrett, City Clerk and Staff Liaison
to the Downtown "T" Business Advisory Board

**CITY OF CARPINTERIA**
**Assessment District No. 4**
**Parking and Business Improvement Area Fund 210**
**General Business Assesment Budget**
**FY 2023-2024**

| | | |
|---|---|---|
| **Estimated Fund Balance on 7/1/23** | **$** | **11,976.00** |
| **General Assessment** | **$** | **122.64** |
| **Estimated General Assessment Revenue 2023-2024** | **$** | **15,000.00** |
| **Estimated Parking Lot Assessment Revenue 2023-2024** | **$** | **-** |
| **Total Estimated Revenue** | **$** | **15,000.00** |
| **Budgeted Expenditures** | **$** | **15,300.00** |

**Estimated General Fund Subsidy to Cover Parking Lot #3 Debt**

| Item Description | | FY 23/24 Proposed Budget |
|---|---|---|
| **Employee Salaries** | | |
| Portion of Annual Salary Attributed to DTBAB | | $ - |
| Staff Liaison Work | | |
| | | |
| SUB TOTAL | | $ - |
| **Contract Services (210-161-5301)** | | |
| Laundering Banners | | $ 600.00 |
| PBIA Portion of Independence Day Parade | | $ 1,850.00 |
| PBIA Portion of Holiday Spirit Parade | | $ 1,850.00 |
| Downtown Community Sponsorships | | $ 7,900.00 |
| SUB TOTAL | | $ 12,200.00 |
| **Printing & Advertising (210-161-5500)** | | |
| Advertisements (Halloween & DTBAB Mtgs.) | | $ 800.00 |
| | | |
| | | |
| SUB TOTAL | | $ 800.00 |
| **Dues & Subscriptions (210-161-5510)** | | |
| BMI/ASCAP Musical Licensing | | $ 1,550.00 |
| | | |
| | | |
| SUB TOTAL | | $ 1,550.00 |
| **Equipment/Office Rent & Leases (210-161-5536)** | | |
| Downtown "T" Washing Stations | | $ - |
| | | |
| | | |
| SUB TOTAL | | $ - |
| **Supplies & Materials (210-161-5560)** | | |
| Banner Setup/Hardware | | $ 530.00 |
| Halloween Candy | | $ 220.00 |
| | | |
| SUB TOTAL | | $ 750.00 |
| **Street Maintenance (210-431-5302)** | | |
| Downtown "T" Trash Can Steam Cleaning | | $ - |
| | | |
| | | |
| SUB TOTAL | | $ - |
| **Transfers In / (Transfers Out)** | | |
| Transfers In | | |
| (Transfers Out) | | |
| | | |
| SUB TOTAL | | $ - |
| | | |
| **GRAND TOTAL OF EXPENSES** | | **$ 15,300.00** |
| | | |
| **Projected Fund Balance (as of 6/30/24)** | | **$ 11,676.00** |

## ATTACHMENT B

## Map of the District Boundaries

District Boundaries of Carpinteria Parking and Business Improvement Area District No. 4

Parking Lot No. 1
CARPINTERIA
NINTH ST.
JUNIPER PL
EIGHTH ST.
SEVENTH ST.
FIFTH ST.
SIXTH ST.
SAWYER AVE.
ELM LN.
CEDAR PL
CITRUS PL
HOLLY AVE.
ELM AVE.
LINDEN AVE.
MAPLE AVE.
WALNUT AVE.
ASH AVE
CACTUS LN
EUGENIA PL
CHURCH LN.
VALLECITO RD.
OGAN ROAD
STERLING WAY
STERLING AVE
DRIVE
NIPOMO
POST AVE
JUNE AVE
ARBOR MHP
MAIN SCHOOL
FOURTH STREET

Sub-Area "A"

SEVENTH
ELM
CEDAR
ST.
PL.
JUNIPER
LINDEN
SIXTH
AVE.
Parking Lot #3

Sub Area "B"

Parking Lot #2

Sub Area "C"
Parking Lot #2

## ATTACHMENT C

## State of Fund Transactions and Financial Condition for the District

**PARKING AND BUSINESS IMPROVEMENT AREA DISTRICT NUMBER 4**
**STATEMENT OF FUND TRANSACTIONS AND FINANCIAL CONDITION**

**FUND 210**

| **PARKING AND BUSINESS IMPROVEMENT AREA FUND** | **ACTUAL 2019-20** | **ACTUAL 2020-21** | **ACTUAL 2021-22** | **BUDGET 2022-23** | **PROJECTED 2023-24** |
|---|---|---|---|---|---|
| **A. SUMMARY OF FUND TRANSACTIONS:** | | | | | |
| Fund Balance; July 1 | $ 62,920 | $ 45,570 | $ 26,962 | $ 14,126 | $ 11,976 |
| Fiscal Year Revenues | 16,228 | 604 | 1,953 | 17,050 | 15,000 |
| Fiscal Year Expenditures | 33,577 | 19,212 | 14,789 | 19,200 | 15,300 |
| Fund Balance; June 30 | 45,570 | 26,962 | 14,126 | 11,976 | 11,676 |
| Revenue Over/(Under) Expense | $ (17,349) | $ (18,608) | $ (12,836) | $ (2,150) | $ (300) |
| **B. BALANCE SHEET, JUNE 30** | | | | | |
| ASSETS: | | | | | |
| Cash in Savings | $ 45,570 | $ 26,962 | $ 14,126 | $ 11,976 | $ 11,676 |
| Total Assets | 45,570 | 26,962 | 14,126 | 11,976 | 11,676 |
| LIABILITIES AND FUND BALANCE: | | | | | |
| Accounts Payable | - | - | - | - | - |
| Fund Balance | 45,570 | 26,962 | 14,126 | 11,976 | 11,676 |
| Total Liabilities & Fund Balance | $ 45,570 | $ 26,962 | $ 14,126 | $ 11,976 | $ 11,676 |
| **C. FISCAL YEAR REVENUE DETAIL:** | | | | | |
| Use of Money & Property | $ 2,439 | $ 137 | $ (247) | $ - | $ - |
| Assessment General BusinessDistrict #4 Assessment | $ 13,789 | $ 467 | $ - | $ 15,050 | $ 15,000 |
| Parking Lot Assessment | - | - | - | - | - |
| Transfer In | - | - | 2,200 | 2,000 | - |
| Total Revenues | $ 16,228 | $ 604 | $ 1,953 | $ 17,050 | $ 15,000 |
| **D. FISCAL YEAR EXPENDITURE DETAIL:** | | | | | |
| Salaries | | 5,306 | 3,704 | 6,450 | - |
| Marketing Materials | $ 4,218 | $ 3,592 | | | |
| Street Maintenance | 13,436 | 4,950 | 4,800 | 5,700 | - |
| Parking Lot #3 Debt | - | - | | | |
| Contract Services | | | 3,671 | 4,100 | 12,200 |
| Printing & Advertising | 201 | - | 1,187 | 750 | 800 |
| Dues & Subscriptions | | 381 | 625 | 1,500 | 1,550 |
| Supplies & Materials | | 747 | 802 | 700 | 750 |
| Equipment/Office Rent & Leases | | 4,237 | | - | - |
| Transfer Out | 15,722 | | | - | - |
| Total Operating Expense | 33,577 | 19,212 | 14,789 | 19,200 | 15,300 |
| Capital Improvements | | | | | |
| Total Capital Outlay Expense | - | - | - | - | - |
| Total Expenditures | $ 33,577 | $ 19,212 | $ 14,789 | $ 19,200 | $ 15,300 |

## ATTACHMENT D

## Proposed Assessment Roll for 2023-24

# PBIA Assessment Roll FY 2023-24

| Line # | Street No. | Street Name | Unit # | Business Name | Gross Assessment Lot 1 | Gross Assessment Lot 3 | Benefit Adjustment Factor | Adjusted Assessment Lot 1 | Adjusted Assessment Lot 3 | General Business Assessment | Prior Year Unpaid Assessments | Total Assessed | Sub Area | Total Square Feet | Spaces Required | Spaces Provided | Deficit Lot 1 | Deficit Lot 3 | Assessment Per Space |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 890 | Cactus Lane | | Alley Pets | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 900 | 3.60 | 4.00 | 0.00 | 0.00 | $0.00 |
| 2 | 4806 | Carpinteria Ave | | Sansum Clinic | $0.00 | $0.00 | 0.30 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 9,742 | 36.00 | 26.00 | 10.00 | 0.00 | $0.00 |
| 3 | 4819 | Carpinteria Ave | | VACANT | $0.00 | $0.00 | 0.30 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | A | 1,474 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 4 | 4835 | Carpinteria Ave | | Brass Bird | $0.00 | $0.00 | 0.30 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,000 | 25.00 | 12.00 | 13.00 | 0.00 | $0.00 |
| 5 | 4846 | Carpinteria Ave | | Angels | $0.00 | $0.00 | 0.30 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,752 | 5.50 | 3.00 | 2.50 | 0.00 | $0.00 |
| 7 | 4850 | Carpinteria Ave | A | Rockwell Printing | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 625 | 1.25 | 2.50 | 0.00 | 0.00 | $0.00 |
| 6 | 4850 | Carpinteria Ave | | Rockwell Cleaners | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,925 | 3.85 | 2.50 | 1.35 | 0.00 | $0.00 |
| 8 | 4856 | Carpinteria Ave | | SPACE Home & Garden | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | A | 624 | 1.24 | 1.00 | 0.24 | 0.00 | $0.00 |
| 9 | 4859 | Carpinteria Ave | | Gonzo Cycles | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,250 | 2.50 | 5.00 | 0.00 | 0.00 | $0.00 |
| 10 | 4860 | Carpinteria Ave | | Coastal Liquors | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,900 | 3.80 | 1.00 | 2.80 | 0.00 | $0.00 |
| 11 | 4869 | Carpinteria Ave | B | Husted Inc. & Drain Charmers | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 756 | 1.51 | 5.00 | 0.00 | 0.00 | $0.00 |
| 12 | 4890 | Carpinteria Ave | | Danny's Deli / Car Wash | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,056 | 7.00 | 7.00 | 0.00 | 0.00 | $0.00 |
| 13 | 4897 | Carpinteria Ave | | Beach Motors & Tires | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,854 | 3.70 | 5.00 | 0.00 | 0.00 | $0.00 |
| 14 | 4904 | Carpinteria Ave | | Nueva Imagen | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 15 | 4912 | Carpinteria Ave | | Casa Don Roge | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 16 | 4916 | Carpinteria Ave | | The Alcazar Theatre | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 3,917 | 43.20 | 12.00 | 31.20 | 0.00 | $0.00 |
| 17 | 4920 | Carpinteria Ave | | Valley Barbers | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 18 | 4924 | Carpinteria Ave | | Puerto Vallarta Fashion | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 19 | 4928 | Carpinteria Ave | | La Tiendita | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 21 | 4939 | Carpinteria Ave | B | Three Feathers Design LLC | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 174 | 0.34 | 0.00 | 0.34 | 0.00 | $0.00 |
| 20 | 4939 | Carpinteria Ave | | Carpinteria Lock & Key | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $357.75 | $480.39 | A | 633 | 1.27 | 0.00 | 1.27 | 0.00 | $0.00 |
| 22 | 4939 | Carpinteria Ave | A | Two Trumpets Communications | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 174 | 0.34 | 0.00 | 0.34 | 0.00 | $0.00 |
| 23 | 4945 | Carpinteria Ave | | Lemos Feed and Supply | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 4,500 | 14.99 | 4.00 | 10.99 | 0.00 | $0.00 |
| 24 | 4950 | Carpinteria Ave | | El Payasito Party Supplies | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 496 | 1.00 | 2.00 | 0.00 | 0.00 | $0.00 |
| 25 | 4954 | Carpinteria Ave | | Brew & Cue | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,100 | 7.00 | 2.00 | 5.00 | 0.00 | $0.00 |
| 26 | 4960 | Carpinteria Ave | | Yesenia's Boutique | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 630 | 1.26 | 0.50 | 0.76 | 0.00 | $0.00 |
| 27 | 4961 | Carpinteria Ave | | Yudith's Salon | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 28 | 4962 | Carpinteria Ave | | El Corte Perfecto Beauty Salon | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 630 | 1.26 | 0.50 | 0.76 | 0.00 | $0.00 |
| 29 | 4991 | Carpinteria Ave | | Carp Moon Café | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 680 | 1.36 | 1.00 | 0.36 | 0.00 | $0.00 |
| 30 | 4994 | Carpinteria Ave | | Santa Cruz Island Foundation | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 4,000 | 8.00 | 35.00 | 0.00 | 0.00 | $0.00 |
| 31 | 5003 | Carpinteria Ave | | Giovannis Pizza | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 4,000 | 28.00 | 10.00 | 0.00 | 0.00 | $0.00 |
| 32 | 5030 | Carpinteria Ave | | VACANT | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 1,925 | 3.60 | 5.00 | 0.00 | 0.00 | $0.00 |
| 33 | 5032 | Carpinteria Ave | | VACANT | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 34 | 5034 | Carpinteria Ave | | VACANT | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 700 | 2.00 | 2.00 | 0.00 | 0.00 | $0.00 |
| 35 | 5036 | Carpinteria Ave | | VACANT | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 36 | 5050 | Carpinteria Ave | | Jack's Famous Bagels Inc | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 5,800 | 36.60 | 24.00 | 0.00 | 0.00 | $0.00 |
| 37 | 5065 | Carpinteria Ave | | Rincon Brewery, Inc. | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 4,250 | 8.50 | 7.00 | 0.00 | 0.00 | $0.00 |
| 38 | 5080 | Carpinteria Ave | | Sunburst Wine Bar | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 39 | 5085 | Carpinteria Ave | | Carpinteria 76 | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 850 | 3.40 | 4.00 | 0.00 | 0.00 | $0.00 |
| 40 | 5096 | Carpinteria Ave | | Teddy's By the Sea | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 2,200 | 24.40 | 19.00 | 0.00 | 0.00 | $0.00 |
| 41 | 5100 | Carpinteria Ave | | Vacant / Torrey Pine | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 4,050 | 16.20 | 6.00 | 0.00 | 0.00 | $0.00 |
| 42 | 5100 | Carpinteria Ave | | Lucky Llama, Inc. | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 43 | 5205 | Carpinteria Ave | | The Good Plow | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 2,800 | 21.20 | 18.00 | 0.00 | 0.00 | $0.00 |
| 44 | 5210 | Carpinteria Ave | | Karen Lacks & Co. Real Estate | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 3,150 | 12.60 | 0.00 | 0.00 | 0.00 | $0.00 |
| 45 | 5212 | Carpinteria Ave | | Danell Saragosa/Neat & Tidy | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 1,450 | 4.00 | 1.00 | 0.00 | 0.00 | $0.00 |
| 46 | 5250 | Carpinteria Ave | | Rusty's Pizza Parlor | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 2,840 | 29.00 | 22.00 | 0.00 | 0.00 | $0.00 |
| 48 | 5285 | Carpinteria Ave | | Palm Cottages | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 49 | 5292 | Carpinteria Ave | #B | Fatmir Mara Ceramics LLC | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 50 | 5292 | Carpinteria Ave | | Tom Watts Automotive/Closed | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 51 | 5292 | Carpinteria Ave | | City Market Center | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 47 | 5310 | Carpinteria Ave | | Eugenia Motel | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 0 | 12.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 52 | 4915 | Carpinteria Ave | #A | The Gym Next Door | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,375 | 4.75 | 1.00 | 3.75 | 0.00 | $0.00 |
| 53 | 4915 | Carpinteria Ave | #C | Seascape Realty | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,858 | 3.71 | 1.00 | 2.71 | 0.00 | $0.00 |
| 54 | 4915 | Carpinteria Ave | #D | Farmers Insurance | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 760 | 1.52 | 1.00 | 0.52 | 0.00 | $0.00 |

# PBIA Assessment Roll FY 2023-24

| Line # | Street No. | Street Name | Unit # | Business Name | Gross Assessment Lot 1 | Gross Assessment Lot 3 | Benefit Adjustment Factor | Adjusted Assessment Lot 1 | Adjusted Assessment Lot 3 | General Business Assessment | Prior Year Unpaid Assessments | Total Assessed | Sub Area | Total Square Feet | Spaces Required | Spaces Provided | Deficit Lot 1 | Deficit Lot 3 | Assessment Per Space |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 55 | 4915 | Carpinteria Ave | #F | Axis One Mortgage/CLOSED | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | A | 760 | 1.52 | 1.00 | 0.52 | 0.00 | $0.00 |
| 56 | 4915 | Carpinteria Ave | #G | Alarcon Legal | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 860 | 1.72 | 1.00 | 0.72 | 0.00 | $0.00 |
| 57 | 4915 | Carpinteria Ave | #H | Rhio Company, Inc | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 480 | 0.96 | 1.00 | 0.00 | 0.00 | $0.00 |
| 58 | 4943 | Carpinteria Ave | #B | L's Salon | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 633 | 1.27 | 0.00 | 1.27 | 0.00 | $0.00 |
| 59 | 5025 | Eighth Street | | Beach Medical Clinic | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 60 | 5025 | Eighth Street | | Hickey Bros Land Co./Vacant | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 61 | 915 | Elm Avenue | | Carpinteria Valley Lumber | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 5,130 | 20.50 | 11.00 | 9.50 | 0.00 | $0.00 |
| 62 | 933 | Elm Avenue | | Carpinteria Landscape Nursery | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | A | 700 | 4.69 | 5.00 | 0.00 | 0.00 | $0.00 |
| 63 | 389 | Linden Avenue | | The Spot | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | B | 864 | 9.78 | 14.00 | 0.00 | 0.00 | $0.00 |
| 64 | 501 | Linden Avenue | | City Market #15 | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 2,080 | 4.16 | 9.00 | 0.00 | 0.00 | $0.00 |
| 65 | 507 | Linden Avenue | | Esau's Coffee Shop, Inc. | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,900 | 20.00 | 0.00 | 0.00 | 20.00 | $0.00 |
| 66 | 509 | Linden Avenue | | Siam Elephant / Jirawat Kateloy | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 2,075 | 15.15 | 0.00 | 0.00 | 15.15 | $0.00 |
| 67 | 550 | Linden Avenue | | TE Connectivity | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | B | 40,000 | 80.28 | 7.00 | 0.00 | 73.28 | $0.00 |
| 68 | 600 | Linden Avenue | | TRILUC | $0.00 | $0.00 | 1.00 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,200 | 7.00 | 4.00 | 0.00 | 3.00 | $0.00 |
| 69 | 606 | Linden Avenue | #B | Blum & Sons Electric Inc. | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,184 | 6.36 | 4.00 | 0.00 | 2.36 | $0.00 |
| 70 | 619 | Linden Avenue | | Tide Pools | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 950 | 1.90 | 0.00 | 0.00 | 1.90 | $0.00 |
| 71 | 655 | Linden Avenue | | Coast Calibration Co., Inc | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,300 | 3.00 | 6.60 | 0.00 | 0.00 | $0.00 |
| 72 | 659 | Linden Avenue | | Rincon Designs | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 2,520 | 5.04 | 4.00 | 0.00 | 1.04 | $0.00 |
| 73 | 666 | Linden Avenue | | GiannFranco's Trattoria | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,200 | 10.00 | 0.00 | 0.00 | 10.00 | $0.00 |
| 74 | 686 | Linden Avenue | | Little Dom's Seafood | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,319 | 33.00 | 4.00 | 0.00 | 29.00 | $0.00 |
| 75 | 699 | Linden Avenue | | PizzaMan Dan's | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 2,109 | 20.00 | 13.00 | 0.00 | 7.00 | $0.00 |
| 76 | 700 | Linden Avenue | | VACANT | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 15,000 | 30.00 | 7.00 | 0.00 | 23.00 | $0.00 |
| 77 | 701 | Linden Avenue | | VACANT | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 1,890 | 47.00 | 9.00 | 0.00 | 38.00 | $0.00 |
| 78 | 721 | Linden Avenue | | Oaxaca Fresh | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,530 | 15.00 | 4.00 | 0.00 | 11.00 | $0.00 |
| 79 | 751 | Linden Avenue | #B | Tacos Don Roge Inc. | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 440 | 6.75 | 0.00 | 0.00 | 6.75 | $0.00 |
| 80 | 751 | Linden Avenue | | Ron's Artisanal Creamery | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,988 | 4.97 | 2.00 | 0.00 | 2.97 | $0.00 |
| 81 | 768 | Linden Avenue | | Coastland Jewelers | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,100 | 2.20 | 0.00 | 0.00 | 2.20 | $0.00 |
| 82 | 771 | Linden Avenue | | Laughing Buddha Thrift | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,038 | 2.07 | 3.00 | 0.00 | 0.00 | $0.00 |
| 83 | 776 | Linden Avenue | | Carpinteria T-Shirt Co. | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 900 | 1.80 | 1.00 | 0.00 | 0.80 | $0.00 |
| 84 | 794 | Linden Avenue | | Beach Liquors/ Tacos To Go | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,500 | 3.00 | 1.00 | 0.00 | 2.00 | $0.00 |
| 85 | 801 | Linden Avenue | | Rite Aid #5776 / Attn: Licensing Dept. | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $238.50 | $361.14 | A | 6,400 | 12.80 | 14.00 | 0.00 | 0.00 | $0.00 |
| 86 | 850 | Linden Avenue | | Smart & Final #915 / Attn: Property Accounting | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 27,720 | 110.90 | 138.00 | 0.00 | 0.00 | $0.00 |
| 87 | 855 | Linden Avenue | | Carpinteria Valley Art Council / Old Cajun Kitchen | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | A | 600 | 1.20 | 0.90 | 0.30 | 0.00 | $0.00 |
| 88 | 865 | Linden Avenue | | Carpinteria Valley Art Council | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,656 | 15.32 | 0.00 | 15.32 | 0.00 | $0.00 |
| 89 | 873 | Linden Avenue | | Serigraph Resort Wear Inc. | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,160 | 4.32 | 4.41 | 0.00 | 0.00 | $0.00 |
| 90 | 877 | Linden Avenue | | Phu Van Ta / Lana Nails & Spa | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 1,080 | 2.16 | 2.20 | 0.00 | 0.00 | $0.00 |
| 91 | 887 | Linden Avenue | | Linden Vacation NEW | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | A | 1,080 | 2.16 | 2.20 | 0.00 | 0.00 | $0.00 |
| 92 | 888 | Linden Avenue | | VACANT | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 3,395 | 6.75 | 0.09 | 0.00 | 0.00 | $0.00 |
| 93 | 892 | Linden Avenue | | VACANT | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 1,800 | 11.00 | 0.56 | 0.00 | 0.00 | $0.00 |
| 94 | 897 | Linden Avenue | | Reynaldo's Bakery | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,363 | 2.73 | 2.78 | 0.00 | 0.00 | $0.00 |
| 95 | 900 | Linden Avenue | | Robitaille's Fine Candies | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 3,750 | 7.50 | 1.40 | 0.00 | 0.00 | $0.00 |
| 96 | 901 | Linden Avenue | | Guicho's Eatery | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 700 | 1.60 | 0.61 | 0.99 | 0.00 | $0.00 |
| 97 | 905 | Linden Avenue | | Lost & Found | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,525 | 3.05 | 0.56 | 2.49 | 0.00 | $0.00 |
| 98 | 910 | Linden Avenue | #A | S O A P | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 350 | 1.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 99 | 910 | Linden Avenue | | Corktree Cellars | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 2,270 | 9.54 | 0.34 | 0.00 | 0.00 | $0.00 |
| 100 | 914 | Linden Avenue | | Hurley Optical | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 1,219 | 2.44 | 0.48 | 0.00 | 0.00 | $0.00 |
| 101 | 915 | Linden Avenue | | Nutbelly Pizzaria & Deli | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,750 | 20.50 | 1.00 | 19.50 | 0.00 | $0.00 |
| 102 | 916 | Linden Avenue | | Miramed and Day Spa | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | C | 1,147 | 2.29 | 0.45 | 0.00 | 0.00 | $0.00 |
| 103 | 919 | Linden Avenue | | Seastrand | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 925 | 1.85 | 0.56 | 1.29 | 0.00 | $0.00 |
| 104 | 933 | Linden Avenue | | The Thrifty Flea | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,500 | 9.50 | 1.30 | 8.20 | 0.00 | $0.00 |
| 105 | 943 | Linden Avenue | | Homestead Antiques & Trading | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,000 | 4.00 | 4.00 | 0.00 | 0.00 | $0.00 |
| 106 | 944 | Linden Avenue | | Pacific Health Foods | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 2,800 | 5.60 | 2.00 | 0.00 | 0.00 | $0.00 |
| 107 | 954 | Linden Avenue | | Carpinteria Barber | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | C | 710 | 3.42 | 2.00 | 0.00 | 0.00 | $0.00 |
| 108 | 961 | Linden Avenue | | Seaside Makers Collective | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 2,512 | 4.00 | 1.93 | 2.07 | 0.00 | $0.00 |

# PBIA Assessment Roll FY 2023-24

| Line # | Street No. | Street Name | Unit # | Business Name | Gross Assessment Lot 1 | Gross Assessment Lot 3 | Benefit Adjustment Factor | Adjusted Assessment Lot 1 | Adjusted Assessment Lot 3 | General Business Assessment | Prior Year Unpaid Assessments | Total Assessed | Sub Area | Total Square Feet | Spaces Required | Spaces Provided | Deficit Lot 1 | Deficit Lot 3 | Assessment Per Space |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 109 | 962 | Linden Avenue | | Whimsy Antiques | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 1,710 | 3.42 | 1.88 | 0.00 | 0.00 | $0.00 |
| 110 | 963 | Linden Avenue | | Linden Studios | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | A | 424 | 1.00 | 2.00 | 0.00 | 0.00 | $0.00 |
| 111 | 970 | Linden Avenue | | Sushi Teri | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 4,550 | 25.00 | 5.01 | 0.00 | 0.00 | $0.00 |
| 112 | 973 | Linden Avenue | | The Worker Bee Cafe | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,282 | 12.00 | 4.00 | 8.00 | 0.00 | $0.00 |
| 113 | 977 | Linden Avenue | | Murphy's Vinyl Shack | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 4,550 | 25.00 | 5.01 | 0.00 | 0.00 | $0.00 |
| 114 | 991 | Linden Avenue | | Lavish Nails & Lashes | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | C | 4,550 | 25.00 | 5.01 | 0.00 | 0.00 | $0.00 |
| 115 | 901 | Linden Avenue | #B | Vacant | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | A | 700 | 1.60 | 0.61 | 0.99 | 0.00 | $0.00 |
| 116 | 901 | Linden Avenue | #C | Coast Auto Parts | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 866 | 1.73 | 1.21 | 0.52 | 0.00 | $0.00 |
| 117 | 919 | Linden Avenue | #B | Tech Doctors | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 350 | 0.70 | 0.56 | 0.14 | 0.00 | $0.00 |
| 118 | 929 | Linden Avenue | #A | Bon Fortune | $0.00 | $0.00 | 0.80 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 1,120 | 2.24 | 1.00 | 1.24 | 0.00 | $0.00 |
| 119 | 929 | Linden Avenue | #E | Traveling Pants | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 545 | 1.09 | 0.00 | 1.09 | 0.00 | $0.00 |
| 120 | 505 | Maple Avenue | | Supersprings International, Inc. | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 121 | 509 | Maple Avenue | | Supersprings International, Inc. | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 5,200 | 10.40 | 0.00 | 0.00 | 10.40 | $0.00 |
| 122 | 517 | Maple Avenue | | Supersprings International, Inc. | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 4,800 | 9.60 | 0.00 | 0.00 | 9.60 | $0.00 |
| 123 | 555 | Maple Avenue | | ProHealth, Inc. | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 1,450 | 2.90 | 7.00 | 0.00 | 0.00 | $0.00 |
| 124 | 601 | Maple Avenue | | Phos Industries, Inc | $0.00 | $0.00 | 0.70 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,600 | 7.20 | 0.00 | 0.00 | 7.20 | $0.00 |
| 125 | 919 | Maple Avenue | | Roxanne's A Wish & A Dream | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 2,690 | 12.00 | 7.00 | 0.00 | 0.00 | $0.00 |
| 126 | 919 | Maple Avenue | | Christie's on Maple | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $119.25 | $241.89 | C | 400 | 12.00 | 7.00 | 0.00 | 0.00 | $0.00 |
| 127 | 957 | Maple Avenue | | Lifespan Development Center / Roland Rotz PhD (Mov | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 480 | 0.96 | 0.65 | 0.00 | 0.00 | $0.00 |
| 128 | 957 | Maple Avenue | #2 | Twice As Nice | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 300 | 0.60 | 0.41 | 0.00 | 0.00 | $0.00 |
| 129 | 957 | Maple Avenue | | The Castro House | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 480 | 0.96 | 0.65 | 0.00 | 0.00 | $0.00 |
| 130 | 957 | Maple Avenue | #4 | Woodwyn Koons, PSY.D./CLOSED | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 480 | 0.96 | 0.65 | 0.00 | 0.00 | $0.00 |
| 131 | 957 | Maple Avenue | | VACANT | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 480 | 0.96 | 0.65 | 0.00 | 0.00 | $0.00 |
| 132 | 4909 | Ninth Street | | 9th Street Dance Shoppe/OUT OF BUSINESS. TAKEN | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 440 | 0.88 | 2.00 | 0.00 | 0.00 | $0.00 |
| 133 | 4915 | Ninth Street | | CSD Scool of Performing Arts | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 880 | 1.76 | 2.00 | 0.00 | 0.00 | $0.00 |
| 134 | 4921 | Ninth Street | #A | Watermark | $0.00 | $0.00 | 1.50 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 506 | 2.00 | 0.00 | 2.00 | 0.00 | $0.00 |
| 135 | 5042 | Seventh Street | | Whimsy Antiques | $0.00 | $0.00 | 0.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | B | 360 | 0.72 | 0.00 | 0.00 | 0.72 | $0.00 |
| 136 | 5040 | Sixth Street | | Serigraph Resort Wear Inc. | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 11,328 | 22.70 | 0.00 | 0.00 | 22.70 | $0.00 |
| 137 | 5045 | Sixth Street | | McKee Communications Inc. | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,400 | 6.80 | 0.00 | 0.00 | 6.80 | $0.00 |
| 138 | 5049 | Sixth Street | | Island Brewing Company | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 7,230 | 18.46 | 0.00 | 0.00 | 18.46 | $0.00 |
| 139 | 5055 | Sixth Street | | Forms & Surfaces | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 2,632 | 5.26 | 0.00 | 0.00 | 5.26 | $0.00 |
| 140 | 5095 | Sixth Street | | The Flag Factory | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 13,847 | 27.69 | 0.00 | 0.00 | 27.69 | $0.00 |
| 141 | 5096 | Sixth Street | | Costa's Auto Works | $0.00 | $0.00 | 0.90 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | B | 3,482 | 6.96 | 8.00 | 0.00 | 0.00 | $0.00 |
| 142 | 5025 | Wullbrandt Way | | Carpinteria Cotton Co | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 546 | 1.09 | 0.17 | 0.00 | 0.00 | $0.00 |
| 143 | 5035 | Wullbrandt Way | | Carpinteria Nails | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | C | 532 | 1.06 | 0.18 | 0.00 | 0.00 | $0.00 |
| 144 | 5045 | Wullbrandt Way | | Santa Cruz Island Foundation (Moved to 4994 Carpinte | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | C | 456 | 0.91 | 0.30 | 0.00 | 0.00 | $0.00 |
| 145 | 972 | Yucca Lane | | Seaside Makers Collective/MOVED | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | A | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 146 | 871 | Yucca Lane | #A | STP Screenprinting | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $122.64 | $0.00 | $122.64 | A | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |
| 147 | 871 | Yucca Lane | #B | VACANT | $0.00 | $0.00 | 1.25 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | A | 0 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 |

## ATTACHMENT E

## Resolution No. 6230

**RESOLUTION NO. 6230**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ACCEPTING AND ORDERING THE FILING OF THE REPORT MADE PURSUANT TO THE REQUIREMENTS OF RESOLUTION NO. 6216 OF SAID COUNCIL PARKING AND BUSINESS IMPROVEMENT AREA DISTRICT NO. 4 (FY 2023-24)**

**WHEREAS,** the City Council of the City of Carpinteria, California, did in Resolution No. 6216, adopted March 27, 2023, pursuant to the provisions of Chapters 3 and 4 "Parking and Business Improvement Area Law of 1989" of the State of California (Part 6 of Division 18 Section 36530 et seq. of the Streets and Highways Code of said State), require the Downtown "T" Business Advisory Board to make and file with the Clerk of the City Council a report in writing, presenting certain matters relating to the proposed acquisition, construction or maintenance of parking facilities for the benefit of the area; decoration of any public place in the area; promotion of public events which are to take place on or in public places in the area; furnishing music in any public place in the area; and general promotion of business activities in the area as contemplated under the provisions of said "Parking and Business Improvement Area Law of 1989"; and

**WHEREAS,** said Downtown "T" Business Advisory Board, pursuant to the requirements of said City Council as expressed in said Resolution and of said law, did make and on the 24th day of April, 2023, file in the office of the City Clerk (who is ex-officio Clerk of the City Council) of said City, the report in writing responsive to the requirements of said Resolution and as contemplated under the provisions of said "Parking and Business Improvement Area Law of 1989"; and

**WHEREAS,** said City Clerk has presented the said report to the City Council of said City, and said Council has proceeded to carefully examine, inspect and consider the said report and is satisfied with said report and with each and all of the items therein set forth;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.** That the report of the Downtown "T" Business Advisory Board of the City of Carpinteria, California, bearing date of the 24th of April, 2023, which said report was prepared and filed pursuant to the requirements of the provisions of Resolution No. 6216 of the City Council of said City and in conformity with the provisions of the "Parking and Business Improvement Area Law of 1989," of the State of California, (Part 6 of Division 18 of the Streets and Highways Code of said State), and which said report was filed in the office of the City Clerk of the City of Carpinteria, California, on the 24th day of April, 2023, be and the same is hereby approved as so prepared, presented and filed.

**SECTION 2.** That the City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of the City

Council of said City and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

**PASSED, APPROVED AND ADOPTED** this 24th day of April, 2023 by the following called vote:

AYES: COUNCIL MEMBER:

NOES: COUNCIL MEMBER:

ABSENT: COUNCIL MEMBER:

ABSTAIN: COUNCILMEMBER:

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 24th day of April, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____
Jena Shoaf Acos, on behalf of
Brownstein Hyatt Farber Schreck, LLP
Acting as City Attorney of the City of Carpinteria

**ATTACHMENT F**

**Resolution No. 6231**

**RESOLUTION NO. 6231**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA DECLARING ITS INTENTION TO ORDER THE CONTINUATION OF AN ASSESSMENT DISTRICT AND COLLECT ASSESSMENTS PURSUANT TO THE PARKING AND BUSINESS IMPROVEMENT AREA LAW OF 1989 FOR PURPOSES OF ACQUISITION, CONSTRUCTION OR MAINTENANCE OF PARKING FACILITIES AND GENERAL PROMOTION OF BUSINESS ACTIVITIES IN THE AREA DESCRIBED AS SHOWN ON THE PLAN AND DIAGRAM FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024; AND APPOINTING A TIME AND PLACE FOR HEARING PROTESTS IN RELATION THERETO -- CARPINTERIA PARKING AND BUSINESS IMPROVEMENT AREA DISTRICT NO. 4 (FY 2023-24)**

**THE CITY COUNCIL OF THE CITY OF CARPINTERIA, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the public interest and convenience require, and that it is the intention of the City Council of the City of Carpinteria, California, to order the continuation of an assessment district known as the Carpinteria Parking and Business Improvement Area District No. 4 and to levy and collect assessments pursuant to the Parking and Business Improvement Area Law of 1989 (Streets and Highways Code 36500 et seq.) and to order the acquisition, construction and maintenance of parking facilities as well as to undertake such other activities for the purpose of the general promotion of business activities within the District as described herein, shown on the diagram and plan for the Carpinteria Parking and Business Improvement Area District No. 4, all as on file in the office of the City Clerk, for the fiscal year beginning July 1, 2023.

**SECTION 2.** The following summarizes the proposed boundaries, assessments and programs for Fiscal Year 2023-24 for Improvement Area District No. 4:

1. The boundaries of the Parking and Business Improvement Area District No. 4 are proposed to be unchanged from FY 1997-98.

2. The General Business Assessment, applicable to all businesses within the Improvement Area District No. 4, is proposed to be adjusted by the Consumer Price Index for Urban Wage Earners and Clerical Workers for Los Angeles-Riverside-Orange County, CA based on the March to March increase evaluation (+2.84%) to $122.64.

3. The debt for the creation of Parking Lot #3 has been paid off and there will be no parking assessments within Sub-Area "B" assessed per business as detailed in the staff report dated April 24, 2023.

4. Proceeds from the General Business Assessment will be used to promote and advertise business activities within the Improvement Area, develop a directional signage program, and contribute to parking lot maintenance activities.

**SECTION 3.** To expedite the making of said improvement, the City Council may at any time transfer into the Carpinteria Parking and Business Improvement Area District No. 4 Fund, from the General Fund, such sums as it shall deem necessary, and the sums so transferred shall be deemed a loan to such Fund and shall be repaid out of the proceeds of the assessments provided for in this resolution, and pursuant to the provisions of the "Parking and Business Improvement Area Law of 1989," referred to herein.

**SECTION 4.** That said contemplated work and improvement, in the opinion of the City Council, is of more than local or ordinary benefit, and said Council hereby makes the expense of said work and improvement chargeable upon a district, which district said Council hereby declares to be the district benefited by said work and improvement, and to be assessed to pay the cost and expense thereof, which said district consists of portions of the City of Carpinteria as shown on the Diagram and Plan for said District No. 4 on file in the office of the City Clerk, and to which said Diagram and Plan reference is hereby made for a complete and detailed description of said district, excepting from said district any portion of any public street, alley or court that may be included therein. The said Diagram and Plan so on file shall govern for all details as to the extent of said assessment district.

**SECTION 5.** Any lots or parcels of land known as public property, as the same is defined in Section 22663, Streets and Highways Code, hereinafter referred to, which are included in the said assessment district, shall be omitted and exempt from the assessment to be made to cover the costs and expenses of said contemplated improvement.

**SECTION 6.** The improvement contemplated by this Resolution of Intention shall be done under the provisions of the "Parking and Business Improvement Area Law of 1989" (now Part 6 of Division 18 of the Streets and Highways Code of the State of California).

**SECTION 7.** That Monday, May 22, 2023, at the hour of 5:30 P.M. of said day, be and the same is hereby appointed as the time, and the Council Chamber in the City Hall, at 5775 Carpinteria Avenue in the City of Carpinteria, California, is hereby appointed as the place for hearing protests in reference to said improvement.

**SECTION 8.** That the City Clerk is hereby authorized, designated and directed to give notice of said hearing in time, form and manner as required by law.

**SECTION 9.** That the Coastal View, a newspaper of general circulation, published in the County of Santa Barbara and circulated in the City of Carpinteria, California, is hereby designated as the newspaper in which such notice shall be published.

**SECTION 10.** That this resolution shall take effect immediately, and the City Clerk shall certify to the passage and adoption of this resolution; shall cause the original of the same to be entered among the original resolutions of the City Council of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings

of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

**PASSED, APPROVED AND ADOPTED** this 24th day of April, 2023 by the following called vote:

AYES: COUNCIL MEMBER:

NOES: COUNCIL MEMBER:

ABSENT: COUNCIL MEMBER:

ABSTAIN: COUNCILMEMBER:

Mayor, City of Carpinteria

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 24th day of April, 2023.

Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

Jena Shoaf Acos, on behalf of
Brownstein Hyatt Farber Schreck, LLP
Acting as City Attorney of the City of Carpinteria

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Report on Winter Protection Berm Assessment District No. 5 for Fiscal Year 2023-24.

### STAFF RECOMMENDATION

Adopt Resolution No. 6232, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Assessment District No. 5 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.

Sample Motion: I move to adopt Resolution No. 6232, as read by title only, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Assessment District No. 5 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.

### BACKGROUND

The Assessment District No. 5 (District) for the Winter Protection Berm Program was formed by Resolution No. 3061, dated December 14, 1992 in order to fund the annual storm wave damage reduction program. Each year, it is necessary to hold a public hearing to receive public input including any protests prior to consideration of setting the annual assessment charged to properties within the District's boundaries.

The Winter Protection Berm Program provides a measure of protection against ocean storm waves along Carpinteria City Beach. In past years when strong storms have generated flood or erosion events along Carpinteria City Beach, the Winter Protection Berm Program worked well to reduce or prevent damage.

The City continues to work with the United States Army Corps of Engineers to identify if alternate approaches might provide a more optimal solution to the chronic threat of ocean storm wave damage to public and private improvements along the ocean front.

This matter will allow the City Council, if determined appropriate, to accept the Report and to set a public hearing date for its consideration of continuing the District.

## DISCUSSION

The adoption of Resolution No. 6232 is the next step toward meeting this objective. Said Resolution sets the date of the public hearing for May 22, 2023 when final action on the setting of the annual assessment for the District may be taken pursuant to Government Code Section 54954.6, which pertains to notice of assessments. See Attachment A for Resolution No. 6232.

In accordance with the City Council's Resolution Initiating Proceedings, the City Engineer has filed the report with the City Clerk as required by the Municipal Improvement Act of 1913. The report contains the following parts:

A. Plans and specifications of Winter Protection Berm Project.
B. Estimate of Project Cost.
C. Assessment Role of Parcels of Land within Assessment District.
D. Method of Apportionment of Assessment.
E. Assessment Role of the Owners of Parcels of Land within Assessment District.
F. Assessment Diagram.
G. Collection Statement.
H. Unpaid Assessment Statement.

See Attachment B for Report of the City Engineer.

## POLICY CONSISTENCY

The Winter Protection Berm Program is an important public safety project that protects public and private property improvements along Carpinteria City Beach. The purpose of the Winter Protection Berm Program is to provide for a measure of protection to improvements behind Carpinteria City Beach. Protection is needed during the winter in the event of a severe winter storm. Historically, powerful waves generated by large Pacific Ocean storms have been known to overrun and flood local beaches and coastal structures. The Winter Protection Berm Program is intended to help reduce the frequency of damage to the housing front which otherwise might occur if no berm was built.

The Safety Element of the City's General Plan and Local Coastal Plan states the following:

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

Further policy consistency may be found in the Safety Element's Implementation Measure No. 13:

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

## FINANCIAL CONSIDERATIONS

The City utilizes the revenue from Assessment District No. 5 to partially pay for the Winter Protection Berm Program. Should the District not collect the funds as programmed, the City would need to find an alternative source of funds or discontinue the Winter Protection Berm Program.

The proposed action is the next step toward continuing the District providing funding for annual Beach Berm construction.

| | |
|---|---|
| District funding | $20,228.34 |
| City Contribution | $15,271.66 |
| Total Annual Cost | $35,500.00 |

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The minimal protection provided by the berm is not intended to serve as a substitute for any private storm protection improvements or private flood insurance. The winter protection berm is not impervious to being destroyed itself. Even with the winter protection berm in place, the possibility of damage to public and private improvements by winter storms still exists.

## OPTIONS

1. Adopt Resolution No. 6232, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Assessment District No. 5 for Fiscal Year 2023-24 for public hearing at the regular City Council Meeting of May 22, 2023.
2. The City Council, at its discretion, may modify the findings of the Report in any respect (Streets and Highway Code Section 10300) and the modified Report will stand as the Report for all subsequent proceedings except that the City Council may not change the boundaries of the District to include any territory that will not, in its judgment, be benefitted by the improvement.
3. The City Council could choose not to accept the mandatory Annual Report and/or not set the matter of continuing Assessment District No. 5 for public hearing; however, by omitting this step, the District would not be continued for Fiscal Year 2023-24.

## PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

## ATTACHMENTS

Attachment A: Resolution No. 6232
Attachment B: Report of the City Engineer

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

Signature

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov

Signature

**ATTACHMENT A**

**Resolution No. 6232**

**ATTACHMENT B**

**Report of the City Engineer**

**RESOLUTION NO. 6232**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA TO SET THE ASSESSMENT FOR THE CITY OF CARPINTERIA'S ASSESSMENT DISTRICT NO. 5 FOR THE 2023-24 FISCAL YEAR. (PURSUANT TO THE MUNICIPAL IMPROVEMENT ACT OF 1913)**

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CARPINTERIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The City Council intends to set the amount of the assessment for the City of Carpinteria's Assessment District No. 5 and to levy and collect this assessment pursuant to the Municipal Improvement Act of 1913, Streets and Highways Code.

**SECTION 2.** The improvements to be made in this assessment district are generally described as follows:

> The annual installation and removal of Winter Protection Berm that is located along the entire length of the Carpinteria City Beach between Linden Avenue and the western limits of the City of Carpinteria along the coastline.

**SECTION 3.** This assessment district is known as Assessment District No. 5, City of Carpinteria, Santa Barbara County, California. The general location of this assessment district includes the area northerly of Carpinteria City Beach and southerly of Sandyland Avenue in the City of Carpinteria.

**SECTION 4.** In accordance with the City Council's Resolution Initiating Proceedings, the City Engineer has filed with the City Clerk the report required by the Municipal Improvement Act of 1913. All interested persons are referred to that report for a full and detailed description of the improvements, the boundaries of the Assessment District No. 5 and the proposed assessments upon assessable lots and parcels of land within the assessment district.

**SECTION 5.** On Monday, the 22nd day of May, 2023, at the hour of 5:30 o'clock PM, or as soon thereafter as may be heard, the City Council will conduct a public hearing on the levying of the proposed assessment and ordering the installation of the improvements. The public hearing will be held in the City Council Chambers located at 5775 Carpinteria Avenue, Carpinteria, California.

**SECTION 6**. By adoption of this Resolution, the City Council indicates its intention to comply with the requirements of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931, Streets and Highways Code Section 2800 and following including specifically Sections 2960 and 2961 thereof.

**SECTION 7.** The City Clerk is authorized and has been directed to give the notice of this hearing as required by Government Code Section 54954.6.

**PASSED, APPROVED AND ADOPTED** on April 24, 2023, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____
Jena Shoaf Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

## ATTACHMENT B

## Report of the City Engineer

THIS PAGE INTENTIONALLY LEFT BLANK

# City of Carpinteria Assessment District #5

# The Carpinteria Beach Winter Protection Berm

# District's Engineer's Report

# Fiscal Year 2023 – 24

This report contains the following parts:

A. Plans and specifications of the winter berm project.

B. An estimate of the costs of the project.

C. An assessment role.

D. A statement of the method in which project costs were apportioned to each benefited parcel of land within the district.

E. A list of the names and addresses of each owner of property within the district's boundaries known to the City.

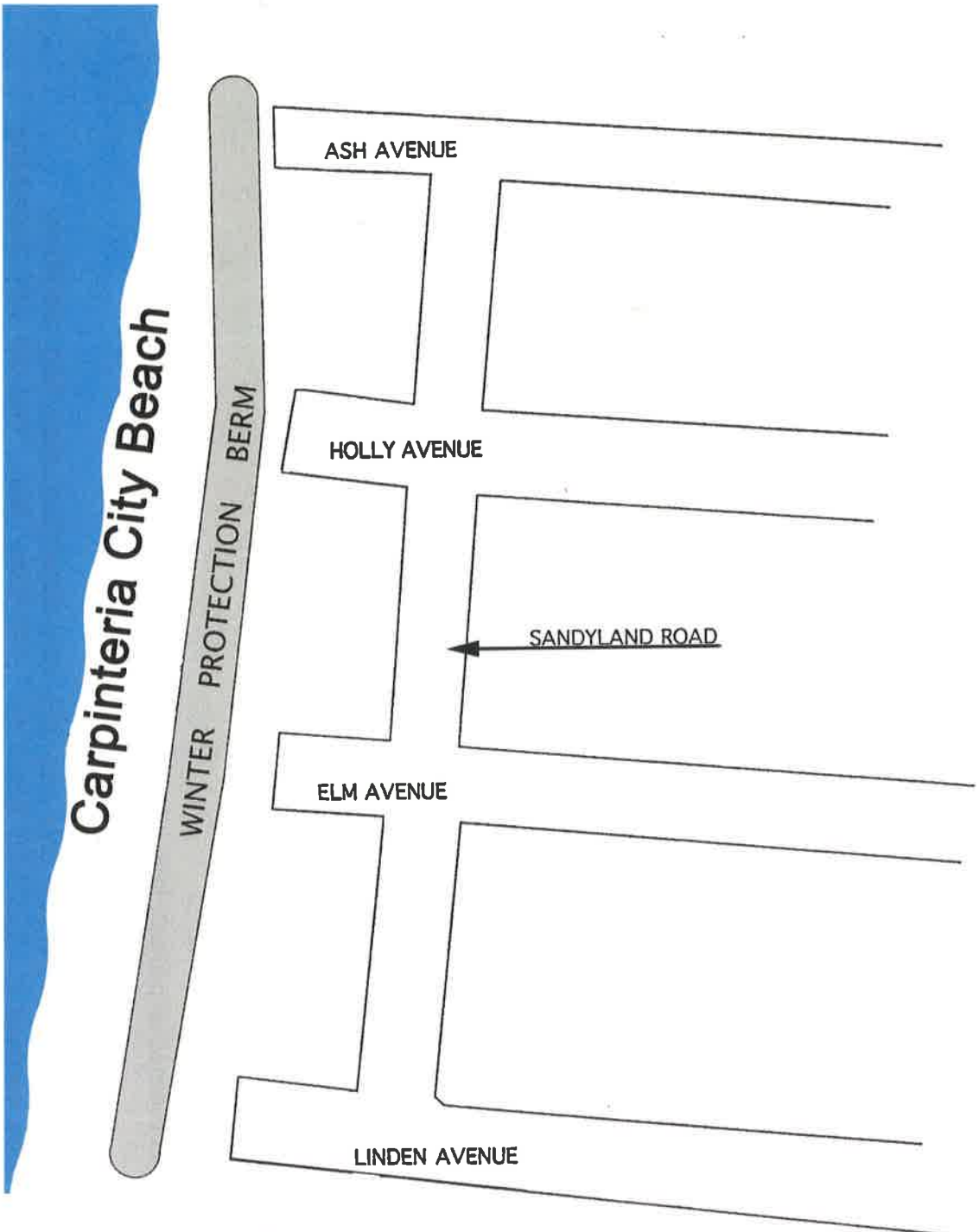
F. An assessment diagram.

G. A statement which confirms the collection of assessments for the project may be subsequent to the work for the project.

H. A statement of the total amount of assessments for all properties with in district's boundaries which remains unpaid and the total true value, as near as may be determined, of the parcels of land and improvements that are proposed to be assessed. This is provided pursuant to §2961 of California's Streets and Highways Code known as the Majority Protest Act of 1931.

# PART A

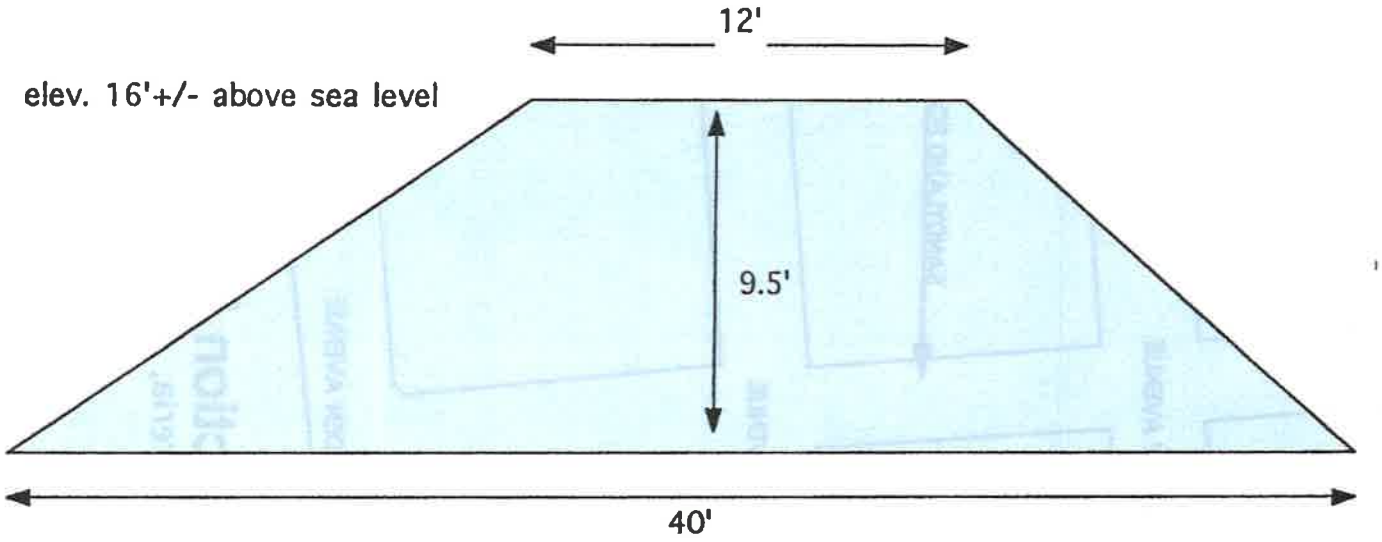
## Project Plans and Specifications




# Winter Protection Berm Project Site

Carpinteria, California 93013

CITY OF CARPINTERIA WINTER PROTECTION BERM (TYPICAL SECTION)




Typical Section
(no scale)

Sand Material shall be bulldozed up primarily from seaward side, preferably from above mean tide height

Notes:

1. Typical section diagram is typical only and may vary depending upon field conditions
2. Estimated cubic yardage is 13,200 CY based on 1,440 linear feet. This will vary depending on field conditions.

# PART B

## Estimate of Project Cost

**Engineer's Report**

**Estimate of Project Cost**

**Carpinteria City Beach Winter Protection Berm**

**Fiscal Year 2023-2024**

The following estimate of project cost for the Carpinteria City Beach Winter Protection Berm is prepared in order to determine the anticipated cost of installing, maintaining, and removing the annual project. Variables that exist in this estimation include not knowing what beach conditions will be for the berm installation in the fall, what level of maintenance will be necessary to keep the berm intact during the winter and how much machine time will be needed to remove the berm in the springtime. Other components of the cost estimate are more reliable. These components include the cost of biological reporting and project administration.

The installation of the winter protection berm is accomplished by a negotiated contract pursuant to 22032(a) of the California Public Contract Code. This code states that public projects of forty-five thousand dollars ($45,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

The cost to construct the berm in 2023-2024 Fiscal Year is estimated to be $12,000. This amount is based upon the following breakdown:

| | |
|---|---|
| Machine time | $12,000.00 |

The quantity of maintenance needed throughout the winter storm season is based upon the severity of weather encountered during the time the berm is in place. Some winters require no maintenance while others can require a significant maintenance effort. An amount should be contributed each year in an effort to anticipate some level of maintenance. Again based upon empirical data, a contribution of five thousand dollars per year should on average be adequate.

$5,000.00

Removal of the berm in order to return the berm material to the upper tidal zone and to reconfigure the beach to a natural spring profile also varies for several reasons. Should the winter be exceptionally mild, and the berm remains one hundred percent intact, a greater amount of time will be required to remove it. After some winter seasons, a significant portion of the berm is eroded away, reducing berm removal costs. Removal costs can thereby vary significantly from year to year.

An estimated cost for this procedure equals $12,000.00

Biological monitoring is a requirement of the Army Corps of Engineers and California Coastal Commission who grants authority to the City to do this project. Under the monitoring plan, the California grunion and snowy plover bird must be studied each season in order to insure mechanical beach sand movement does not interfere with the spawning or nesting grounds. This procedure is performed by City staff with consultation being performed by a qualified biologist.

The cost of this operation equals $ 2,000.00

The general administration of the berm project overall includes the coordination for construction of the berm, supervision of the construction, any general or related tasks associated with berm management, monitoring of the berm in the winter to watch for berm erosion, preparation of the reports that must be submitted to the Army Corps of Engineers and the California Coastal Commission, berm assessment accounting and management

The cost of this operation equals $4,500.00

Based, therefore, on the above anticipated cost of the project,
the estimated cost in the fiscal year 2023-2024 would be thirty-five thousand five-hundred dollars. ($35,500).

The Assessment District No. 5 total assessment was set in January 1997 by a mail ballot. In that process, the total District fees were set at Twenty thousand two hundred twenty eight and 34/100 dollars ($20,228.34).

The City of Carpinteria may not raise that assessment without an affirmative vote of the affected property owners. As such, in 2023-24 the City will contribute to the District in an amount of fifteen thousand two-hundred seventy one dollars and 66 cents ($15,271.66). Therefore the net amount assessable on land within the district is Twenty thousand two hundred twenty eight dollars and 34 cents ($20,228.34).

# PART C

## Assessment Roll of Land Parcel Owners within the District

# FY 2023-24 Assessment District No. 5 Assessment Roll

| APN | Owner | Mailing Address | Mailing City, State, ZIP | Total Assessment |
|---|---|---|---|---|
| 003-470-008 | SEAHORSE TRUST 01/15/03 | 4040 FAIRWAY AVE | OAKLAND CA 94605 4514 | $ 500.52 |
| 003-470-010 | ROBERTS FAMILY TRUST B (RESIDUAL TRUST) 4/19/76 | 3150 FOOTHILL RD | CARPINTERIA CA 93013 3192 | $ 494.21 |
| 003-470-013 | CITY OF CARPINTERIA | 5775 CARPINTERIA AVE | CARPINTERIA CA 93013 | $ 15,271.66 |
| 003-490-001 | MING, THARRELL & DINAH FAMILY LIMITED PARTNERSHIP | 1113 TAM O SHANTER DR | BAKERSFIELD CA 93009 | $ 547.90 |
| 003-490-025 | CARNEVALE LOUIE & JACQUELINE FAM TR 6-83 | 18021 MAYERLING ST | GRANADA HILLS CA 91344 | $ 235.30 |
| 003-760-001 | REESER BRITTANY LEE BARNES | 1155 N CENTRAL AVE 209 | GLENDALE CA 91202 2539 | $ 235.87 |
| 003-760-002 | EHRGOTT LAUREN MULFORD | 1583 BEE CANYON RD | ARROYO GRANDE CA 93420 4939 | $ 235.87 |
| 003-760-003 | CAMPBELL SANDYLAND LLC | 15421 CHEMICAL LN | HUNTINGTON BEACH CA 92649 1219 | $ 235.87 |
| 003-760-004 | MILLER JAMES H/CAROL REV EST TR 5-14-80 | 40023 VILLAGE 40 | CAMARILLO CA 93012 | $ 235.87 |
| 003-760-005 | MUNEIO THOMAS A | 172 LA VISTA GRANDE | SANTA BARBARA CA 93103 2817 | $ 235.87 |
| 003-760-006 | JOHN M LIVING TRUST 10/13/06 | 492 MONARCH LN | SANTA BARBARA CA 93108 2689 | $ 235.87 |
| 003-760-007 | AMSS LLC | 210 S ORANGE GROVE BLVD | PASADENA CA 91105 | $ 235.87 |
| 003-760-008 | GIACOPUZZI RUTH | 4675 RICE CT | VENTURA CA 93003 | $ 235.87 |
| 003-770-001 | ROUGHAN, FRANCIS T | 4709 SANDYLAND RD 3 | CARPINTERIA CA 93013 | $ 235.87 |
| 003-770-002 | VAN WINGERDEN R & J FAMILY TRUST 11/28/95 | 4444 FOOTHILL RD | CARPINTERIA CA 93013 3075 | $ 235.87 |
| 003-770-003 | RESNIK RODNEY A/ANN B TRUSTEES (for) RESNIK LIV 1988 TR | 352 CALLE CONVERSE | CAMARILLO CA 93010 | $ 235.87 |
| 003-770-004 | RESNIK 1988 LIV TR | 352 CALLE CONVERSE | CAMARILLO CA 93010 | $ 235.87 |
| 003-800-001 | JAMIESON, LEE | 3101 STATE RD | BAKERSFIELD CA 93308 | $ 235.87 |
| 003-800-002 | JAMIESON, KRYSTYNA | 3101 STATE RD | BAKERSFIELD CA 93308 | $ 235.87 |
| 003-800-003 | DENNIS MAUL SALES, INC | 2729 21ST ST | BAKERSFIELD CA 93301 | $ 244.52 |
| 003-830-001 | SANDYLAND TIC MANAGEMENT INC | 4975 SANDYLAND RD | CARPINTERIA CA 93013 2313 | $ 193.80 |
| 003-830-002 | ALLEMAN FAMILY TRUST 10/30/17 | 2004 N TRACY AVE | SIMI VALLEY CA 93063 | $ 193.80 |
| 003-830-003 | SCHENKER, ERIC M | 3324 STATE ST F | SANTA BARBARA CA 93105 | $ 193.80 |
| 003-830-004 | CHESLER, MARK/FLOR | 4975 SANDYLAND RD 104 | CARPINTERIA CA 93013 | $ 193.80 |
| 003-830-005 | COLETTA FAMILY RESIDUAL TRUST 4/21/00 | 966 BLUE MOUNTAIN CIR | WESTLAKE VILLAGE CA 91362 5457 | $ 193.80 |
| 003-830-006 | BOECKMANN FAMILY TRUST 9/19/00 | 8400 MELVIN AVE | NORTHRIDGE CA 91324 4133 | $ 193.80 |
| 003-830-007 | 4975 SANDYLAND ROAD LLC | 4975 SANDYLAND RD 107 | CARPINTERIA CA 93013 2313 | $ 193.80 |
| 003-830-008 | ROGERS, LUCI | 835 HOLLY AVE | CARPINTERIA CA 93013 | $ 193.80 |
| 003-830-009 | ECHEVERRIA, JAVIER | 4403 BEAR MOUNTAIN BLVD | BAKERSFIELD CA 93313 | $ 193.80 |
| 003-830-010 | SCHIFRIN FAMILY TRUST 1/25/02 | 980 ENCHANTED WAY 105 | SIMI VALLEY CA 93065 | $ 193.80 |
| 003-830-011 | OTIS HARVEY C TRUST 4/1/09 | 32126 VILLAGE 32 | CAMARILLO CA 93012 | $ 193.80 |
| 003-830-012 | BLACKBURN, DAVID | 32451 MEDITERRANEAN DR | MONARCH BEACH CA 92629 | $ 193.80 |
| 003-830-013 | PALACIOS RON/KELLY FAMILY TRUST 1/22/18 | PO BOX 940148 | SIMI VALLEY CA 93094 0148 | $ 193.80 |
| 003-830-014 | SION, HAIM MIKO/BARBARA SUSAN REVOCABLE TRUST 8/16/99 | 2768 BEL CIR | SIMI VALLEY CA 93063 5028 | $ 193.80 |
| 003-830-015 | WRIGHT, NANCY A | 3153 SCOTTYS TERRACE | SIMI VALLEY CA 93063 | $ 193.80 |
| 003-830-016 | FORTNER/GUYOR FAMILY SURVIVOR'S TRUST 12/9/02 | PO BOX 1530 | WRANGELL AK 99929 | $ 193.80 |
| 003-830-017 | FRIEDMAN, MAURY/LISA | 29480 BERTRAND DR | AGOURA HILLS CA 91301 | $ 193.80 |
| 003-830-018 | STENGEL FAMILY 2022 REVOCABLE TRUST 5/18/22 | 1525 JAY ST | CARPINTERIA CA 93013 1522 | $ 193.80 |
| 003-830-019 | GERLACH FAMILY LIVING TRUST 3/27/97 | 1186 DEEP WOOD DR | WESTLAKE VILLAGE CA 91362 | $ 193.80 |
| 003-830-020 | RINER, JAMES/PATRICIA TRUST 9/14/92 | 23222 8TH ST | NEWHALL CA 91321 | $ 193.80 |
| 003-830-021 | KOZMAN FAMILY TRUST 5/27/09 | 4259 CLARINDA DR | TARZANA CA 91356 | $ 193.80 |
| 003-830-022 | MULHOLLAND, MARYJANE | 203 QUINCY AVE | LONG BEACH CA 90803 | $ 193.80 |
| 003-830-023 | RYCKMAN, GERALD OWEN JR TRUSTEE (for) RYCKMAN TRUST 10/10/90 | 1784 COLLINGSWOOD CT | WESTLAKE VILLAGE CA 91362 | $ 193.80 |
| 003-830-024 | KOZMAN, MIKE/CELINE TRUSTEES (for) KOZMAN FAM TR 6/26/95 | 3630 VIEWCREST DR | BURBANK CA 91504 | $ 193.80 |

# FY 2023-24 Assessment District No. 5 Assessment Roll

| APN | Owner | Mailing Address | Mailing City, State, ZIP | Total Assessment |
|---|---|---|---|---|
| 003-830-025 | DAVIS, ROBERT L/W JACQUELINE | 12008 WOOD RANCH RD | GRANADA HILLS CA 91344 | $ 193.80 |
| 003-830-026 | GENSTIL REVOCABLE TRUST 7/28/17 | 30 NORLYN DR | WALNUT CREEK CA 94596 | $ 193.80 |
| 003-830-027 | PRESS TRUST 10/2/17 | 10726 ESTHER AVE | LOS ANGELES CA 90064 3223 | $ 193.80 |
| 003-830-028 | ROLLINS, JANET L TRUSTEE (for) ROLLINS, JANET L TR 8/13/86 | 4605 WINDSOR BLVD | CAMBRIA CA 93428 | $ 193.80 |
| 003-830-029 | ALDRICH TRUST 11/30/87 | 707 E PALM AVE | BURBANK CA 91501 | $ 193.80 |
| 003-830-030 | GENSTIL TRUST 11/16/06 | 798 PREAKNESS PL | NEWBURY PARK CA 91320 | $ 193.80 |
| 003-830-031 | SCHILLO LLC | 91 DOMBEY CIR | THOUSAND OAKS CA 91360 3601 | $ 193.80 |
| 003-830-032 | TODHUNTER LIVING TRUST 4/28/04 | 3101 CORONADO DR | FULLERTON CA 92835 | $ 193.80 |
| 003-830-033 | BLACKBURN, DAVID | 32451 MEDITERRANEAN DR | MONARCH BEACH CA 92629 | $ 193.80 |
| 003-830-034 | MURACHANIAN FAMILY TRUST 2/20/01 | 2370 SHERWOOD RD | SAN MARINO CA 91108 | $ 193.80 |
| 003-830-035 | FREY FAMILY TRUST A | 31349 CHERRY DR | CASTAIC CA 91384 | $ 193.80 |
| 003-830-036 | ROSS/MCDONOUGH FAMILY TRUST 12/3/13 | 10880 WILSHIRE BLVD 1000 | LOS ANGELES CA 90024 | $ 193.80 |
| 003-840-013 | TYBARCA SORTINO PARTNERS, LLC (DE) | 29249 WAGON RD | AGOURA CA 91301 | $ 251.03 |
| 003-840-014 | HENRY, PATRICK L/MERRY G 2007 REVOCABLE LIVING TRUST 7/20/07 | 139 WOOD DUCK DR | SANGER CA 93657 | $ 251.03 |
| 003-840-015 | PANT PROPERTIES, LP | 1390 OAKRIDGE CT | NORTHRIDGE CA 91362 | $ 251.03 |
| 003-840-016 | MEZZIO SANDYLAND LLC | 4925 SANDYLAND RD D | CARPINTERIA CA 93013 2356 | $ 251.03 |
| 003-840-017 | CLARK MIKE & BECKY FAMILY TRUST 4/9/19 | 4616 CHRISTMAS TREE LN | BAKERSFIELD CA 93306 1721 | $ 251.03 |
| 003-840-018 | HERMAN B & P TRUST | 2715 PORTER ST 103 | SOQUEL CA 95073 2437 | $ 251.03 |
| 003-850-013 | LUND, JOHN D & CHRISTINA E REVOCABLE LIVING TRUST 6/23/1998 | 98 OLIVE MILL LN | SANTA BARBARA CA 93108 | $ 369.40 |
| 003-850-014 | SINCLAIR, JACK L | 4923 SANDYLAND RD | CARPINTERIA CA 93013 | $ 251.03 |
| 003-850-015 | GARCIA FAMILY TRUST 10/30/02 | 5301 SCOTT ROBERTSON RD | HIDDEN HILLS CA 91302 | $ 251.03 |
| 004-090-001 | BAMA & BAMPA EXEMPTION TRUST 9/7/05 | PO BOX 228 | SOMIS CA 93066 | $ 235.30 |
| 004-090-003 | FITZGERALD JAMES A TRUST NO II 9/24/79 | 1935 CALAMAR CT | CAMARILLO CA 93010 9279 | $ 235.30 |
| 004-090-004 | ZEOLLA PROPERTIES TRUST 12/23/20 | 534 ASPEN VIEW CT | OAK PARK CA 91377 3812 | $ 235.30 |
| 004-091-001 | PAICH DAVID/LORRAINE A TRUSTEES (for) PAICH FAM TR 6-19-90 | 10351 SANTA MONICA BLVD 270 | LOS ANGELES CA 90025 | $ 235.24 |
| 004-091-002 | FERRO FAMILY TRUST 3/28/91 | 1110 E CENTER RD | SOMIS CA 93066 9760 | $ 235.24 |
| 004-091-003 | CARATAN, JUDITH LIVING TRUST 9/27/04 | 11611 HARRINGTON ST | BAKERSFIELD CA 93311 | $ 235.24 |
| 004-091-004 | HOBIN FAMILY TRUST | 4327 SPRING FOREST LN | WESTLAKE VILLAGE CA 91362 | $ 235.24 |
| 004-091-005 | MARCHBANKS PROPERTIES, LLC | 3000 CORMIER DR | BAKERSFIELD CA 93311 2946 | $ 235.24 |
| 004-091-006 | CARATAN, CL FAMILY TRUST 2/26/18 | 2901 22ND ST | BAKERSFIELD CA 93301 | $ 235.24 |
| 004-091-007 | MCINTOSH LIVING TRUST 5/12/17 | 14919 LA CUMBRE DR | PACIFIC PALISADES CA 90272 | $ 235.24 |
| 004-091-008 | DEMORNAY RICHARD TRUSTEE (for) DEMORNAY RICHARD TR 10/2/92 | PO BOX 4085 | SANTA BARBARA CA 93140 | $ 235.24 |
| 004-101-001 | ECKER, DORIS L TRUST 2/18/97 | 412 OAK HILL DR | BELLEVILLE IL 62223 | $ 219.45 |
| 004-101-002 | COOK, MYRON & CONNIE FAMILY TRUST 7/10/07 | 8633 LAGO DI COMO LN | BAKERSFIELD CA 93312 | $ 219.45 |
| 004-101-003 | BAMA & BAMPA SURVIVOR'S TRUST 9/7/05 | PO BOX 228 | SOMIS CA 93066 | $ 219.45 |
| 004-101-004 | SCHREINER TRUST 2/19/93 | 347 EL TUACA ST | CAMARILLO CA 93010 | $ 219.45 |
| 004-101-005 | COLLIER LIVING TRUST 1/20/89 | 185 CRESTVIEW AVE | CAMARILLO CA 93010 1759 | $ 219.45 |
| 004-101-006 | BIG MONEY PROPERTIES LLC | 6077 COFFEE RD 4 | BAKERSFIELD CA 93308 | $ 219.45 |
| 004-101-007 | MULLINS KATHERYN A TRUSTEE (for) MULLINS MARITAL TR 1/20/96 | PO BOX 156 | SOLVANG CA 93464 | $ 219.45 |
| 004-101-008 | 4825 SANDYLAND 8, LLC | 1359 SWEETWATER AVE | CAMARILLO CA 93010 | $ 219.45 |
| 004-109-001 | GPREV, LLC | 2086 CERVATO DR | CAMARILLO CA 93012 | $ 248.37 |
| 004-109-002 | DUNCAN, M B SEPARATE PROPERTY TRUST | PO BOX 21235 | BAKERSFIELD CA 93390 1235 | $ 248.37 |
| 004-115-001 | MARINA SHORES, LP | 4681 SIERRA MADRE RD | SANTA BARBARA CA 93110 | $ 236.37 |
| 004-115-002 | MARINA SHORES, LP | 4681 SIERRA MADRE RD | SANTA BARBARA CA 93110 | $ 236.37 |

# FY 2023-24 Assessment District No. 5 Assessment Roll

| APN | Owner | Mailing Address | Mailing City, State, ZIP | Total Assessment |
|---|---|---|---|---|
| 004-115-003 | MARINA SHORES, LP | 4681 SIERRA MADRE RD | SANTA BARBARA CA 93110 | $ 236.37 |
| | | | **TOTAL** | **$ 35,500.00** |

# PART D

## Engineer's Report

## Method of Aportionment of Assessment

## Carpinteria City Beach Winter Protection Berm

## Fiscal Year 2023-24

**Engineer's Report**
**Method of Apportionment of Assessment**
**Carpinteria City Beach Winter Protection Berm**
**Fiscal Year 2023-24**

The Carpinteria City Beach Winter Protection Berm Project is constructed along the Carpinteria City Beach bordered on the east by Linden Avenue and to the west by Ash Avenue. The berm is constructed each fall in order to provide a measure of protection to public and private improvements from severe winter storms and wave action. In order to fairly assess the ocean front properties that directly benefit from the berm protection, a formula was developed which reflects the benefit each parcel of land receives.

First, the cost of providing the service is divided into fixed and variable costs. Fixed cost are those that are required regardless of the amount of sand actually moved. These include the permit compliance, biological monitoring and administration of the berm project. The fixed costs are apportioned equally to all properties within the boundaries of the assessment district. The contribution toward the maintenance fund is also included among the fixed costs. Variable costs include the cost of the actual machine time required to move the sand. Since properties in the District receive varying levels of benefit depending upon the property's length of beach frontage, variable cost is assigned to each property based upon its actual length of beach frontage. Condominium or apartment properties' beach frontage was determined by dividing the number of units in each complex by the length of the property's beach frontage. These variable and fixed costs were apportioned to each property and an assessment assigned as part of a Proposition 218 vote and the assessments have not been altered in subsequent years.

A City owned parcel within the District's boundaries is assessed in the same fashion as all other parcels within the District's boundaries in order to comply with Article XIII D of the California Constitution.

# PART E

A list of names and addresses of each property owner within the District's boundaries known to the City

# FY 2023-24 Assessment District No. 5 Assessment Roll

| APN | Owner | Mailing Address | Mailing City, State, ZIP |
|---|---|---|---|
| 003-470-008 | SEAHORSE TRUST 01/15/03 | 4040 FAIRWAY AVE | OAKLAND CA 94605 4514 |
| 003-470-010 | ROBERTS FAMILY TRUST B (RESIDUAL TRUST) 4/19/76 | 3150 FOOTHILL RD | CARPINTERIA CA 93013 3192 |
| 003-470-013 | CITY OF CARPINTERIA | 5775 CARPINTERIA AVE | CARPINTERIA CA 93013 |
| 003-490-001 | MING, THARRELL & DINAH FAMILY LIMITED PARTNERSHIP | 1113 TAM O SHANTER DR | BAKERSFIELD CA 93009 |
| 003-490-025 | CARNEVALE LOUIE & JACQUELINE FAM TR 6-83 | 18021 MAYERLING ST | GRANADA HILLS CA 91344 |
| 003-760-001 | REESER BRITTANY LEE BARNES | 1155 N CENTRAL AVE 209 | GLENDALE CA 91202 2539 |
| 003-760-002 | EHRGOTT LAUREN MULFORD | 1583 BEE CANYON RD | ARROYO GRANDE CA 93420 4939 |
| 003-760-003 | CAMPBELL SANDYLAND LLC | 15421 CHEMICAL LN | HUNTINGTON BEACH CA 92649 1219 |
| 003-760-004 | MILLER JAMES H/CAROL REV EST TR 5-14-80 | 40023 VILLAGE 40 | CAMARILLO CA 93012 |
| 003-760-005 | MUNEIO THOMAS A | 172 LA VISTA GRANDE | SANTA BARBARA CA 93103 2817 |
| 003-760-006 | JOHN M LIVING TRUST 10/13/06 | 492 MONARCH LN | SANTA BARBARA CA 93108 2689 |
| 003-760-007 | AMSS LLC | 210 S ORANGE GROVE BLVD | PASADENA CA 91105 |
| 003-760-008 | GIACOPUZZI RUTH | 4675 RICE CT | VENTURA CA 93003 |
| 003-770-001 | ROUGHAN, FRANCIS T | 4709 SANDYLAND RD 3 | CARPINTERIA CA 93013 |
| 003-770-002 | VAN WINGERDEN R & J FAMILY TRUST 11/28/95 | 4444 FOOTHILL RD | CARPINTERIA CA 93013 3075 |
| 003-770-003 | RESNIK RODNEY A/ANN B TRUSTEES (for) RESNIK LIV 1988 TR | 352 CALLE CONVERSE | CAMARILLO CA 93010 |
| 003-770-004 | RESNIK 1988 LIV TR | 352 CALLE CONVERSE | CAMARILLO CA 93010 |
| 003-800-001 | JAMIESON, LEE | 3101 STATE RD | BAKERSFIELD CA 93308 |
| 003-800-002 | JAMIESON, KRYSTYNA | 3101 STATE RD | BAKERSFIELD CA 93308 |
| 003-800-003 | DENNIS MAUL SALES, INC | 2729 21ST ST | BAKERSFIELD CA 93301 |
| 003-830-001 | SANDYLAND TIC MANAGEMENT INC | 4975 SANDYLAND RD | CARPINTERIA CA 93013 2313 |
| 003-830-002 | ALLEMAN FAMILY TRUST 10/30/17 | 2004 N TRACY AVE | SIMI VALLEY CA 93063 |
| 003-830-003 | SCHENKER, ERIC M | 3324 STATE ST F | SANTA BARBARA CA 93105 |
| 003-830-004 | CHESLER, MARK/FLOR | 4975 SANDYLAND RD 104 | CARPINTERIA CA 93013 |
| 003-830-005 | COLETTA FAMILY RESIDUAL TRUST 4/21/00 | 966 BLUE MOUNTAIN CIR | WESTLAKE VILLAGE CA 91362 5457 |
| 003-830-006 | BOECKMANN FAMILY TRUST 9/19/00 | 8400 MELVIN AVE | NORTHRIDGE CA 91324 4133 |
| 003-830-007 | 4975 SANDYLAND ROAD LLC | 4975 SANDYLAND RD 107 | CARPINTERIA CA 93013 2313 |
| 003-830-008 | ROGERS, LUCI | 835 HOLLY AVE | CARPINTERIA CA 93013 |
| 003-830-009 | ECHEVERRIA, JAVIER | 4403 BEAR MOUNTAIN BLVD | BAKERSFIELD CA 93313 |
| 003-830-010 | SCHIFRIN FAMILY TRUST 1/25/02 | 980 ENCHANTED WAY 105 | SIMI VALLEY CA 93065 |
| 003-830-011 | OTIS HARVEY C TRUST 4/1/09 | 32126 VILLAGE 32 | CAMARILLO CA 93012 |
| 003-830-012 | BLACKBURN, DAVID | 32451 MEDITERRANEAN DR | MONARCH BEACH CA 92629 |
| 003-830-013 | PALACIOS RON/KELLY FAMILY TRUST 1/22/18 | PO BOX 940148 | SIMI VALLEY CA 93094 0148 |
| 003-830-014 | SION, HAIM MIKO/BARBARA SUSAN REVOCABLE TRUST 8/16/99 | 2768 BEL CIR | SIMI VALLEY CA 93063 5028 |
| 003-830-015 | WRIGHT, NANCY A | 3153 SCOTTYS TERRACE | SIMI VALLEY CA 93063 |
| 003-830-016 | FORTNER/GUYOR FAMILY SURVIVOR'S TRUST 12/9/02 | PO BOX 1530 | WRANGELL AK 99929 |
| 003-830-017 | FRIEDMAN, MAURY/LISA | 29480 BERTRAND DR | AGOURA HILLS CA 91301 |
| 003-830-018 | STENGEL FAMILY 2022 REVOCABLE TRUST 5/18/22 | 1525 JAY ST | CARPINTERIA CA 93013 1522 |
| 003-830-019 | GERLACH FAMILY LIVING TRUST 3/27/97 | 1186 DEEP WOOD DR | WESTLAKE VILLAGE CA 91362 |
| 003-830-020 | RINER, JAMES/PATRICIA TRUST 9/14/92 | 23222 8TH ST | NEWHALL CA 91321 |

# FY 2023-24 Assessment District No. 5 Assessment Roll

| APN | Owner | Mailing Address | Mailing City, State, ZIP |
|---|---|---|---|
| 003-830-021 | KOZMAN FAMILY TRUST 5/27/09 | 4259 CLARINDA DR | TARZANA CA 91356 |
| 003-830-022 | MULHOLLAND, MARYJANE | 203 QUINCY AVE | LONG BEACH CA 90803 |
| 003-830-023 | RYCKMAN, GERALD OWEN JR TRUSTEE (for) RYCKMAN TRUST 10/10/90 | 1784 COLLINGSWOOD CT | WESTLAKE VILLAGE CA 91362 |
| 003-830-024 | KOZMAN, MIKE/CELINE TRUSTEES (for) KOZMAN FAM TR 6/26/95 | 3630 VIEWCREST DR | BURBANK CA 91504 |
| 003-830-025 | DAVIS, ROBERT L/W JACQUELINE | 12008 WOOD RANCH RD | GRANADA HILLS CA 91344 |
| 003-830-026 | GENSTIL REVOCABLE TRUST 7/28/17 | 30 NORLYN DR | WALNUT CREEK CA 94596 |
| 003-830-027 | PRESS TRUST 10/2/17 | 10726 ESTHER AVE | LOS ANGELES CA 90064 3223 |
| 003-830-028 | ROLLINS, JANET L TRUSTEE (for) ROLLINS, JANET L TR 8/13/86 | 4605 WINDSOR BLVD | CAMBRIA CA 93428 |
| 003-830-029 | ALDRICH TRUST 11/30/87 | 707 E PALM AVE | BURBANK CA 91501 |
| 003-830-030 | GENSTIL TRUST 11/16/06 | 798 PREAKNESS PL | NEWBURY PARK CA 91320 |
| 003-830-031 | SCHILLO LLC | 91 DOMBEY CIR | THOUSAND OAKS CA 91360 3601 |
| 003-830-032 | TODHUNTER LIVING TRUST 4/28/04 | 3101 CORONADO DR | FULLERTON CA 92835 |
| 003-830-033 | BLACKBURN, DAVID | 32451 MEDITERRANEAN DR | MONARCH BEACH CA 92629 |
| 003-830-034 | MURACHANIAN FAMILY TRUST 2/20/01 | 2370 SHERWOOD RD | SAN MARINO CA 91108 |
| 003-830-035 | FREY FAMILY TRUST A | 31349 CHERRY DR | CASTAIC CA 91384 |
| 003-830-036 | ROSS/MCDONOUGH FAMILY TRUST 12/3/13 | 10880 WILSHIRE BLVD 1000 | LOS ANGELES CA 90024 |
| 003-840-013 | TYBARCA SORTINO PARTNERS, LLC (DE) | 29249 WAGON RD | AGOURA CA 91301 |
| 003-840-014 | HENRY, PATRICK L/MERRY G 2007 REVOCABLE LIVING TRUST 7/20/07 | 139 WOOD DUCK DR | SANGER CA 93657 |
| 003-840-015 | PANT PROPERTIES, LP | 1390 OAKRIDGE CT | NORTHRIDGE CA 91362 |
| 003-840-016 | MEZZIO SANDYLAND LLC | 4925 SANDYLAND RD D | CARPINTERIA CA 93013 2356 |
| 003-840-017 | CLARK MIKE & BECKY FAMILY TRUST 4/9/19 | 4616 CHRISTMAS TREE LN | BAKERSFIELD CA 93306 1721 |
| 003-840-018 | HERMAN B & P TRUST | 2715 PORTER ST 103 | SOQUEL CA 95073 2437 |
| 003-850-013 | LUND, JOHN D & CHRISTINA E REVOCABLE LIVING TRUST 6/23/1998 | 98 OLIVE MILL LN | SANTA BARBARA CA 93108 |
| 003-850-014 | SINCLAIR, JACK L | 4923 SANDYLAND RD | CARPINTERIA CA 93013 |
| 003-850-015 | GARCIA FAMILY TRUST 10/30/02 | 5301 SCOTT ROBERTSON RD | HIDDEN HILLS CA 91302 |
| 004-090-001 | BAMA & BAMPA EXEMPTION TRUST 9/7/05 | PO BOX 228 | SOMIS CA 93066 |
| 004-090-003 | FITZGERALD JAMES A TRUST NO II 9/24/79 | 1935 CALAMAR CT | CAMARILLO CA 93010 9279 |
| 004-090-004 | ZEOLLA PROPERTIES TRUST 12/23/20 | 534 ASPEN VIEW CT | OAK PARK CA 91377 3812 |
| 004-091-001 | PAICH DAVID/LORRAINE A TRUSTEES (for) PAICH FAM TR 6-19-90 | 10351 SANTA MONICA BLVD 270 | LOS ANGELES CA 90025 |
| 004-091-002 | FERRO FAMILY TRUST 3/28/91 | 1110 E CENTER RD | SOMIS CA 93066 9760 |
| 004-091-003 | CARATAN, JUDITH LIVING TRUST 9/27/04 | 11611 HARRINGTON ST | BAKERSFIELD CA 93311 |
| 004-091-004 | HOBIN FAMILY TRUST | 4327 SPRING FOREST LN | WESTLAKE VILLAGE CA 91362 |
| 004-091-005 | MARCHBANKS PROPERTIES, LLC | 3000 CORMIER DR | BAKERSFIELD CA 93311 2946 |
| 004-091-006 | CARATAN, CL FAMILY TRUST 2/26/18 | 2901 22ND ST | BAKERSFIELD CA 93301 |
| 004-091-007 | MCINTOSH LIVING TRUST 5/12/17 | 14919 LA CUMBRE DR | PACIFIC PALISADES CA 90272 |
| 004-091-008 | DEMORNAY RICHARD TRUSTEE (for) DEMORNAY RICHARD TR 10/2/92 | PO BOX 4085 | SANTA BARBARA CA 93140 |
| 004-101-001 | ECKER, DORIS L TRUST 2/18/97 | 412 OAK HILL DR | BELLEVILLE IL 62223 |
| 004-101-002 | COOK, MYRON & CONNIE FAMILY TRUST 7/10/07 | 8633 LAGO DI COMO LN | BAKERSFIELD CA 93312 |
| 004-101-003 | BAMA & BAMPA SURVIVOR'S TRUST 9/7/05 | PO BOX 228 | SOMIS CA 93066 |
| 004-101-004 | SCHREINER TRUST 2/19/93 | 347 EL TUACA ST | CAMARILLO CA 93010 |

# FY 2023-24 Assessment District No. 5 Assessment Roll

| APN | Owner | Mailing Address | Mailing City, State, ZIP |
|---|---|---|---|
| 004-101-005 | COLLIER LIVING TRUST 1/20/89 | 185 CRESTVIEW AVE | CAMARILLO CA 93010 1759 |
| 004-101-006 | BIG MONEY PROPERTIES LLC | 6077 COFFEE RD 4 | BAKERSFIELD CA 93308 |
| 004-101-007 | MULLINS KATHERYN A TRUSTEE (for) MULLINS MARITAL TR 1/20/96 | PO BOX 156 | SOLVANG CA 93464 |
| 004-101-008 | 4825 SANDYLAND 8, LLC | 1359 SWEETWATER AVE | CAMARILLO CA 93010 |
| 004-109-001 | GPREV, LLC | 2086 CERVATO DR | CAMARILLO CA 93012 |
| 004-109-002 | DUNCAN, M B SEPARATE PROPERTY TRUST | PO BOX 21235 | BAKERSFIELD CA 93390 1235 |
| 004-115-001 | MARINA SHORES, LP | 4681 SIERRA MADRE RD | SANTA BARBARA CA 93110 |
| 004-115-002 | MARINA SHORES, LP | 4681 SIERRA MADRE RD | SANTA BARBARA CA 93110 |
| 004-115-003 | MARINA SHORES, LP | 4681 SIERRA MADRE RD | SANTA BARBARA CA 93110 |

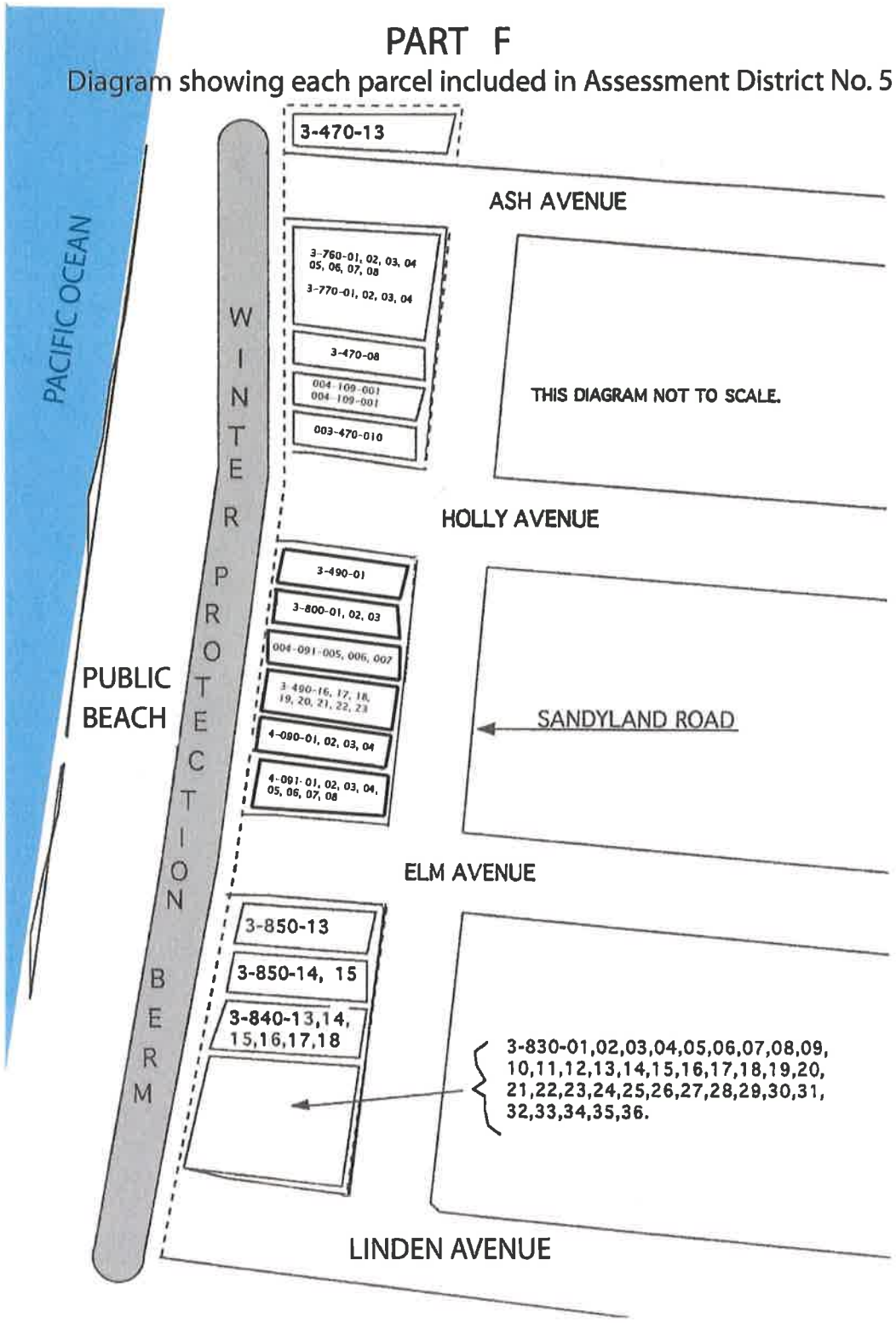
# PART F

A diagram showing each parcel

included in Assessment District No. 5

# PART F

## Diagram showing each parcel included in Assessment District No. 5



# PART G

## Collection Statement

## Collection Statement

The Collection of Assessment District No. 5 funds may take place after the construction, maintenance and / or removal of each season's project. Should in good faith, the City of Carpinteria construct the winter protection berm as described in the Park and Recreation Director's report, and subsequently, the proposed assessments be adopted, the district will reimburse the City of Carpinteria for the current season's project costs to the extent described in the Engineer's report.

# PART H

## Unpaid Assessment Statement

## Unpaid Assessment Statement

The total principal sum of unpaid assessments for all properties within the City of Carpinteria's Assessment District Number Five's boundaries which remain unpaid as computed pursuant to paragraph (1) of Subdivision (b) of §2961 of California's Streets and Highways Code known as the Majority Protest Act of 1931 is $0.00 The total true value, as near as may be determined, of the parcels of land and improvements which are proposed to be assessed is equal or greater than $90,400,000.00 computed pursuant to paragraph (2) of subdivision (b) of §2961 of California's Streets and Highways Code known as the Majority Protest Act of 1931.

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**April 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Approve the first reading of Ordinance No. 765, an Ordinance of the City Council of the City of Carpinteria, amending Carpinteria Municipal Code Sections 8.20 and 12.24 pertaining to public sleeping and camping.

## STAFF RECOMMENDATION

1. Approve the first reading of Ordinance No. 765, amending CMC Sections 8.20 and 12.24, as read by title only.
2. Find that approval and adoption of Ordinance No. 765 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines.
3. Receive and file the Administrative Policy for Enforcement of CMC Sections 8.20 and 12.24.
4. Receive and file the Overnight Camping Notice used in connection with CMC Sections 8.20 and 12.24.

*Sample Motion: I move to (1) approve the first reading of Ordinance No. 765, amending CMC Sections 8.20 and 12.24, as read by title only; (2) find that approval and adoption of Ordinance No. 765 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines; (3) receive and file the Administrative Policy; and (4) receive and file the Overnight Camping Notice.*

## BACKGROUND

The City of Carpinteria ("City") currently prohibits persons from sleeping, camping, or lodging on public and private property in the City, subject to exceptions for designated places or where the owner of the property has granted permission. This prohibition is set forth in Carpinteria Municipal Code ("CMC") Sections 8.20 and 12.24 (collectively, the "No Camping Regulations").

Recent case law, including *Martin v. City of Boise* ("*Martin*") and *Johnson v. City of Grants Pass* ("*Grants Pass*"), has addressed what constitutes permissible enforcement of local agencies' prohibitions on camping and has constrained local agencies' ability to regulate and prohibit camping within their jurisdictions.

*Martin* prohibits enforcement of No Camping Regulations against individuals who do not have access to shelter. The decision does not, however, provide a clear definition for what constitutes "access to shelter". Also, importantly, footnote 8 of the decision specifically states that it:

- Does not apply to individuals who do have access to adequate temporary shelter but choose not to use it;
- Does not completely prohibit cities from banning sitting, lying, or sleeping outside at particular times or in particular locations;
- Does not prevent cities from prohibiting structures in public rights-of-way; and
- Makes the valid enforcement of regulations depend on whether that law criminalizes an individual for not having "the means to live out the universal and unavoidable consequences of being human."

The *Martin* decision was recently applied in the *Grants Pass* decision. There are several key takeaways from the *Grants Pass* case:

- This decision indicates that when considering whether there are "available shelter beds", a city should look only at shelters within its boundaries.
- This decision indicates that both regulations prohibiting camping and civil penalties and enforcement of no camping regulations may be unconstitutional.
- This decision is a reminder that the Eighth Amendment prohibits not only cruel and unusual punishment but also excessive fines.

The City has not updated the No Camping Regulations since these recent judicial decisions were published, and the current version of the No Camping Regulations does not include the carve-outs and caveats to enforceability that were created in the recent case law. The amendments proposed in Ordinance No. 765 are intended to bring the CMC into better alignment with these decisions and to increase the City's ability to legally enforce the No Camping Regulations.

## DISCUSSION

The purpose of this agenda matter is for the City Council to consider approving a first reading of Ordinance No. 765, which updates the City's No Camping Regulations to better align with recent case law. Specifically, Ordinance No. 765 amends CMC Section 8.20 such that (i) the prohibition on camping shall not be enforceable against homeless persons when there is no available shelter, subject to limited exceptions, and (ii) the penalty for a violation of CMC Section 8.20 is only a misdemeanor or an

infraction, and violators receive a warning and referral to services prior to citation. The exceptions where CMC Section 8.20 is enforceable against a homeless person without access to shelter are where there is a substantial danger to any person, where there is an immediate threat and/or an unreasonable risk of harm to public health or safety, and where there is a disruption to vital government services. Ordinance No. 765 also amends CMC Section 12.24 so that the prohibition on camping therein is subject to the limitations in CMC Section 8.20.

The proposed amendments to the No Camping Regulations are necessary to bring the CMC into alignment with recent case law. The proposed exceptions that would allow the No Camping Regulations to be enforceable against homeless persons without shelter access in limited situations are necessary for the City to promote and protect public health, safety, and general welfare of its citizenry, as the City is empowered to do by Government Code sections 65302, 65560, and 65800. Ultimately, the goal of these amendments is to prohibit unconstitutional enforcement of the No Camping Regulations against homeless persons without access to shelter while also expressly acknowledging that enforcement may be needed in some situations in order to promote public health, safety, and welfare.

This agenda item is also for the City Council to receive and file the Administrative Policy for Enforcement of No Camping Regulations (CMC Sections 8.20 and 12.24) ("Policy") and the Overnight Camping Notice related to the No Camping Regulations. The Policy was developed to assist both City staff and other enforcement personnel with understanding the status and limitations of recent case law and how these decisions impact their ability to enforce the City's No Camping Regulations. The Policy also provides a guide/flowchart for City staff to refer to when determining how and when to enforce the No Camping Regulations and informs staff of the services that they can offer to homeless persons.

The Overnight Camping Notice is a notice that City staff and other enforcement personnel can leave on cars which are suspected of violating the City's No Camping Regulations and includes a list of resources to help people that may be experiencing homelessness.

## POLICY CONSIDERATIONS

The proposed ordinance amending the No Camping Regulations is consistent with the City aligning the CMC and City policies and procedures with changes in the law.

Further, updating the No Camping Regulations is part of the City's response to homelessness and is thus consistent with the City's interest in promoting public health and safety and with Resolution No. 6038, concerning the Community Action Plan to Address Homelessness in Santa Barbara County, which includes the following strategies:

1. Increase Access to Safe, Affordable Housing
2. Use Best Practices to Deliver Tailored Supportive Services to Meet Individual Needs

3. Build a Collective Action Plan; Improve Data Sharing
4. Strengthen Support Systems Available to Help Residents Obtain and Maintain Housing
5. Build Provider Capacity to Address the Needs of Specific Populations.

## FINANCIAL CONSIDERATIONS

There are no direct financial considerations related to this item.

## ENVIRONMENTAL CONSIDERATIONS

Ordinance No. 765 is exempt from review under CEQA in accordance with CEQA Guidelines section 15060(c)(2), which applies where an activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; section 15060(c)(3), which applies where an activity is not a "project" as defined in section 15378 of the CEQA Guidelines; and section 15061(b)(3), which applies where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Since *Martin,* the enforcement of ordinances and regulations like the City's No Camping Regulations has become an evolving area of law. The City is aware of various ongoing litigation matters in other jurisdictions in which such jurisdiction's ordinances are being challenged or scrutinized. Given the evolving nature, there is some risk that the law could be further refined or modified by the courts such that the City's No Camping Regulations, as amended by Ordinance No. 765, become outdated. Regardless, the proposed amendments are necessary to better align the CMC with the current law in this area (e.g., *Martin and Grants Pass*). There may be a need for additional amendments in the future as this area of law continues to progress.

## OPTIONS

1. Approve the first reading of Ordinance No. 765 and receive and file the Policy and Overnight Camping Notice.

2. Direct staff to make changes to Ordinance No. 765, the Policy, and/or the Overnight Camping Notice.

3. Take no action on the draft legislation and direct staff as determined appropriate.

## PRINCIPAL PARTIES EXPECTED AT MEETINGS

There are no principal parties expected at the meeting.

## ATTACHMENTS

Attachment A Ordinance No. 765

Attachment B Administrative Policy for Enforcement of No Camping Regulations

Attachment C Overnight Camping Notice

Staff Contact: Steve Goggia, Community Development Director
(805) 755-4414 / steveg@carpinteriaca.gov

Signature

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, daved@carpinteriaca.gov

Signature

Reviewed by: Jena Shoaf Acos,
on behalf of Brownstein Hyatt Farber Schreck, LLP
acting as City Attorney for the City of Carpinteria

Signature

ATTACHMENT A

# ORDINANCE NO. 765

## AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, CALIFORNIA, AMENDING CHAPTERS 8.20 AND 12.24 OF THE CARPINTERIA MUNICIPAL CODE

**WHEREAS**, within the City of Carpinteria ("City") and other cities in the surrounding region, and throughout the State of California, there is a significant number of people experiencing homelessness;

**WHEREAS**, homeless persons sometimes camp, sleep, or lodge on public or private property, particularly if they have no other place to sleep;

**WHEREAS**, camping in undesignated places can create unsanitary, unhealthy, disorderly, and dangerous conditions that may affect both the campers and the general public;

**WHEREAS**, the Legislature of the State of California has, in Government Code sections 65302, 65560, and 65800, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry;

**WHEREAS**, in accordance with Government Code sections 65302, 65560, and 65800, the City currently prohibits sleeping and camping except in designated places pursuant to Carpinteria Municipal Code ("CMC") Chapter 8.20 and camping or lodging within parks and beaches except in designated areas pursuant to CMC Chapter 12.24;

**WHEREAS**, recently, various courts have analyzed enforcement of local agency regulations similar to those codified in CMC Chapters 8.20 and 12.24 and have held that enforcement of such regulations against homeless persons who do not have access to shelter may constitute a violation of the Eighth Amendment to the U.S. Constitution's prohibition on cruel and unusual punishment;

**WHEREAS**, notwithstanding the recent case law, there are camping situations that create a substantial danger or risk of harm that requires immediate removal of the camper and personal property in order to prevent substantial harm to individuals, the health and/or safety of the public, and/or the City's vital government services. For example, persons camping, sleeping, or lodging in, on, or adjacent to critical infrastructure can result in damage or destruction of the infrastructure, which in turn can result in substantial adverse public health and safety impacts, including delayed emergency response times, interrupted utility services, and injuries to persons and property;

**WHEREAS**, the City, in consultation with legal counsel, has determined that CMC Chapters 8.20 and 12.24 require updates in order to better align with recent case law. However, it is critical that the City still be able to remove encampments and campers that endanger human lives, public health and safety, and vital government services;

**WHEREAS**, this Ordinance intends to prohibit unconstitutional enforcement of CMC Chapters 8.20 and 12.24 against homeless persons without access to shelter, but expressly acknowledges that enforcement may be needed in some situations in order to promote public health, safety, and welfare;

**WHEREAS**, it has been determined that amending the CMC as provided for in this Ordinance is within the City's best interest; and

**WHEREAS**, the City acknowledges that homelessness continues to remain a dynamic and evolving issue within the City and the surrounding region that requires coordinated efforts by the City, the County of Santa Barbara, the State of California, the Federal Government, and regional partners.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CARPINTERIA DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Recitals Incorporated.**

The above recitals are incorporated herein and are each relied upon independently by the City Council in its adoption of this Ordinance.

**SECTION 2. Amendment of Chapters 8.20 and 12.24 of the Carpinteria Municipal Code.**

Chapter 8.20 of the CMC is hereby amended to read as set forth in Exhibit A, the text and strikeout of which is attached hereto as Exhibit B, and Chapter 12.24 of the CMC is hereby amended to read as set forth in Exhibit C, the text and strikeout of which is attached hereto as Exhibit D.

**SECTION 3. Effective Date.**

This Ordinance shall be in full force and effect thirty days following the second reading of the Ordinance. Before the expiration of fifteen (15) days following passage, this Ordinance shall be published once with the names of the members of the City Council voting for and against the same in the Coastal View News, a newspaper of general circulation, published in the City.

**SECTION 4. Severability.**

If any section, subsection, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

**SECTION 5. CEQA Exemption.**

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Title 14 of the California Code of Regulations, CEQA Guidelines sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), 15060(c)(3) (the activity is not a "project" as defined in section 15378), and 15061(b)(3) (the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment; where it can be seen with certainty that there is no possibility that the activity in

question may have a significant effect on the environment, the activity is not subject to CEQA). The Ordinance generally prevents changes in the environment and thus has no potential for resulting in physical change to the environment, either directly or indirectly.

**SECTION 6. Publication.**

The City Clerk shall certify as to the passage of this Ordinance and cause the same to be published and posted in the manner prescribed by California law.

**PASSED, APPROVED, AND ADOPTED** this _____, by the following vote:

**AYES: COUNCILMEMBER(S):**

**NOES: COUNCILMEMBER(S):**

**ABSENT: COUNCILMEMBER(S):**

**ABSTAIN: COUNCILMEMBER(S):**

_____
Mayor, City of Carpinteria

**ATTEST:**

_____
Brian C. Barrett, CMC, City Clerk
City of Carpinteria

***I hereby certify that the foregoing Ordinance was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held this [date].***

_____
Brian C. Barrett, CMC City Clerk
City of Carpinteria

**APPROVED AS TO FORM:**

_____
Jena S. Acos, on behalf of Brownstein
Hyatt Farber Schreck, LLP, acting as
City Attorney of the City of Carpinteria

**EXHIBIT A**
**Chapter 8.20**

# Chapter 8.20 SLEEPING AND CAMPING

## 8.20.010 Vehicle defined.

As used in this chapter the term "vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved by human power or used exclusively upon stationary rails or tracks.

(Prior code § 5301)

## 8.20.020 Sleeping and camping except in designated places prohibited.

Subject to Section 8.20.040, no person shall sleep or camp at any time, whether inside or outside of a vehicle, in or on any:

A. Public street; or

B. Public property, except public property designated for overnight camping; or

C. Private property, including but not limited to beaches, vacant lots, parking areas and commercial properties, unless the person sleeping or camping in or on such private property:

1. Is the owner thereof or the lessee of such property or the houseguest of such owner or lessee, or

2. Has the permission of the owner of such property, his agent, or the person in lawful possession of such property, and sanitary facilities approved by the health officer of the county of Santa Barbara are available on such property to the person sleeping or camping in or on such property.

D. At all times, regardless of the availability of shelter, no person shall sleep or camp in the following places:

1. Where there is a substantial danger to any person,

2. Where there is an immediate threat and/or an unreasonable risk of harm to public health or safety, or

3. Where there is a disruption to vital government services.

(Ord. 344 § 1, 1983: prior code § 5300)

## 8.20.030 Penalty.

A violation of this Chapter shall be a misdemeanor or an infraction. Violators shall receive a warning prior to a citation and shall be referred to services for persons experiencing homelessness, if appropriate.

## 8.20.040 Enforcement.

Enforcement officers shall not issue a citation to enforce unauthorized camping in violation of Section 8.20.020 (A) through (C) when the violator is a homeless person who is on public property at a time when there is no available overnight shelter. Section 8.20.020 (D) is enforceable against all persons, including homeless persons, at all times, regardless of shelter availability.

**EXHIBIT B**
**Chapter 8.20**

# Chapter 8.20 SLEEPING AND CAMPING

## 8.20.010 Vehicle defined.

As used in this chapter the term "vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved by human power or used exclusively upon stationary rails or tracks.

(Prior code § 5301)

## 8.20.020 Sleeping and camping except in designated places prohibited.

Subject to Section 8.20.040, ~~N~~no person shall sleep or camp at any time, whether inside or outside of a vehicle, in or on any:

A. Public street; or

B. Public property, except public property designated for overnight camping; or

C. Private property, including but not limited to beaches, vacant lots, parking areas and commercial properties, unless the person sleeping or camping in or on such private property:

1. Is the owner thereof or the lessee of such property or the houseguest of such owner or lessee, or

2. Has the permission of the owner of such property, his agent, or the person in lawful possession of such property, and sanitary facilities approved by the health officer of the county of Santa Barbara are available on such property to the person sleeping or camping in or on such property.

D. At all times, regardless of the availability of shelter, no person shall sleep or camp in the following places:

1. Where there is a substantial danger to any person,

2. Where there is an immediate threat and/or an unreasonable risk of harm to public health or safety, or

~~1.~~3. Where there is a disruption to vital government services.

(Ord. 344 § 1, 1983: prior code § 5300)

## 8.20.030 Penalty.

A violation of this Chapter shall be a misdemeanor or an infraction. Violators shall receive a warning prior to a citation and shall be referred to services for persons experiencing homelessness, if appropriate.

## 8.20.040 Enforcement.

Enforcement officers shall not issue a citation to enforce unauthorized camping in violation of Section 8.20.020 (A) through (C) when the violator is a homeless person who is on public property at a time when there is no available overnight shelter. Section 8.20.020 (D) is enforceable against all persons, including homeless persons, at all times, regardless of shelter availability.

**EXHIBIT C**
**Chapter 12.24**

# Chapter 12.24 PUBLIC PARKS AND BEACHES

## 12.24.010 Definitions.

For the purposes of this chapter the following definitions shall apply:

A. "Public beaches" means and includes all beach areas bordering the Pacific Ocean maintained by the city regardless of whether such beaches are used by right of dedication, lease, easement or adverse public uses.

B. "Public parks" means and includes all dedicated parks, parks established by adverse uses, and parks on leased property, all planted parkways, triangles and traffic circles maintained by the city, except the parkway strips between curb and sidewalk along the several streets and highways of the city.

(Prior code §§ 4901 and 4900)

## 12.24.020 Public parks and beaches—Prohibited acts and exceptions.

Within the boundary lines of any of the parks or beaches, as defined in Section 12.24.010, it is unlawful for any person or persons to do any of the following acts:

1. To dump or deposit any trash, refuse, rubbish, litter or other kind of waste materials, except in approved containers specifically placed and designated to receive such waste materials;

2. To bring into or use any glass containers or objects in any public parks or beaches;

3. To start or maintain any fire, except in such areas as are specifically designated by the city manager for such fires, including stoves, barbecue pits, fire rings and the like;

4. To commit any act of vandalism, including the damaging or destroying of trees or their leaves, limbs or branches, bushes, shrubbery, equipment, signs, buildings or rooms, or to tear down or deface the same, or to pick any crops, fruit or flowers in any portion of such public park or beach;

5. To bring or use any firearms or air or gas or spring-propelled guns, slingshots, bows and arrows, javelins, discus, golf clubs and golf balls, or any similar projectile or projectile-throwing device, except that such may be permitted in such portions of public parks or beaches as are specifically determined to be safe for such uses and are so designated by the city manager;

6. a. To discharge or set off any firecrackers, torpedoes, rockets or other fireworks except where a permit has been granted by the city manager;

   b. The city manager shall grant such permit only where he finds that it is for an established civic celebration, the person proposing to discharge or set off said fireworks has the necessary skill and experience to do so, and that it can be done without endangering persons or property;

7. To stable, pasture or keep animals or insects;

8. To enter any portion of a public park or beach in the city, or buildings or portions thereof in such public parks and beaches which are posted with signs stating "No Entry," "Keep Out," "No Trespassing," "Closed Area," or other prohibition of entry;

9. To enter any portion of or be in a public park or beach in the city at a time of the day, or on a day of the week, when such entry is prohibited by a clearly legible sign posted at each entrance to such public park or beach. The city manager is given authority to post such signs;

10. To park any automobiles or any other vehicles in any public park or beach in the city, except in areas specifically designated as parking areas by the city manager;

11. To construct or erect on any portion of a public park or beach in the city any building, fence or structure of whatever kind, whether permanent or temporary in character, or run, or string or install any public service utility into, upon, or across such lands, except on special written permit of the city manager. Each day such condition exists shall constitute a new and separate offense;

12. To hitch, fasten, lead, drive or let loose any animal or fowl of any kind, provided that this shall not apply when led by a cord or chain, not more than six feet long, or when a dog is located in an off-leash dog area pursuant to the requirements of Chapter 6.04;

13. To cut and remove any wood or to remove turf, grass, soil, rock, sand, gravel or fertilizer;

14. Subject to Chapter 8.20, to camp or lodge therein except in areas designated and posted as camping sites by the city manager;

15. To play or engage in any sport or sporting event in any picnic area;

16. To disturb in any manner any picnic, meeting, service, concert, exercise or exhibition;

17. To use or permit to be used any public address system, loud speaker, bullhorn or other power amplified sound equipment without first obtaining a written permit from the city manager;

18. To distribute any handbills or circulars, or to post, place or erect any bills, notice, paper, or advertising device or matter of any kind;

19. To sell or offer for sale or to rent or lease any merchandise, article or thing, whatsoever, unless granted a valid permit by the city council;

20. To practice, carry on, conduct or solicit for any trade, occupation, business or profession of whatsoever kind or character without permission of the city council;

21. To use or operate any motor-powered vehicles at any time, except as permitted by the city manager in designated streets or parking areas or as part of a supervised recreational activity. This paragraph does not apply to officers, agents or employees of the United States, the State of California, the City of Carpinteria, or other local governmental agency, when they are using motor-powered vehicles in the performance of their official duty, nor to the use of motor-powered vehicles in emergencies when it is necessary to use them for the preservation or protection of life or property, nor to utility companies using motor-powered vehicles for the installation, maintenance, repair or servicing of utility lines when permission is obtained from the city manager;

21A. 1. To smoke a cigarette, cigar, or use any tobacco or tobacco-related product,

2. To smoke a cigarette, cigar, or other tobacco-related product within twenty-five (25) feet of any playground or tot-lot sandbox area, pursuant to Health & Safety Code § 104495, or

3. To dispose of cigarette butts, cigar butts, or any other tobacco-related waste within twenty-five (25) feet of a playground or a tot-lot sandbox area, pursuant to Health & Safety Code § 104495;

22. No company, society or organization of more than twenty-five (25) persons shall hold or conduct any picnic, celebration, parade, service or exercise in any public park or beach without first obtaining permission from the city manager, and it is unlawful for any person to take part in any picnic, celebration, parade, service or exercise held or conducted contrary to the provisions hereof. If the city manager denies such permission, appeal may be made to the city council within ten (10) days thereafter;

23. No person who is over eight (8) years of age shall enter or use any water closet, restroom, dressing room or other facility designated for exclusive use by persons of the opposite sex in a public park or beach;

24. For any persons to assemble, collect or gather together in any walk, passageway or pathway set apart for the travel of persons through any park or beach or to occupy same so that the free passage or use thereof by persons passing along the same shall be obstructed in any manner;

25. Notwithstanding any provisions of Sections 12.24.010 through 12.24.020 the riding of horses or bicycles on designated bridle trails or bikeways is permitted;

26. Notwithstanding any of the provisions of Sections 12.24.010 through 12.24.040, nothing shall prevent the operation of motor vehicles and free right of public access over or across any validly dedicated public street or road in the city.

27. To use or operate any model airplane, model boat, model rocket, model car or other similar device that is motorized or powered except in an area, at such times, an in a manner as designated by the city manager. The city manager shall designate with on site signage and shall post such an area only when the powered models are limited to "park flyer qualified" or an equivalent designation and he has found that the time, place and manner of operation will not conflict with other park use or wildlife habitat. The city manager shall have the power to promulgate rules and regulations not in conflict with the provision of this section for the purpose of enforcing and implementing this section. A copy of such rules and regulations shall be on file in the city clerk's office.

(Ord. 598 § 2, 2004; Ord. 369 § 1, 1985; Ord. 247 § 23, 1978; prior code § 4902)

( Ord. No. 649, § 1, 3-14-2011 ; Ord. No. 733 , § 5, 11-12-2019)

## 12.24.021 Public parks—Specifically prohibited acts.

A. Subject to Chapter 8.20, within any public park in the city, it is unlawful for any person or persons to do any of the following acts:

1. To be in or upon any public park from one-half hour after sunset to one-half hour before sunrise; or to camp or lodge therein except in areas designated and posted as camping sites by the city manager, without first obtaining from the city manager a special public park use permit pursuant to Section 12.24.022 or a special event permit pursuant to Chapter 10.68;

2. To drink or possess any alcohol, spirits, liquor, wine, beer and any liquid or solid containing alcohol, spirits, liquor, wine or beer, and which contains one-half of one percent or more of alcohol by volume as set forth in Section 9.08.010, without first obtaining from the city manager a special public park use permit pursuant to Section 12.24.022 or a special event permit pursuant to Chapter 10.68.

B. Within the boundaries of the Carpinteria Salt Marsh Nature Park it is unlawful for any person or persons to ride a bicycle, skateboard, rollerblades or other similar device. Bicycles, skateboards, rollerblades or other similar devices may be walked or carried in the park in an orderly manner. This prohibition does not apply to safe use of wheelchairs or other devices used for the mobility of the disabled.

(Ord. 472 § 2 (part), 1992)

( Ord. No. 644, § 3, 8-9-2010 ; Ord. No. 648, § 1, 3-14-2011 )

## 12.24.022 Permits—Special public park use.

Any person or persons desiring to use a public park for a picnic, barbecue or other gathering at a time of the day, or day of the week, when such public park use is otherwise prohibited, and/or where consumption of any alcohol, spirits, liquor, wine, beer and any liquid or solid containing alcohol, spirits, liquor, wine or beer, and which contains one-half of one percent or more of alcohol by volume will occur, may make prior written application to the city manager for a permit allowing such use. The city manager shall make application forms available and, upon reviewing each application, shall determine on a case-by-case basis whether the applicant shall be required to obtain a special public park use permit pursuant to this section or a special event permit pursuant to Chapter 10.68. Typically, for smaller events, including but not limited to birthday parties and picnics, a special public park use permit shall be the appropriate permit. The city manager may condition the issuance of a special public park use permit upon the applicant's payment of a deposit sufficient to ensure cleanup and the applicant's agreement to hold the city harmless from the activities contemplated by the permit and to repair and replace any and all

damage to city property which may occur during the special public park use. For larger events, the city manager may require a special event permit pursuant to Chapter 10.68.

(Ord. 472 § 2 (part), 1992)

( Ord. No. 644, § 3, 8-9-2010 )

## 12.24.030 Public parks and beaches—Sale of goods in proximity prohibited.

It is unlawful for any person or persons to sell, expose for sale or offer to sell in or along any public street, lane or thoroughfare adjoining or approaching any public park or beach in the city within two hundred feet of such park or beach, any goods, wares or merchandise of any kind whatsoever.

(Prior code § 4906)

## 12.24.040 Public parks and beaches—Vehicles for hire in proximity prohibited.

It is unlawful for any person or persons to stand, keep or expose for hire, any wagon, carriage, automobile, or other vehicle, in or along any public street, lane or thoroughfare adjoining or approaching any public park or beach in such city, within two hundred feet of any entrance to such park.

(Prior code § 4907)

## 12.24.050 Public beaches specifically—Prohibited acts.

A. For the purposes of this section, the following definitions shall apply:

1. "Surfboard" means any board used for surfing on the water or water skimming which contains hard surfaces, including, without limitation, fiberglass, or any hard projection or surface of any kind or nature which is capable of inflicting cuts or bodily injuries to any swimmer or bather by reason of such hard surface or projection. "Surfboard" shall not include any board or device made wholly of soft or semi-soft plastic, rubber polyethylene foam, such as "boogie boards," without any hard projections or surfaces that would be capable of inflicting such cuts or injury.

2. "Motorized vessel" means any type of watercraft used or capable of being used as a means of transportation on water which is propelled by machinery, whether or not such machinery is the principal source of propulsion.

3. "Bathing beach" means that area of beach from the westerly property line of Carpinteria State Beach on the east to the easterly edge of Ash Avenue on the west.

4. The on-shore "launching area" means that area of beach from the easterly edge of Ash Avenue on the east to the westerly city limit on the west. The off-shore "launching area" shall extend three hundred feet from the mean high tide line and shall be bounded by the westerly city limit to the west and a parallel line of sixty feet to the east of the westerly city limit.

B. Within the limits of any bathing beach in the city and within three hundred feet seaward of the mean high tide line, it is unlawful for any person or persons to do any of the following acts:

1. To ride, float on, or otherwise use any surfboard, or to engage in the sport of surfing with a surfboard, or to ride with or on a surfboard, on ocean waves or swells or the surf;

2. To use or operate any motorized vessel;

3. To launch or land any motorized vessel;

4. To moor, store or otherwise maintain any raft, motorized vessel, boat or other privately owned equipment except as such may be specifically authorized by the city manager or his authorized representatives;

5. To consume an alcoholic beverage or possess an open container of any alcoholic beverage as set forth in Section 9.08.010.

C. Within the limits of any launching area in the city it is unlawful for any person or persons to do any of the following acts:

1. Launch any motorized vessel between the hours of eight p.m. and eight a.m.; except such motorized vessel may be launched if its engine is not used within three hundred feet of the mean high tide line;

2. Operate any motorized vessel in excess of five miles per hour;

3. Moor, store, refuel, service or otherwise maintain any raft, motorized vessel or boat or other privately-owned equipment except as such may be specifically authorized by the city manager or his authorized representatives;

4. Utilize, maintain or otherwise be in possession of trailers except when actually in the process of launching or retrieving any raft, motorized vessel or boat;

5. Launch any motorized vessel without first providing the on-duty lifeguard, if such lifeguard be on duty, with the State of California boat registration number (CF number);

6. Launch any motorized vessel without the operator thereof first familiarizing himself or herself with the rules, regulations, ordinances and statutes applicable to the permitted launching and operation of such motorized vessel in the area;

7. Operate any motorized vessel in violation of any applicable state or local law, ordinance, rule or regulation, including, but not limited to, limitations placed on noise levels;

8. Launch without the appropriate number of personal flotation devices. All vessels, regardless of the means of propulsion, must have on board a U.S. Coast Guard approved personal flotation device (PFD) for each person on board said vessel. Such personal flotation devices shall be in a serviceable condition.

D. The provisions of this section shall not be deemed to prevent the operation or use of surfboards, boats or vehicles by any police officer, lifeguard or other duly authorized and appointed employee of the city or State of California or any agency or instrumentality thereof while in the performance of such person's official duties.

E. Notwithstanding the definitions of "bathing beach" in subsection A3 of this section, and "on-shore launching area" in subsection A4 of this section, the city manager is authorized to establish a temporary alternate on-shore launching area at the seaward end of Linden Avenue, subject to all other terms and conditions of this chapter, when it is determined by the city manager that the use of the Ash Avenue on-shore launching area is either unsafe or unusable for launching vessels, and only until such time that the city manager determines that the Ash Avenue location is again usable for that purpose. Said temporary launching area shall not exceed twenty-five feet in width and shall be clearly marked and posted with signs indicating directions and regulations for use of said temporary launching area. Said on-shore launching area shall be open only when said signs are posted and in place. All users of said temporary launching area shall obtain a seasonal permit for such use from the city prior to using said launching area. In the event that use of the temporary on-shore launching area is determined by the city manager to constitute a public nuisance, as defined in California Penal Code Section 370, further use of said on-shore launching area shall be suspended pending a public hearing before the city council whose decision regarding further use of said temporary on-shore launching area shall be final.

(Ord. 506 § 2, 1994; Ord. 448 § 1, 1989; Ord. 426 § 1, 1988: Ord. 370 § 1, 1985: Ord. 358 § 1, 1984: Ord. 328 § 1, 1982; prior code § 4903)

( Ord. No. 644, § 3, 8-9-2010 )

## 12.24.060 Enforcement—Authority to eject violators.

The city manager, city police or such other deputies as duly appointed and designated by the city manager, or any peace officer, shall have the authority to eject from any public park or beach any person acting in violation of Sections 12.24.010 through 12.24.050 or Section 12.24.090.

(Ord. 467 § 4 (part), 1991; Ord. 358 § 2, 1984: prior code § 4904)

## 12.24.070 Enforcement—Authority to confiscate property.

The city manager, city police or such other deputies as duly appointed and designated by the city manager, or any peace officer, shall have the authority to seize and confiscate any property, thing or device in the parks or beach, used in violation of Sections 12.24.010 through 12.24.050 or 12.24.090.

(Ord. 467 § 4 (part), 1991: Ord. 358 § 3, 1984: prior code § 4905)

## 12.24.080 Enforcement—Authority to arrest.

The city manager, city police or such other deputies as duly appointed and designated by the city manager, or any peace officer, shall have the power to arrest in connection with the enforcement of any of the provisions of Sections 12.24.010 through 12.24.050 or 12.24.090.

(Ord. 467 § 4 (part), 1991: Ord. 358 § 4, 1984)

## 12.24.090 Protection of harbor seals.

A. Access to that portion of the city beach, starting at the base of the existing Chevron Pier and extending approximately seven hundred fifty feet easterly and westerly along the beach, with the exact boundary to be determined by the city manager (in consultation with qualified marine mammal experts), shall be closed at all times during the harbor seal pupping season, commencing each December 1st and ending May 31st of the following year.

B. During such period, dogs or other animals shall be prohibited from the closed beach area and from an area adjacent to the closed beach area (adjacent area), to be determined by the city manager (in consultation with qualified marine mammal experts). No person shall, at any time during such period, allow any dog or other animal to be in the closed beach area or in the adjacent area, as posted.

C. During such period, no person, without prior authorization of the city manager, shall enter the closed beach area.

D. The city manager shall post such information and warning signs in and around the closed beach area to identify the closed beach area and adjacent area, and may erect appropriate fences if such are found to be necessary.

E. During such period, no person shall operate or use motorized vessels (as defined in Section 12.24.050) within three hundred (300) feet seaward of the mean high tide line for the length of the closed beach area, and no person shall operate or use personal watercraft within one thousand (1,000) feet seaward of the mean high tide line for the length of the closed beach area. "Personal watercraft" means a motorized vessel under sixteen (16) feet in length, designed to be capable of speeds in excess of twenty (20) miles per hour, and designed to be operated by a person sitting, standing, or kneeling on, or being towed behind the vessel, rather than the conventional manner of sitting or standing inside the vessel.

(Ord. 470 § 4, 1991; Ord. 469 § 4, 1991: Ord. 469 § 4, 1991; Ord. 470 § 4, 1991: Ord. 465 § 4, 1991: Ord. 460 § 4, 1990)

## 12.24.100 Assessment District No. 5.

Upon formation of Assessment District No. 5, and for the duration of the existence of Assessment District No. 5, the city shall contribute to Assessment District No. 5, from any sources of revenue not otherwise prohibited by law, an amount specified by the city council for the purpose of paying for a portion of the costs associated with the city's winter protection berm program conducted on the Carpinteria City Beach, and the payment of expenses incidental thereto for the use and benefit of Assessment District No. 5. All contributions by the city to Assessment District No. 5 shall be in an amount as determined by resolution or other appropriate action of the city council.

(Ord. 483 § 1, 1993)

**EXHIBIT D**
**Chapter 12.24**

# Chapter 12.24 PUBLIC PARKS AND BEACHES

## 12.24.010 Definitions.

For the purposes of this chapter the following definitions shall apply:

A. "Public beaches" means and includes all beach areas bordering the Pacific Ocean maintained by the city regardless of whether such beaches are used by right of dedication, lease, easement or adverse public uses.

B. "Public parks" means and includes all dedicated parks, parks established by adverse uses, and parks on leased property, all planted parkways, triangles and traffic circles maintained by the city, except the parkway strips between curb and sidewalk along the several streets and highways of the city.

(Prior code §§ 4901 and 4900)

## 12.24.020 Public parks and beaches—Prohibited acts and exceptions.

Within the boundary lines of any of the parks or beaches, as defined in Section 12.24.010, it is unlawful for any person or persons to do any of the following acts:

1. To dump or deposit any trash, refuse, rubbish, litter or other kind of waste materials, except in approved containers specifically placed and designated to receive such waste materials;

2. To bring into or use any glass containers or objects in any public parks or beaches;

3. To start or maintain any fire, except in such areas as are specifically designated by the city manager for such fires, including stoves, barbecue pits, fire rings and the like;

4. To commit any act of vandalism, including the damaging or destroying of trees or their leaves, limbs or branches, bushes, shrubbery, equipment, signs, buildings or rooms, or to tear down or deface the same, or to pick any crops, fruit or flowers in any portion of such public park or beach;

5. To bring or use any firearms or air or gas or spring-propelled guns, slingshots, bows and arrows, javelins, discus, golf clubs and golf balls, or any similar projectile or projectile-throwing device, except that such may be permitted in such portions of public parks or beaches as are specifically determined to be safe for such uses and are so designated by the city manager;

6. a. To discharge or set off any firecrackers, torpedoes, rockets or other fireworks except where a permit has been granted by the city manager;

   b. The city manager shall grant such permit only where he finds that it is for an established civic celebration, the person proposing to discharge or set off said fireworks has the necessary skill and experience to do so, and that it can be done without endangering persons or property;

7. To stable, pasture or keep animals or insects;

8. To enter any portion of a public park or beach in the city, or buildings or portions thereof in such public parks and beaches which are posted with signs stating "No Entry," "Keep Out," "No Trespassing," "Closed Area," or other prohibition of entry;

9. To enter any portion of or be in a public park or beach in the city at a time of the day, or on a day of the week, when such entry is prohibited by a clearly legible sign posted at each entrance to such public park or beach. The city manager is given authority to post such signs;

10. To park any automobiles or any other vehicles in any public park or beach in the city, except in areas specifically designated as parking areas by the city manager;

11. To construct or erect on any portion of a public park or beach in the city any building, fence or structure of whatever kind, whether permanent or temporary in character, or run, or string or install any public service utility into, upon, or across such lands, except on special written permit of the city manager. Each day such condition exists shall constitute a new and separate offense;

12. To hitch, fasten, lead, drive or let loose any animal or fowl of any kind, provided that this shall not apply when led by a cord or chain, not more than six feet long, or when a dog is located in an off-leash dog area pursuant to the requirements of Chapter 6.04;

13. To cut and remove any wood or to remove turf, grass, soil, rock, sand, gravel or fertilizer;

14. Subject to Chapter 8.20, t~~T~~o camp or lodge therein except in areas designated and posted as camping sites by the city manager;

15. To play or engage in any sport or sporting event in any picnic area;

16. To disturb in any manner any picnic, meeting, service, concert, exercise or exhibition;

17. To use or permit to be used any public address system, loud speaker, bullhorn or other power amplified sound equipment without first obtaining a written permit from the city manager;

18. To distribute any handbills or circulars, or to post, place or erect any bills, notice, paper, or advertising device or matter of any kind;

19. To sell or offer for sale or to rent or lease any merchandise, article or thing, whatsoever, unless granted a valid permit by the city council;

20. To practice, carry on, conduct or solicit for any trade, occupation, business or profession of whatsoever kind or character without permission of the city council;

21. To use or operate any motor-powered vehicles at any time, except as permitted by the city manager in designated streets or parking areas or as part of a supervised recreational activity. This paragraph does not apply to officers, agents or employees of the United States, the State of California, the City of Carpinteria, or other local governmental agency, when they are using motor-powered vehicles in the performance of their official duty, nor to the use of motor-powered vehicles in emergencies when it is necessary to use them for the preservation or protection of life or property, nor to utility companies using motor-powered vehicles for the installation, maintenance, repair or servicing of utility lines when permission is obtained from the city manager;

21A. 1. To smoke a cigarette, cigar, or use any tobacco or tobacco-related product,

2. To smoke a cigarette, cigar, or other tobacco-related product within twenty-five (25) feet of any playground or tot-lot sandbox area, pursuant to Health & Safety Code § 104495, or

3. To dispose of cigarette butts, cigar butts, or any other tobacco-related waste within twenty-five (25) feet of a playground or a tot-lot sandbox area, pursuant to Health & Safety Code § 104495;

22. No company, society or organization of more than twenty-five (25) persons shall hold or conduct any picnic, celebration, parade, service or exercise in any public park or beach without first obtaining permission from the city manager, and it is unlawful for any person to take part in any picnic, celebration, parade, service or exercise held or conducted contrary to the provisions hereof. If the city

manager denies such permission, appeal may be made to the city council within ten (10) days thereafter;

23. No person who is over eight (8) years of age shall enter or use any water closet, restroom, dressing room or other facility designated for exclusive use by persons of the opposite sex in a public park or beach;

24. For any persons to assemble, collect or gather together in any walk, passageway or pathway set apart for the travel of persons through any park or beach or to occupy same so that the free passage or use thereof by persons passing along the same shall be obstructed in any manner;

25. Notwithstanding any provisions of Sections 12.24.010 through 12.24.020 the riding of horses or bicycles on designated bridle trails or bikeways is permitted;

26. Notwithstanding any of the provisions of Sections 12.24.010 through 12.24.040, nothing shall prevent the operation of motor vehicles and free right of public access over or across any validly dedicated public street or road in the city.

27. To use or operate any model airplane, model boat, model rocket, model car or other similar device that is motorized or powered except in an area, at such times, an in a manner as designated by the city manager. The city manager shall designate with on site signage and shall post such an area only when the powered models are limited to "park flyer qualified" or an equivalent designation and he has found that the time, place and manner of operation will not conflict with other park use or wildlife habitat. The city manager shall have the power to promulgate rules and regulations not in conflict with the provision of this section for the purpose of enforcing and implementing this section. A copy of such rules and regulations shall be on file in the city clerk's office.

(Ord. 598 § 2, 2004; Ord. 369 § 1, 1985; Ord. 247 § 23, 1978; prior code § 4902)

( Ord. No. 649, § 1, 3-14-2011 ; Ord. No. 733 , § 5, 11-12-2019)

## 12.24.021 Public parks—Specifically prohibited acts.

A. Subject to Chapter 8.20, ~~w~~Within any public park in the city, it is unlawful for any person or persons to do any of the following acts:

1. To be in or upon any public park from one-half hour after sunset to one-half hour before sunrise; or to camp or lodge therein except in areas designated and posted as camping sites by the city manager, without first obtaining from the city manager a special public park use permit pursuant to Section 12.24.022 or a special event permit pursuant to Chapter 10.68;

2. To drink or possess any alcohol, spirits, liquor, wine, beer and any liquid or solid containing alcohol, spirits, liquor, wine or beer, and which contains one-half of one percent or more of alcohol by volume as set forth in Section 9.08.010, without first obtaining from the city manager a special public park use permit pursuant to Section 12.24.022 or a special event permit pursuant to Chapter 10.68.

B. Within the boundaries of the Carpinteria Salt Marsh Nature Park it is unlawful for any person or persons to ride a bicycle, skateboard, rollerblades or other similar device. Bicycles, skateboards, rollerblades or other similar devices may be walked or carried in the park in an orderly manner. This prohibition does not apply to safe use of wheelchairs or other devices used for the mobility of the disabled.

(Ord. 472 § 2 (part), 1992)

( Ord. No. 644, § 3, 8-9-2010 ; Ord. No. 648, § 1, 3-14-2011 )

## 12.24.022 Permits—Special public park use.

Any person or persons desiring to use a public park for a picnic, barbecue or other gathering at a time of the day, or day of the week, when such public park use is otherwise prohibited, and/or where consumption of any alcohol, spirits, liquor, wine, beer and any liquid or solid containing alcohol, spirits, liquor, wine or beer, and which contains one-half of one percent or more of alcohol by volume will occur, may make prior written application to the city manager for a permit allowing such use. The city manager shall make application forms available and, upon reviewing each application, shall determine on a case-by-case basis whether the applicant shall be required to obtain a special public park use permit pursuant to this section or a special event permit pursuant to Chapter 10.68. Typically, for smaller events, including but not limited to birthday parties and picnics, a special public park use permit shall be the appropriate permit. The city manager may condition the issuance of a special public park use permit upon the applicant's payment of a deposit sufficient to ensure cleanup and the applicant's agreement to hold the city harmless from the activities contemplated by the permit and to repair and replace any and all damage to city property which may occur during the special public park use. For larger events, the city manager may require a special event permit pursuant to Chapter 10.68.

(Ord. 472 § 2 (part), 1992)

( Ord. No. 644, § 3, 8-9-2010 )

## 12.24.030 Public parks and beaches—Sale of goods in proximity prohibited.

It is unlawful for any person or persons to sell, expose for sale or offer to sell in or along any public street, lane or thoroughfare adjoining or approaching any public park or beach in the city within two hundred feet of such park or beach, any goods, wares or merchandise of any kind whatsoever.

(Prior code § 4906)

## 12.24.040 Public parks and beaches—Vehicles for hire in proximity prohibited.

It is unlawful for any person or persons to stand, keep or expose for hire, any wagon, carriage, automobile, or other vehicle, in or along any public street, lane or thoroughfare adjoining or approaching any public park or beach in such city, within two hundred feet of any entrance to such park.

(Prior code § 4907)

## 12.24.050 Public beaches specifically—Prohibited acts.

A. For the purposes of this section, the following definitions shall apply:

1. "Surfboard" means any board used for surfing on the water or water skimming which contains hard surfaces, including, without limitation, fiberglass, or any hard projection or surface of any kind or nature which is capable of inflicting cuts or bodily injuries to any swimmer or bather by reason of such hard surface or projection. "Surfboard" shall not include any board or device made wholly of soft or semi-soft plastic, rubber polyethylene foam, such as "boogie boards," without any hard projections or surfaces that would be capable of inflicting such cuts or injury.
2. "Motorized vessel" means any type of watercraft used or capable of being used as a means of transportation on water which is propelled by machinery, whether or not such machinery is the principal source of propulsion.
3. "Bathing beach" means that area of beach from the westerly property line of Carpinteria State Beach on the east to the easterly edge of Ash Avenue on the west.

4. The on-shore "launching area" means that area of beach from the easterly edge of Ash Avenue on the east to the westerly city limit on the west. The off-shore "launching area" shall extend three hundred feet from the mean high tide line and shall be bounded by the westerly city limit to the west and a parallel line of sixty feet to the east of the westerly city limit.

B. Within the limits of any bathing beach in the city and within three hundred feet seaward of the mean high tide line, it is unlawful for any person or persons to do any of the following acts:

1. To ride, float on, or otherwise use any surfboard, or to engage in the sport of surfing with a surfboard, or to ride with or on a surfboard, on ocean waves or swells or the surf;

2. To use or operate any motorized vessel;

3. To launch or land any motorized vessel;

4. To moor, store or otherwise maintain any raft, motorized vessel, boat or other privately owned equipment except as such may be specifically authorized by the city manager or his authorized representatives;

5. To consume an alcoholic beverage or possess an open container of any alcoholic beverage as set forth in Section 9.08.010.

C. Within the limits of any launching area in the city it is unlawful for any person or persons to do any of the following acts:

1. Launch any motorized vessel between the hours of eight p.m. and eight a.m.; except such motorized vessel may be launched if its engine is not used within three hundred feet of the mean high tide line;

2. Operate any motorized vessel in excess of five miles per hour;

3. Moor, store, refuel, service or otherwise maintain any raft, motorized vessel or boat or other privately-owned equipment except as such may be specifically authorized by the city manager or his authorized representatives;

4. Utilize, maintain or otherwise be in possession of trailers except when actually in the process of launching or retrieving any raft, motorized vessel or boat;

5. Launch any motorized vessel without first providing the on-duty lifeguard, if such lifeguard be on duty, with the State of California boat registration number (CF number);

6. Launch any motorized vessel without the operator thereof first familiarizing himself or herself with the rules, regulations, ordinances and statutes applicable to the permitted launching and operation of such motorized vessel in the area;

7. Operate any motorized vessel in violation of any applicable state or local law, ordinance, rule or regulation, including, but not limited to, limitations placed on noise levels;

8. Launch without the appropriate number of personal flotation devices. All vessels, regardless of the means of propulsion, must have on board a U.S. Coast Guard approved personal flotation device (PFD) for each person on board said vessel. Such personal flotation devices shall be in a serviceable condition.

D. The provisions of this section shall not be deemed to prevent the operation or use of surfboards, boats or vehicles by any police officer, lifeguard or other duly authorized and appointed employee of the city or State of California or any agency or instrumentality thereof while in the performance of such person's official duties.

E. Notwithstanding the definitions of "bathing beach" in subsection A3 of this section, and "on-shore launching area" in subsection A4 of this section, the city manager is authorized to establish a temporary alternate on-shore launching area at the seaward end of Linden Avenue, subject to all other terms and conditions of this chapter, when it is determined by the city manager that the use of the Ash Avenue on-shore launching area is either unsafe or unusable for launching vessels, and only until such time that the city manager determines that the Ash Avenue location is again usable for that purpose. Said temporary launching area shall not exceed twenty-five feet in width and shall be clearly marked and posted with signs indicating directions and regulations for use of said temporary launching area. Said on-shore launching area shall be open only when said signs are posted and in place. All users of said temporary launching area shall obtain a seasonal permit for such use from the city prior to using said launching area. In the event that use of the temporary on-shore launching area is determined by the city manager to constitute a public nuisance, as defined in California Penal Code Section 370, further use of said on-shore launching area shall be suspended pending a public hearing before the city council whose decision regarding further use of said temporary on-shore launching area shall be final.

(Ord. 506 § 2, 1994; Ord. 448 § 1, 1989; Ord. 426 § 1, 1988: Ord. 370 § 1, 1985: Ord. 358 § 1, 1984: Ord. 328 § 1, 1982; prior code § 4903)

( Ord. No. 644, § 3, 8-9-2010 )

## 12.24.060 Enforcement—Authority to eject violators.

The city manager, city police or such other deputies as duly appointed and designated by the city manager, or any peace officer, shall have the authority to eject from any public park or beach any person acting in violation of Sections 12.24.010 through 12.24.050 or Section 12.24.090.

(Ord. 467 § 4 (part), 1991; Ord. 358 § 2, 1984: prior code § 4904)

## 12.24.070 Enforcement—Authority to confiscate property.

The city manager, city police or such other deputies as duly appointed and designated by the city manager, or any peace officer, shall have the authority to seize and confiscate any property, thing or device in the parks or beach, used in violation of Sections 12.24.010 through 12.24.050 or 12.24.090.

(Ord. 467 § 4 (part), 1991: Ord. 358 § 3, 1984: prior code § 4905)

## 12.24.080 Enforcement—Authority to arrest.

The city manager, city police or such other deputies as duly appointed and designated by the city manager, or any peace officer, shall have the power to arrest in connection with the enforcement of any of the provisions of Sections 12.24.010 through 12.24.050 or 12.24.090.

(Ord. 467 § 4 (part), 1991: Ord. 358 § 4, 1984)

## 12.24.090 Protection of harbor seals.

A. Access to that portion of the city beach, starting at the base of the existing Chevron Pier and extending approximately seven hundred fifty feet easterly and westerly along the beach, with the exact boundary to be determined by the city manager (in consultation with qualified marine mammal experts), shall be closed at all times during the harbor seal pupping season, commencing each December 1st and ending May 31st of the following year.

B. During such period, dogs or other animals shall be prohibited from the closed beach area and from an area adjacent to the closed beach area (adjacent area), to be determined by the city manager (in consultation with qualified marine mammal experts). No person shall, at any time during such period, allow any dog or other animal to be in the closed beach area or in the adjacent area, as posted.

C. During such period, no person, without prior authorization of the city manager, shall enter the closed beach area.

D. The city manager shall post such information and warning signs in and around the closed beach area to identify the closed beach area and adjacent area, and may erect appropriate fences if such are found to be necessary.

E. During such period, no person shall operate or use motorized vessels (as defined in Section 12.24.050) within three hundred (300) feet seaward of the mean high tide line for the length of the closed beach area, and no person shall operate or use personal watercraft within one thousand (1,000) feet seaward of the mean high tide line for the length of the closed beach area. "Personal watercraft" means a motorized vessel under sixteen (16) feet in length, designed to be capable of speeds in excess of twenty (20) miles per hour, and designed to be operated by a person sitting, standing, or kneeling on, or being towed behind the vessel, rather than the conventional manner of sitting or standing inside the vessel.

(Ord. 470 § 4, 1991; Ord. 469 § 4, 1991: Ord. 469 § 4, 1991; Ord. 470 § 4, 1991: Ord. 465 § 4, 1991: Ord. 460 § 4, 1990)

## 12.24.100 Assessment District No. 5.

Upon formation of Assessment District No. 5, and for the duration of the existence of Assessment District No. 5, the city shall contribute to Assessment District No. 5, from any sources of revenue not otherwise prohibited by law, an amount specified by the city council for the purpose of paying for a portion of the costs associated with the city's winter protection berm program conducted on the Carpinteria City Beach, and the payment of expenses incidental thereto for the use and benefit of Assessment District No. 5. All contributions by the city to Assessment District No. 5 shall be in an amount as determined by resolution or other appropriate action of the city council.

(Ord. 483 § 1, 1993)

ATTACHMENT B

# CITY OF CARPINTERIA

# ADMINISTRATIVE POLICY

## ADMINISTRATIVE POLICY FOR ENFORCEMENT OF NO CAMPING REGULATIONS (CMC 8.20 AND 12.24)

### PURPOSE AND AUTHORITY

The purpose of this policy is to provide the City Staff and the Sheriff's Office with information regarding the City's interpretation of what constitutes permissible enforcement of City Municipal Code ("CMC") 8.20 and 12.24 (collectively the "No Camping Regulations") in light of recent case law regarding enforcement of no camping ordinances, including *Martin v. City of Boise* ("*Martin*") and *Johnson v. City of Grants Pass* ("*Grants Pass*").

*Martin* prohibits enforcement of No Camping Regulations against individuals who do not have access to shelter. The decision does not, however, provide a clear definition for what constitutes "access to shelter". Also, importantly, footnote 8 of the decision specifically states that it:

- Does not apply to individuals who do have access to adequate temporary shelter but choose not to use it;
- Does not completely prohibit cities from banning sitting, lying, or sleeping outside at particular times or in particular locations;
- Does not prevent cities from prohibiting structures in public rights-of-way; and
- Makes the valid enforcement of regulations depend on whether that law criminalizes an individual for not having "the means to live out the universal and unavoidable consequences of being human."

The *Martin* decision was recently applied in the *Grants Pass* decision. There are several key takeaways from the *Grants Pass* case:

- This decision indicates that when considering whether there are "available shelter beds", a city should look only at shelters within its boundaries.
- This decision indicates that both regulations prohibiting camping and civil penalties and enforcement of no camping regulations may be unconstitutional.
- This decision is a reminder that the Eighth Amendment prohibits not only cruel and unusual punishment but also excessive fines.

Together, *Martin* and *Grants Pass* provide guideposts as to when and how enforcement of the City's No Camping Regulations is or is not constitutional.

## ENFORCEMENT POLICY

The below policy summarizes the rules from *Martin* and *Grants Pass* into an outline style flowchart that City staff and the Sheriff's Office can use when addressing potential violations of the City's No Camping Regulations. Exhibit 1, attached hereto, provides a visual flowchart of the below outline.

1. ***Assess the situation*** **and** ***consider*** **whether** ***a citation*** **is warranted.**[1]
    a. Consider the totality of the circumstances:
        i. Have you encountered this person before? Have you issued them a warning?
        ii. Is the person trespassing?
        iii. Is the person violating the CMC provisions regarding parking of vehicles?
        iv. Is there an immediate health and safety concern, such as if the person is camping in an environmentally sensitive area?
        v. Are there facts to suggest violation of some other law or CMC provision?
        vi. Is the person camping in violation of the No Camping Regulations?
    b. Based on the totality of the circumstances, use your discretion in determining the best next step. When faced specifically with someone that appears to be violating the No Camping Regulations, please be reminded that homeless persons are entitled to certain protections under the law such that it may not be appropriate to cite them under the No Camping Regulations. Keep moving through this flow chart to determine if a citation under the No Camping Regulations is permissible.

2. **Is the** ***person homeless***?
    a. How to determine:
        i. Use reasonable discretion
        ii. Ask the person what they are doing and why they are there
        iii. Ask if they have a home/accommodations available to them
            1. *Example: Person who is living out of their car permanently is homeless.*

[1] The purpose of this initial step in the process is to remind the reader of two things. First, the first time you encounter someone is not necessarily the first time you cite them. Second, regardless of whether the person is homeless and/or camping, the facts may indicate that a citation is warranted under other regulations and provisions of the CMC. The City staff person or SBSO officer should consider the totality of the circumstances, utilizing this policy as a guide in assessing the circumstances related to potential violation of the No Camping Regulations.

2. *Example: Person who is sleeping in their car for the night as they road trip from their home in SF down the coast is likely not homeless.*

**b.** If yes: Keep moving through flow chart.

**c.** If no: Stop and enforce ordinance.

**3. Is there *space in the homeless shelters* in the Regional Network?**

**a.** Note: Due to the small size of the City, the City works in conjunction with other local agencies to address and respond to homelessness on a regional basis. This regional network is known as the County of Santa Barbara Continuum of Care ("CoC"). The City looks to all shelter options in the CoC rather than only the shelters in the City's boundaries.

**b.** How to determine if space is available:

**i.** Call the CoC's Coordinated Entry System phone line at 805-450-3558.

**ii.** Call a CoC Diversion Specialist at 805-270-9581.

**c.** If yes (i.e., space is available): Keep moving through flowchart

**d.** If no (i.e., space is not available): Alternative enforcement procedures[2]

**i.** Ask the person to move.

1. If the person is in a car, consider giving them an Overnight Camping Notice, which includes information about local services for persons experiencing homelessness.
2. If the person is camping outside, they should generally be given at least 72-hours to move their belongings. See the clean-up policy below.

**ii.** Offer information regarding resources and services, including informing the person that there are restrooms located near 9th Street that are open 24 hours per day.

**iii.** Offer information regarding transportation to shelters, even if such shelters are ones with barriers and/or out of the City. In offering this information, it is important to frame this as an offer and not a requirement. The goal is to connect the person with services.

**4. Is the shelter where there is space an *accessible shelter*?**

**a.** How to determine:

**i.** An accessible shelter is one that does not have barriers to entry

**ii.** Shelter cannot require person to be of a certain religion, require person to have a car, etc.

---

[2] Note that the alternative enforcement procedures may be updated as the City updates its No Camping Regulations.

**b.** If yes: Take to shelter. If they refuse, enforce ordinance.

**c.** If no: Alternative enforcement procedures (see above)

**5. Shelter Options**

**a.** There are currently several different types of shelter options available throughout the City and within the Regional Network, including those listed below. Not all of the below options are "accessible" shelters, but they still can and should be recommended to homeless persons in case the person meets the criteria to enter the shelter.

**i.** Regional Network: The CoC maintains a website page with lists of local housing providers: https://www.countyofsb.org/572/Local-Providers.

**ii.** Warming Centers: Warming centers are activated in two situations: (1) there is a projection of 50% or higher for rain or (2) it is estimated that the temperature will be at or below 35 degrees. When activated, the warming center rotates its location between Carpinteria Veterans Hall and the Carpinteria Community Church. There are little to no barriers to entry to warming centers, except that the weather must be of a certain condition. The warming centers do not offer beds, only mats.

**iii.** Safe Parking Pilot Program: The City is in the process of establishing a Safe Parking Pilot Program, which will allow for overnight vehicle camping in specified locations and will include the provision of certain services. This program is offered in conjunction with a third-party, New Beginnings. For more information, call the City at (805) 684-5405.

**iv.** Other: In addition to the above options, there may be other private shelter options, such as shelter options offered by local churches or other similar groups.

## POLICY FOR NON-DISCRIMINATORY ENFORCEMENT

City staff and law enforcement personnel shall treat all persons equally, regardless of their economic or living conditions. All persons have the right to use the public streets, parks, beaches and facilities so long as they are not engaged in specific activity that violates state or local laws. Factors such as race, sex, sexual preference, age, dress, unusual or disheveled or impoverished appearance do not alone justify enforcement action. Nor can generalized complaints by residents or merchants or others justify detention or citation of any person absent individualized suspicion or probable cause.

## GENERAL NOTES

The law in this area is continually evolving, and we will work to continually update this policy as necessary. Regardless of changes to the law, City staff and the Sheriff's Office should be mindful of the following:

- Act with compassion.
- Aim to connect persons experiencing homelessness with housing and services.
- Cite as a last resort.
- Reach out to the City Manager with questions or suggestions.

**QUESTIONS?**

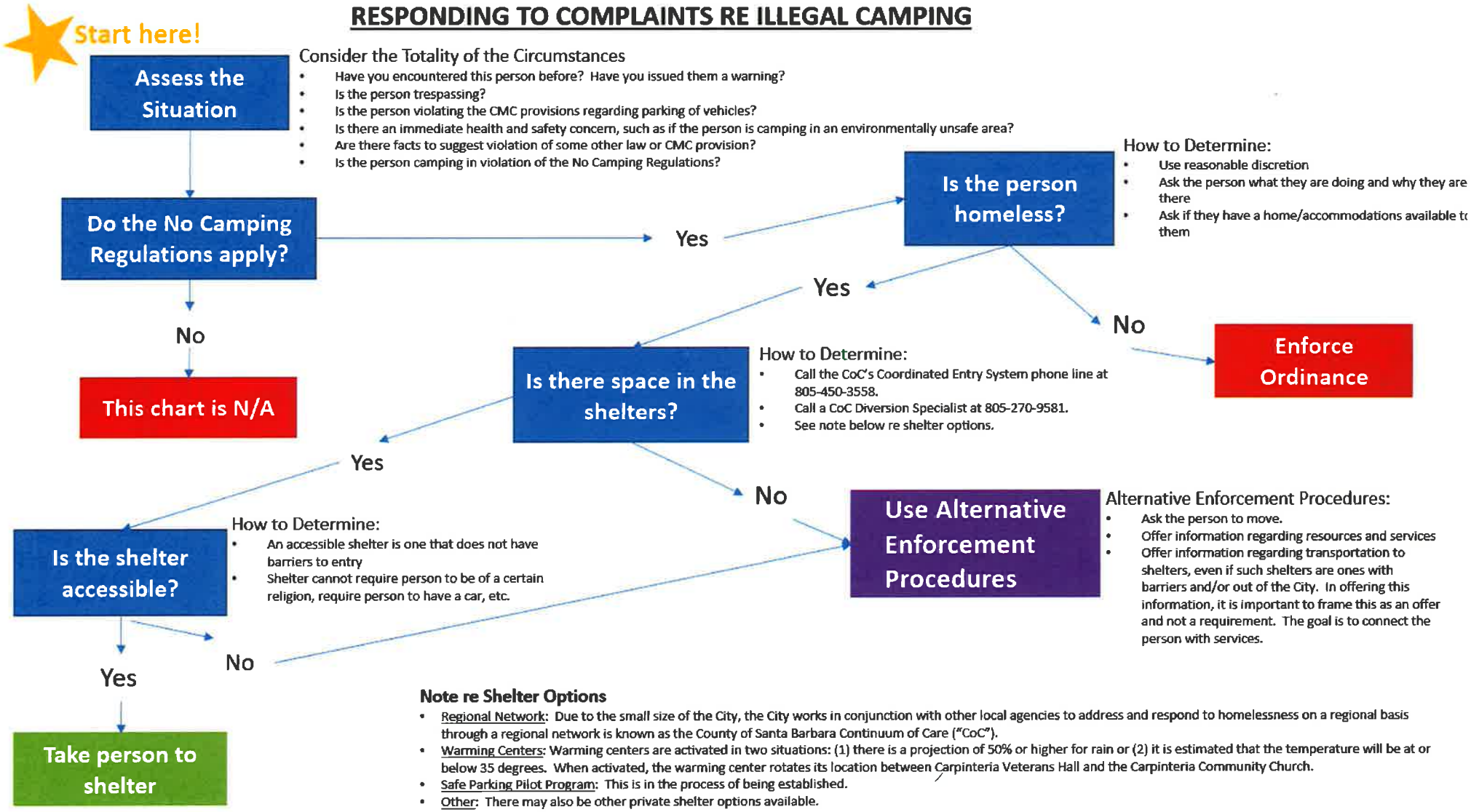
If you have any questions regarding this policy, contact the City Manager at DaveD@carpinteriaca.gov, and please copy the City Program Manager of Emergency Services, Volunteers & Outreach at OliviaU@carpinteriaca.gov.

Policy Approved by _____ _____
Dave Durflinger, City Manager Date

**EXHIBIT 1**
**Flowchart**

On next page.

# RESPONDING TO COMPLAINTS RE ILLEGAL CAMPING




**Note re Shelter Options**

- Regional Network: Due to the small size of the City, the City works in conjunction with other local agencies to address and respond to homelessness on a regional basis through a regional network is known as the County of Santa Barbara Continuum of Care ("CoC").
- Warming Centers: Warming centers are activated in two situations: (1) there is a projection of 50% or higher for rain or (2) it is estimated that the temperature will be at or below 35 degrees. When activated, the warming center rotates its location between Carpinteria Veterans Hall and the Carpinteria Community Church.
- Safe Parking Pilot Program: This is in the process of being established.
- Other: There may also be other private shelter options available.

ATTACHMENT C

**City of Carpinteria**
**5775 Carpinteria Ave**
**Carpinteria, CA 93013**

## OVERNIGHT CAMPING NOTICE

This is a notice that you may be in violation of the City of Carpinteria's regulations pertaining to public sleeping and camping, which are codified in Carpinteria Municipal Code Sections 8.20 and 12.24. To view the full text of the regulations, visit https://library.municode.com/ca/carpinteria/codes/code_of_ordinances.

### Resources for Persons Experiencing Homelessness

- If you are in crisis, **call 911**
- If you are experiencing homelessness or at risk of homelessness, you can connect with the Santa Barbara County Coordinated Entry System
  - Diversion Specialist: 805-270-9581
  - Coordinated Entry System: 805-450-3558
  - https://www.countyofsb.org/568/Steps-to-Getting-Help
  - https://www.countyofsb.org/572/Local-Providers

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**April 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Authorization concerning an easement and accompanying agreements for the Carpinteria Valley Water District El Carro Park Groundwater Monitoring Wells Project.

## STAFF RECOMMENDATION

Authorize the City Manager to execute the Easement Deed, Easement Agreement, and License Agreement on behalf of the City of Carpinteria as property owner for the El Carro Park Groundwater Monitoring Wells Project.

Sample Motion: I authorize the City Manager to execute the Easement Deed, Easement Agreement, and License Agreement on behalf of the City of Carpinteria as property owner for the El Carro Park Groundwater Monitoring Wells Project. *(This motion requires a roll call vote.)*

## BACKGROUND

The City received a development permit application from the Carpinteria Valley Water District (CVWD) for the El Carro Park Groundwater Monitoring Wells Project (City Permit Application No. 22-2140-CUP/CDP). The project proposes to install three (3) groundwater monitoring wells at El Carro Park, 5300 El Carro Lane, for the purpose of monitoring water levels and quality. Once installed, the groundwater monitoring wells would be incorporated into and become a component of the Carpinteria Groundwater Sustainability Agency's Groundwater Sustainability Plan. The City is also a member of the Carpinteria Groundwater Sustainability Agency[1].

CVWD is in the process of developing a network of groundwater monitoring wells in the Carpinteria Groundwater Basin. The Sustainable Groundwater Management Act requires groundwater basins that are designated as either high- or medium-priority by the state to develop a sustainability plan. In 2019, the state designated the Carpinteria Groundwater Basin as a high-priority basin. In order to implement such a plan, the Carpinteria Groundwater Sustainability Agency would need to monitor groundwater conditions throughout the Carpinteria Groundwater Basin. As a part of a network of

[1] On January 13, 2020, the City Council approved the City in joining the Carpinteria Groundwater Sustainability Agency and authorized execution of the Joint Exercise of Powers Agreement.

groundwater monitoring wells, CVWD identified three locations within City properties including El Carro Park, Franklin Creek Park, and Memorial Park. CVWD also identified existing private agriculture wells in the unincorporated territories of the County of Santa Barbara that would also be a part of the network. The proposed groundwater monitoring wells could also be used for regulatory compliance of the future Carpinteria Advanced Purification Project[2].

On June 10, 2022, the project's concept design as well as proposed easements were introduced to the Public Facility Site Acquisition/Development Committee in which they did not have objections. On June 27, 2022, the City Council authorized the City Manager to sign Permit Application No. 22-2140-CUP/CDP on behalf of the City of Carpinteria as property owner. In September 2022, the Planning Commission adopted Planning Commission Resolution No. PC-22-008, determining the project is consistent with the General Plan and Local Coastal Plan.

In January 2023, the Planning Commission adopted Planning Commission Resolution No. PC-23-001, granting a Conditional Use Permit and Coastal Development Permit for the project. In March 2023, a draft Easement Deed including details of the proposed easements were presented to the Public Facility Site Acquisition/Development Committee in which they did not have objections.

The purpose of this agenda matter is for the City Council to authorize the City Manager to execute the Easement Deed, Easement Agreement, and License Agreement on behalf of the City of Carpinteria as property owner for the El Carro Park Groundwater Monitoring Wells Project.

## DISCUSSION

### Easement Deed

The proposed Easement Deed, as shown in Attachment A, is for a permanent easement. The permanent easement is for the installation, access, maintenance, monitoring, replacement, and retrieval of data from the groundwater monitoring wells and their related facilities. These related facilities include, but are not limited to, markers, manholes, monitoring devices, data logging devices, and all related incidents, fixtures, and appurtenances necessary for the use of the groundwater monitoring well. The markers, manholes, and other related facilities would be located upon the ground surface and flush with the ground surface elevation. The Permanent Easement is an non-exclusive easement and is proposed as shown in Exhibit A of the Easement Deed. In brief, the terms and conditions of the Easement Deed are as follows:

1. The improvement plans of groundwater monitoring well facilities shall be maintained by CVWD.

[2] The Carpinteria Advanced Purification Project is a joint, collaborative project between the City, Carpinteria Valley Water District, and Carpinteria Sanitary District. The project proposes to purify recycled water and replenish the Carpinteria Groundwater Basin.

2. CVWD shall have the right of ingress and egress for its personnel, vehicles, and equipment to and from the Permanent Easement. However, the City shall have the right to close such ingress and egress and to provide CVWD with comparable alternative access to the Permanent Easement as deemed reasonable by CVWD.

3. The Permanent Easement is subject to all existing fencing, drainage and utility easements, public roads, electrical transmission facilities, and communication lines and all future uses which do not directly or indirectly interfere with or endanger CVWD's exercise of its rights. CVWD shall have the right to clear and keep clear from the Permanent Easement. The City shall not construct nor permit others to construct permanent facilities which conflict with CVWD's ability to use the Permanent Easement.

4. Subsequent to the grant of the easements, the City shall not grant any easements of any kind whatsoever to others in, over, on, through, within, under and across the easements without the prior written approval of CVWD, which approval shall not be withheld unreasonably.

Details of the terms and conditions are shown in the Easement Deed.

**Easement Agreement**

Accompanying and concurrent with the Easement Deed for the permanent easement, the proposed Easement Agreement, as shown as Attachment B, stipulates terms and conditions that are to be mutually agreed upon by the City and CVWD. Of note, CVWD must pay administrative costs to the City; and indemnify and hold harmless the City from claims, damages, costs, judgments, or liability caused by CVWD arising from CVWD's entry and mitigation on the City's property during the easement period. In turn, the City must provide CVWD use of the permanent easement free of any leases over the City's property that may conflict with CVWD's rights under the Easement Deed, agrees to hold CVWD harmless, and reimburse CVWD for any and all of its losses and expenses and occasioned by reason of all leases of the City's property held by tenants of the City.

Mitigation measures and other conditions of approval are already tied to the CVWD project under City Permit No. 22-2140-CUP/CDP, and the Easement Agreement references thereto. Details of the terms and conditions are shown in the Easement Agreement.

**License Agreement**

The proposed License Agreement, as shown as Attachment C, is for all temporary uses necessary in conjunction with the construction and installation of the project including equipment and material staging, fencing, soundwall, and other miscellaneous associated activities. The licensed area is shown in the License Agreement. The License Agreement would be effective at 15 days after issuance of a written notice by

CVWD to the City. The License Agreement would terminate upon completion of the project or one year after commencement, whichever occurs first. Details of the terms and conditions are shown in the License Agreement.

## POLICY CONSISTENCY

The recommendation is consistent with the Sustainable Groundwater Management Act (SGMA). The SGMA is overseen by the California Department of Water Resources and enforced by the California State Water Resources Control Board. The Carpinteria Groundwater Sustainability Agency, which comprises of the City, CVWD, Santa Barbara County Water Agency, and County of Ventura, is required to manage the Carpinteria Groundwater Basin in accordance with the SGMA.

The recommendation is also consistent with the following objectives of the Public Facilities and Services Element in the General Plan and Local Coastal Use Plan:

> Objective PF-1: To ensure the provision of adequate water supplies by minimizing consumption and investigating new sources either in existing supply or outside existing sources.

## FINANCIAL CONSIDERATIONS

There is no cost associated with the recommendation. As with any other development permit, there would be administrative costs for processing. Such costs are borne by the permit applicant.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City must be signatory as the legal property owner for the Easement Deed, Easement Agreement, and License Agreement.

## OPTIONS

The City Council could choose:

1. Authorize the City Manager to execute the Easement Deed, Easement Agreement, and License Agreement on behalf of the City of Carpinteria as property owner for the El Carro Park Groundwater Monitoring Wells Project. (Staff recommendation)
2. Direct staff concerning any changes as determined necessary.
3. Decline to approve the recommendation.

## PRINCIPAL PARTIES EXPECTED AT MEETING

Robert McDonald, General Manager, Carpinteria Valley Water District

## ATTACHMENTS

| | |
|---|---|
| Attachment A: | Easement Deed |
| Attachment B: | Easement Agreement |
| Attachment C: | License Agreement |

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

*Signature*

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov

*Signature*

**ATTACHMENT A**

**Easement Deed**

Recording requested by:
Hamner, Jewell & Associates
Government Real Estate Services

When recorded, mail to:
Carpinteria Valley Water District
Attn: General Manager
1301 Santa Ynez Ave.
Carpinteria, CA 93013

APN: 004-005-004
Property Address: 5300 El Carro Lane Carpinteria, California

Exempt from the $75 Building and Jobs Act Fee per Gov't Code §27388.1(2)(D) Public Agency
No Documentary Transfer Tax per R&T Code § 11922
No Recording Fee per Government Code § 27383

# EASEMENT DEED
## (For Permanent Easement)

For a valuable consideration, receipt of which is hereby acknowledged,

City of Carpinteria (hereinafter referred to as "Grantor"),

hereby grants to

Carpinteria Valley Water District, a County Water District organized pursuant to Water Code §§ 30000 (hereinafter referred to as "Grantee"),

a permanent easement ("Well Easement") in, over, on, through, within, under, and across the Easement Area (defined below) to access, monitor, retrieve data from, maintain, repair, and, to the extent reasonably necessary, remove and replace the groundwater monitoring wells and related facilities. These "Related Facilities" may include, but are not limited to, markers, manhole covers, monitoring devices, data logging devices, and all related incidents, fixtures, and appurtenances necessary for the use of the groundwater monitoring well. The Related Facilities may be located upon the ground surface provided that they are flush with the ground surface elevation. "Easement Area" means the property described and depicted in Exhibit A attached hereto and incorporated by reference herein, which is a portion of Grantor's property located at 5300 El Carro Lane, Carpinteria, California and identified by Assessor Parcel Number 004-005-004 ("Grantor's Property").

The Well Easement shall be SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Plans for all improvements installed in the Easement Area shall be maintained at the Grantee's principal offices.

2. Grantee shall have the right of reasonable ingress and egress over lanes, drives, rights-of-way, and roadways within Grantor's Property which now exist or which hereinafter may be

constructed for personnel, vehicles, and construction equipment to and from the Easement Area as may be convenient and necessary for the purpose of exercising the rights herein set forth; provided, however, that nothing herein shall prevent or limit Grantor's rights to close such roadways, lanes, or rights-of-way, and to provide Grantee with comparable alternative access to the Well Easement.

3. The Well Easement is subject to all existing fencing, drainage and utility easements, public roads, electrical transmission facilities, and communication lines existing on the date this document is signed by Grantor, and all future uses which do not directly or indirectly interfere with or endanger Grantee's exercise of the rights described herein.

4. Subsequent to the grant of the Well Easement, Grantor shall not without the prior written approval of Grantee, which approval shall not be unreasonably withheld, (i) grant any easements that conflict with Grantee's ability to use the Well Easement for the rights granted herein in, over, on, through, within, under and across Easement Area or (ii) construct, or permit others to construct, permanent facilities in the Easement Area that conflict with Grantee's ability to use the Well Easement for the rights granted herein. Grantee shall have the right to clear and keep clear from the Easement Area buildings, structures, walls, permanent facilities, and earth cover or stockpile of material that interfere with Grantee's use of Well Easement and that are installed or placed on the Easement Area subsequent to the grant of this Well Easement without the Grantee's written consent, provided that Grantee first notify Grantor of the issue and give Grantor a thirty (30) day opportunity to correct the same.

5. The rights granted herein are subject to Grantee's compliance with (i) the terms of an Easement Agreement executed by Grantor and Grantee concurrently herewith, (ii) the Conditional Use Permit/Coastal Development Permit No. 22-2140-CUP/CDP issued to Grantee by Grantor, and (iii) all applicable federal, state, and local laws, rules, regulations, and ordinances.

Executed this _____ day of _____, _____.

GRANTOR:
City of Carpinteria

By: _____
Name: Dave Durflinger
Title: City Manager

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

## CERTIFICATE OF ACCEPTANCE

This is to certify that the Carpinteria Valley Water District hereby accepts for public purposes the real property, or interest therein, described in that Easement Deed dated _____, from the City of Carpinteria, Grantors therein, to the Carpinteria Valley Water District, Grantee therein, and consents to the recordation thereof.

In Witness Whereof, I have hereunto set my hand this _____ day of _____, 20___.

Carpinteria Valley Water District

By: _____
Name:
Title:

ATTEST:

By: _____
Name:
Title:

**EXHIBIT A**
**Legal Description and Depiction of Easement Area**

**WELL EASEMENT**
**Exhibit A**

A PORTION OF PARCEL 2 OF PARCEL MAP No. 25,135, BEING A SUBDIVISION OF A PORTION OF THE OUTSIDE OF PUEBLO LANDS OF THE CITY OF SANTA BARABARA IN THE COUNTY OF SANTA BARBARA STATE OF CALIFORNIA, AS SHOWN ON THE MAP FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY IN BOOK 42, PAGES 21 THROUGH 22 OF PARCEL MAPS, DESCRIBED AS FOLLOWS:

COMMENCING ON THE EAST LINE OF LOT 6 OF TRACT MAP 25,091 AS SHOWN IN BOOK 125 PAGE 94 OF MAPS. DISTANT 42.72 FEET SOUTH 12°38'25" WEST FROM THE NORTH EAST CORNER OF SAID LOT 6;

1) THENCE ALONG SAID EASTERLY ALONG THE EASTERLY LINE OF SAID TRACT 25,091 ALONG LOTS 6, 7, AND 8, NORT 12°38'25" EAST 115.01 FEET;

2) THENCE LEAVING SAID EASTERLY LINE OF TRACT 25,091 LINE AT RIGHT ANGLES SOUTH 77°21'35" EAST 24.00 FEET TO THE **TRUE POINT OF BEGINNING**;

3) THENCE PARALLEL WITH THE EASTERLY LINE OF TRACT 25,091 AND DISTANT 24.00 FEET MEASURED AT RIGHT ANGLES NORTH 12° 38"25' EAST 120.00 FEET TO AN ANGLE POINT OF SAID WELL EASEMENT BEING DESCRIBED;

4) THENCE SOUTH 77 21'35" 10.00 FEET TO AN ANGLE POINT OF SAID WELL EASEMENT BEING DESCRIBED;

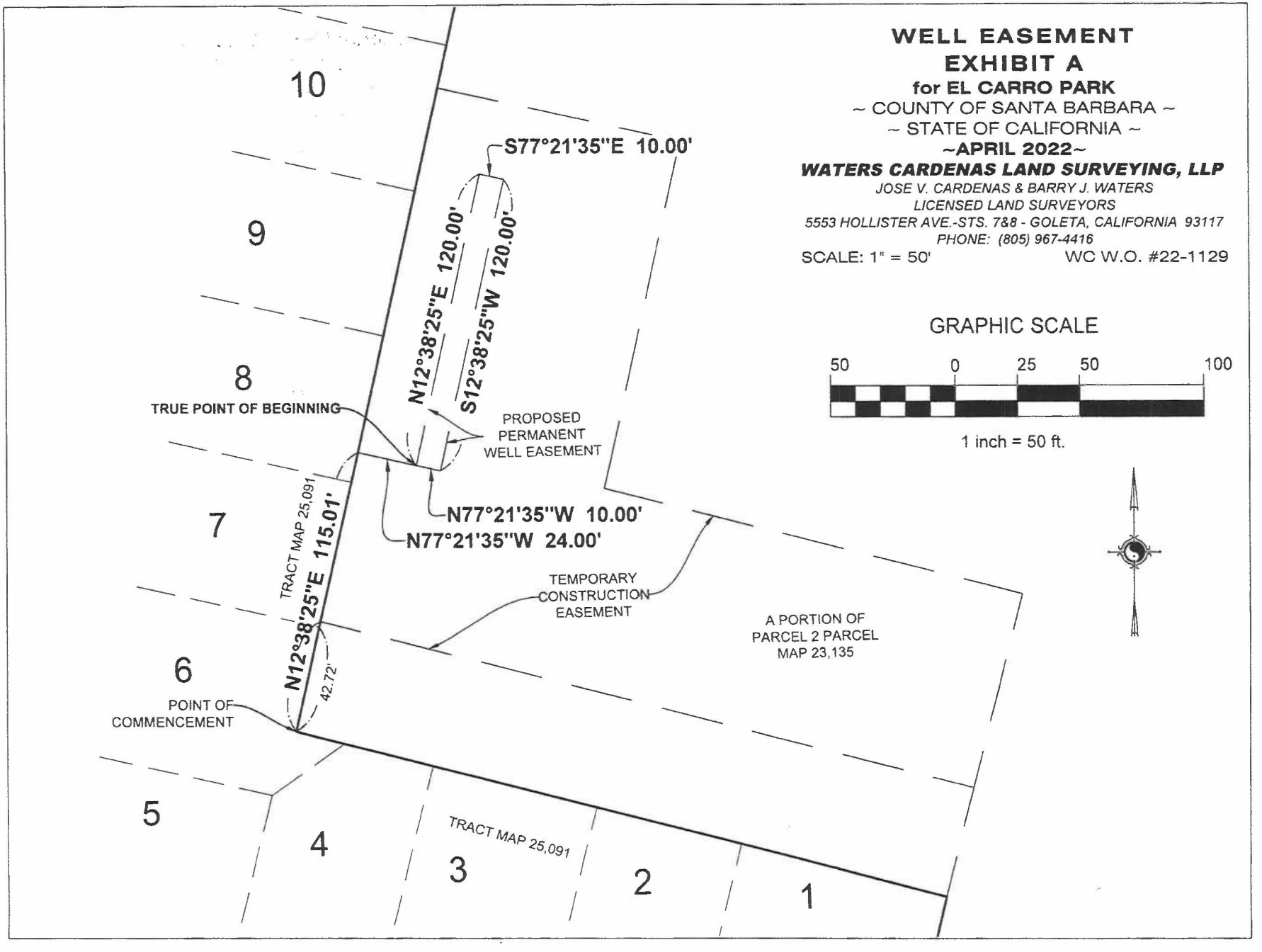
5) THENCE PARALLEL TO THE EASTERLY LINE OF SAID TRACT 25,091 SOUTH 12°38'25" WEST 120.00 FEET TO AN ANGLE POINT OF SAID WELL EASEMENT BEING DESCRIBED;

6) THENCE NORTH 77°21'35" WEST 10.00 FEET TO THE **TRUE POINT OF BEGINNING**;

END OF DESCRIPTION

The area of the above described is 1,200 square feet more or less.

Jose Cardenas 4/5/22
P.L.S. No. 6419


10
9
8
7
6
5
4
3
2
1
S77°21'35"E 10.00'
N12°38'25"E 120.00'
S12°38'25"W 120.00'
TRUE POINT OF BEGINNING
PROPOSED PERMANENT WELL EASEMENT
N77°21'35"W 10.00'
N77°21'35"W 24.00'
TRACT MAP 25,091
N12°38'25"E 115.01'
42.72'
TEMPORARY CONSTRUCTION EASEMENT
A PORTION OF PARCEL 2 PARCEL MAP 23,135
POINT OF COMMENCEMENT
TRACT MAP 25,091
WELL EASEMENT
EXHIBIT A
for EL CARRO PARK
~ COUNTY OF SANTA BARBARA ~
~ STATE OF CALIFORNIA ~
~APRIL 2022~
WATERS CARDENAS LAND SURVEYING, LLP
JOSE V. CARDENAS & BARRY J. WATERS
LICENSED LAND SURVEYORS
5553 HOLLISTER AVE.-STS. 7&8 - GOLETA, CALIFORNIA 93117
PHONE: (805) 967-4416
SCALE: 1" = 50'
WC W.O. #22-1129
GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.

**ATTACHMENT B**

**Easement Agreement**

THIS PAGE INTENTIONALLY LEFT BLANK

**PROPERTY APN: 004-005-004**
**PROPERTY ADDRESS: 5300 El Carro Lane, Carpinteria, California**
**PROJECT: CarpinteriaValley Water District –**
**El Carro Park Groundwater Monitoring Wells Project**

# EASEMENT AGREEMENT
## (Permanent Easement and License)

THIS AGREEMENT is made and entered into by and between the City of Carpinteria (hereinafter called "City") and the Carpinteria Valley Water District (hereinafter called "District"), collectively hereinafter called "Parties."

An instrument in the form of an Easement Deed (hereinafter called "Deed") for a permanent easement (hereinafter called "Well Easement") and a License Agreement for temporary construction purposes (hereinafter called "License") covering City's property (hereinafter called "Property") particularly described therein have been executed concurrently with this Agreement and delivered to District.

In consideration of which, and other considerations hereinafter set forth, it is mutually agreed as follows:

1. Parties have herein set forth the whole of their agreement. The performance of this Agreement constitutes the entire consideration for grant, acceptance, and/or use of Property.

2. District shall:

A. PAYMENT – Directly pay City all application, permit, and processing fees associated with City review, approval, and execution of Deed and License promptly after invoiced to District.

B. RECORDATION OF INSTRUMENT – Accept Deed and cause the same to be recorded in the office of the Santa Barbara County Recorder.

C. MISCELLANEOUS COSTS – Pay any and all transactional closing costs incurred in connection with the grant, acceptance, and/or use of Property.

D. INDEMNIFICATION – Indemnify and hold harmless City from any and all claims, damages, costs, judgments, or liability caused by District or its officers, employees, contractors, or agents specifically arising from District's exercise of its rights under Deed and License.

E. EASEMENT ACTIVITY – Exercise its rights under Deed and License in accordance with all applicable laws and the terms of the City and City Conditional Use Permit/Coastal Development Permit No. 22-2140-CUP/CDP. District shall exercise its rights in a safe, prudent, and professional manner.

F. LIENS – Pay all contractors when due and keep Well Easement free from all mechanic's liens.

G. INSURANCE – Maintain adequate insurance and name City as an additional insured.

H. NO INTERFERENCE – District shall not interfere with City's use of Well Easement or surrounding City property.

3. City shall:

A. LEASE – Provide District use of Well Easement, as described in Deed, free of any leases over Property that may conflict with District's rights under Deed.

4. Parties agree:

A. ARTICLE HEADINGS – Article headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants and conditions of this Agreement.

B. COUNTERPARTS – This Agreement may be executed in counterparts, each of which so executed shall irrespective of the date of its execution and delivery be deemed an original, and all such counterparts together shall constitute one and the same instrument.

C. COMPLETE UNDERSTANDING – This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof, superseding all negotiations, prior discussions, and preliminary agreements or understandings, written or oral. This Agreement may not be amended except in writing by the parties hereto or their successors or assigns.

E. APPROVAL - This Agreement is not binding upon Parties until executed by the appropriate official(s) acting in their authorized capacity.

CITY OF CARPINTERIA:

By:_____ Dated: _____

Name: Dave Durflinger
Title: City Manager

CITY'S MAILING ADDRESS:
City of Carpinteria
Attn.: City Manager
5575 Carpinteria Ave.
Carpinteria, CA 93117

CARPINTERIA VALLEY WATER DISTRICT

By:_____ Dated: _____

Name: Robert McDonald
Title: General Manager

DISTRICT'S MAILING ADDRESS
Carpinteria Valley Water District
Attn.: General Manager
1301 Santa Ynez Ave.
Carpinteria, CA 93013

ATTEST:

By:_____

Name: Brian C. Barrett, CMC
Title: City Clerk

APPROVED AS TO FORM:

By:_____

Name: Jena S. Acos
Title: Acting as City Attorney on behalf of
Brownstein Hyatt Farber Schreck,
LLP for the City of Carpinteria

# ATTACHMENT C

## License Agreement

THIS PAGE INTENTIONALLY LEFT BLANK

Property APN: 004-005-004
Property Address: 5300 El Carro Lane, Carpinteria, California
Project: Carpinteria Valley Water District – El Carro Park Groundwater Monitoring Wells

# License Agreement

This **License Agreement** ("**License Agreement**") is by and between the **City of Carpinteria** ("**City**") and the Carpinteria Valley Water District ("**District**"), collectively hereinafter called "**Parties**" and is effective as of _____, 2023.

## RECITALS

A. City owns the real property located at 5300 El Carro Lane, Carpinteria, California which is used by City for a public park and is identified as APN 004-005-004 ("**City Property**").

B. District seeks permission to enter upon City Property, within that certain area ("**License Area**") as described in Exhibit "A" and depicted in Exhibit "B", which are attached hereto and made a part hereof, for all uses necessary in conjunction with the construction and installation of groundwater monitoring wells ("**District Facilities**") including equipment and material staging, fencing, soundwall, and other miscellaneous associated activities.

C. Subject to the terms and conditions of City as issued under City Conditional Use Permit/Coastal Development Permit No. 22-2140-CUP/CDP, City will issue approval to District for District Facilities, and by execution of License Agreement City will issue approval to District for use of License Area.

## LICENSE AGREEMENT and TERMS

NOW, THERFORE, City and District agree as follows:

1. City grants a license to District for use of License Area subject to the terms of License Agreement and City Conditional Use Permit/Coastal Development Permit No. 22-2140-CUP/CDP.

2. License Agreement shall commence 15 days after issuance by District to City of a written Notice of Construction Commencement and shall terminate upon completion of District Facilities, or one year after commencement, whichever occurs first.

3. The license, as granted by City, is revokable at any time and at the sole discretion of City. At any time, City can provide District with written Notice to Terminate license and cease use of License Area, and District shall have 60 days after said notice to cease all use of License Area.

4. District shall have the exclusive right to use License Area during the term of this License Agreement and may fence License area from commencement through completion and restrict access thereto by City and others. Upon completion of District Facilities, District shall mitigate License Area in accordance with City Conditional Use Permit/Coastal Development Permit No. 22-2140-CUP/CDP at no expense to City.

5. District shall indemnify and hold harmless City from any and all claims, damages, costs, judgments, or liability caused by District or its officers, employees, contractors, or agents specifically arising from District's exercise of its rights under License Agreement.

CITY OF CARPINTERIA:

By:_____ Dated: _____

Name: Dave Durflinger
Title: City Manager

CARPINTERIA VALLEY WATER DISTRICT

By:_____ Dated: _____

Name: Robert McDonald
Title: General Manager

**License Agreement**
**Exhibit A**

A PORTION OF PARCEL 2 OF PARCEL MAP No. 23,135, BEING A SUBDIVISION OF A PORTION OF THE OUTSIDE OF PUEBLO LANDS OF THE CITY OF SANTA BARABARA IN THE COUNTY OF SANTA BARBARA STATE OF CALIFORNIA, AS SHOWN ON THE MAP FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY IN BOOK 42, PAGES 21 THROUGH 22 OF PARCEL MAPS, DESCRIBED AS FOLLOWS:

COMMENCING ON THE EAST LINE OF LOT 6 OF TRACT MAP 25,091 AS SHOWN IN BOOK 125 PAGE 94 OF MAPS. DISTANT 42.72 FEET SOUTH 12°38'25" WEST FROM THE NORTH EAST CORNER OF SAID LOT 6;

1) THENCE LEAVING SAID EASTERLY ALONG THE NORTHERLY LINE OF LOTS 1 THROUGH 4 OF SAID TRACT 25,091 SOUTH 75°44'56" EAST 269.67 FEET TO THE NORTH EAST CORNER OF SAID LOT 1;

2) THENCE LEAVING SAID NORTHERLY TRACT 25,091 AT RIGHT ANGLES NORTH 14°15'04" 45.00 FEET TO THE **TRUE POINT OF BEGINNING**;

3) THENCE CONTINUEING NORTH 14° 15"04' 80.00 FEET TO AN ANGLE POINT OF SAID TEMPORARY CONSTRUCTION EASEMENT BEING DESCRIBED;

4) THENCE PARALLEL TO LOTS 1 THROUGH 4 OF SAID TRACT 25,091 NORTH 75°44'56" WEST 173.15 FEET TO AN ANGLE POINT OF SAID TEMPORARY CONSTRUCTION EASEMENT BEING DESCRIBED;

5) THENCE PARALLEL TO THE EASTERLY LINE OF SAID TRACT 25,091 NORTH 12°38'25" EAST 143.18 FEET TO AN ANGLE POINT OF SAID TEMPORARY CONSTRUCTION EASEMENT BEING DESCRIBED;

6) THENCE NORTH 77°21'35" WEST 100.00 FEET TO THE EASTERLY LINE OF SAID TRACT 25,091. DISTANT 17.31 FEET SOUTH 12°38'25" WEST FROM THE NORTH EAST CORNER OF LOT 10 OF SAID TRACT 25,091;

7) THENCE ALONG THE EASTERLY LINE OF TRACT 25,091 SOUTH 12°38'25" WEST 220.40 FEET TO A POINT DISTANT 45.02 FEET NORTH 12°38'25" EAST FROM THE EASTERLY ANGLE POINT AS SHOWN OF SAID LOT 6 ON SAID TRACT MAP 25,091;

8) THENCE LEAVING SAID EASTERLY LINE OF SAID TRACT 25,091 ON A LINE PARALLEL TO THE NORTHERLY LINE OF LOTS 1 THROUGH 4 OF SAID TRACT MAP 25,091 SOUTH 75°44'56" EAST 270.94 FEET TO THE **TRUE POINT OF BEGINNING**.

END OF DESCRIPTION

The area of the above described is 35,942 square feet more or less.

Jose Cardenas
P.L.S. No. 6419

4/5/22

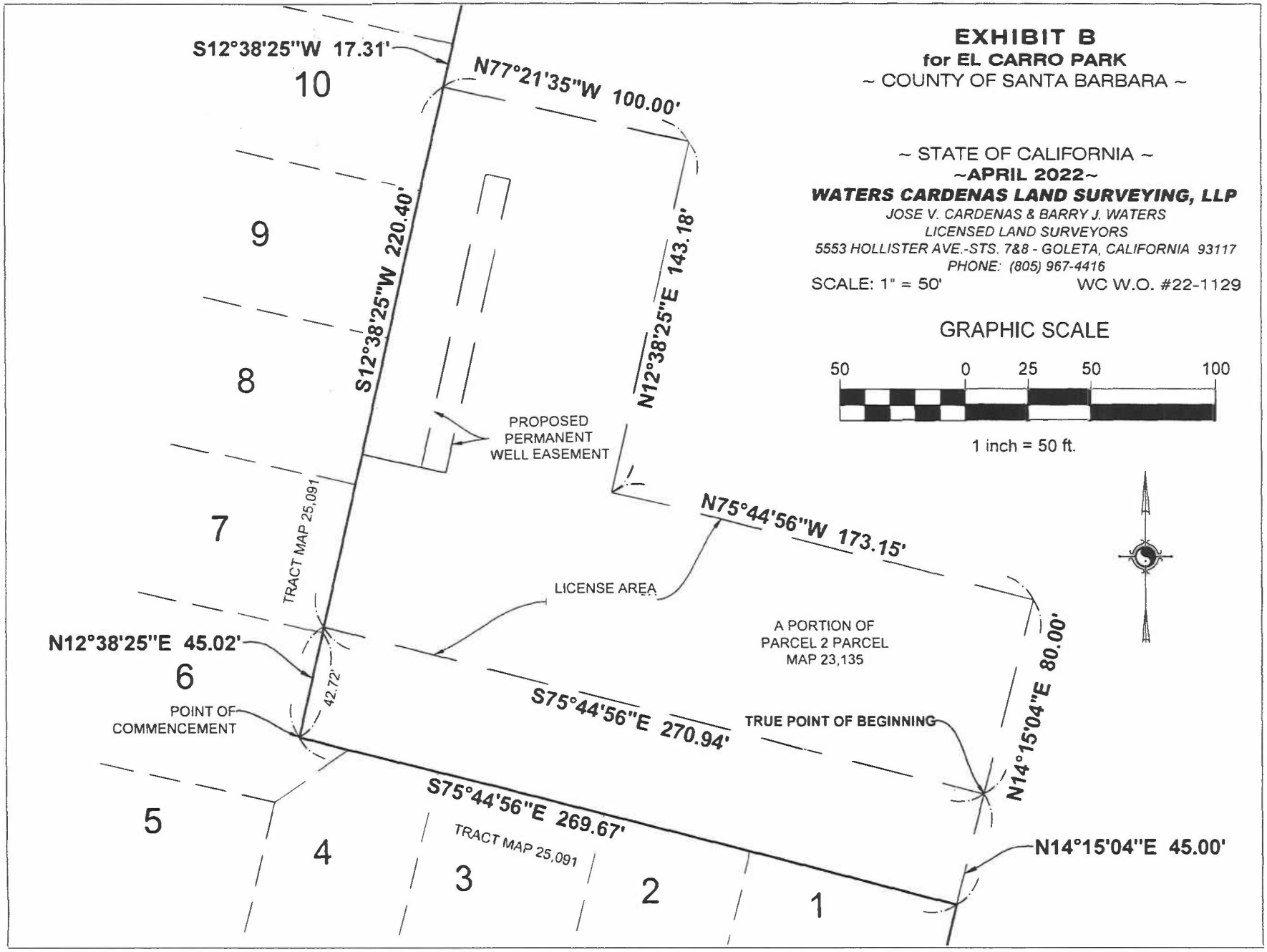


EXHIBIT B
for EL CARRO PARK
~ COUNTY OF SANTA BARBARA ~
~ STATE OF CALIFORNIA ~
~APRIL 2022~
WATERS CARDENAS LAND SURVEYING, LLP
JOSE V. CARDENAS & BARRY J. WATERS
LICENSED LAND SURVEYORS
5553 HOLLISTER AVE.-STS. 7&8 - GOLETA, CALIFORNIA 93117
PHONE: (805) 967-4416
SCALE: 1" = 50'
WC W.O. #22-1129
GRAPHIC SCALE
50 0 25 50 100
1 inch = 50 ft.
S12°38'25"W 17.31'
N77°21'35"W 100.00'
S12°38'25"W 220.40'
N12°38'25"E 143.18'
PROPOSED PERMANENT WELL EASEMENT
N75°44'56"W 173.15'
LICENSE AREA
TRACT MAP 25,091
A PORTION OF PARCEL 2 PARCEL MAP 23,135
N12°38'25"E 45.02'
42.72'
POINT OF COMMENCEMENT
S75°44'56"E 270.94'
TRUE POINT OF BEGINNING
N14°15'04"E 80.00'
S75°44'56"E 269.67'
TRACT MAP 25,091
N14°15'04"E 45.00'
10
9
8
7
6
5
4
3
2
1

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**April 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Amendments to the Downtown "T" Encroachment Guidelines, authorizing a parklet as an allowed encroachment of the City of Carpinteria public right-of-way in the Downtown "T" Business District, and disposition of the outdoor space permit program for private property.

## STAFF RECOMMENDATION

1. Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines.
2. Direct staff in the selection of a cost recovery rate towards purchase of prefabricated modular parklets.
3. Direct staff with respect to the development of an outdoor space permit program for private property.
4. Initiate process to extend the Temporary COVID-19 Outdoor Business Permit Program.

Sample Motion: I move to:

1. Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines.
2. Direct staff in the selection of a cost recovery rate towards purchase of prefabricated modular parklets.
3. Direct staff with respect to the development of an outdoor space permit program for private property.
4. Initiate process to extend the Temporary COVID-19 Outdoor Business Permit Program.

## BACKGROUND

### Temporary COVID-19 Outdoor Business Permit Program

On May 21, 2020, the COVID-19 Recovery Committee recommended the enactment of temporary permit regulations in order to allow for essential and lower-risk businesses to use their private property outdoor spaces and City public rights-of-way for limited business operations in a manner consistent with the health orders of the County of Santa Barbara Health Officer. Specifically, because the health orders' social distancing

requirements effectively prohibited indoor dining and other gatherings, the COVID-19 Recovery Committee supported allowing owners/operators to temporarily conduct such business activities outdoors in order to support the businesses during the pandemic.

On May 26, 2020, the City Council approved urgency Ordinance No. 744, which established the Temporary COVID-19 Outdoor Business Permit Program (Temporary Program) for allowing limited business operations in the City's public right-of-way and privately-owned outdoor spaces, as well as waiving the related City fees for the permits. The Temporary Program was subsequently extended by the City Council four times (Ordinance Nos. 746, 749, 754, and 761) since its adoption and currently is set to expire on June 30, 2023.

Concurrent with its second extension of the Temporary Program (Ordinance No. 749), the City Council also directed staff to initiate the legislative process for parklets to be allowed as another type of encroachment into City rights-of-way under the Downtown "T" Encroachment Guidelines.[1] The current extension was intended to allow parklets permitted under the Temporary Program to remain in place until the City amends the Downtown "T" Encroachment Guidelines. The Temporary Program extension is also intended to allow sufficient time for existing holders of Temporary Program permits to apply for a new encroachment permit under an amended Downtown "T" Encroachment Guidelines (should one be adopted by the City Council), for the City to review/approve the application, and for installation of the Parklet.

Since the beginning of the Temporary Program, ten (10) permits have been issued for business operations in the City's public right-of-way. Twenty-One (21) permits have been issued for business operations in privately-owned outdoor spaces. Seven (7) of the public right-of-way permits are for parklets. The design of the existing parklets vary from fully built enclosed spaces to tables and chairs protected by City-installed concrete barrier rails.

**Stakeholder Outreach**

In March 2022, staff conducted an in-person public workshop at The Carpinteria Seal Fountain, 850 Linden Avenue. The public workshop was an opportunity for the Downtown "T" business owners to provide input on the potential prefabricated modular parklet designs. During the public workshop, staff disseminated survey forms about concept designs and other various survey questions about parklet locations, number, and preferences, among others. Staff received a total of thirteen (13) completed surveys.

In June 2022, staff presented the proposed amended Downtown "T" Encroachment Guidelines (amended Guidelines) to the City Council's Public Facility Site Acquisition/Development Committee, including adding an allowance for parklets. The Committee provided general direction as to aesthetics, size of parklets, noticing of adjacent businesses, potential restrictions on the number of parklets that could be permitted, and for the parklets' walls to have open railing types for public safety.

---

[1] The Downtown "T" Encroachment Guidelines have been in place since its adoption in 2008 (City Council Resolution No. 5092).

In July 2022, staff presented the amended Guidelines to the Traffic Safety Committee (TSC). The TSC recommended for access to be in compliance with the Americans with Disabilities Act (ADA) standards, consideration of accommodating larger parklets where street widths could accommodate them, incorporation of open railing designs, and for parklets to be closed to the public when not in use by the business.

The amended Guidelines were presented to the Architectural Review Board (ARB) at its meeting in July 2022. Only two Downtown "T" businesses, Giannfranco's Trattoria (666 Linden Avenue) and The Worker Bee Café (973 Linden Avenue), commented. Neither of those businesses supported parklets in the City's public rights-of-way. After receiving the public comments, the ARB recommended for standardized design details including open railings, allowances for low intensity, night sky-friendly lighting, prohibition of permanent roofs, incorporation of landscaping within parklets, selection of durable materials for ease of maintenance, and a prohibition of business signage in or on the parklet.

In September 2022, staff conducted a second survey of the Downtown "T" businesses regarding whether there is interest in a permanent parklet program. The survey queried permit holders of existing temporary parklets on: 1) if they were interested in replacement of temporary parklets with permanent ones; and 2) if the cost of the prefabricated modular parklets would change their interest. The City sent out seven surveys and received responses from each of the permit holders. All seven of the respondents favored a permanent parklet program; however, four of the respondents said they would likely decline to participate if initial parklet costs to the business remained in the estimated range of $14,000 to $16,000.

On December 5, 2022, the Planning Commission recommended (4-1 vote) for the City Council to approve Resolution No. 6174, which, if adopted, would approve the amended Guidelines including the permitting of parklets. The Planning Commission action included direction to revise the amended Guidelines as follows:

- Allow an initial five-year permit term for parklets.
- Allow heaters and canopies to remain stored in parklets after business hours.
- Allow parklets to remain in place during the Avocado Festival.

At the Downtown "T" Business Advisory Board (DTBAB) meeting of January 5, 2023, staff presented the amended Guidelines as modified by the Planning Commission. The DTBAB received staff's report and found no exceptions.

At its regular meeting of February 13, 2023, the City Council reviewed the amended Guidelines and took the following actions:

- Referred to the Finance Committee for recommendations concerning appropriate permit fee for a parklet
- Requested for information of potential number of parklets to be allowed;
- Requested for information of options for grandfathering existing temporary parklets; and

- Requested for information of additional design options for prefabricated modular parklets.

The purpose of this agenda matter is for the City Council to consider adoption of Resolution No. 6174, approving the amended Guidelines, direct staff in the selection of a cost recovery rate towards purchase of a prefabricated modular parklet, direct staff with respect to the development of an outdoor space permit program for private property, and initiate process to extend the Temporary COVID-19 Outdoor Business Permit Program. Given the complexity of options for establishing a fee associated with a parklet permit program and the need for input from the City to work on the cost of service study update, the matter of the permit fee establishment is currently being developed. Once complete, a proposed permit fee will be presented to the City Council at a future date. In the meantime, this agenda matter is also for the City Council to direct staff in the selection of a cost recovery rate towards purchase of a prefabricated modular parklet.

## DISCUSSION

The Temporary Program is currently set to expire on June 30, 2023, in accordance with urgency Ordinance No. 761, which a copy is shown as Attachment A. Should the amended Guidelines take effect through adoption of the proposed City Council resolution, the amended Guidelines would be effective on July 1, 2023. The processing of permits for encroachments other than parklets will continue as normal under the current Downtown "T" Encroachment Guidelines during the period when the amended provisions and fees are being established.

### Amended Downtown "T" Encroachment Guidelines

Pursuant to Section 12.08.105 (Commercial use of rights-of-way) of the Carpinteria Municipal Code, the Downtown "T" Encroachment Guidelines may be modified from time to time. The amended Guidelines are a part of Resolution No. 6174 as shown in Attachment B. The amended Guidelines would continue to be exclusively applicable to the City's public right-of-way in the Downtown "T" business district.

The proposed modification to the existing Downtown "T" Encroachment Guidelines would add parklets as a permissible type of encroachment. The modification for a parklet was based, in part, on input from Downtown "T" businesses that participated in a public workshop and survey, as well as the recommendations from the various aforementioned City advisory and discretionary bodies. The table below provides a summary of topics addressed and recommendations of the various City advisory and discretionary bodies, and where related provisions are located in the proposed amended Guidelines.

Public Facility Site Acquisition/Development Committee

| Recommendation | Amended Guidelines Section |
|---|---|
| • Aesthetics | DEG25 through DEG46, Additional Parklet Amenities, Pre-Approved Parklet Vendors |

| | |
|---|---|
| • Size of parklets | DEG25, DEG37, DEG38, DEG39, DEG42, Parklet Plan View and Section View Layouts |
| • Noticing of adjacent businesses | Custom Parklet |
| • Potential restrictions on the number of parklets that could be permitted | Initial Term of Permit |
| • Parklets walls to be of open railing types for public safety | DEG38 |

Traffic Safety Committee

| Recommendation | Amended Guidelines Section |
|---|---|
| • Access to be in compliance with the Americans with Disabilities Act standards | DEG36 |
| • Consideration of accommodating larger parklets where street widths could accommodate them | DEG25 |
| • Incorporating open railing designs | DEG38 |
| • Parklets to be closed to the public when not in use by the business | Not considered by Planning Commission; DEG30 |

Architectural Review Board

| Recommendation | Amended Guidelines Section |
|---|---|
| • Standardized design details including open railings | DEG38 |
| • Allowances for low intensity | Additional Parklet Amenities |
| • Night sky-friendly lighting | Additional Parklet Amenities |
| • Prohibition of permanent roofs | DEG43 |
| • Incorporation of landscaping within parklets | Additional Parklet Amenities |
| • Selection of durable materials for ease of maintenance | Pre-Approved Parklet Vendors, Custom Parklet, Custom Parklet |
| • Prohibition of business signage in or on the parklet | DEG29, DEG31 |

Planning Commission

| Recommendation | Amended Guidelines Section |
|---|---|
| • Allow an initial five-year permit term for parklets | Initial Term of Permit |
| • Allow heaters and canopies to remain stored in parklets after business hours | Additional Parklet Amenities |
| • Allow parklets to remain in place during the Avocado Festival | DEG28 |

The amended Guidelines prescribe the following eligibility criteria for permitting a parklet:

Parklet Eligibility:

1. Must be a restaurant as defined in Section 8.08.820 of the Carpinteria Municipal Code.
2. Must be on a street where the posted speed limit is 25 miles per hour or less.
3. Must be on the bottom floor of the building and fronting onto a public sidewalk with adjacent on-street parking (may be all-day, time limited parking, or loading zone).

Initial Term of Permit:

The initial term of the encroachment permit for a parklet would be for five (5) years. If the permittee desires to extend the parklet use beyond this initial term, the permittee is required to apply for a permit renewal including providing updated insurance information. Following the initial term of the parklet encroachment permit, further terms will be no greater than year-to-year thereafter. The initial term of an encroachment permit or extensions thereof, however, remains subject to Carpinteria Municipal Code Sections 12.08.110 and 12.08.130, which require the permittee to hold the City harmless related to the encroachment permit and authorize removal of the encroachment under certain circumstances.

Parklet Area Limits:

A parklet will be allowed in a single parking space directly in front of the permittee's business, and, if allowed, a maximum of two (2) parking spaces per business may be used for a parklet. Two adjacent businesses may combine to use up to four (4) parking spaces. Parklets for a single business may be permitted a second parking space if the second parking space is in front of the business, or if the adjacent business is a joint permittee.

**Downtown Carpinteria Parking Study**

The amended Guidelines considered the findings and recommendations of the Downtown Carpinteria Parking Study (Study).[2] The Study makes various recommendations concerning planning for future parking demand. While acknowledging the loss of on-street parking is an inherent downside to parklets, the Study does recommend for the City to consider a permanent parklet program as a means for improving the pedestrian and bicycling experience in the Downtown. Specifically, the Study concludes that, on balance, parklets would be a benefit to the Downtown "T" area. The excerpt from the Study is shown as Attachment C.

**Pre-approved Prefabricated Modular Parklet Designs**

Staff evaluated various prefabricated modular parklet manufacturing companies and found only two that meet the design criteria of the amended Guidelines. In no order of preference, the two companies are Archatrak, Inc. (Bozeman, MT) and Modstreet (Durango, CO).

---

[2] On November 22, 2021, the City Council accepted the Downtown Carpinteria Parking Study.

These two companies are able to customize numerous design options depending on the desirable style and budget. Apart from the standard parklet structure base and sides, the following design options are available:

- Various colors
- Side material and design
- Floor material
- Canopy or umbrella design and color
- Landscaping can be integrated, separate (planters or pots), or none at all
- Table and chair designs
- Fixed seating design and level of integration
- Parklet area may be extended onto sidewalk

Additional design options may become available through the manufacturer or by request of the business owner. These will be considered on a case-by-case basis and, if approved, would be available to other parklet designs.

The two companies are listed in the amended Guidelines as pre-approved companies of prefabricated modular parklets.

**Potential Prefabricated Modular Parklet Costs**

The potential cost of a pre-approved, prefabricated modular parklet ranges from $14,000 to $16,000. The exact cost of a parklet depends on the style, design options, and available accessories selected from either of the two companies. Examples of the potential costs are shown in Attachment D.

**Number of Parklets to be Allowed**

The City Council raised a concern about on-street parking impacts if every business were allowed to place a parklet. There are currently seven existing temporary parklets that use on-street parking spaces along Linden Avenue. To date, staff finds no significant impacts to the current on-street parking inventory by these existing temporary parklets.

The City is currently having a Downtown Parking Management Plan prepared as a follow-up to the Downtown Carpinteria Parking Study. Parking demand data was collected in summer 2022, which considered the existing temporary parklets. Preliminary analysis of the data forecasts a 210-parking space surplus across the entire Downtown "T" area. There are currently seventeen (17) food service businesses along Linden Avenue and ten (10) food service businesses along Carpinteria Avenue within the Downtown "T" area for a total of twenty-seven (27). Several more businesses are anticipated from the 700 Linden Adaptive Reuse Project which is currently under construction. The administrative draft of the Parking Management Plan is estimated to be complete in spring 2023, and, at which time, it will be presented to the Public Facility Site Acquisition/Development Committee for further review.

As it stands now, the aforementioned preliminary analysis appears to forecast adequate parking supply in the Downtown "T" area. For a scenario where all the restaurants along Linden Avenue seek a parklet, parking supply would not be significantly impacted. Parking space conversion from commercial use to restaurant use is often prohibitively costly, and additional parklets to the existing seven would not likely be a significant impact to the parking supply. However, the City Council may conceivably limit the amount of parklets allowed, either by block, street, or area.

**Grandfathering of Existing Custom Temporary Parklets**

There are currently seven (7) existing custom temporary parklets that vary in design from structures to on-street parking spaces that are enclosed by City-furnished barrier rails. A Temporary Program permit holder that wishes to continue the use of the on-street parking space as a parklet will be required to apply for a new encroachment permit for conformance with the amended Guidelines and select either one of the pre-approved prefabricated modular parklets or custom parklet.

A Temporary Program permit holder that wishes to continue the use of the structure as a parklet will be required to apply for a new encroachment permit, and the structure will be required to be certified by a qualified professional (i.e., licensed architect, engineer, or contractor) in determining whether the parklet can meet the design criteria of the amended Guidelines and any modifications thereto in order to meet the design criteria. Assuming a certification by a qualified professional is obtained by the Temporary Program permit holder, the Temporary Program permit holder may request for exemption of non-structural elements such as existing parklet length and aesthetics. In accordance with the amended Guidelines, the City may refer such requests to the Architectural Review Board. The City will not consider exemptions to structural capacity, capability, and/or integrity; accessibility (i.e., Americans with Disabilities Act); traffic safety (i.e., traffic laws and traffic control devices); and/or public safety (i.e., law enforcement monitoring and emergency response).

**Finance Committee Recommendations**

At its meeting of March 3, 2023, the Finance Committee discussed options for calculation methodologies for a permit fee, space lease charge program, cost recovery rate for the purchase of prefabricated modular parklets. After its deliberation, the Finance Committee requested for more information of calculation methodologies for a permit fee and space lease charge program. The Finance Committee did recommend for a cost recovery rate between 50- and 100-percent for the purchase of prefabricated modular parklets. That is, the City would subsidize between half and full cost of furnishing and installing the prefabricated modular parklets.

Staff returned to the Finance Committee at its meeting of March 30, 2023. The Finance Committee recommended for the cost recovery methodology instead of appraisal methodology for calculation of a permit fee. Examples of cost recovery methodologies used by other cities include recovery of costs for permitting, inspection, and maintenance (e.g. sidewalk cleaning).

**Temporary Program Sunset and Extension**

As currently established, the Temporary Program permits that have been issued will expire on June 30, 2023. After the Temporary Program sunsets, any outdoor business activities allowed under the Temporary Program will be required to cease including the removal of any improvements and restoration of the outdoor area to their prior condition, unless superseded by a separate, regular development and/or land use permit.

In the context of the proposed amended Guidelines, staff recommends for initiating the process to extend the Temporary Program in order to allow sufficient time for existing permits to transition to the amended Guidelines including for staff to administer the transition. Transition work would include staff time as follows:

- Providing information about the opportunities under the amended Guidelines to both current permit holders and other businesses that may qualify for participation;
- Creation of a permit form necessary to prepare for roll-out;
- Assisting businesses through the application submittal process;
- Reviewing applications;
- Furnishing and installing of the prefabricated modular parklets, if applicable; and
- Inspecting parklet (prefabricated modular or custom parklets) installations.

Should the City Council act to approve the amended Guidelines, staff estimated six (6) months to complete the transition. No new Temporary Program permits would be issued during that time.

Staff received interest from several holders of Temporary Program permits on private property in making those approvals permanent. However, staff does anticipate various regulations such as the City minimum parking standards, building codes, and state Alcoholic Beverage Control (ABC) regulations may potentially present significant barriers. Should the City Council provide direction to staff, the options for proceeding are provided in the discussion that follows.

**Disposition of Private Property Permits**

Temporary Program permit holders for outdoor space business use on private property have been notified about the impending expiration of the Temporary Program. A sample of the City's notice is shown as Attachment E. Several of the affected permit holders have expressed an interest in pursuing approvals to allow private property parklets on an ongoing basis and have sought guidance from staff on what such a process would entail.

During previous discussions concerning private parklets, the City Council has not provided staff with specific direction to explore options for creating an ongoing private property parklet program. Nevertheless, staff has indicated such parklets could conceivably be considered and permitted on a case-by-case basis through the City's standard discretionary permitting process in the absence of a parklet-specific permitting program.

The permitting process for the establishment of a non-temporary parklet would need to address standard zoning district requirements including, but not limited to, setbacks, landscape coverage, and parking (both any existing parking eliminated by the parklet itself as well as any additional parking triggered by added seating capacity created by the parklet).Under such a scenario, there is the possibility for an applicant to seek and obtain approval of a modification to allow, for example, a reduced number or waiver of required parking spaces in order to accommodate a private property parklet. Additionally, some businesses could be eligible to take advantage of parking relief granted under recent state law (Assembly Bill 2097) that would preclude the City from requiring onsite/off-street parking for certain types of projects located within one-half mile from walking distance of identified types of transit facilities (e.g., Amtrak Train Station).

In light of the expressed interest from some of the Temporary Program permit holders to establish permanent private parklets direction from the City Council is needed as to whether there is interest in exploring the establishment of a permanent private property parklet program. Please note that while such a work effort was not identified or included as a part of the 2023 Work Plan, should the Council wish to proceed, it would require prioritization in order that the program could be ready to succeed the sunset of the Temporary Program.

If the City Council is interested in developing such a program, it should either be included for consideration as a part of the 2024 Work Plan (which would require a corresponding extension into 2024 of the Temporary Program on private property), or a direction to staff with respect to where development of such a program would sit relative to other priorities already identified in the Work Plan.

## POLICY CONSISTENCY

### General Plan/Coastal Land Use Plan

The Planning Commission determined the proposed amended Downtown "T" Encroachment Guidelines can be found consistent with the following goals, objectives, and/or policies of the General Plan and Local Coastal Land Use Plan:

Land Use Element

Objective LU-3: Preserve the small beach town character of the built environment of Carpinteria, encouraging compatible revitalization and avoiding sprawl development at the City's edge.

Policy LU-3d: Establish a commercial sector that balances the retail and service needs of citizens and tourists.

Policy LU-3g: Provide for a range of business activities that bring vitality, revenue, and employment to Carpinteria and are compatible with its small town character.

Policy LU-3h: Develop land uses that encourage the thoughtful layout of transportation networks, minimize the impacts of vehicles in the community, and encourage alternative means of transportation.

Policy LU-3i: Ensure the provision of adequate services and resources, including parking, public transit and recreational facilities, to serve proposed development.

Community Design Element

Objective CD-7: Enhance and maintain the Linden Avenue downtown core, the Carpinteria Avenue commercial core, the Eugenia Professional office area, the Casitas Village, Shepard's place Shopping Center, and the Cindy Lane-Mark Avenue industrial park districts.

Objective CD-8: To encourage and facilitate pedestrian and bicycle pathways. Policy CD-8a: All streets should be designed with safe and pleasant pedestrian ways at their edge. Pedestrian ways shall be spatially separated from vehicular traffic by elements such as trees, other plantings, streetlights, and/or parked cars.

Policy CD-8b: To provide convenient pedestrian routes, the existing network of automobile lanes, trails and pedestrian ways in the Downtown District and adjacent neighborhoods should be preserved, reinforced and extended into other neighborhoods. This pedestrian network should be in addition to, not in lieu of pedestrian ways on the streets.

Objective CD-9: To ensure that streets enhance the established city framework and design.

Objective CD-11: Existing public spaces should be maintained, and new public spaces should be incorporated into neighborhoods and districts as an important aspect of their design.

Policy CD-11(b): Public spaces should be located and designed to encourage their use during the day and in the evening. The time and type of use for each space should be planned to be compatible with adjacent land uses, and with any existing flora and fauna that are to be preserved.

Policy CD-11(c): All public spaces and facilities should reflect quality design.

Objective CD-13: Ensure that lighting of new development is sensitive to the character and natural resources of the City and minimizes photo pollution to the maximum extent feasible.

Policy CD-13b: Lighting shall be low intensity and located and designed so as to minimize direct view of light sources and diffusers and to minimize halo and spillover effects.

CD-13-Implementation Policy 6: Exterior lighting on commercial development shall be designed to complement the building and shall be at the minimum height and intensity required to ensure public safety.

Objective CDS2A-2: Preserve and enhance the downtown's historic status as the center of commercial activity of the city by encouraging a range of uses that serve both residents and visitors.

Policy CDS2A-b: Ensure that intensified land uses within the subarea support a lively place to visit, live, work and shop, and that the scale and character of the District remain consistent with the city's "small beach town" image.

Policy CDS2A-c: Encourage the gradual but systematic transformation of Carpinteria Avenue from a highway commercial strip to an integrated downtown street similar in character to Linden Avenue.

Policy CDS2A-d: Enhance the pedestrian character of the District's streets, plazas, paseos, parks and lanes.

CDS2A Implementation Policy 26: The provision of small spaces with benches, fountains, public art and other special elements that encourage people to gather and linger in public should be encouraged, particularly where they support businesses, such as sidewalk cafes.

CDS2A Implementation Policy 27: Gardens or plazas should be located adjacent to viable commercial uses or designed for a specific active use, such as a children's play area.

CDS2A Implementation Policy 28: Curbside parking is encouraged to provide convenient parking for businesses and coastal access and to provide an additional buffer between pedestrians and traffic.

### Annual Work Plan

At the beginning of each year, the City Council works with the City Manager and department heads to prepare the Annual Work Plan. The Annual Work Plan describes prior year's work plan accomplishments, discusses strategic initiatives for the City to undertake and identifies and prioritizes departmental work efforts for the ensuing year. The development of a Downtown "T" Parklet Permit Program was identified as a high priority task for the 2022 Annual Work Plan and remains a part of the recently approved 2023 Annual Work Plan. The proposed amended Downtown "T" Encroachment Guidelines would fulfill this task.

## FINANCIAL CONSIDERATIONS

### Parklet Permit Fee

Given the complexity of options for establishing a fee associated with a parklet permit program and the need for input from the City to work on the cost of service study

update, the matter of the permit fee establishment is currently being developed. Once complete, a proposed permit fee will be presented to the City Council at a future date. On March 30, 2023, the Finance Committee did concur with staff's recommendation for a using a cost recovery methodology.

While it may be calculated based on the area of the permitted space, the cost recovery methodology would not include a space lease charge for the on-street parking space occupied by the parklet.

**Cost Recovery Rate for Purchase of Prefabricated Modular Parklets**

This agenda matter is also for the City Council to direct staff in the selection of a cost recovery rate towards a one-time purchase of prefabricated modular parklets. Pursuant to the Finance Committee, a cost recovery rate between 50- and 100-percent is recommended. Should the City Council elect to subsidize the cost, the money to cover the expense would be allocated from funds set aside for mid to long-term economic recovery support for businesses. Staff recommends for the purchase of one prefabricated modular parklet base model from each of the preapproved companies in order to showcase two models of prefabricated modular parklets. The estimated total cost for two base models would be $30,000. In the current fiscal year, an amount of $250,000 was budgeted for this effort.

**Parklet Maintenance Cost**

The amended Guidelines does require for the permit holder to maintain the parklet. No maintenance cost would be borne by the City. However, there would be cost by the City for the temporary removal of parklets in the event of a City capital project (e.g. street improvements) or special event.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The recommendation is consistent with Section 12.08.105 (Commercial use of rights-of-way) of the Carpinteria Municipal Code. The City Attorney's Office also reviewed both Resolution No. 6174 as to form and the amended Downtown "T" Encroachment Guidelines.

Should the City Council approve the amended Downtown "T" Encroachment Guidelines, the City's Downtown "T" Encroachment Permit form including standard conditions will be updated for parklets. Further, insurance and indemnification requirements will be reviewed by the City's insurance carrier, California Joint Powers Insurance Authority, for any updates for parklets.

## OPTIONS

1. Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines, direct staff in the selection of a cost recovery rate towards purchase of a prefabricated modular parklet, direct staff with respect to the development of an outdoor space permit program for private property, and

initiate process to extend the Temporary COVID-19 Outdoor Business Permit Program. (Staff recommendation)

2. Direct changes to the proposed amended Downtown "T" Encroachment Guidelines. This option could include or may require extension to the Temporary COVID-19 Outdoor Business Permit Program.
3. Decline to approve recommendations and direct staff as determined appropriate with regard to the disposition of the Temporary COVID-19 Outdoor Business Permit Program.

## PRINCIPAL PARTIES EXPECTED AT MEETING

Downtown "T" businesses

## ATTACHMENTS

| | |
|---|---|
| Attachment A: | Ordinance No. 761, Temporary COVID-19 Outdoor Permit Program |
| Attachment B: | Resolution No. 6174 |
| Attachment C: | Excerpts of Downtown Carpinteria Parking Study |
| Attachment D: | Potential Prefabricated Parklet Costs |
| Attachment E: | Sample- Notice to Temporary Program Permit Holders |

Staff contact:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov

Signature

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400; daved@carpinteriaca.gov

BOB for D. Durflinger
Signature

**ATTACHMENT A**

**Ordinance No. 761, Temporary COVID-19 Outdoor Permit Program**

THIS PAGE INTENTIONALLY LEFT BLANK

**ORDINANCE NO. 761**

**AN URGENCY ORDINANCE OF THE CITY OF CARPINTERIA AMENDING ORDINANCE NO. 744, AS AMENDED BY ORDINANCE NOS. 746, 749, AND 754 TO EXTEND THE TEMPORARY COVID-19 OUTDOOR BUSINESS PERMIT PROGRAM TO ALLOW BUSINESSES TO OPERATE IN THE CITY RIGHT-OF-WAY AND OTHER PRIVATELY-OWNED OUTDOOR SPACES TO ENCOURAGE SOCIAL DISTANCING AND ECONOMIC RECOVERY FROM THE COVID-19 PANDEMIC AND SETTING FORTH THE FACTS CONSTITUTING SUCH URGENCY**

**WHEREAS,** Government Code Sections 8558 and 8630, *et seq.,* Health and Safety Code Section 101080, and Chapter 2.40 of the Carpinteria Municipal Code ("CMC"), empower the City of Carpinteria ("City") Director of Emergency Services to make and issue rules and regulations on matters reasonably related to the protection of life and property during proclaimed local emergencies; and

**WHEREAS,** on March 4, 2020, Governor Newsom declared a state of emergency to make additional resources available, to formalize emergency actions already underway, and to help prepare the effects of the Novel Coronavirus ("COVID-19") pandemic; and

**WHEREAS,** on March 11, 2020, Governor Newsom and California Department of Public Health ("CDPH") officials recommended that non-essential gatherings should be postponed or cancelled statewide until the end of March in order to implement social distancing guidelines intended to protect all individuals, particularly those who are at high risk of severe illness from the COVID-19 virus, and to slow further spread thereof; and

**WHEREAS,** on March 12, 2020, the County of Santa Barbara ("County") Health Officer declared a local health emergency exists countywide due to an imminent and proximate threat to public health, within the meaning of Health and Safety Code Section 101080, by the introduction of the COVID-19 virus and directed cities countywide to implement Governor Newsom's social distancing guidelines; and

**WHEREAS,** on March 16, 2020, Governor Newsom declared in Executive Order N-28-20 that the economic impacts of the COVID-19 pandemic have been significant and could threaten to undermine Californians' housing security and the stability of California businesses; and

**WHEREAS,** on March 17, 2020, the CDPH and County Public Health Department directed all bars, nightclubs, pubs, breweries, and wineries to close immediately as well as restaurants and other food facilities offering onsite dining should immediately transition to only offering delivery or take-out service as part of the public health effort to slow the spread of the COVID-19 virus; and

**WHEREAS,** on March 17, 2020, the City Director of Emergency Services issued a Proclamation of Local Emergency by the Director of Emergency Services for the COVID-19 pandemic ("Proclamation"); and

**WHEREAS,** the City's Proclamation was found necessary and ratified by the City Council at its regular meetings on March 23, 2020, via adoption of Resolution No. 5954, and re-ratified by the City Council on April 13, 2020, via adoption of Resolution No. 5954, May 13, 2020, via adoption of Resolution No. 5969, June 8, 2020, via adoption of Resolution No. 5980, June 22, 2020, via adoption of Resolution No. 5985, and July 13, 2020, via adoption of Resolution No. 5989, in order to utilize all resources necessary to respond to the COVID-19 pandemic and receive any state and/or federal funds that may be available; and

**WHEREAS,** the Proclamation invokes in the City all powers and mechanisms set forth in the California Emergency Services Act (Government Code sections 8550, *et seq.*), City ordinances and resolutions, and all other applicable state and federal laws to be used by authorized City personnel; and

**WHEREAS,** on March 19, 2020, Governor Newsom issued Executive Order N-33-20 for all individuals living in the State of California ("State") to stay home or at their place of residence, except as needed to maintain continuity of operation of federal critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being of all Californians (hereinafter called "essential businesses"); and

**WHEREAS,** many events countywide were and continue to be canceled, postponed, or implement social distancing due to the orders and recommendations at all levels of government to restrict large gatherings amid concerns over the spread of the COVID-19 virus, and these cancellations, postponements and social distancing cause a loss in revenue for the associated vendors, organizations and businesses, loss of income for the people who would have staffed the events, as well as lost revenue for surrounding local businesses that rely on such events to bring patrons to their businesses; and

**WHEREAS,** many businesses citywide were either not permitted to remain open or required to severely restrict activities, causing significant adverse financial impacts. Also, State and County heath orders and guidance calling on residents to stay at home and implement social distancing continues to result in a severe decline in consumer spending and tourism, which has had significant negative impacts on revenue for most small businesses in Carpinteria; and

**WHEREAS,** on May 4, 2020, Governor Newsom issued Executive Order N-60-20, which is incorporated herein by reference, to allow re-opening of lower-risk business and spaces (hereinafter called "lower-risk businesses") in Stage Two of the State's Resilience Roadmap subject to certain limitations. On May 8, 2020, the County Health Officer issued County Health Officer Order 2020-8.1, which further clarified the lower-risk businesses eligible to be open for limited operations countywide; and

**WHEREAS,** on May 18, 2020, the City Council enacted Resolution No. 5977 establishing requirements for wearing face coverings at certain places and in certain circumstances as an additional health protection measure in response to the COVID-19

pandemic in order to protect the public health and safety of members of the public; and

**WHEREAS,** on May 21, 2020, the County Health Officer issued County Health Officer Order 2020-8.2, which allowed essential businesses and lower-risk business that may remain open with modified operations and social distancing to open or open more fully with self-certification. Although the State and County entered Stage Two of the State's Resiliency Roadmap, which loosened some public health and safety restrictions and allowed essential and lower-risk businesses to re-open with certain protections in place, these businesses remained severely restricted and experienced corresponding significant adverse financial impacts; and

**WHEREAS,** on May 26, 2020, the City Council adopted Ordinance No. 744, enacting the Temporary COVID-19 Outdoor Business Permit Program ("Temporary COVID-19 Outdoor Business Permit Program") to allow business to operate in the City's right-of-way and in other privately-owned outdoor spaces to encourage social distancing and economic activity during the COVID-19 pandemic; and

**WHEREAS,** on August 28, 2020, Governor Newsom announced the Blueprint for a Safer Economy Plan, which replaced the State's Resilience Roadmap and established new guidelines for business operations to encourage social distancing and economic activity during the COVID-19 pandemic; and

**WHEREAS,** the City Council recognizes that the Temporary COVID-19 Outdoor Business Permit Program, adopted via Ordinance No. 744, has assisted businesses to continue economic activity during the COVID-19 pandemic; and

**WHEREAS,** on May 10, 2021, the City Council approved and adopted urgency Ordinance No. 746, amending Ordinance No. 744, extending the Temporary COVID-19 Outdoor Business Permit to remain in effect until 11:59 pm on December 31, 2021; and

**WHEREAS,** on November 10, 2021, the City Council approved and adopted urgency Ordinance No. 749, amending Ordinance No. 744 and superseding Ordinance No. 746, extending the Temporary COVID-19 Outdoor Business Permit to remain in effect until 11:59 pm on June 31, 2022; and

**WHEREAS,** on January 10, 2022, a peak in the community case rate of COVID-19, was observed in the County due to the spread of a the significantly more transmissible SARS-CoV-1 B.1.1.529 "Omicron" variant of COVID-19; and

**WHEREAS**, on February 7, 2022, the California Department of Public Health updated their guidance for the Use of Face Masks to take effect on February 16, 2022, requiring unvaccinated person to wear masks in all indoor public settings, requiring universal masking in only specified settings, and recommending continued indoor masking when the risk may be high; and

**WHEREAS**, on February 16, 2022, the County Health Officer issued County Health Officer Order 2022-10.1 Superseding and Replacing Health Officer Order No.

2022-10, which requires unvaccinated person to wear masks in all indoor public settings, requires universal masking only in specified settings and recommends continued indoor masking when risk may be high consistent with CDPH guidance; and

**WHEREAS**, as of April 15, 2022, the COVID-19 case and hospitalization rates in the County have declined and community transmission was categorized as "Low" based on the U.S. Centers for Disease Control and Prevention's ("CDC") indicators; and

**WHEREAS,** on April 25, 2022, the City Council approved and adopted urgency Ordinance No. 754, amending Ordinance No. 744 and superseding Ordinance Nos. 746 and 749 extending the Temporary COVID-19 Outdoor Business Permit to remain in effect until 11:59 pm on December 31, 2022; and

**WHEREAS,** as of November 8, 2022, the COVID-19 case and hospitalization rates in the County have declined and community transmission was categorized as "Low" based on the CDC indicators;

**WHEREAS,** COVID-19 case and hospitalization rates the County may rise at any time, especially given the anticipated increase in travel and events during the winter season, that may require further social distancing measures and impact local businesses; and

**WHEREAS,** on Governor Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023 to give the health care system flexibility to handle any potential surge in cases occurring after holidays; and

**WHEREAS,** the City retains authority under its policy powers and Vehicle Code Section 22507 to continue implementation of the Temporary COVID-19 Outdoor Business Permit program to promote economic development and social distancing after the end of the Governor's proclaimed COVID-19 State of Emergency; and

**WHEREAS,** the continuation of the Temporary COVID-19 Outdoor Business Permit Program remains necessary to provide businesses with opportunities to encourage social distancing and to promote economic recovery from the negative impacts resulting from the COVID-19 pandemic and its variants that may extend beyond the Governor's State of Emergency; and

**WHEREAS**, the City Council has initiated the development of a proposed permanent permit program to allow for "parklet" style outdoor seating areas in the City right-of-way; and

**WHEREAS,** the continuation of the Temporary COVID-19 Outdoor Business Permit Program would allow the Planning Commission and City Council additional time to consider the proposed permanent "parklet" program and receive public input about said permanent "parklet" program; and

**WHEREAS**, if the proposed permanent permit "parklet" program is approved, the

City and businesses will need sufficient time to implement the permanent permit program to allow businesses to obtain permits and construct "parklets" under the permanent "parklet" program prior to dismantling their current temporary outdoor spaces; and

**WHEREAS,** the continuation of the Temporary COVID-19 Outdoor Business Permit Program provides the opportunity for the City to consider development of the proposed permanent program and businesses to continue to operate in outdoor areas under the Temporary COVID-19 Outdoor Business Permit Program until the City can consider approval of the permanent program and, if approved, implement the permanent program within the City; and

**WHEREAS,** the City Council recognizes that the Temporary COVID-19 Outdoor Business Permit Program must be flexible and responsive to changing conditions associated with the COVID-19 pandemic, the state of emergency, or governmental response, including modifications to public health and safety directives, social distancing guidance, and business operation conditions, in order to effectively achieve the dual public health and safety and economic goals of the City during and following the COVID-19 pandemic.

**THE CITY COUNCIL OF THE CITY OF CARPINTERIA DOES ORDAIN AS FOLLOWS:**

**Section 1. Incorporation of Recitals.** All the recitals set forth above are true, correct, and valid, and are hereby incorporated and adopted as findings of the City Council as though fully set forth herein.

**Section 2. Findings.** The Council hereby finds, determines and declares that this Urgency Ordinance adoption pursuant to Government Code Section 36937 is necessary because:

A. Commercial activity and businesses are essential to a vibrant and healthy community, and this Temporary COVID-19 Outdoor Business Permit Program provides flexibility to local businesses to re-open and remain open while protecting the health, safety, and welfare of members of the public during and following the COVID-19 pandemic; and

B. Without the amendment and extension of the Urgency Ordinance, there is an increased risk of a substantial impact to local businesses, causing further disruption by delaying local economic recovery, and imperiling the lives or property of inhabitants of the City; and

C. The Downtown "T" Encroachment Permit Program was established for local businesses within the Downtown "T" in order to apply for a permit to conduct certain business operations within the City right-of-way, which provided a framework for the portion of the Temporary COVID-19 Outdoor Business Permit Program applicable to the City right-of-way and other privately-owned property, but requires certain

modifications to streamline the approval and implementation of permits with all due speed during and following the COVID-19 pandemic; and

D. CMC Chapter 14.64 establishes a temporary use permit to allow businesses to engage in temporary uses on privately-owned property that provides a framework for the Temporary COVID-19 Outdoor Business Permit Program applicable to privately-owned property, but requires certain modifications to streamline the approval and implementation of permits with all due speed during and following the COVID-19 pandemic; and

E. The City Council recognizes the Temporary COVID-19 Outdoor Business Permit Program may continue to require that certain temporary exceptions to the requirements of CMC Chapter 12.02, the Downtown "T" Encroachment Permit Program, and CMC Chapter 14.64 may be necessary, as determined by the Director of Emergency Services and City Manager through, additional rules and regulations, as described in Section 6 herein; and

F. For the immediate preservation of the public peace, health, and safety, the Council finds that it is necessary to adopt this Urgency Ordinance amending Ordinance No. 744, as amended by Ordinance Nos. 746, 749, and 754 that established the Temporary COVID-19 Outdoor Business Permit Program, for all of the reasons set forth in the recitals above, which and are incorporated herein by reference.

**Section 3. Urgency Need.** Based on the foregoing recitals and findings, all of which are deemed true and correct, this Urgency Ordinance is needed for the immediate preservation of the public peace, health, and safety. This Urgency Ordinance shall take effect immediately upon adoption in accordance with the provisions set forth in Government Code Section 36937.

**Section 4. Amendment.**

**A.** This Urgency Ordinance hereby amends and supersede Section 4.A to read as follows:

> "A. "Director of Emergency Services" has the same meaning as specified in CMC Chapter 2.40, including his/her designee(s), and refers to the City Manager, including his/her designee(s), following the termination of the Proclamation of Local Emergency for the COVID-19 Pandemic.

**B.** This Urgency Ordinance hereby amends and supersedes Section 11 of Ordinance No. 744 to read as follows:

> "**Section 11. Effective Date and Termination.** This Urgency Ordinance shall become effective immediately and shall remain in effect until 11:59 pm on June 30, 2023, or it is terminated by the City Council."

This Urgency Ordinance hereby also supersedes and replaces urgency Ordinance Nos.

746, 749 and 754 with respect to Section 11 of Ordinance No. 744.

**Section 5. Scope.** Except as expressly amended and superseded by this Urgency Ordinance, all other sections, subsections, sentences, clauses, phrases or words of Ordinance No. 744 remain in full force and effect.

**Section 6. Severability.** If any section, subsection, sentence, clause, phrase or word of this Urgency Ordinance is for any reason held to be invalid and/or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Urgency Ordinance or Ordinance No. 744.

**Section 7. Effective Date.** This Urgency Ordinance shall become effective immediately.

**Section 8. Environmental Determination.** The City Council finds that the adoption and implementation of this urgency Ordinance are exempt from the provisions of the California Environmental Quality Act ("CEQA") under CEQA Guideline Section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this resolution may have significant effects on the environment. The urgency Ordinance would amend Ordinance No. 744, that established a Temporary COVID-19 Outdoor Business Permit Program, similar to existing permit processes, which is solely an administrative process resulting in no change to the environment.

**SECTION 9. Publication.** The City Clerk is directed to cause this urgency Ordinance to be published in the manner required by law.

**PASSED, APPROVED AND ADOPTED** on November 14, 2022, by the following vote:

| | | |
|---|---|---|
| AYES: | COUNCILMEMBER(S): | Alarcon, Carty, Lee, Clark, Nomura |
| NOES: | COUNCILMEMBER(S): | None |
| ABSENT: | COUNCILMEMBER(S): | None |
| ABSTAIN: | COUNCILMEMBER(S): | None |

Mayor, City of Carpinteria

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing Ordinance was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on November 14, 2022.

Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

Jena S. Acos, on behalf of Brownstein Hyatt Farber Schreck, LLP acting as City Attorney of the City of Carpinteria

**ATTACHMENT B**

**Resolution No. 6174**

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. 6174**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA AMENDING THE DOWNTOWN "T" ENCROACHMENT GUIDELINES TO INCLUDE PARKLETS AS AN ALLOWED TYPE OF ENCROACHMENT**

**WHEREAS,** the City has the authority to regulate the stopping and standing of parking as authorized under Section 22507 of the California Vehicle Code; and

**WHEREAS,** the City's permit program for public right-of-way encroachments is set forth in Chapter 12.08 (Street and Sidewalk Encroachments) of the Carpinteria Municipal Code; and

**WHEREAS,** on January 14, 2008, the City Council approved Resolution No. 5092 adopting the Downtown "T" Encroachment Guidelines; and

**WHEREAS,** parklets are a small public gathering space, occupying parking stalls, on a public street, used either as an extension of sidewalk dining, or as a standalone dining area, connected visually to, and for use by patrons of a nearby restaurant or food service establishment. Parklets can be separate or extensions of the sidewalk area and are designed to meet accessibility and safety needs. Parklets are subject to all the terms and conditions of the associated restaurant or food service establishment's permits including permits and licenses related to alcohol consumption; and

**WHEREAS,** parklets can help to improve the public outdoor space by activating the streetscape and providing greater opportunities for people to socialize and interact with others. Parklets have been used in many communities throughout California and the United States and have been shown to enhance a sense of public safety and decrease crime; and

**WHEREAS,** activating outdoor spaces through measures such as parklets has been found to benefit the economic vitality of downtown commercial districts; and

**WHEREAS,** during the COVID-19 pandemic on May 26, 2020, the City Council approved urgency Ordinance No. 744, which established the Temporary COVID-19 Outdoor Business Permit Program ("Temporary Program"). The City successfully allowed temporary parklets with outside dining through the Temporary Program; and

**WHEREAS,** concurrent with its second extension of the Temporary Program (Ordinance No. 749), the City Council also directed staff to initiate the legislative process for parklets to be allowed as another type of encroachment into City rights-of-way under the Downtown "T" Encroachment Guidelines; and

**WHEREAS,** on November 22, 2021, the City Council accepted the Downtown Carpinteria Parking Study, dated June 21, 2021. The City's Downtown Carpinteria Parking Study also identified public parking surplus within the overall Downtown "T" area, and the effective use of the City's public parking resources such as with parklets can help enhance the Downtown "T" area's character; and

**WHEREAS,** the City's Downtown Carpinteria Parking Study finds the conversion of a few spaces on Linden Avenue to parklets is anticipated to have a negligible impact on the total supply of parking in the Downtown "T" area, and the benefits of attractive and enjoyable outdoor space can be a net benefit compared to the number of parking spaces removed; and

**WHEREAS,** the City Council deems the permitting of parklets to be in the best interest of the Carpinteria community; and

**WHEREAS,** by adopting the provisions of this Resolution to allow parklets as a right-of-way encroachment balances the needs of the parklet permittee with City's interests in improving economic opportunities and the protection of public safety; and

**WHEREAS,** the Traffic Safety Committee held a public meeting on July 20, 2022, and provided comments on the amended Guidelines; and

**WHEREAS,** the Architectural Review Board held a public meeting on July 28, 2022, and provided comments on the amended Guidelines; and

**WHEREAS,** the Planning Commission held a public meeting on December 5, 2022, and recommend approval of the amended Guidelines and related exemptions from the California Environmental Quality Act (CEQA) to the City Council; and

**WHEREAS,** the City Council has reviewed the amended Guidelines and determined them to be consistent with applicable General Plan and Local Coastal Plan policies including, among others:

- Policy LU-3d: Establish a commercial sector that balances the retail and service needs of citizens and tourists.
- Policy LU-3g: Provide for a range of business activities that bring vitality, revenue, and employment to Carpinteria and are compatible with its small town character.

- Policy LU-3h: Develop land uses that encourage the thoughtful layout of transportation networks, minimize the impacts of vehicles in the community, and encourage alternative means of transportation.
- Policy CD-8a: All streets should be designed with safe and pleasant pedestrian ways at their edge. Pedestrian ways shall be spatially separated from vehicular traffic by elements such as trees, other plantings, and/or parked cars.
- Policy CD-11c: All public spaces and facilities should reflect quality design.
- Policy CDS2A-b: Ensure that intensified land uses within the subarea support a lively place to visit, live, work and shop, and that the scale and character of the District remain consistent with the City's "small beach town" image.
- Policy CDS2A-d: Enhance the pedestrian character of the District's streets, plazas, paseos, parks, and lanes; and

**WHEREAS,** the City Council intends to amend the existing Downtown "T" Encroachment Guidelines ("amended Guidelines") to allow parklets in order to build on the success of the Temporary Program and improve business opportunities and the quality of life of residents and visitors; and

**WHEREAS,** the amended Guidelines also are consistent with Chapter 12.08 (Street and Sidewalk Encroachments) of the Carpinteria Municipal Code entitled; and

**WHEREAS,** the amended Guidelines will supersede and replace any previous guidelines concerning encroachments in the Downtown "T" area; and

**WHEREAS,** The City Council finds that this Resolution is categorically exempt from CEQA pursuant to CEQA Guidelines Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), 15301(c) (existing facilities), 15303(e) (new construction of small structures), 15305(b) (minor alterations in land use limitations, and 15311(c) (accessory structures).

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.** The above recitals are true and correct, and incorporated herein by this reference.

**SECTION 2.** The amended Downtown "T" Encroachment Guidelines attached as Exhibit 1 are adopted.

**SECTION 3.** The amended Downtown "T" Encroachment Guidelines shall be effective on July 1, 2023.

**PASSED, APPROVED AND ADOPTED** on April 24, 2023, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, City Clerk
City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, City Clerk
City of Carpinteria

APPROVED AS TO FORM:

_____

Jena S. Acos, on behalf of Brownstein Hyatt Farber Schreck, LLP acting as City Attorney of the City of Carpinteria

**EXHIBIT 1 TO RESOLUTION NO. 6174**

**Amended Downtown "T" Encroachment Guidelines**

THIS PAGE INTENTIONALLY LEFT BLANK

# City of Carpinteria

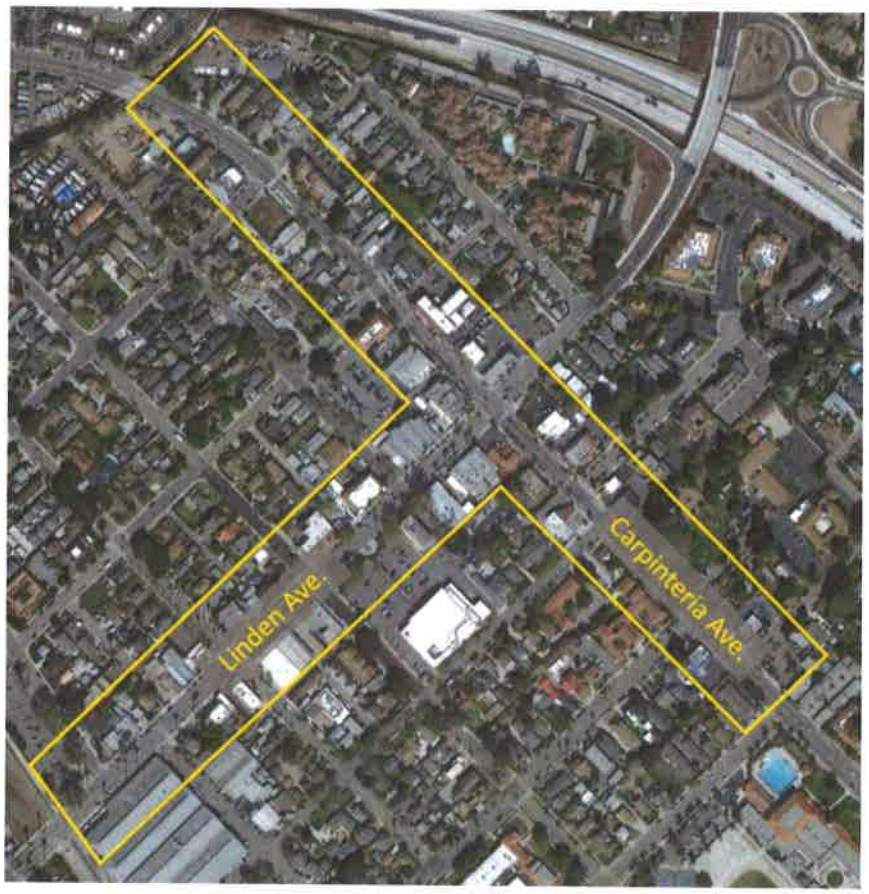
# *Downtown "T" Encroachment Guidelines*

The City of Carpinteria (City) regulates encroachments in the City's public right-of-way under Chapter 12.08 (Street and Sidewalk Encroachments) of the Carpinteria Municipal Code. The regulations establish the authority and process for allowing certain types of encroachments that are determined to be necessary or beneficial to the public interest and can be conducted in a manner that will not jeopardize public health and safety. The Downtown "T" Encroachment Guidelines were adopted by the City Council and are updated from time to time.

## Encroachment Defined:

The City defines an encroachment as any item, good, material or merchandise placed on a City street or right-of-way. For the purposes of these guidelines, the encroachments addressed are those of a commercial nature that occur near or adjacent to the storefronts and sidewalk areas of businesses in the Downtown "T" commercial district.

## Downtown "T" Area Map:



## Purpose:

The purpose of the Downtown "T" Encroachment Guidelines is to promote safe and attractive use of the public areas in the Downtown District. The City also aims to maintain and preserve existing public facilities and properties. These guidelines are intended to assist applicants and business owners in establishing attractive and safe encroachments that benefit both the Downtown business community and the citizens that enjoy those public spaces.

## Organization:

These guidelines are organized as follows:

- **General Guidelines**
- **Location and Dimensions**
- **Maintenance and Operational Standards**
- **Colors and Materials**
- **Outdoor Displays**
- **Umbrellas and Outdoor Furniture**
- **Planters and Landscaping**
- **Alcohol Service**
- **Parklets**
- **Other Types of Encroachments**
- **Downtown "T" Encroachment Requirements**

The following sections include references to the Carpinteria Municipal Code and the City's General Plan and Local Coastal Plan. All applicable policies, standards and guidelines are shown in italics.

## General Guidelines

The City's interest in reviewing applications for encroachment permits relates to the safety and well-being of the public and the promotion of the Downtown as a vital and attractive pedestrian district. The City's goal is to maintain the highest standards of accessibility and safety while achieving an attractive and functional design. In general, allowed encroachments should complement public use and improvements. In no case shall encroachments be permitted which serve to exclude the public from any public sidewalk or street.

Items permitted to encroach in the City right-of-way shall comply with all requirements of the Carpinteria Municipal Code and the City's General Plan and Local Coastal Plan. The City will deny an encroachment permit application that it determines does not comply with these guidelines or any other standard or regulation set forth by the City.

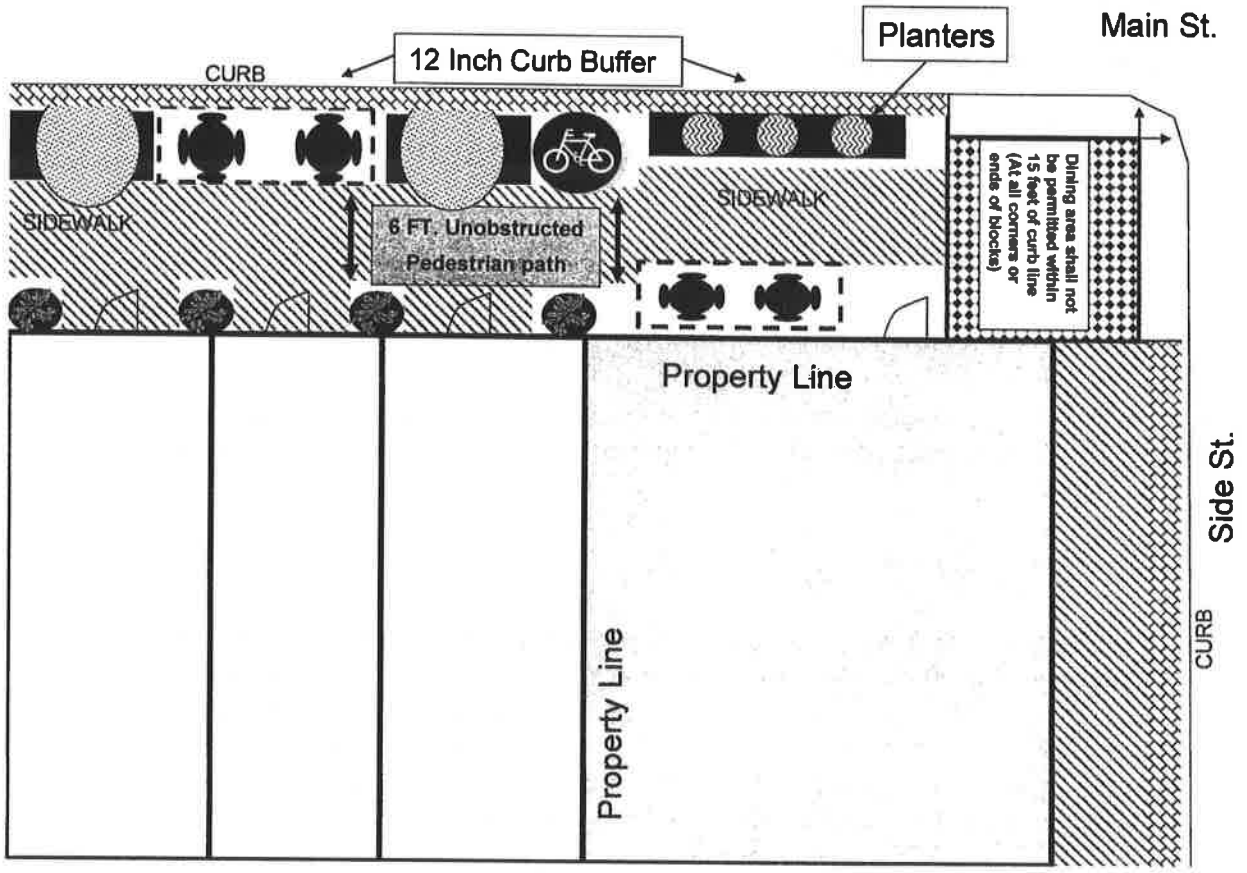
## Location and Dimensions

Encroachments may be allowed where it can be determined by the City that the encroachment would not result, individually or cumulatively, in a narrowing of the sidewalk such that important functional attributes of the Downtown, (e.g., ability of pedestrians to stroll side-by-side and to pass comfortably for significant stretches, lingering and window-shopping) are not jeopardized. The location and dimensions of any item located in a public place shall meet these minimum guidelines and applicable local, state, and/or federal laws or regulations.

**DEG1 -** Encroachments shall be allowed so as to maintain a clear path of no less than six feet. The City Manager may permit paths of travel of no less than four feet in instances where safe access can be determined.

**DEG2** - Encroachments shall not block safe access to businesses, parking spaces, bike stalls, or other spaces required by local, state or federal building or safety codes.

**DEG3** - Encroachments shall not encroach into the areas near corners of sidewalks or where crosswalks are present. This area shall be defined with a 15-foot area, beginning near the crosswalk or curb cuts. (See figure below)




**DEG4 -** Tables shall not exceed 42 inches in width at the greatest dimension.

**DEG5** - Chairs shall not extend into the required accessible walkway at any time. Chairs

must be at a scale appropriate to the size of the table or space available for seating.

**DEG6** - Portable outdoor heating devices are prohibited. Permanently mounted heating devices shall be reviewed by the Public Works Director for safety and aesthetics, and require separate building permit review.

**DEG7** - The Public Works Department may require the Architectural Review Board to review any items placed in the City right-of-way that are not clearly consistent with these guidelines.

## Maintenance and Operational Standards

**DEG8** - Maintenance of sidewalk or parklet encroachments shall be the sole responsibility of the permit holder.

**DEG9** - Any item permitted to be placed in the City right-of-way shall be maintained in a safe manner so as not to obstruct pedestrian access to public sidewalks, access ramps or doorways. Movable items, like chairs, shall be positioned to prevent obstruction of access routes at all times. The permitted item shall be, if moved by patrons, relocated to the appropriate location at all times.

**DEG10** - All materials shall be well maintained without stains, rust, tears or discoloration. Materials that show signs of significant wear/age shall be replaced.

**DEG11** - Umbrellas shall be constructed of durable fade resistant materials.

## Colors and Materials

The types of materials placed on City sidewalks shall portray a well maintained and aesthetically appealing streetscape. The variety of uses that exist in the Downtown require a cohesive Guideline of allowed materials, colors and variation of items permitted in the common commercial area.

**DEG12** - All items located on the public sidewalk shall be constructed of durable materials appropriate for use in the public rights-of-way. Folding chairs, lightweight materials, deteriorated, U.V. damaged, splintered or other similar furniture will not be approved or placed in the rights-of-way. Sealed or painted metal or wood tables are recommended.

**DEG13** - Permitted encroachments shall be complimentary in material, color and design to the buildings they serve and are adjacent to.

**DEG14** - Table cloths, umbrellas and similar materials used as part of an encroachment, shall be clearly described in the project application (material samples may be required). All materials shall be painted, stained, etc., in a solid color; stripes and patterns are discouraged.

**DEG15**– Street furniture shall not contain signs, advertising, or logos.

## Outdoor Displays

**DEG16** - Sales racks shall not be permitted within the City right-of-way.

**DEG17** - Outdoor displays shall be limited to single items or object displays or a few examples of items or goods sold in the store and must comply with all other standards of these guidelines.

## Umbrellas and Outdoor Furniture

**DEG18** - Umbrella shades shall have approved solid colors. Patterns and stripes are discouraged.

**DEG19** - Umbrellas shall be installed and maintained so as to provide pedestrian clearance by maintaining seven (7) feet of clearance from the sidewalk to the lowest edge of the umbrella. Umbrellas shall not exceed a maximum height of nine (9) feet from the base to the top portion of the pole.

## Planters and Landscaping

**DEG20** - The use of pots and other planters should be kept to a minimum and used against buildings to accent openings. Planters shall not be used to define seating areas or otherwise cordon off the public sidewalk for private use.

**DEG21** - Planters shall be of a variety and maintained so as to not drain onto the sidewalk or street.

**DEG 22** - Plant materials shall be high quality and shall be maintained in viable condition at all times.

**DEG23** - Debris or litter caused by planters or nearby landscaping shall be maintained or cleaned by the responsible business or property owner. Debris, stains or litter shall be cleaned or removed by the responsible business or property owner.

**DEG24** - Planters and landscaping shall be trimmed to maintain the required six-foot clearance required by DEG1.

## Alcohol Service

No alcohol shall be served in outdoor areas in the public right-of-way unless approved by the City and California Department of Alcoholic Beverage Control.

## Parklets

Parklets are a small public gathering space, occupying parking stalls, on a public street, used either as an extension of sidewalk dining, or as a stand-alone dining area, connected visually to, and for use by patrons of, a nearby restaurant, or food service establishment. They may also be used for public or private seating, bicycle parking, or other sidewalk type uses Parklets can be separate or extensions of the sidewalk area and are designed to meet accessibility and safety needs. When requirements of this section conflict with other Downtown "T" Encroachment Guidelines for the purpose of installing a parklet, the requirements of this section shall prevail. See attached Parklet Plan View and Section View

Layouts.

Parklet Eligibility:

1. Must be a restaurant as defined in Section 8.08.820 of the Carpinteria Municipal Code.
2. Must be on a street where the posted speed limit is 25 miles per hour or less.
3. Must be on the bottom floor of the building and fronting onto a public sidewalk with adjacent on-street parking (may be all-day, time limited parking, or loading zone).

Initial Term of Permit:

The initial term of the Permit will be for five (5) years. If the Permittee desires to extend the parklet use beyond this initial term, Permittee shall submit a complete renewal application and updated insurance information. Following the initial term of the Permit, further Permit terms will be no greater than year-to-year thereafter. The initial term of a Permit or extensions thereof, however, remains subject to Carpinteria Municipal Code Sections 12.08.110 and 12.08.130.

Parklet Requirements:

**DEG25 -** Parklets will be allowed in a single parking space directly in front of the Permittee's business, and, if allowed, a maximum of two (2) parking spaces per business may be used for a parklet. Two adjacent businesses may combine to use up to four (4) parking spaces. Parklets for a single business may be permitted a second parking space if the second parking space is in front of the business, or if the adjacent business is a joint Permittee.

**DEG26 -** Parklet including the street, roadway, or pavement underneath parklet shall be clean and free of all debris. Parklet shall be maintained in a safe, clean, and attractive condition at all times.

**DEG27 -** Parklet will be required to be inspected at time of installation and on an annual basis thereafter or before renewal of the Permit.

**DEG28 -** Parklet may be required to be removed or made removable a minimum of 24 hours before the start of a City project or special event. Written notification will be issued by the City at least 10 calendar days in advance of the City project or special event.

**DEG29 -** Advertisement of the business will be allowed to be placed on the outside sides of the parklet facing parked cars up to a maximum total signage area of 16" x 20" each. The preferred signage type would be the business logo. The allowed signage shall not be on the side facing the street. No additional advertisement signage shall be posted within the inside of the parklet other than incidental to the service to customers. Where more than one business shares a parklet, each business will be allowed to have an advertisement sign up to the maximum allotted size described herein.

**DEG30 -** Parklet shall be for Permittee's business use during business hours and shall be available for public use during non-business hours.

**DEG31** - A sign of business hours shall be conspicuously posted at the entrance of the parklet. The sign design shall conform to the following detail and be 10-inches high by 20-inches wide (see figure below):

**DEG32** - Wheel stops shall be installed 18-inches from the curb at the edge of the parking spaces in front of and behind the parklet. Wheel stops shall extend out to 6-feet from the curb and shall be made of recycled rubber with reflective bands on the outside end and facing the parking space. Wheel stops shall be mounted to the roadway in conformance with the manufacturer's designs and details.

**DEG33** - Reflective delineators (e.g. Safe-Hit Durapost or approved equal by the City Engineer) shall be installed at the outside end of the wheel stops. Delineators shall not be placed within 1-foot of a bike lane or 2-feet of a vehicle lane. Raised reflective markers shall be placed along the parklet side of the bike lane or vehicle lane at 2-feet intervals along the entire parklet space including side buffers.

**DEG34** - Reflective elements shall be installed along the corners of the parklet facing oncoming vehicular traffic. The reflective element shall be a minimum of a single element that is at least 6-inches in length and 2-inches wide or multiple elements that together add up to 6-inches of reflective length and each 2-inches wide.

**DEG35** - Parklet shall not obstruct access to utility facilities including, but not limited to, drainage inlets, manholes, vaults, boxes, cabinets, and valves. Parklet shall be placed no closer than 15-feet from a fire hydrant, within 6-feet of a transit stop, nor within 6-feet of a driveway. Parklet shall not obstruct any traffic control device within the City right-of-way.

**DEG36** - Parklet shall be oriented parallel to the curb and ramped to provide access to the entire parklet in conformance with the Americans with Disabilities Act (ADA) standards.

**DEG37** - Parklet shall be located at least 4-feet from the wheel stops and no more than 6-feet, 6-inches from the curb face where there is an 8-foot-wide parking space. Where the parking area is wider, the parklet may be wider by the same amount the width is over 8-feet. Parklet area may extend onto the sidewalk a minimum of 2-feet and maximum of 6-feet provided there is a minimum of 6-feet clear from the edge of the parklet extension to the building or public right-of-way, whichever is closer. At the approval of the City, this clear space requirement may be reduced to 5-feet where there is fixed public infrastructure that restricts sidewalk clear space.

**DEG38** - Parklet outside railing adjacent to the bike lane shall not be less than 30-inches nor greater than 42-inches in height. Side railing that faces parked vehicles shall not be less than 24-inches nor greater than 42-inches in height. Parklet railing panels shall be visually open,

such as mesh, rails, slats, or a similar design as approved by the City Engineer. Visually transparent material may be installed on the inside of railing panels.

**DEG39** - A minimum setback of 2-feet shall be provided from the edge of an adjacent bike lane or 4-feet from the edge of a vehicle travel lane.

**DEG40** - Parklet shall contain a minimum of two fixed (2) public use seats for use during non-business hours.

**DEG41** - Parklet including, but not limited to, any part, component, and element, except the roadway attached wheel stop, shall not be permanently affixed, installed, placed, or connected to the City right-of-way including, but not limited to, street, roadway, pavement, curb, gutter, sidewalk, parkway, street tree, streetlight, and traffic control device.

**DEG42** - Parklet shall be placed in at least one (1) parking space or 20-feet from the curb return of a street intersection corner. The presence of a curb extension, bicycle corral, or other physical barrier will allow the applicant to place the parklet adjacent to that facility if the City determines that safe sight distance is provided.

**DEG43** - Parklet shall not have any solid roof and/or walls or other opaque materials above the railing. Parklet shall not have any covered structure with the exception of shade canopies and umbrellas made of flexible materials. Vertical pole or post type elements to place lighting, solar panels, or to hold shade canopy fabric or similar flexible materials for temporary shade may be permitted on a case-by-case basis. These lighting, solar panels, shade canopies, or vertical pole elements may remain in place during non-business hours. Canopy materials and design are subject to City review and approval.

**DEG44** - Parklet may be of any color subject to City approval and may be referred to the Architectural Review Board.

**DEG45** - No television, projector, radio, speaker, and other visual and/or audio playing electronic entertainment devices shall be used within the parklet area. Outdoor live entertainment is prohibited unless otherwise permitted under Chapter 5.40 of the City's Municipal Code.

**DEG46** - No cords, cables, wires, or other external electric service or supply connection shall be used. Generators shall not be used. Any proposed lighting shall be approved by the City prior to installation or as a part of the permit.

Additional Parklet Amenities

The following additional amenities may be allowed to be a part of a parklet as approved by the City and subject to any applicable discretionary review:

- Furnishings - In addition to the public use seating requirements, private furnishings including tables and chairs may be set or placed inside parklet. Private furnishings shall be removed out of parklet at the end of business hours. Furnishings may be distinct from any furnishings otherwise used by the permittee's business.
- Landscaping - Landscaping is not required. However, landscaping is encouraged to be integrated into the parklet railing and sides, or placed within the parklet. Permittees are encouraged to use drought-tolerant and native plants.
- Heating - Outdoor heating elements may be used inside the parklet. Outdoor heating

elements will require separate permitting and approval by the Fire District and/or City Building and Safety as stated in DEG6 above. Heating elements may remain stored within the parklet during non-business hours and shall not block use of public seating areas.

- Lighting - Self-contained solar- or battery-powered LED lighting systems may be used inside parklet if they do not interfere with or impact street traffic and pedestrians using the sidewalk. Permissible lighting shall be low intensity, hooded, downward-oriented and night sky-friendly in design.
- Bicycle Parking - Bicycle parking may be installed by the applicant or the City in areas adjacent to the parklet including the street area between the parklet and a parking wheel stop. If bicycle parking is installed by the City, it will be maintained by the City. Bicycle parking installed by the Permittee shall be reviewed and approved by the City as a part of the Permit, and shall be maintained by the Permittee.

Pre-Approved Parklet Vendors

The City has pre-approved the following parklet vendors that the applicant may consider. All product models and designs proposed from any of these vendors shall conform to the requirements herein:

1. Modstreet
2. Archatrak

If used, the pre-approved vendor designs may be subject to an expedited permit review and approval.

Custom Parklet

For the purpose of these guidelines, the term, "custom parklet," refer to any parklet that is not from one of the City pre-approved vendors stated above. A custom parklet will be considered by the City for approval, and may be referred to the Architectural Review Board. Custom parklets shall conform to the standards described in Parklet Requirements (DEG 25 through DEG 46) and may include the types of amenities as described in Additional Parklet Amenities. Custom parklets shall conform to City building code requirements as determined by the City Engineer. Custom parklet designs shall be prepared by a qualified professional such as a licensed contractor, engineer, or architect.

## Other Types of Encroachments

**DEG47 -** Other types of encroachments, not anticipated in these guidelines, may be considered and permitted by the City, but must comply with the purpose and intent of these guidelines.

## Downtown "T" Encroachment Requirements

Applicants seeking an encroachment permit to allow for encroachments into the City's public right-of-way in the Downtown "T" shall submit the following materials to the Public Works Department for review and approval:

- **Application and Fee -** Complete the appropriate encroachment permit application and

submit the corresponding application or renewal fee.

- **Description -** Detailed written description that includes the number, style and type of material.

- **Diagram -** Scaled drawing showing proposed Encroachments in relation to existing sidewalk, business frontage, parking, or landscape areas.

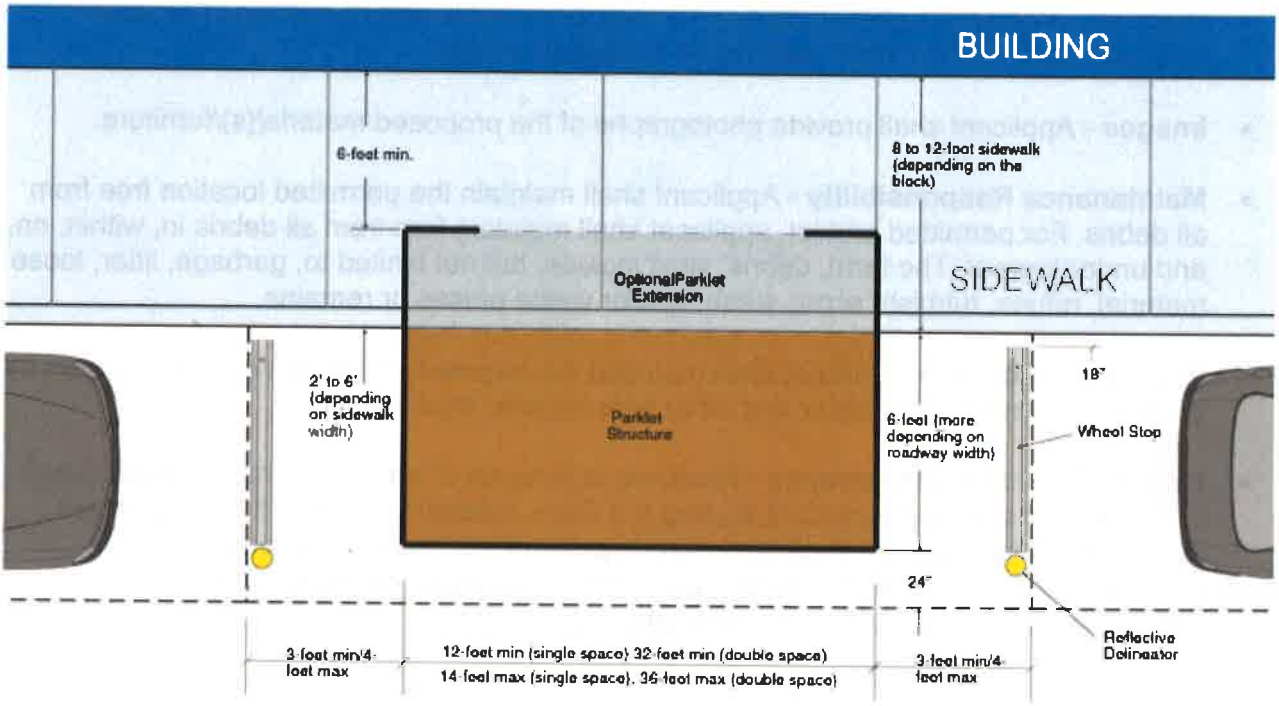
- **Images -** Applicant shall provide photographs of the proposed material(s)/furniture.

- **Maintenance Responsibility -** Applicant shall maintain the permitted location free from all debris. For permitted parklet, applicant shall maintain free from all debris in, within, on, and under thereof. The term, debris, shall include, but not limited to, garbage, litter, loose material, refuse, rubbish, scrap, trash, and/or waste pieces or remains.

- **Pedestrian Access -** Applicant shall maintain the required pedestrian access set forth by the permit, these guidelines or any other safe access requirements.

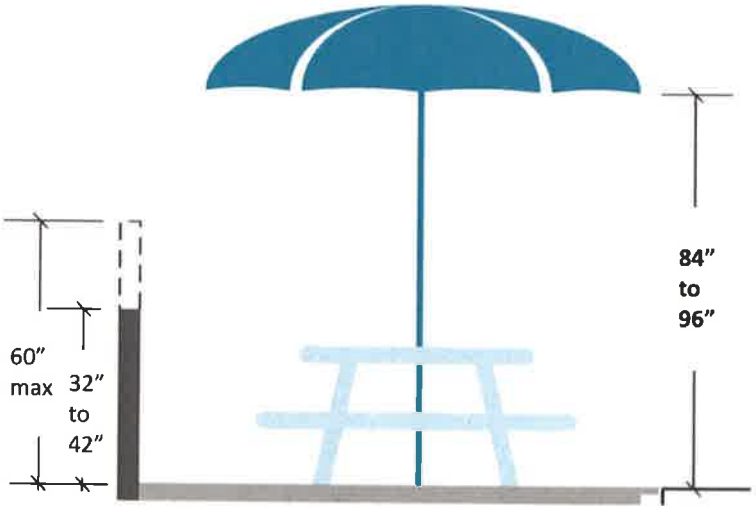
- **Indemnification and Insurance -** Issuance or renewal of an encroachment permit shall be contingent upon the applicant signing the City's indemnification and hold harmless agreement. The applicant shall also provide proof of insurance in accordance with Chapter 12.08 of the Carpinteria Municipal Code. Minimum coverage limits will be established by the City at the time of application.

# Attachment: Parklet Plan View and Section View Layouts




**Plan View**

Solid side panel 30" to 42" in height. Clear side panel above solid side panel may extend up to 60" in height.




**Section View**

# ATTACHMENT C

## Excerpts of Downtown Carpinteria Parking Study

THIS PAGE INTENTIONALLY LEFT BLANK

Additionally, TNCs have the potential to provide some benefits to parking demand, as those that arrive by TNC will not need to park a personal vehicle.

## Recommendation Summary - Transportation Network Companies

- Provide dedicated pickup/drop-off space for Transportation Network Companies (TNCs, such as Uber and Lyft).

# Parklets

The City of Carpinteria expressed interest in exploring the opportunity to allow for parklets in the downtown. A parklet reimagines on-street parking as places to "park" people instead of cars, expanding the sidewalk into one or more on-street parking spaces. The intent of parklets is to provide more space for people and people-oriented activity. Parklets provides the opportunity to provide street amenities such as seating, landscaping, public art, or bicycle parking, among others.

In response to the Covid-19 pandemic, the City has allowed temporary parklets for some businesses on Linden Avenue. Since then, there has been interest in making these permanent.

Similar to a public park, parklets are typically open to the public and allows for a free flow of community activity. Parklets can also be established for the exclusive use of a business or a combination of both – i.e. for patrons of a businesses for a set number of hours and then open to the public.

Many cities across the country have implemented parklets in varying capacities with great success in generating community and economic development by attracting more people to retail corridors where they are shopping, people watching or just plain having fun. Businesses have reported a 10% to 20% increase in sales when parklets were built.[6] Further, studies have shown that parklets can activate a commercial district by encouraging people to visit when they otherwise would stay home.

Given that Linden Avenue and Carpinteria Avenue are relatively long streets for walking, there is an opportunity to use one or more parklets to create a more comfortable pedestrian experience, allowing pedestrians a place to rest and relax. Further, given that outdoor dining areas on Linden Avenue can block pedestrian access, moving dining areas to a parklet opens the sidewalk back to pedestrians.

The City can partner with local businesses and other organizations to lease the right-of-way and create parklets that provide additional outdoor seating for a restaurant or provide additional public space. A similar program in Portland, Oregon, called the Street Seat Program, allows businesses and non-profits to build flex spaces based on City approval for a fee of $5,520. Parklets work well outside of existing restaurants or cafes, especially those with no cost Wi-Fi. The City can partner with these locations to assist in the responsibilities and upkeep of the space (e.g. taking in chairs, move dining tables, etc.). Parklets should be ADA accessible and outfitted with seating and planters to provide a barrier to the street.

[6] Metropolitan Planning Council study of Chicago's People Spots, 2014 available at www.metroplanning.org/peoplespots

Figure 32: Parklet with Outdoor Seating and Bike Parking Example

While the City may partner with a business, it is also recommended that the parklets remain publicly available and not for the exclusive use of this business for at least some of the time. This allows the space to remain part of the public realm and not exclude members of the public.

Beyond just dining or sitting, flex spaces may be used for bike or scooter parking. Some flex spaces may be designed to allow for a combination of both seating and parking for bikes or scooters.

Some additional benefits of flex space include:

- Flex space increases foot traffic around nearby businesses, providing a positive economic impact
- Can provide a traffic-calming effect on the street
- Enhanced pedestrian experience
- Increase sense of place and community

If it is the community's desire to retain parking on Linden Avenue and Carpinteria Avenue, parklets may also be considered along side streets. This provides additional public space while still being within close proximity to the commercial downtown.

## Impacts of Parklets on Downtown Parking

The primary drawback to parklets is that they reduce public on-street parking. Considerations would need to be made in regard to how and where this parking would be displaced. However, while the space could accommodate one parked vehicle, a parklet could provide space for several pedestrians, additional seating, and bike parking.

With the existing surplus of parking, the conversion of a few spaces on Linden Avenue to parklets should have an imperceptible impact. Over time, as parking demand increases in downtown, the parking management strategies recommended as part of this study should aid in continuing to mitigate in any potential loss of parking due to parklets.

The City may also consider providing limits on the number of parklets allowed per block (e.g. one or two per block) to limit the amount of parking displaced. Some cities also require parklets to be designed to be removable. This allows the City more flexibility in requiring parklets to be removed some of the time (e.g. a parade or community

event). Additionally, parklets would require permits that the City would review annually, allowing flexibility for the City to evaluate the feasibility of continuing to allow parklets.

Additionally, in order to maintain a protected bike lane (as recommended previously), the parklet can be located in the parking lane, with additional design considerations considered such as marked pedestrian crossing and signage indicating to bikes that pedestrians may be crossing into the parklet.

Source: Walker Consultants, 2020

## Recommendation Summary - Parklets

- Create a parklet program for Downtown Carpinteria.

# ATTACHMENT D

## Potential Prefabricated Parklet Costs

THIS PAGE INTENTIONALLY LEFT BLANK

# Potential Prefabricated Parklet Costs

| Prefabricated Parklet Products | Parklet Size | Base Cost |
|---|---|---|
| **Archatrak** | 12' x 6' | $14,911 |
| | 26' x 6' | $20,115 |
| | | |
| Accessories | Extra Planter | $872 |
| | Extra 3' Railing | $664 |
| | Extra 4' Railing | $721 |
| | LED Lighted Umbrella | $900 |

| Prefabricated Parklet Product | Parklet Size | Base Cost |
|---|---|---|
| **Modstreet** | 12' x 6' | $12,400 |
| | 24' x 6' | $21,300 |
| | | |
| Accessories | Ground Planter | $960 |
| | Hanging Planter | $195 |
| | Extra 4' Railing | $1,300 |
| | Pole for Hanging Lights | $190 |

# ATTACHMENT E

## Sample- Notice to Temporary Program Permit Holders

THIS PAGE INTENTIONALLY LEFT BLANK

# CITY of CARPINTERIA

January 31, 2023

Island Brewing Company
5049 6th Street
Carpinteria, CA 93013

**Re: Temporary Permits for Outdoor Use of Private Property**

Dear Business Owner:

The City of Carpinteria is notifying you that permits for Temporary Outdoor Business operations on private property, will expire on June 30, 2023. On February 13, 2023, the City Council will make amendments to the Downtown "T" Encroachment Permit Guidelines, that, if approved, will provide holders of permits for locations in public rights-of-way in the Downtown "T" a path to a permanent permit.

The City Council has not initiated a process that would allow any similar path for holders of permits on private property. This means the only path available is a regular development permit / amended development permit.

So please contact the Community Development Department prior to the June 30, 2023, so you have time to explore your options and/or feasibility of pursuing a regular permit in order to continue using your private property.

Sincerely,

Ron Alonzo
Code Compliance Supervisor

# City of Carpinteria

**COUNCIL AGENDA STAFF REPORT**
**April 24, 2023**

## ITEM FOR COUNCIL CONSIDERATION

Bob Hansen Creeks Preservation Program Annual Report

## STAFF RECOMMENDATION

Receive a presentation on City efforts to protect and restore City creek resources as part of the Bob Hansen Creeks Preservation Program.

Sample Motion: I move to receive and file the annual Bob Hansen Creeks Preservation Program Report.

## BACKGROUND

City staff annually carries out work and participates in activities to protect and restore Carpinteria's creeks consistent with City policies and regulations. Some of these activities have become routine and are undertaken on an annual or ongoing basis, while others are project-specific efforts, or special projects that the City lends its support to as part of various multi-jurisdictional efforts.

Each year, as part of the City's ongoing implementation of the Bob Hansen Creeks Preservation Program, City staff provides an update to the City Council and community on current efforts underway related to the preservation and restoration of the City's four creeks: Carpinteria Creek, Franklin Creek, Lagunitas Creek and Santa Monica Creek.

## DISCUSSION

Below is a brief summary of projects and activities completed since the last report on the Bob Hansen Creeks Preservation Program (presented to the City Council in February of 2022), as well as a description of projects/events that are expected to be undertaken in support of protecting Carpinteria creeks within the current calendar year (2023 calendar year).

*Development Review and Resource Protection*

Community Development Department staff continue to review development proposals for projects adjacent to City creeks and ensure that projects presently under construction avoid impacts to adjacent creeks resources through proper mitigation measures. Staff also continue to undertake routine efforts to reduce unpermitted activities within City creeks in an effort to better protect sensitive creek resources. Since the 2021 update, City staff has worked on the following creeks-related development projects and resource protection efforts:

- Carpinteria Avenue Bridge Replacement: The project design team continues to finalize construction plans for the replacement of the existing Carpinteria Avenue Bridge with a new three-span bridge that will meet current safety and design requirements, including improving the hydraulic capacity of the bridge to accommodate 100-year storm flows. The new bridge would also further reduce obstructions to steelhead migration by removing the existing row of piers from the creek's low flow channel. Utility relocation coordination with affected public utilities in the project area remains underway. Some limited tree removals ahead of anticipated overhead utility relocation may take place in Fall 2023. The project is fully permitted and, at this time the City is expecting to put the construction contract out to bid in Fall 2023 in anticipation of a Spring 2024 start date for construction activities.

- U.S. Highway 101 HOV Widening Project & Santa Claus Land Multi-Use Path: In April 2019, the Planning Commission approved a Conditional Use Permit and Coastal Development Permit for the portion of the project located within the City of Carpinteria. Work on the U.S. Highway 101 HOV Widening Project commenced in spring of 2020, with work starting in Carpinteria and moving west towards Santa Barbara. As part of the widening project, the existing freeway bridges over Franklin and Santa Monica Creeks are being replaced to accommodate the additional travel lane in each direction and improve storm flows. More recently, in December 2021, Caltrans received approval from the Planning Commission for the construction of the Santa Claus Lane Multi-Use Path, which is currently under construction as part of the highway widening project adjacent to the Carpinteria Salt Marsh. Work occurring in or near City creeks, the Carpinteria Salt Marsh and related storm drainage facilities is subject to mitigation measures to address water quality, sensitive species avoidance, habitat restoration requirements, and a requirement for an onsite environmental monitor during construction.

- Motel 6 Lighting and Landscaping Improvements: As part of a zoning compliance effort, City staff is continuing to work with the operators of the Motel 6 located at 5550 Carpinteria Avenue, adjacent to Carpinteria Creek, to address incremental removal of trees from the site and installation of non-compliant site lighting.

Most recently, in 2022, the Motel 6 operators brought on a new project team to develop a revised lighting plan and landscape plan that better responds to previous input provided by staff and the ARB. The revised plan was granted preliminary approval by the ARB in April 2022 and approved by the Director in May 2022. Unfortunately, shortly thereafter, the subject Motel 6 property changed ownership. Staff has met with the new ownership, briefed them on the project status and proposed plans, and agreed to a temporary hold on the project until the new owner can assemble a consultant team to complete the project. Staff anticipates this effort to pick back up in early 2023.

- Carpinteria Sanitary District Creek Embankment Repairs: During the January 2018 debris flow event, the armored embankment of Carpinteria Creek protecting the District's wastewater treatment facility was damaged. The District received an Emergency Permit from the California Coastal Commission in Fall 2018 to undertake interim emergency repairs to stabilize the embankment and prevent further damage in the event of subsequent debris flow events. In 2021, the District received a Coastal Development Permit from the California Coastal Commission to undertake permanent repairs to the embankment. Work was completed on the embankment repair in 2021/22. Mitigation monitoring and habitat enhancement remains ongoing for five years following completion of the project.

- Klentner Mixed Use Concept: In December 2022, the City Council, Planning Commission and ARB considered a conceptual proposal for a commercial/residential mixed-use development at 4745 Carpinteria Avenue, adjacent to the Franklin Creek channel. The conceptual proposal showed the required 50-foot setback from Franklin Creek for the new development. City decision-makers provided feedback to the property owner to assist in the refinement of the plans in anticipation of a formal project submittal in early 2023.

- Mannion Property Acquisition: With grant funding awarded through the CalOES hazard mitigation grant program, the City successfully completed the acquisition of the Mannion property, located along the west bank of Carpinteria Creek, just downstream of Carpinteria Avenue. Pursuant to the terms of the grant, existing improvements on the property were removed and the area was restored to an undeveloped condition. Acquisition of the property by the City and removal of improvements from flood prone areas along the creek corridor reduces flood risk, and over time will serve to enhance protection of, and public access to, the Carpinteria Creek corridor. Future work efforts will focus on developing and implementing a plan for how this property can fit into the City's open space and recreational programming.

- Via Real Stormwater Project: Phase 1 of the Via Real Stormwater Project, which includes 100% design, plans, and specifications, was completed and submitted

to the California Office of Emergency Management (CalOES) on February 16, 2022. The project includes construction of a detention basin, a new storm drain along Poplar Street and Via Real, as well as a series of infiltration swales designed to slow flows and improve water quality.

The City was awarded funding for the first phase (design) of the project under the Federal Emergency Management Agency ("FEMA") Hazard Mitigation Grant Program, administered by CalOES for Phase 1 (design) and Phase 2 (construction). The City was also awarded an Urban Flood Protection (UFP) Grant, administered by the California Natural Resource Agency. The City received approval to move forward with Construction in October of 2022 and is currently in the process of determining additional funding sources. By the end of 2022, Public Works was finalizing the construction plans in anticipation of issuance of a Coastal Development Permit for the project in early 2023.

- Santa Barbra Flood Control Maintenance Activities: City staff continues to work closely with other agencies including Santa Barbara County Flood Control District to review and permit routine creek maintenance projects in City watersheds. County Flood Control District staff annually survey City creeks and flood control facilities to identify necessary maintenance needs to ensure adequate storm flow capacities through all waterways. No routine maintenance activities were identified for Carpinteria waterways in 2022.

  City staff has also been coordinating with Flood Control staff concerning the Flood Control District's Updated Carpinteria Salt Marsh Enhancement Plan, which addresses the ongoing periodic dredging of accumulated sediments from the lower Franklin Creek channel and the main channel through the Salt Marsh, as well as periodic clearing of accumulated sediments from Carpinteria Valley detention basins. In both cases, this work is completed in order to restore and maintain adequate hydraulic capacity of flood control facilities for future storm events.

  The sediments removed from these facilities are a desirable source of natural materials that are generally suitable for beach nourishment. However, City staff has been advocating for development of a larger programmatic approach to these ongoing activities that could consider and identify alternative sediment removal strategies that avoid the routing of truck trips through City streets and across the City beach in order to dispose of the collected sediments on the City beach, and appropriate mitigation measures for unavoidable impacts. The City remains in communication with County Flood Control District on this matter.

- Creek Surveys: The City's Biological Consultant, Vince Semonsen, and City Planning and Public Works staff completed eight walks of parts of the City's creeks to look for sources of illicit discharges, unpermitted development and other threats to the well-being of the creeks as well as to monitor the progress of

various development and restoration sites and gauge overall creek health. The City Biologist's annual report for 2022, which includes monitoring of current and ongoing projects for the calendar year, has been recently completed and will be posted to the City website.

The annual report noted several areas along lower Carpinteria Creek where invasive non-native vegetation was observed to be spreading and recommended these areas be addressed early in 2023. In particular, he identified several small isolated sprouts of giant reed (*Arundo donax*) within the City limits and a larger infestation of cape ivy (*Delairea odorata*) along the east bank of Carpinteria Creek, just upstream of the Carpinteria Avenue Bridge. Removal of these invasive non-native species before they can further spread would greatly benefit the overall health of the creek.

- Stormwater and Illicit Discharges: The City also continues to address impacts to City creeks as a result of urban runoff and stormwater events as required by the State Water Quality Control Board Phase II Small Municipality Separate Storm Sewer System Permit (Order No. 2013-0001 DWQ) (Phase II Permit). The Public Works Department continues to implement the Regional Water Quality Control Board's ("RWQCB") Post-Construction Runoff Controls for Central Coast municipalities through the Stormwater Technical Guidance for Low Impact Development for new, qualifying construction projects.

  The City submitted its ninth annual report for compliance with the Phase II Permit in October 2021. The Phase II Permit regulates and addresses all aspects of stormwater runoff including source reduction, illicit discharge elimination, water quality and education/outreach. A new draft of the Phase II Permit is expected to be released in summer 2023. This permit update has experienced several delays due to staffing changes. Through the City's membership with the California Stormwater Quality Association, staff continues to interface with staff from the State Water Resources Control Board on draft language prior to public release.

  The City continues to work on the Illicit Discharge Detection and Elimination Program, tracking and abating unpermitted discharges into the City's storm drains and/or creeks. In 2022, staff followed up on ten reported discharges and issued five verbal warnings and two citations, both of which included an order to abate.

- Encampments: Public Works, Parks and Recreation Department, Code Compliance and Sheriff's staff continue cooperation/coordination in abating litter and hazardous waste associated with encampments of people experiencing homelessness within the City, including in, or adjacent to, City creeks. These encampments pose a threat to creek resources due to habitat damage/vegetation removal, trash accumulation and human waste.

Recognizing the ongoing challenges with encampments in this area, the areas along the Carpinteria Creek bike path were signed and posted as an environmentally sensitive habitat area subject to restricted entry in 2021. Despite this designation, the area continues to be an attractive location for encampments. In the 2022 calendar year, Code Compliance and Public Works staff logged more than a dozen clean-ups of encampments from the City's creek corridors, with the majority of them occurring in the last two months of the year. The uptick in encampment clean-ups has been attributed to a new group of younger individuals experiencing homelessness who have repeatedly sought out areas along the creek for larger, more elaborate encampments than staff has experienced in the past years. It is expected that abatement of these encampments will continue to be a priority effort heading into 2023.

Going forward, the project design team for the Carpinteria Avenue Bridge replacement has incorporated design solutions into the bridge plans that would aid in discouraging encampments around, or under, the new bridge. In addition to these cleanups, City staff and Law Enforcement have been offering resources for people in the encampments to clean up after themselves. This includes providing trash bags and gloves during contact at encampments that are not located in waterways.

In 2022, Staff acquired improved code compliance software that allows for simpler, and more complete tracking of code compliance activities, including abatement of homeless encampments. Accordingly, staff anticipates having a more complete understanding of the expenditure of staff time and resources in abating encampments in 2023 and beyond.

*Public Education and Outreach*

Pursuant to the provisions of the City's Creeks Preservation Program and State Water Board Phase II Permit requirements, City staff conduct a number of public education and outreach efforts related to City creeks and natural areas, trash pick-ups, water quality, stormwater and urban runoff. Ongoing education and outreach efforts included:

- Annual Creeks Mailer: The City annually sends a letter to property owners and occupants adjacent to City creeks notifying them of the creek's special status and additional restrictions that apply to development and maintenance activities near creeks in the City. In total, approximately 415 notices are annually sent out to property owners and residents adjacent to the City's creeks.

- Public Education: The City is been involved in various outreach/educational efforts, including helping to host/organize cleanups of the right-of-way, creeks, beaches, and local parks, as well as replacing invasive species with natives along creek corridors. Additionally, the City coordinates with other local agencies to host evening community presentations about our local creeks in coordination

with Creek Week, leading Carpinteria Salt Marsh tours, and once again sponsoring and participating in the Santa Barbara County Creek Week events and Coastal Cleanup Day. This Bob Hansen Creeks Report is also a part of these Public Education efforts. In 2022, two city-wide trash cleanups were conducted, one in the spring in partnership with Carpinteria Beautiful and one in the fall as part of Coastal Cleanup Day. An estimated 165 volunteers showed up for those events.

- Integrated Pest Management: The City's Integrated Pest Management ("IPM") committee continues to meet as needed and work on pest and weed control issues on City-owned properties.

*Carpinteria Creek Restoration Work*

As noted in previous years' reports, all major fish passage removal and creek habitat restoration projects identified in the Carpinteria Watershed Management Plan and the post-Thomas Fire recovery plan have been fully completed. Periodic, smaller-scale restoration projects will continue on an ongoing basis, typically as part of new or re-development projects occurring adjacent to City creeks. Incrementally, over time, these smaller scale projects will help to preserve and improve habitat quality, and in appropriate circumstances, can enhance public access to, City creek resources.

*Upcoming Projects and Endeavors*

In the coming year, City staff anticipates continuing work on a variety of creeks-related projects including:

- Ongoing monitoring of the habitat restoration and landscaping components of the Highway 101 Linden-Casitas Interchanges and Via Real Extension project;
- Continuing work on the U.S. Highway 101 HOV Lanes project, including the replacement of the freeway overcrossings at Santa Monica and Franklin Creeks, and construction of the Santa Claus Lane Multi-Use Path project;
- Continuing work on some of the above-described development projects including but not limited to the Carpinteria Avenue Bridge Replacement Project, the Motel 6 Lighting and Landscaping Project, the Via Real Hotel Project, and the 4745 Carpinteria Avenue Mixed-Use Development;
- Permitting and initiation of Phase 2 (construction) for the Via Real Stormwater Project.
- Ongoing implementation of the RWQCB's post-construction stormwater requirements for development projects;
- Undertaking small-scale stormwater improvements as part of larger Development Projects (such as stormwater/drainage improvements for private development);
- Pursuing grants for stormwater projects and creekside property acquisitions; and

- Continued participation in regional groups to improve water quality, such as the Integrated Regional Water Management group and Santa Barbara County Association of Municipally Separate Storm Sewer System Managers;

Additionally, the City will continue to lend its support to projects restoring Carpinteria Creek and to raise awareness throughout the Carpinteria Valley of the community's unique creek resources.

*Creeks Program Annual Reporting*

The City intends to continue to work towards protecting and preserving creek resources within the City and working collaboratively with other organizations and agencies in the Carpinteria Valley to implement a watershed-based approach to creek protection and restoration. However, due to many of the large-scale projects having been completed, staff is requesting direction from Council regarding the format of the annual reporting for the Bob Hansen Creeks Preservation Program. As mentioned above, much of the work conducted in 2022, as in the previous year, was ongoing programmatic work. This pattern is expected to continue for the foreseeable future. Accordingly, this report could be presented in future years as a summary memo, or updates could be provided throughout the year as part of the City Manager's Report and on the City's website if the Council no longer wishes to receive annual report and presentation.

## OPTIONS

1. Receive and file the Bob Hanson Creeks Preservation Program and provide direction to staff on future annual reporting.

Staff contact: Nick Bobroff, Principal Planner
(805) 755-4407; nickb@carpinteriaca.gov

*Signature*

Staff contact: Erin Maker, Environmental Program Manager
(805) 880-3415; erinm@carpinteriaca.gov

*Signature*

Reviewed by: Dave Durflinger, City Manager

*Signature*

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Annual report on the progress being made implementing the City's General Plan.

### STAFF RECOMMENDATION

Accept the 2022 General Plan Annual Progress Report and direct the Community Development Director to submit the Report to the Governor's Office Planning and Research.

Sample Motion: I move to accept the 2022 General Plan Annual Progress Report and to direct the Community Development Director to submit the Report to the Governor's Office of Planning and Research.

### BACKGROUND

Pursuant to California State law, each City and County is required to prepare an Annual Report to its legislative body on the status of the General Plan and progress on its implementation. The law requires that a copy of the General Plan Annual Progress Report (Report) be submitted to the Governor's Office of Planning and Research (OPR) at the same time it is submitted to the legislative body. The Community Development Department will send the report to the State and post the document on the City's website pursuant to Council's direction.

### DISCUSSION

Carpinteria adopted an update of its General Plan and Coastal Land Use Plan in January 2003. An updated Housing Element was certified by the State in 2014. The Housing Element Annual Report is reviewed and submitted separately from the General Plan Annual Report. The 2022 Housing Element Report was reviewed and approved by the City Council on March 13, 2023 and was subsequently submitted to the State Department of Housing and Community Development on March 15th. The report is included as an exhibit with the General Plan Annual Progress Report.

The General Plan identifies the central goal of the community.

> *To preserve the essential character of our small beach town, its family-oriented residential neighborhoods, its unique visual and natural resources and its open, rural surroundings while enhancing recreational, cultural and economic opportunities for our citizens.*

Implementation of the central goal is described through objectives and policies organized by eight elements: Land Use, Housing, Community Design, Circulation, Open Space/Recreation & Conservation, Safety, Noise, and Public Facilities & Services.

The 2022 Report was prepared, in part, to comply with the requirements of OPR's General Plan Guidelines. The format and content of the Report has been prepared in accordance with the State's submittal requirements. The report includes a summary of activities and actions taken by the City that implement the objectives and policies of the General Plan. The report is organized by the eight General Plan elements. Each General Plan Element has been identified and is accompanied by a brief summary of its adoption and amendments that followed. Important goals and objectives are then summarized with a description of City activities and achievements that were undertaken to implement those objectives and policies over the last calendar year.

In summary, the Report describes various development, legislative and administrative/regulatory actions that serve to implement the General Plan. The accomplishments include actions taken by the City Council, Planning Commission and various committees and boards in response to private and public development project applications, legislative actions that further the objectives and policies of the General Plan, and supporting administrative and regulatory activities undertaken by City staff.

## POLICY CONSISTENCY

As a requirement of Government Code (Section 65400(a)(2)), the Report serves as evidence of implementation of the City's General Plan goals, objectives and policies. By submitting the Report to the Office of Planning and Research and the Department of Housing and Community Development each year, the City fulfills statutory requirements to report certain housing information that shows progress in the local agency's efforts in meeting its share of regional housing needs and local efforts. The Report is also a tool for understanding where General Plan implementation work remains and how related resources may need to be focused to address General Plan policies.

## FINANCIAL CONSIDERATIONS

Other than the cost of preparation, there is no anticipated financial impact to the City as a result of submitting this report. Preparation of the annual General Plan Report is an unfunded state mandate.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

With submittal of the document to OPR, the City will have complied with California planning law pursuant to §65400(b)(1) of the Government Code.

## OPTIONS

1. Authorize the CDD Director to submit the Report to the Governor's Office of Planning and Research.
2. Recommend changes be incorporated into the Report and authorize the Community Development Director to submit the revised Report to OPR.
3. Recommend changes and direct staff to return a revised Report for further review.

## PRINCIPAL PARTIES EXPECTED AT MEETING

Interested members of the public.

## ATTACHMENTS

Attachment A — 2022 General Plan Annual Progress Report

Staff contact: Marysol Smith, Associate Planner
(805) 755-4451, MarysolS@carpinteriaca.gov

*Signature*

Reviewed by: Steve Goggia, Community Development Director
(805) 755-4414, SteveG@carpinteriaca.gov

*Signature*

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, DaveD@carpinteriaca.gov

*Signature*

# Attachment A

## 2022 General Plan Annual Progress Report

City Council Meeting
April 24, 2023

*This page is intentionally left blank*

# 2022 General Plan Annual Progress Report

*City of Carpinteria*

## Report Presented to the City Council

April 24, 2023

### City Council

Al Clark, Mayor
Natalia Alarcon, Vice Mayor
Roy Lee
Wade Nomura
Mónica J. Solórzano

### Planning Commission

Jane L. Benefield, Chair
Glenn La Fevers, Vice-Chair
David Allen
John Moyer
Katherine Salant

### City Staff

Dave Durflinger, City Manager
Steve Goggia, Community Development Director
Matt Roberts, Parks, Recreation & Public Facilities Director
John Ilasin, Public Works Director
Licette Maldonado, Administrative Services Director

# Contents

Introduction ..... 4
Development Activities/Project and Program Review ..... 5
General Plan Elements and Implementation ..... 10
LAND USE ELEMENT ..... 10
COMMUNITY DESIGN ELEMENT ..... 14
CIRCULATION ELEMENT ..... 16
OPEN SPACE, RECREATION & CONSERVATION ELEMENT ..... 19
SAFETY ELEMENT ..... 24
NOISE ELEMENT ..... 26
PUBLIC FACILITIES AND SERVICES ELEMENT ..... 27
HOUSING ELEMENT ..... 29
General Plan/Coastal Plan and Zoning Code Updates ..... 30
Goals, Priorities and Objectives ..... 31
Conclusion ..... 32

## Figures

City of Carpinteria Land Use Map . . . . . 13

## Exhibits

Housing Element Annual Progress Report (2022) . . . . . Exhibit 1

Work Plan Accomplishments Table (2022) . . . . . Exhibit 2

City Council Staff Report (April 24, 2023) . . . . . Exhibit 3

City of Carpinteria

# 2022 General Plan Annual Progress Report

## Introduction

California Government Code Section 65400(a)(2) requires an annual report on the status of the General Plan and the City's progress in its implementation, including progress in meeting its share of regional housing needs. This Annual Report must be submitted to the City Council and the Office of Planning and Research (OPR) each year; a separate annual report detailing the City's progress toward implementing its Housing Element has been submitted to the Department of Housing and Community Development (HCD). The preparation of this report provides an opportunity to review activities and projects of the prior year in the areas of development and other programs that work toward implementing the City's General Plan.

Carpinteria adopted an update of its General Plan and Coastal Land Use Plan in January 2003. The General Plan identifies the central goal of the community:

> *To preserve the essential character of our small beach town, its family-oriented residential neighborhoods, its unique visual and natural resources and its open, rural surroundings while enhancing recreational, cultural and economic opportunities for our citizens.*

Since its adoption in 2003, the City has worked to implement the policies outlined in the General Plan. The various departments that make up the City of Carpinteria work together to implement various aspects of the General Plan. These departments include General Government, Administrative Services, Parks, Recreation and Public Facilities, Public Works, and Community Development. The General Plan is designed to be consistent with the California Coastal Act. The Land Use Plan is a part of the City's certified Local Coastal Program.

This document is a reporting document, and does not create or alter policy. The content is provided for informational purposes only, and is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15306.

This report is organized to comply with OPR's General Plan Guidelines. The report includes sections that correlate with the Elements of the General Plan and details important information and events from the 2022 calendar year. Exhibit 1 includes the City Council Adopted Housing Element Annual Progress Report. Exhibit 2 includes the Work Plan Accomplishments Table from the City of Carpinteria's Annual Work Plan.

# Development Activities/Project and Program Review

Throughout 2022, the City reviewed numerous projects through the development review process and participated in many planning efforts. The proposed projects function to implement land use, community design and other elements of the General Plan. The following summaries provide a general overview of the projects, programs and permits that were reviewed. These summaries are general and are not intended to be exhaustive.

## BUILDING PERMITS

In 2022, the Building Division issued 282 Building Permits. These permits were issued for commercial remodel projects, residential remodels, solar photovoltaic power systems projects, new construction projects, and various other energy-reducing water heater replacements, LED lighting upgrades, and other minor permits throughout the City. Fourteen Certificates of Occupancy were issued for new residential units and one for a commercial location.

## PLANNING PERMITS

The Planning Division processed a variety of planning permits throughout the year, including Development Plans, Conditional Use Permits, Coastal Development Permits, Parcel Maps, and associated environmental review documents, as needed.

The Planning Commission reviewed the following application types over the course of the year:

- 4 Development Plans/Amendments/Revisions
- 6 Conditional Use Permits/Revisions
- 9 Coastal Development Permits
- 2 Conceptual Reviews
- 4 Government Code § 65402 Consistency Reviews

Over the course of the year, the Architectural Review Board reviewed 31 items, which consisted of 25 separate projects (including 16 residential projects). Of those reviewed, 15 projects resulted in favorable recommendations to the Community Development Director or the Planning Commission, 8 received conceptual comments, and 1 project were continued with comments for redesign.

## CODE COMPLIANCE

The Code Compliance Division works diligently to abate code violations through voluntary and, if needed, mandatory actions. This year, the Division abated numerous Zoning Code violations, including unpermitted garage conversions, and numerous Building Code violations. Other abated violations include, smoking in public places, public nuisance, and parking violations. Although many violations required formal citations, most violations get resolved through voluntary compliance efforts. During the year, voluntary compliance efforts were successful in abating unpermitted advertising banners, parking violations, weed abatement, fences and many other minor violations. The Division reports back quarterly to the City Council.

## CITY COUNCIL

The City Council reviewed various programs, projects and regulations this past year. The following is a summary of key items reviewed.

| | |
|---|---|
| January 10 | Adopted Resolution No. 6079, authorizing the Community Development Director to submit a planning grant application to the California Coastal Commission for support of the Carpinteria Coastal Land Use Plan (CLUP)/General Plan and-Zoning Ordinance updates, and to update related consultant services agreements |
| January 24 | Reviewed District Maps, including three draft plans created by Redistricting Partners. Council received the staff presentation, opened the public hearing and received public comment, deliberated and provided direction to staff and the consultant. |
| February 24 | Accepted the Dune and Shoreline Management Plan and provided staff with feedback and request for more information. |
| March 14 | Received and filed report on interim and long-term options for the establishment of City-operated, or sponsored senior programs, including the provision of a City facility, or facilities, for programming.<br><br>Allocated the CDBG Public Services Grant Funding pursuant to the recommendations of the City's CDBG Committee to equally share the funds between Peoples' Self-Help Housing's Carpinteria Camino Scholars program and the United Boys & Girls Club of Santa Barbara County's Carpinteria Club. |

| | |
|---|---|
| March 28 | Approved District Map A2 as the final District Map for the City Council District Elections and Ordinance No.752 and schedule the second reading for the City Council meeting of April 11, 2022.<br><br>Adopted Ordinance No. 753, thereby establishing the sequencing schedule for district elections concerning five Council districts, amended the approved District Map by applying numeric District designations consistent with the sequencing schedule. |
| April 11 | Adopted Resolution No.6119 approving the Local Roadway Safety Plan. |
| April 25 | Approved and authorized the City Manager to execute the Mitigation Cooperative Agreement with the California Department of Transportation for the former Whitney Property.<br><br>Adopted Resolution No. 6127, approving the formation of an Ad Hoc Senior Services Planning Committee to include Council members Gregg A. Carty and Roy Lee.<br><br>Received and filed the annual report on efforts to assist people experiencing homelessness in Carpinteria and requested staff come back with a report on options on how to set up a Committee on Homelessness and how to initiate a homeless services program. |
| May 23 | Authorized the City Manager to execute an agreement with Walker Parking Consultants for developing the Downtown Carpinteria Parking Management Plan. |
| June 27 | Approved and adopted Ordinance No. 755, as modified by the City Council, an urgency ordinance establishing a temporary moratorium on the establishment of formula businesses in the City of Carpinteria. |
| July 11 | Approved and adopted Resolution No. 6146, initiating amendment to the Carpinteria Local Coastal Program, including, but not limited to, the Zoning Code, regarding Formula Businesses in Carpinteria with general direction as discussed at this hearing to help guide the permanent regulations.<br><br>Accepted the draft Dune and Shoreline Management Plan and directed staff to move forward with acquiring funding for a cost benefit analysis. |

| | |
|---|---|
| September 26 | Adopted Resolution No. 6160 certifying that Ordinance No. 758 is intended to carry out the policies of the city's LCP consistent with the California Coastal Act, and directed that Ordinance No. 758 be transmitted to the California Coastal Commission for filing. |
| October 10 | Authorized the City Manager to execute an Agreement with RRM Design Group to provide consulting design services for the Franklin Creek Trail Improvement Project. |
| October 17 | Reviewed the public release of the draft 2023-2031 Housing Element Update. Authorized staff to submit draft to HCD for review, with changes. |
| October 24 | Authorized the City manager to sign a consultant services agreement on behalf of the city with Equity Praxis group for assistance with the City's Racial, Equity, and Social Justice program |

## PLANNING COMMISSION

The Planning Commission reviewed various projects last year, the following are a few examples.

| | |
|---|---|
| May 2 | Approved the project and adopted the attached Resolution PC-22-005, thereby approving Project 21-2107-CUP/CDP/ARB to construct a new 500-foot segment of the Coastal Vista Trail; to remove a 3,400 square-foot building, existing asphalt and concrete paving. |
| June 6 | Public meeting to discuss the 2023-2031 update to the Housing Element. |
| July 5 | Approved a Development Plan and Coastal Development Permit to construct a new interim spur of the Coastal Vista Trail between Linden Avenue and Holly Avenue on City property along the south side of the Southern Pacific Railroad tracks. |
| August 1 | Approved Ordinance 758 amending Title 14 of the Zoning Code by establishing Accessory Dwelling Units regulations and recommend that the City Council approve the Ordinance.<br><br>Approved Resolution PC-22-007 for the Development Plan Revision and Coastal Development Permit to allow an exterior building remodel and site renovations at 4994 Carpinteria Avenue to house Santa Cruz Island Foundation's "Chrisman California Islands Center".<br><br>Public meeting to discuss strategies to incorporate into the 2023-2031 Housing Element update. |
| September 6 | Adopted Resolution No. PC-22-008 thereby determining that Carpinteria Valley Water District/Carpinteria Groundwater Sustainability Agency's acquisition of a temporary construction easement of approximately 35,635 square feet and a nonexclusive monitoring well easement of approximately 1,200 square feet for the purpose of constructing and operating three groundwater monitoring wells on the property owned by the City of Carpinteria, pursuant to Government Code §65402. |
| December 5 | Recommended to the City Council that it adopt Resolution No. 6174 which would establish the parklets permit program. |

# General Plan Elements and Implementation

This section of the Annual Progress Report discusses specific projects and policies that demonstrate the implementation of the goals detailed in the General Plan during the 2022 calendar year. The 2022 Work Plan Accomplishments table is attached as Exhibit 2.

## LAND USE ELEMENT

The Land Use Element establishes the type and density of land uses and guides growth and development by presenting a plan that reflects the community's desire to maintain and enhance an enjoyable, balanced quality of life. The City's Land Use Map identifies specified land use areas, including Agriculture, Residential, Commercial, Industrial and Open Space/Recreation. Decision-making bodies, such as the Architectural Review Board and the Planning Commission, rely on Land Use Element policies during the discretionary development review process. This basic tenet is expressed in the community's goal:

> *To preserve the essential character of this small beach town, its family-oriented residential neighborhoods, its unique visual and natural resources and its open, rural surroundings, while enhancing recreational, cultural and economic opportunities for residents.*

**Key Objectives**

- *Objective LU-1:* Establish the basis for orderly, well planned urban development while protecting coastal resources and providing for greater access and recreational opportunities for the public.
- *Objective LU-2:* Protect the natural environment within and surrounding Carpinteria.
- *Objective LU-3:* Preserve the small beach town character of the built environment of Carpinteria, encouraging compatible revitalization and avoiding sprawl development at the city's edge.
- *Objective LU-4:* Influence land use decision making, use and development patterns in the unincorporated Carpinteria Valley to be supportive of the California Coastal Act and City objectives to preserve unique coastal resources by establishing open-field agricultural use as the predominant use in the unincorporated Valley.
- *Objective LU-5:* Maintain availability of agriculture, coastal -dependent industry and visitor-serving commercial development including hotels/motels, restaurants and commercial recreation uses.

- *Objective LU-6:* Create flexible land use and zoning standards for general commercial and industrial parcels that allow opportunities for residential use to expand, as determined appropriate by the City, in response to changing needs relative to the jobs/housing balance locally and in the region, and as incentive toward the development of affordable housing.

- *Objective LU-7:* Adopt and amend as necessary a Sphere of Influence that serves to establish the basis for annexation of certain land contiguous to city limits.

*Land Use – 2022 Implementation Summary*

- Zone Code Updates: Zone code updates are underway for new Accessory Dwelling Unit and Density Bonus program, discussed in more detail in this report.

- The ordinance for Accessory Dwelling Units/Junior Accessory Dwelling Units was completed. The City Council reviewed the final draft September of 2022 and authorized transmittal to the Coastal Commission. The Coastal Commission approved the program in December of 2022. It will return to the City Council in January for final approval of the ordinance.

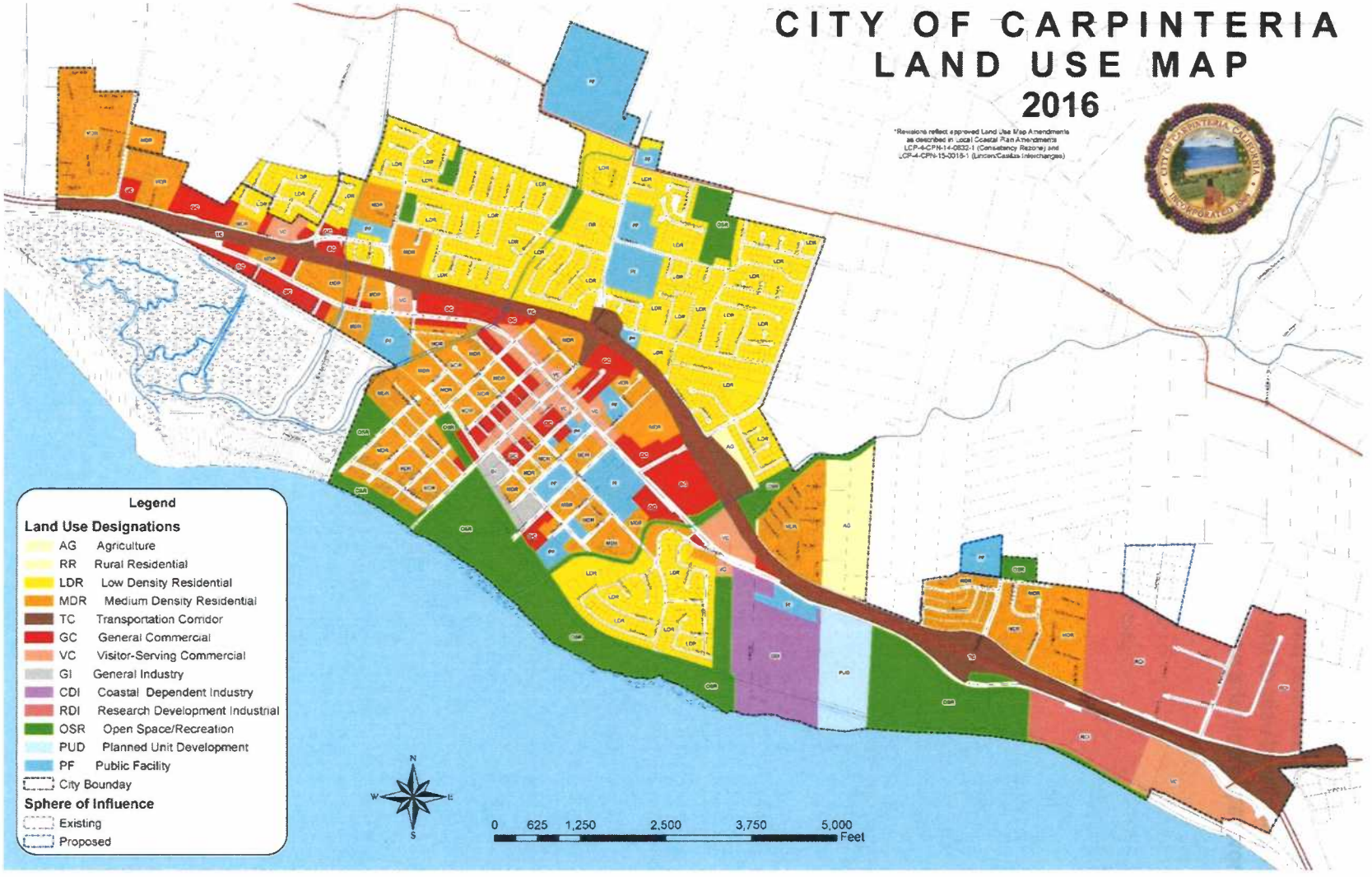
- Downtown "T" Parklet Permit Program: In 2021, the City Council directed staff to initiate drafting an ordinance for permitting parklets in the downtown. In March of 2022, staff conducted a public workshop in the downtown area. In June, staff presented the draft permit program to the Public Facility 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, the draft permit program was presented to the Planning Commission.

**Ongoing Implementation**

Carpinteria strives to participate with the County of Santa Barbara in the land use planning process and review of development projects within the Carpinteria Valley. Likewise, the City provides notification to the County when development is proposed adjacent to the City's boundaries. This same process applies to local special districts whose district boundaries include both incorporated and unincorporated lands in the Carpinteria Valley.

Carpinteria identified Sphere of Influence adjustments were made in 2003, 2009, and 2015. In 2009, the Coastal Commission certified an amendment to the Local Coastal Program to rezone one property to allow the development of 34 condominiums on Cravens Lane. The project served as a transition between more urbanized residential development within the City to the south of

the site and a more rural area within the County of Santa Barbara jurisdiction to the north. The property was annexed into the City by the Local Agency Formation Commission (LAFCO) in 2009. In 2015, two agricultural parcels were removed from the City's Sphere of Influence to protect future agricultural uses of the sites. In addition, a correction was made to the Sphere of Influence to remove a portion of a parcel which was believed to have been included in error.


CITY OF CARPINTERIA
LAND USE MAP
2016
*Revisions reflect approved Land Use Map Amendments as described in Local Coastal Plan Amendments LCP-4-CPN-14-0832-1 (Consistency Rezone) and LCP-4-CPN-15-0018-1 (Linden/Casitas Interchanges)
Legend
Land Use Designations
AG Agriculture
RR Rural Residential
LDR Low Density Residential
MDR Medium Density Residential
TC Transportation Corridor
GC General Commercial
VC Visitor-Serving Commercial
GI General Industry
CDI Coastal Dependent Industry
RDI Research Development Industrial
OSR Open Space/Recreation
PUD Planned Unit Development
PF Public Facility
City Boundary
Sphere of Influence
Existing
Proposed
N
W
E
S
0 625 1,250 2,500 3,750 5,000
Feet

## COMMUNITY DESIGN ELEMENT

The Community Design Element identifies key design characteristics of the community and establishes objectives and policies to guide future development in a consistent manner. The Community Design Element includes both overarching policies that apply citywide as well as policies that apply to specific subareas of the City.

**Key Objectives (Citywide)**

- *Objective CD-1:* The size, scale and form of buildings, and their placement on a parcel should be compatible with adjacent and nearby properties, and with the dominant neighborhood or district development pattern.
- *Objective CD-2:* Architectural designs based on historic regional building types should be encouraged to preserve and enhance the unique character of the city.
- *Objective CD-3:* The design of the community should be consistent with the desire to protect views of the mountains and the sea.
- *Objective CD-4:* These objectives and policies should be implemented through Specific Plans or similar documents based on the identified neighborhood, district and corridor design subareas.

In addition to the citywide design objectives outlined above, the City of Carpinteria seeks to ensure that the existing unique qualities and characteristics of the City's neighborhoods and districts are enhanced through the preservation of both citywide physical characteristics and neighborhood subareas. Each category and neighborhood have specific objectives and policies.

| *Physical Community Design Characteristics* |
|---|
| Residential Neighborhoods |
| Neighborhood Interiors |
| Neighborhood Edges |
| Commercial, Office, Industrial & Mixed Use Corridors |
| Frontage Design |
| Public Spaces |

| *Neighborhood Design Subareas* |
|---|
| Downtown Beach |
| Downtown and Old Town |
| Downtown Core District |
| Santa Monica, Canalino and El Carro |
| The Northeast |
| Concha Loma |
| The Bluffs (Areas 0, I, II and III) |

*Community Design – 2022 Implementation Summary*

- Downtown Design Guidelines: Work was initiated and is ongoing.

**Ongoing Implementation**

On every project that is reviewed, City decision makers apply the unique community design standards applicable to the neighborhood. The Architectural Review Board, Community Development Department staff and Planning Commission consider these design standards in their review of projects on a case-by-case basis to maintain and enhance the quality of the Carpinteria's streetscape.

The City Council created a new ad hoc committee in 2019 to make recommendations to the Planning Commission and City Council on a strategy, tasks, and a schedule for creating polices and regulations capable of reducing uncertainty as a part of the City's development review decision-making process. It is envisioned that the Committee's recommendation to the Commission and Council could include new form-based codes and zoning overlays in addition to recommending modifications to the City's Neighborhood Design Guidelines. The committee's work is ongoing.

The City adopted design guidelines for the Beach Neighborhood (2012) and the Concha Loma Neighborhood (2014), establishing standards to guide future development in these neighborhoods. Design guidelines for other neighborhoods is being planned for in the future.

The City conducts meetings with the local agencies regarding development to ensure that adequate consideration is made for the concerns raised by new development. Through these Interdepartmental Agency Group (IDAG) meetings, projects are reviewed in their early stages to anticipate concerns and issues which may impact their design or eventual build-out. Development proposals are transmitted to the Carpinteria-Summerland Fire Protection District for recommendations relating to fire safety. These recommendations are incorporated into a master set of conditions required for the approval of a project.

## CIRCULATION ELEMENT

The purpose of the Circulation Element is to designate an efficient system of streets and highways that will provide adequate linkages between land uses in the city. This Element complements the Land Use Element by contributing to the achievement of the economic, physical, and social goals of the community. The Circulation Element describes the existing transportation network and how future transportation needs can be accommodated. Provisions for the use of alternative modes of transportation, including bicycle and pedestrian circulation, are also included in the Circulation Element. The Circulation Element implements coastal access policies as required by the City's Local Coastal Program.

**Key Objectives**

- *Objective C-1:* To improve the community's ability to access U.S. 101 and areas north of the freeway through the improvement of interchanges.
- *Objective C-2:* To designate scenic routes so as to provide for the scenic enjoyment of and maintain and enhance the natural beauty of the lands and views along the roadways of the Carpinteria Valley.
- *Objective C-3:* Provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community.
- *Objective C-4:* Improve the Carpinteria Avenue corridor to ensure adequate traffic flow, safe bicycle use and improved aesthetic qualities.
- *Objective C-5:* Provide a system of safe and functional truck routes.
- *Objective C-6:* Provide adequate safe railroad crossings and to effectuate community design of buffers that will attenuate rail-related noise.
- *Objective C-7:* Build demand for alternative transportation use by increasing ease, effectiveness, and social acceptability, and through foresighted planning.
- *Objective C-8:* Support and develop safe, direct and well-maintained bicycle and pedestrian systems and recreational boating facilities that serve all segments of the public.
- *Objective C-9:* Promote the use of public transit systems that provide mobility to all city residents, and reduce automobile congestion within the capabilities of the community.

*Circulation – 2022 Implementation Summary*

- Pavement Management Program: The year's maintenance projects were completed in and the rehabilitation projects is ongoing

- Carpinteria Avenue Bridge Replacement Project: The Right-of-Way Certification was completed in September 2021. Start of construction would wait until Federal-aid funds are available in the fall of 2024.

- Improve Public Transit Services: In June 2021 the Transportation Committee received a status of the Seaside Shuttle (SBMTD Route 36) from SBMTD General Manager Jerry Estrada, who explained they are reassessing the route including the use of micro-transit service. The Seaside Shuttle has been replaced by a new all-electric, on-demand microtransit service called The Wave.

- Parking Management Plan: The Downtown Carpinteria Parking Study, the basis for the parking Management Plan, was prepared. The administrative draft of the plan was presented to the Public Facility Site Acquisition/Development Committee in 2020. The City Council accepted the plan in November of 2021. The Council authorized proceeding with recommendations of the plan in May of 2022. Implementation in progress.

The South Coast Highway 101 Improvement Projects

- Santa Claus Lane Bikeway Project: SBCAG is 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. Construction is in progress.

- HOV Lanes – Carpinteria to Santa Barbara Project: Construction of Franklin Creek and Santa Maria Creek bridges, sound walls, drainage, and freeway pavement are now substantially complete. Santa Monica Road and Via Real intersection improvements are complete.

- 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.

**Ongoing Implementation**

The City has coordinated with Caltrans and the Santa Barbara County Association of Governments (SBCAG) on several projects to improve freeway accessibility and circulation throughout the community.

Carpinteria aims to provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community. With new development, the City works to improve circulation and enhance safe and efficient traffic patterns.

The City supports various forms of alternative transportation, including bike, bus, van-pool, and train, to serve the wide variety of needs of both residents and visitors. The City aims to encourage and develop safe, direct and well maintained bicycle and pedestrian systems that serve all segments of the public and serve to connect residential areas, schools, parks and shopping areas. The City strives to provide safe mobility for those with access and functional needs through the design of street improvements and public facilities, provide continuous sidewalks in priority locations for safe pedestrian circulation and promote alternative transportation.

The City continues planning efforts to complete the Alternative Transportation Plan, which would guide and influence bikeway and pedestrian policies and programs to make the bicycling and walking experience for residents and visitors safe, convenient and enjoyable.

Paratransit services, like HELP, Easy-Lift, are provided to aid community members with access and functional needs. Circulation Element policies are implemented through these services that provide alternatives to traditional automobile transportation. These forms of alternative transportation also improve access to coastal resources such as local beaches and city parks.

Street maintenance projects are an ongoing effort for Public Works through their Pavement Management Program, which is used to establish baselines and improvement strategies to repair and replace aging street infrastructure over time. As part of this program, the Department conducts city-wide inspections and maintenance analysis. Pavement maintenance and rehabilitation capital improvement projects are ongoing. A multi-year Pavement Management Map was completed in 2020. The map shows existing pavement condition, proposed treatment, and treatment schedule for each street.

Through its contract for law enforcement services with the Santa Barbara County Sheriff's Department, renewed in 2019, the City conducts traffic safety operations, in particular, at locations where public safety issues related to speeding and other vehicle code violations have been identified.

## OPEN SPACE, RECREATION & CONSERVATION ELEMENT

This combined element describes the community open space, recreation and natural resources that the City manages. This includes natural open space areas, outdoor recreation areas, water habitats, plant and animal life, agricultural land, scenic and cultural resources, and management of open space for public health and safety. Carpinteria has a variety of natural resources that have local, regional and statewide significance such as wetlands, riparian areas, coastal bluffs, beaches and tidal areas.

The City's policies support the preservation and conservation of environmental resources to maintain the quality of the environment and the character of the community. Adopted policies that provide for clean air, water and soil; adequate protection of plant and wildlife habitats; maintenance of visual resources; and preservation and enhancement of special resources including beaches, recreation areas, trails, marshland, creekways, and agricultural land. The Open Space, Recreation, and Conservation Element implements various components of the Local Coastal Program, including coastal access and resource protection.

**Key Objectives**

- *Objective OSC-1*: Protect, preserve and enhance local natural resources and habitats.
- *Objective OSC-2:* Preserve and restore the natural resources of the Carpinteria Bluffs.
- *Objective OSC-3:* Preserve and restore wetlands such as the Carpinteria Salt Marsh.
- *Objective OSC-4:* Preserve the biological diversity of shoreline habitats.
- *Objective OSC-5:* Protect the Harbor Seal Hauling Ground from human disturbance.
- *Objective OSC-6:* Preserve the natural environmental qualities of creekways and protect riparian habitat.
- *Objective OSC-7:* Conserve native plant communities.
- *Objective OSC-8:* Protect and conserve Monarch butterfly tree habitat.
- *Objective OSC-9:* Encourage and promote open-field agriculture as an independent, viable industry to meet the needs of present and future populations and to preserve the Carpinteria Valley's rural, open space character.
- *Objective OSC-10:* Conserve all water resources, and protect the quality of water.
- *Objective OSC-11:* Carpinteria will conduct its planning and administrative activities so as to maintain the best possible air quality.

- *Objective OSC-12:* Maintain an understanding of the oil industry and its exploration objectives.
- *Objective OSC-13:* Preserve Carpinteria's visual resources.
- *Objective OSC-14:* Provide for adequate park and recreation facilities to meet the needs of the community and visitors.
- *Objective OSC-15:* Maintain the existing trail system and provide additional recreation and access opportunities by expanding the trail system.
- *Objective OSC-16:* Preserve Carpinteria's cultural resources.

*Open Space, Recreation & Conservation – 2022 Implementation Summary*

- Carpinteria Coastal Vista Trail – Progress Updates: The project application for the Bluffs II reach of the trail was submitted to the Planning Department for review and processing (Project# 21-2107-CUP/CDP/ARB; 6155 Carpinteria Avenue). Refer to the following section for a summary of the overall multi-year trail project.
    - Linden to Holly Trail: Permits were granted for an interim trail crossing (near 399 Linden Avenue). The project is interim until a decision about proceeding with the Surfliner Inn project is made.
- Rincon Bluffs Preserve: A public workshop was held and concept designs were completed for the 23-acre preserve (previously the Bluffs III property prior to City acquisition). The preserve permanently protects the property as open space with native habitat and passive public recreational uses. Design and funding for trails in the 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.
- Creekside Parcel Acquisition: The objective is to acquire flood prone real estate located adjacent to Carpinteria Creek. The City was awarded a grant to purchase a 0.61 acre parcel located south of Carpinteria Avenue on the west side of the creek. The acquisition has been completed. The grant has been successfully closed out.
- Dog Park Project: Concept designs for a dedicated 2.4 acre dog park and fenced off-leash area have been prepared. A pilot program at El Carro Park has been established and an annual report on the program was presented to the City Council. The pilot program was granted a one-year extension. A second report is scheduled to be

presented to the City Council in 2023 to help determine continuance options for the program.

- Concha Park: 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. A concept park design has been approved. A grant application was not successful. A concept interim park plan has been prepared for consideration.

- Community Farm Project: Staff conducted a neighborhood meeting to receive neighborhood feedback on the concrete fence. Staff received a cost proposal for the fence. The City is waiting for Caltrans to convey the property to the City. The City expects to receive a 2.75 acre property as a result of surplus land from the freeway improvement project. Use of the land would be restricted to agricultural use in perpetuity. The objective is to develop a long-term viable agricultural use with public benefit. The City prepared a temporary lease agreement for the property for when the title is transferred.

- Skate Park Planning: The project began construction and is expected to be completed in 2023.

- Linden Beach Plaza and Lifeguard Tower: 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. It is a cooperative project between the City and California State Parks. A grant has been awarded to construct the portion of the project on State Park property. A survey has been prepared. Additional design work is underway.

- Park and Playground Improvement Projects: Construction for a new playground at Heath Ranch Park was completed and has since been reopened. A purchase order was issued to replace the playground at Monte Vista Park. The project is estimated to be completed in 2023.

- Rincon Multi-Use Trail Project: Preparation of plans, specifications and estimate are well underway. The Mitigated Negative Declaration was accepted and certified by the Planning Commission in January of 2020. The petition for modification was submitted to the California Public Utilities Commission in July of 2020. The Focused Environmental Report has been completed. The Public Outreach campaign with stakeholders is in progress.

**Ongoing Implementation**

The City operates approximately 100 acres of parkland. Each park is unique, but most offer some visitor amenities such as picnic facilities, restrooms, ball fields or children's play structures. Ongoing use of the City's fields for adult and youth soccer, softball and baseball remains in high demand as these activities are very important to the local and visiting community. The Parks and Recreation Department continues to conduct a variety of pool and ocean recreation programs for youth and adults.

The Carpinteria Creek Watershed Management Plan provides a framework for implementing various projects to achieve the Coalition's goals. A number of restoration projects along Carpinteria Creek have been accomplished over years as a result of this group's efforts.

Through protection of local creek resources and improvements to infrastructure, like creek crossings and bridges, along with efforts of other local agencies like the Carpinteria Creek Watershed Coalition, the County's Agricultural Commissioner, and many volunteer organizations, the City has implemented both habitat protections and improved public access to areas of natural priority.

The City continues to conduct water quality monitoring in partnership with the cities of Goleta, Buellton, and Solvang and the County of Santa Barbara. All monitoring was done in accordance with the Phase II MS4 Permit 3030(d) Monitoring Plan, approved by the Central Coast Regional Water Quality Control Board. A report is submitted annually to the State Water Board.

The City is continually looking for opportunities to acquire undeveloped property within or adjacent to Carpinteria Creek. In doing so, Carpinteria can preserve important riparian habitat, reduce urban runoff into the creek and maintain an undeveloped riparian corridor for aesthetic and wildlife movement purposes, as well as for contributing to ocean water quality.

The Parks and Recreation Department continues efforts to realize completion of a Coastal Vista Trail, a City-wide hiking/biking trail system. The long-term goal is a trail for walking or biking that would connect Rincon County Beach, the Carpinteria's Bluffs Nature Preserve, the Carpinteria State Beach Park, the City's Salt Marsh Park, and Santa Claus Lane. The City envisions that a network of trails that would connect northern beaches to the town, improve coastal access and result in significant bike and pedestrian improvements. The Coastal Vista Trail project is dependent on several key linkages detailed below.

Coastal Vista Trail – Key linkages

| | |
|---|---|
| Carpinteria Rincon Trail Reach | This trail would connect easterly Carpinteria Avenue and the Carpinteria Bluffs with Rincon County Park |
| Bluffs II Reach | A public trail easement across the property known as Bluffs II |
| Bluffs III (Rincon Bluffs Preserve) | The City acquired the property and it is now protected under a conservation easement and endowment |
| Fifth Street to Carpinteria Avenue | The Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor Agency was awarded a grant to pursue various improvements. Locally, a commuter rail station would be improved to include double tracking to allow for trains to pass, a new platform on the south side of the tracks, a railroad undercrossing, and the establishment of key pedestrian linkages. One of the pedestrian routes includes a connection from Fifth Street to Carpinteria Avenue, including a walking bridge over Franklin Creek. |
| Santa Claus Lane Trail | This trail would link westerly Carpinteria Avenue to Santa Claus Lane in unincorporated Santa Barbara County. The project was incorporated into the freeway widening project and the Rincon Trail project. |

## SAFETY ELEMENT

The purpose of this Safety Element is to adopt policies that will reduce death, injuries, property damage, and the economic and social dislocation resulting from natural hazards. City policies minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from natural hazards. The Element identifies several issues related to natural hazards including seismically induced hazards, slope stability hazards, soil hazards, flood hazards, fire hazards and hazardous materials.

**Key Objectives**

- *Objective S-1:* Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from fault surface rupture in the planning area, from ground shaking due to an earthquake along a fault in the planning area or in the region, from seismically -induced liquefaction in the planning area, and from seismically-induced tsunamis.

- *Objective S-2:* Minimize the potential risks and reduce the loss of life, property and economic and social dislocations resulting from seismically-induced and naturally – occurring landslides, from mud and debris flows, from rock falls, and from seacliff retreat.

- *Objective S-3:* Minimize the potential risks and reduce the loss of property and the economic and social dislocations resulting from expansive soils, soil settlement, subsidence, and hydrocompaction.

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

- *Objective S-5:* Minimize the potential risks and reduce the loss of life, property and economic and social dislocation resulting from urban and wildland fires.

- *Objective S-6:* Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from hazardous materials accidents at large industrial facilities, at facilities handling acutely hazardous materials, and along transportation corridors.

*Safety – 2022 Implementation Summary*

- Work continues to update the Local Hazard Mitigation Plan and the Multi-jurisdiction Hazard Mitigation Plan is currently being updated. Working through a grant from FEMA, mapping specific to Carpinteria has been incorporated into the updated plans. A draft of the plans were completed and presented to CalOES and FEMA.

- Sea Level Rise Vulnerability Assessment and Adaptation Plan: As part of the preparation for the General Plan Update effort, this assessment and adaptation plan has been completed and biennial updates are planned to keep the document current.

- National Flood Insurance Program Community Rating System: Work on 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.

- COVID-19 Pandemic Emergency response and recovery programs continued.

**Ongoing Implementation**

Through the development review and environmental review process, the City ensures that development meets the standards set forth in the Safety Element. The Building & Safety Department ensures that new construction or retrofit projects are done to meet current safety requirements and that the necessary geotechnical studies are conducted when appropriate.

The City plans and administers preparedness and response programming for all types of human-made and natural disasters that may occur within the City and surrounding areas. City staff actively serve on county-wide committees that facilitate the coordination of disaster planning and response efforts, maintain and update City-wide emergency plans, conduct disaster preparedness and response trainings and exercises for City staff and residents, and participate in other activities that enhance the City's and residents' ability to prepare and respond to disasters and emergencies.

In 2018, the Federal Emergency Management Administration (FEMA) released updated flood maps depicting the 100-year flood plain and the Flood Insurance Rate Map (FIRM). This updated map clarifies what properties are in the flood zone and are therefore required to obtain flood insurance and comply with minimum finish floor elevations to avoid flooding impacts to new development. Through the permit review process, development has been required to meet minimum standards that meet or exceed anticipated flood levels to reduce risk and potential loss

of life and structure due to flood hazards. The City continues to work with FEMA to ensure the FIRMs are updated and accurate.

## NOISE ELEMENT

Carpinteria is affected by several different sources of noise, including automobile and rail traffic, agricultural and industrial activity, ocean waves and wind, and periodic nuisances such as construction, loud parties or other events. The Noise Element identifies these sources and provides goals and policies that ensure that noise from these sources does not create an unacceptable noise environment. The City believes that controlling noise sources can substantially improve the quality of life for residents as well as visitors to the City.

### Key Objectives

- *Objective N-1:* The City will minimize noise impacts of Highway 101 traffic on residential and other sensitive land uses.
- *Objective N-2:* The City will minimize the noise impacts of the railroad on residential and other sensitive land uses.
- *Objective N-3:* The City will minimize the adverse effects of traffic generated noise from City streets on residential and other sensitive land uses.
- *Objective N-4:* Minimize noise spillover from industrial operations into adjacent residential neighborhoods and other sensitive uses.
- *Objective N-5:* The City will minimize the effects of nuisance noise effects on sensitive land uses.

*Noise - 2022 Implementation Summary*

- Highway Improvement Project: A variety of measures have been implemented to reduce noise impacts, including sound walls and noise-reducing pavement materials.

### Ongoing Implementation

Noise impacts are evaluated during public improvement projects and the development review process. Site-specific noise studies provide recommendations for construction techniques that will mitigate noise impacts for development near Highway 101. Similarly, for highway improvement projects noise studies are used to develop mitigation measures to ensure that new traffic patterns or increased traffic volumes will not significantly affect nearby residents.

The Public Works Department replaces worn or deteriorating asphalt roads with rubberized asphalt to reduce street noise from vehicle traffic. The City analyzes the location of industrial and

commercial truck access on property adjacent to residential areas and makes recommendations during site planning to mitigate noise spillover onto sensitive uses.

Through the Code Compliance Division, City staff also responds to noise complaints from neighbors located near commercial or industrial operations. Through amendments to the Municipal Code, the City has placed limitations on the days and hours during which construction may occur in order to protect sensitive land uses. In addition, the Municipal Code grants the Community Development Director and Planning Commission authority to impose more restrictive construction hours as a condition for approval on permits.

## PUBLIC FACILITIES AND SERVICES ELEMENT

Local government supplies essential public services, provides for the general welfare of the community and implements regulations in the interest of public health and safety. Preparing for and planning how to accomplish these tasks is addressed in the Public Facilities and Services Element. The Element evaluates the major public and private services and facilities in the Carpinteria Planning Area and includes policies and objectives to plan for future needs.

The City wishes to maintain the best possible police and fire safety services for the community. The City implements development review procedures that incorporate fire district and law enforcement interaction at the earliest possible point in the process. The City seeks to provide a high quality and broad range of public services, facilities and utilities to meet the needs of all current and future residents of the Carpinteria Planning Area.

**Key Objectives**

- *Objective PF-1:* To ensure the provision of adequate water supplies by minimizing consumption and investigating new sources either in existing supply or outside existing sources.

- *Objective PF-2:* Ensure adequate service systems for the transmission, treatment and disposal of sewage and wastewater generated within this area as well as the disposal of trash, green waste and recyclable material.

- *Objective PF-3:* The City shall strive to maintain the best possible police and fire safety services for the community.

- *Objective PF-4:* To assist the school district in continued provision of high-quality educational opportunities for all of the community's youth.

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

❖ *Objective PF-6:* To ensure that new development is adequately served by utilities and does not impact existing service areas in the community.

*Public Facilities & Services – 2022 Implementation Summary*

- Via Real Stormwater Project: Federal-aid and state-aid funding awarded. Engineering design has been completed.
- Organics Waste Diversion: Ordinance 750 was approved by the City Council in January 2021 to incorporate SB 1383 Organics Diversion requirements. The City is now implementing SB 1383. The Franchise Agreement negotiations are complete. The City Council approved the Franchise Agreement on May 23, 2022.
- City Hall Solar Energy Generation and Storage Project: The request for qualification and request for proposal are complete. The Carpinteria Valley Water District and Carpinteria Sanitary District agreed to partner with the City for the project.
- City Storage Building: Planning for a new 1,500 square foot storage building on the City Hall campus. Site plan and structural designs have been completed. Permit application has been submitted and is under review.
- Carpinteria Branch Library: The City prepared to take over library operations. Submitted requisite information to the State Library Board. The library gained membership in the Black Gold system. Establishment of the Library Board of Trustees. Creation of a Library Advisory Commission. A City Librarian was hired. Improvements to the facility and library system were completed.
- Racial Equity and Social Justice Council Committee: Consultants were engaged to support the work in creation of a new program. Councilmembers completed training on Normalizing Racial Equity. City Staff participated in an anonymous survey. Additional trainings are being coordinated for Councilmembers and staff.

**Ongoing Implementation**

The City continued cooperative work with the Water and Sanitary Districts toward developing a recycled (potable) water project to serve the Carpinteria Valley.

The Strategic Energy Plan was adopted by the City Council in 2019. The focus of the plan is on emergency preparedness as well as long-term energy resiliency. The plan recommends solar photovoltaic installations at City Hall and public parking lots 1, 2 and 3 would be evaluated for installations.

Carpinteria Southern California Edison customers have been transitioned to Central Coast Community Energy which supports renewable energy.

The Public Works Department opens its Antifreeze, Batteries, Oil and Paint (ABOP) Center two weekends each month to provide free services for community members to recycle these types of materials. T he ABOP facility is part of the City of Carpinteria and County of Santa Barbara joint effort to reduce the risk of hazardous waste in our landfills and in the environment.

The City also hosted an annual Household Goods and Hazardous Waste Collection Day. Carpinteria residents have the opportunity to safely dispose of hazardous chemicals, cleaning products, used oil, solvents, universal and electronic waste such as computer screens, televisions, household appliances and fluorescent, mercury and other gas filled tubes.

## HOUSING ELEMENT

The Housing Element is prepared in accordance with State and Federal Law to identify policies and guidelines that implement City goals to provide and maintain safe and adequate housing for households in all economic sectors. Goals and objectives support affordable housing programs, rehabilitate aging housing stock and provide services to prevent homelessness. The Housing Element Update was adopted by the City Council and certified by the State's Housing and Community Development Department in 2014.

*2022 Update*

- The update process for the 2023-2031 Housing Element is nearing completion. The City Council, Planning Commission, and the public weighed in on the Housing Element Update project. The draft Housing Element was released in November of 2022. The draft was submitted to the State Department of Housing and Community Development (HCD) for review. A response letter is expected early 2023.

The 2022 Annual Housing Report is attached as Exhibit 1. The document was transmitted to the State Department of Housing and Community Development on March 15, 2023.

# General Plan/Coastal Plan and Zoning Code Updates

The General Plan was adopted in April 2003. The General Plan visioning process included planning and goal strategies to plan for a 20-year timeline. The Zoning Code was adopted in 1981 and consistency updates and amendments occur annually.

The City has initiated two separate comprehensive multi-year update programs, for both the General Plan/Coastal Plan and the Zoning Code. In addition to updating all of the required General Plan Elements, new sections would be incorporated that address climate change/sea level rise and healthy community initiatives. The Circulation Element will also receive an update to include Vehicle Miles Traveled (VMT) metrics. The City continues planning for an upcoming comprehensive zone code update project which would in part evaluate vertical consistency between the Land Use Designations and zone districts. This concerted multi-year work effort is in progress.

*2022 Updates*

- General Plan /Coastal Plan Update Program: The Sea Level Rise Vulnerability Assessment and Adaptation Plan is complete and will inform the General Plan/Coastal Plan update program. Draft policies were reviewed at public committee meetings. Draft Elements are currently under review by the Coastal Commission. Preparation of the CEQA Environmental Impact Report is also underway.

- Accessory Dwelling Unit (ADU) and Density Bonus: Development of a new ordinance and zone code update has been completed for the ADU and Density Bonus sections. Public hearings at the Planning Commission and City Council were held in the fall. An administrative draft has been provided to the California Coastal Commission and the State Housing and Community Development Department for comments before the ordinance becomes effective in early 2023.

# Goals, Priorities and Objectives

The City of Carpinteria aims to implement the priorities and objectives outlined in the General Plan throughout various activities and functions of local government. Many of the goals outlined for the future of the City are reviewed annually through the City's Annual Work Program process whereby the City Council adopts strategies and goals to direct the staff work effort for the upcoming calendar year. In this way, the implementation of the General Plan is an ongoing endeavor. Some of the primary goals to implement over the course of the next few years will include the following:

- Continue leading efforts and supporting recovery from the COVID-19 pandemic;
- Complete updates of the City's Zoning Code and Zoning Map as implementation of the General Plan/Local Coastal Land Use Plan;
- Establish concrete plan for expansion/improvement of local public transit to include better connectivity;
- Continue projects to reduce energy use at City buildings and facilities through equipment replacement and taking advantage of incentives programs;
- Continue to expand and improve the City's emergency preparedness program in order to promote resilient households, neighborhoods and businesses;
- Complete another phase of City Hall campus facility improvements and upgrading of various hardware and software systems;
- Continue to collaborate with Peoples' Self-Help Housing and the County Housing Authority to increase affordable housing opportunities;
- Continue working towards the completion of the Carpinteria Coastal Vista Trail; and
- Continue and expand collaboration and cooperation with other agencies in providing accessible and effective health and human services to the Carpinteria community, including but not limited to County mental and public health services, Central Coast Collaborative on Homelessness, Restorative Policing, and other initiatives.

# Conclusion

The General Plan Annual Progress Report illustrates activities undertaken by the City of Carpinteria last year that worked toward implementing the City's General Plan. The City has worked to progressively implement the policies outlined in each element of the City's guiding planning document as outlined in the various sections of this Progress Report. The General Plan represents the community's collective vision for preserving and improving the quality of life in the Carpinteria Valley. Only minor revisions, aside from the Housing Element Update, have been implemented since the General Plan/Coastal Land Use Plan Update was adopted in 2003. The update process for the General Plan was initiated in 2015 and will continue over the next couple of years.

The ideas, proposals and suggestions that have come to the City have all furthered the City's goal to preserve important local resources, improve the local economy and quality of life for the community. The City will continue its efforts in this regard.

The 2022 Work Plan Accomplishments Table is attached as Exhibit 2 and the April 24, 2023 City Council Staff Report is attached as Exhibit 3.

# Exhibit 1

## 2022 Housing Element Annual Progress Report

*This page is intentionally left blank*

# *City of Carpinteria*

# 2022
# Housing Element Annual Progress Report

*March 2023*

# INTRODUCTION

Pursuant to Section 65400 of the Government Code, Community Development Department staff prepares an annual report to the City Council on the status of the General Plan and its Elements and progress being made in implementation. This is an opportunity to review activities and projects of the prior year in the areas of housing development and other programs that implement the City's Housing Element. The City's Housing Element identifies community housing needs and describes how safe, affordable housing can be provided and maintained for City residents. Included in this report are statistics demonstrating progress in meeting regional housing needs.

The 2015-2023 Housing Element was adopted by Resolution No. 5556 by the City Council on November 10, 2014. The State Department of Housing and Community Development certified the Housing Element on November 20, 2014. This update complies with the Housing Element planning period from February 15, 2015 through February 15, 2023 and includes information related to housing in Carpinteria for the 2022 calendar year. The resolution complies with the State Department of Housing and Community Development's requirement for municipalities within the Santa Barbara County Association of Governments (SBCAG) to update their housing elements every eight years and is consistent with the City's General Plan.

## 2022 Housing Highlights

In 2022, one building permit was issued for a new residential unit in the City of Carpinteria. Nine residential units received Certificates of Occupancy in 2022, five of which were for new single-family homes in The Cottages development, and four were for the Phari LLC condominium development on a lot that previously contained two units, for a net increase of two units.

Additionally, four project applications were submitted and/or deemed complete for processing in 2022. Those applications include a mix of housing types. Two applications were for new single-family dwellings, one was for a condominium triplex, and one was for a mixed-use project with two apartment units. The proposed projects, if approved and constructed, would result in seven new housing units in the City of Carpinteria.

The City continues to provide various forms of assistance to increase housing opportunities in Carpinteria. In 2022, staff continued to implement the Workforce Housing Down Payment Loan Program. The program was first funded by the 2011 Development Agreement that allowed the conversion of five affordable residential units at Lavender Court into a payment of $571,000 to the City's Affordable Housing Trust Fund. Like an in-lieu fee, the funds are used to provide down payment loans for families purchasing homes in the City of Carpinteria. During 2022, no new loans were approved or repaid. Staff continues to work with the Housing Trust Fund of Santa Barbara County to find interested buyers looking to use the deferred repayment loans to buy homes in Carpinteria. The City also continues to participate in Santa Barbara County's Home for Good program with the regional Creative Housing Solutions Subcommittee, a working group composed of representatives from the County Housing Authority, People's Self-

Help Housing Corporation, Home for Good, United Way, and City staff, along with the local community, to identify and pursue innovative housing opportunities.

# Housing Element Review

The Housing Element is organized into two sections that describe the goals and objectives of the City in addressing the community's housing needs. The Housing Element also includes Technical Appendices with detailed information to document compliance with the Government Code. Section 2 of the Housing Element is organized by the five primary program categories which are to be implemented during the planning period. The document also contains a Housing Program which describes 21 specific programs the City implements to realize the goals of the Housing Element. This report explains the housing programs and goals and how the City implemented them throughout 2022.

## Program Category 1: Make sites available to accommodate the RHNA

*Housing Needs Summary*

*The Santa Barbara County Association of Governments (SBCAG) allocated a housing need to the City of 163 housing units for the 2014-2022 Regional Housing Needs Allocation Plan. The 2015-2023 Housing Element Table II-1 below shows the City's share of the regional housing need across five income categories.*

**Table II-1**
**Land Inventory Summary**

| | Income Category | | | | Total |
|---|---|---|---|---|---|
| | Very Low | Low | Mod | Above | |
| RHNA 2015-2023 | 39 | 26 | 34 | 64 | 163 |
| Units completed after 1/1/2014 (Housing Element Table B-2) | 33 | 9 | 2 | 5 | 49 |
| Net remaining RHNA | 23 | | 32 | 59 | 114 |
| Housing sites (Housing Element Table B-3) | 76 | | 6 | 35 | 117 |
| Adequate capacity? | Yes | | Yes[1] | Yes[1] | Yes |

Notes:
1. Reflects excess lower-income sites

*Goals*

- Attain additions to the housing supply that meet the housing needs of all economic segments.
- Maintain a jobs-housing balance or ratio within the 0.75 to 1.25 range suggested by the Santa Barbara County Association of Governments.

*Policies*

- *Adequate Sites:* Provide sufficient sites in the General Plan/Coastal Plan and zoning map to meet the housing needs allocated to the City by the Regional Housing Needs Allocation (RHNA) Plan.

- *Housing Types:* In the General Plan/Coastal Plan and implementing ordinances provide for a mix of housing types consistent with the City's needs, including single family detached and multiple family housing.
- *Public Services and Facilities:* Ensure that public services and facilities have the capacity to support the need for the new residential development allocated to the City by the RHNA Plan.

Result

The City keeps an inventory that details the amount, type and size of vacant parcels to assist developers in identifying land suitable for residential development. The City also reports on the number of extremely low, very low, low, and moderate income units constructed annually. If the inventory indicates a shortage of available sites, the City will rezone or identify new sites sufficient to accommodate the City's RHNA. The City also works with developers to ensure that appropriate lot densities are used when planning new development.

In 2022, nine new residential units received their Certificates of Occupancy; four of which were for the Phari LLC condominium project and five of which were for new single-family residences at The Cottages, as summarized in Table I below. One building permit was issued in 2022 for a new single-family residence. This building permit is summarized in Table II below.

## Table I: New Residential Units Completed in 2022
**(Issued Certificate of Occupancy)**

| Project Name | Address | Units | Income Category |
|---|---|---|---|
| Phari LLC Condos | 1112 Linden Avenue | 4 | Above Moderate |
| The Cottages Residences | 1335 Vallecito Place | 5 | Above Moderate |
| **Total Residential Units Completed in 2022: 9** | | | |

## Table II: New Residential Units Building Permits Issued in 2022
**(Not Completed in 2022)**

| Project Name | Address | Number of Units | Income Category |
|---|---|---|---|
| Wood Residence | 650 Concha Loma | 1 | Above Moderate |
| **Total Residential Units Approved in 2022: 1** | | | |

The City's annual RHNA progress for the 2015-2023 cycle is summarized in Table III below. For RHNA, units are counted when the building permits are issued. Although the City has approved 185 new units so far for this RHNA cycle, the Very Low-, Low-, and

Moderate-income categories are below the RHNA allocations. For comparison of units approved (via building permits) versus actual units constructed, see Table IV below which summarizes the numbers of Certificates of Occupancy issued for each year of the RHNA cycle.

## Table III: Regional Housing Needs Allocation (RHNA) Progress
**(Based on Building Permit Issuance Date)**

| Income Group | 2015-2023 RHNA | Units Added 2015 | Units Added 2016 | Units Added 2017 | Units Added 2018 | Units Added 2019 | Units Added 2020 | Units Added 2021 | Units Added 2022 | Units Added 2023 | Total Units Approved |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Very Low** | **39** | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - | 33 |
| **Low** | **26** | 9 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | - | 12 |
| **Moderate** | **34** | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - | 2 |
| **Above Moderate** | **64** | 82 | 4 | 0 | 1 | 25 | 14 | 11 | 1 | - | 138 |
| **TOTAL** | **163** | **126** | **4** | **3** | **1** | **25** | **14** | **11** | **1** | **-** | **185** |

## Table IV: Constructed Units
**(Based on Certificate of Occupancy Issuance Date)**

| Year | Units Completed (Certificate of Occupancy) |
|---|---|
| **2015** | 44 |
| **2016** | 74 |
| **2017** | 1 |
| **2018** | 0 |
| **2019** | 4 |
| **2020** | 12 |
| **2021** | 16 |
| **2022** | 9 |
| **TOTAL** | **160** |

**<u>Program Category 2</u>: Assist in the development of adequate housing to meet the needs of extremely low, very low, low, and moderate income households.**

*Goals*

- Attain a housing supply that meets a variety of housing needs.
- Attain a housing supply that meets the needs of extremely-low-, very-low-, low- and moderate-income households.
- Attain a housing supply that meets the needs of special population groups.

*Policies*

- *Infill Development*: Promote infill housing development through land use policies and by deferring or reducing development impact fees where the City wants to encourage infill development.
- *Second Units*: Promote the development of second units consistent with the State law and the City's second unit ordinance.
- *Suitable Housing Unit Sizes*: Provide for a range in the number of bedrooms in assisted housing developments so as to help meet the needs of various household types and special needs populations.
- *Downtown Mixed Use*: Encourage studio and one bedroom units above commercial uses in the downtown district to reduce parking needs and facilitate affordability.
- *Rental Assistance*: Continue participation in the County of Santa Barbara Housing Authority's Section 8 program as the primary means to address the City's rental assistance needs. Allocate HOME funds and In lieu Fees to state and federally assisted housing that provides rent restricted units in existing and/or new residential developments.
- *Acquisition and Rehabilitation of Rental Housing*: Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited, to: (a) technical support needed to obtain funding commitments from county, state and/or federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.
- *Critical Workforce Housing*: Implement "set-aside" policies for critical workforce occupations. New housing developed through the Inclusionary Housing Ordinance, current and future Development Agreements and other appropriate Housing Element programs should set aside a percentage of the units for households employed in critical workforce occupations. Examples of critical workforce occupations are law enforcement, firefighters, nurses, teachers and local government.
- *Farm Employee and Supportive Housing*: Allocate in lieu fees for predevelopment activities, including state and/or federal funding applications, to support the sponsors of farm employee housing and supportive housing for special needs populations.
- *Shelter for the Homeless*: Support countywide programs to provide for a continuum of care for the homeless including emergency shelter, transitional housing, supportive housing and permanent housing. Allocate CDBG funds to agencies assisting homeless persons and families to meet shelter and non-shelter needs.

Result

The City worked with the developers of the Faith Lutheran/The Cottages project to market and sell the Above-moderate income (121-200% AMI) affordable residential unit that was part of the Inclusionary Housing Ordinance requirements for the development at 1335 Vallecito Place. The affordable lottery was held in February 2022, and the unit was sold in April 2022. Additionally, 204 households in Carpinteria received rental assistance via Section 8 vouchers in 2022.

Also within Program Category 2, the Community Development Department implemented the Secondary Dwelling Unit Program which allowed development of secondary dwelling units in the Single Family Residential Zone Districts subject to certain criteria. During the 2022 period, the Community Development Department did not issue any building permits for second units. The City's 2015-2023 Housing Element addresses this issue and recommends that the second-unit development standards be reviewed to ensure that there are no governmental constraints to the development of second units. The Secondary Dwelling Unit Program has now been superseded by the Accessory Dwelling Unit Ordinance No. 758, which complies with State Law and the Coastal Act to allow additional dwelling units (known as Accessory Dwelling Units and Junior Accessory Dwelling Units) to be constructed in more than only residential zone districts. The Accessory Dwelling Unit Ordinance was approved by the Coastal Commission on December 15, 2022 and became effective on February 22, 2023. Additionally, in 2017, the City reduced the Development Impact Fees for accessory dwelling units, pursuant to Assembly Bill 2299 (Resolution #5750, 9/25/2017).

To assist the local homeless population, the City participates in the Santa Barbara Continuum of Care, known as Home for Good of Santa Barbara County, and facilitates the Carpinteria Regional Coordination Committee. The Coordination Committee has two subgroups: The Creative Housing Solutions Subcommittee, which identifies opportunities and resources for homeless individuals, and the Coordinated Outreach Team, which makes regular contact with those individuals and attempts to connect them with the services and housing they need.

**Program Category 3: Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement and development of housing.**

*Goals*

- Address, and to the extent legally possible, mitigate and/or remove governmental constraints to the maintenance, preservation, improvement and development of housing.
- Implement land use regulations that facilitate meeting affordable housing needs.

*Policies*

- *Expedite Affordable Housing Development Review*: Affordable housing developments shall receive the highest priority and efforts by staff, the Planning Commission and City Council to: (a) provide technical assistance to affordable housing developers, including community involvement; (b) take into account project funding and timing needs in the processing and review of the applications; and (c) provide the fastest turnaround possible in determining application completeness.
- *Fee Mitigation*: Permit on a case-by-case basis fee reductions and waivers to help owner-builder projects, projects with minimum public service impacts, retrofitting projects and affordable housing developments.

Result

The City has implemented a 50% Development Impact Fee reduction for 100% affordable housing developments to assist in removing governmental constraints to the development of affordable housing. This reduction was applied for both the Dahlia Court and Casas de

las Flores Apartments sites in the past and, more recently, for the Habitat for Humanity affordable residential ownership units.

**Program Category 4: Conserve and improve the condition of the existing stock of affordable housing.**

*Goals*

- Conserve existing housing important to the community such as rental apartments, mobile home parks and other affordable housing units.
- Maintain the affordability of existing and future affordable housing developments.
- Attain a housing supply free from substandard and deteriorated housing conditions.

*Policies*

- *Section 8 Housing*: Maintain the numbers of extremely-low-, very-low- and low-income households that are assisted by the Section 8 rental assistance program.
- *Apartment Conservation*: Conserve apartment rental housing by prohibiting the conversion to condominium ownership unless the apartment rental vacancy rate is more than 5%.
- *Mobile Homes, Mobilehome Parks and Manufactured Housing*: Conserve mobile homes, mobilehome parks and manufactured housing as an essential part of Carpinteria's housing supply.
- *Mobile Home Rents*: Continue the Mobile Home Park Rental Stabilization ordinance.
- *Occupancy Inspections*: Conduct occupancy inspections for code requirements for single-family residential units and apartment structures when they are sold.
- *Long-Term Housing Affordability*: Enforce resale controls and income restrictions to ensure that affordable housing provided through the Inclusionary Housing Program remains affordable over time to the income group for which it is intended.
- *Maintenance and Repair*: Promote the maintenance and repair of owner-occupied and rental housing to prevent deterioration within the City.
- *Housing Rehabilitation*: Facilitate the rehabilitation of substandard and deteriorated housing where feasible.
- *Housing Replacement*: Where possible, promote the removal and replacement of those substandard units that cannot be rehabilitated.
- *CDBG Rehabilitation*: Allocate CDBG funds to multi-family rehabilitation programs and retrofitting of existing housing.
- *Acquisition and Rehabilitation of Rental Housing*: Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited to: (a) technical support needed to obtain funding commitments from County, State and/or Federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.

Result

Seven mobile home parks provide affordable-by-design housing in the City with a total of 860 mobile home park spaces. The City's Mobile Home Rent Stabilization regulations aim to protect the value of mobile homes for tenants of rental parks. The City also allows manufactured homes to be constructed in all residential zones which may reduce construction costs.

In addition, the City initiated three legislative efforts to preserve affordable housing stock: The Mobile Home Park Closure Regulations, Tenancy-In-Common Ownership Regulations, and Mobile Home Park Residency Law legislative advocacy.

**Program Category 5:** **Promote housing opportunities for all persons.**

*Goals*

- Attain a housing market with "fair housing choice," meaning the ability of persons of similar income levels regardless of race, color, religion, sex, national origin, disability and familial status to have available to them the same housing choices.

*Policies*

- *Promote Fair Housing*: Promote fair housing opportunities through the City's participation in the County's Community Development Block Grant Program.
- *Information and Referral*: Promote fair housing through the provision of information and referral services to residents who need help on fair housing issues. This includes referring local residents who want to file a housing discrimination complaint to the appropriate local, county, state or federal agency, depending on the nature of the complaint.
- *Fair Housing Information*: Implement activities to broaden resident knowledge of fair housing law.

Result

The City continues to fund services provided by the City of Santa Barbara Rental Housing Mediation Program (RHMP). The RHMP provides dispute resolution resulting from landlord, tenant and roommate issues which arise in rental housing situations. The primary goal of the program is to provide an alternative to the formal judicial system and provide legal advice and mediation when disputes arise. The program provides free legal assistance for residents living at or below the poverty line, while also providing general social service guidance for those with disabilities, seniors and victims of domestic violence. In 2014, the RHMP began outreach programs in Carpinteria to educate local residents about tenant/landlord rights and to answer housing questions. The program shows success in preventing litigation through mediation and conflict resolution. In 2022, the RHMP provided service to 50 Carpinteria tenants and landlords regarding issues related to rental housing and to educate local residents about the services provided by RHMP and other typical concerns related to rental housing. The City continues to look for such opportunities.

## Conclusion

The Housing Element Annual Progress Report illustrates activities undertaken by the City of Carpinteria in 2022 that seek to improve the quality and quantity of market rate and affordable housing in Carpinteria. As required by state law, the 2009 Housing Element Update was completed and certified in 2011; given the success of Carpinteria's program, many of the affordable housing strategies were continued into the 2015-2023 Housing Element with modifications made as necessary to meet the City's regional housing needs. The City remains in compliance with Housing Element Law by adoption of its Housing Element update in late 2014 and production of housing units thus far.

Exhibit 1 Housing Element Annual Progress Report Form 2022

# CITY of CARPINTERIA, CALIFORNIA

March 15, 2023

California Department of Housing and Community Development
Housing Policy Development Division
APR@hcd.ca.gov

Re: City of Carpinteria 2022 Housing Element Annual Progress Report

Dear Colleague:

The City of Carpinteria is formally submitting its 2022 Housing Element Annual Progress Report in conformance with Government Code section 65400(a)(2)(B). The Report was reviewed and accepted by the City Council at its March 13, 2023 meeting. I have enclosed a copy of the City Council staff report which accompanied the Annual Progress Report as well as the Annual Progress Report Form in Excel format. Please let me know if you need any additional information. I can be reached by phone at (805) 755-4414 or by email at steveg@ci.carpinteria.ca.us.

Sincerely,

Steve Goggia
Community Development Director

cc: Governor's Office of Planning and Research, opr.apr@opr.ca.gov

5775 CARPINTERIA AVENUE • CARPINTERIA, CA 93013-2603 (805) 684-5405 • FAX (805) 684-5304
www.carpinteria.ca.us

| 2022 CARPINTERIA Housing Element Annual Progress Report | | | | | |
|---|---|---|---|---|---|
| **General Information** | | | | | |
| **First Name** | Syndi | **Street Address** | 5775 Carpinteria Avenue | **Phone** | 8057554405 |
| **Last Name** | Souter | **City** | Carpinteria | **Email** | syndis@carpinteriaca.gov |
| **Title** | Associate Planner | **Zip Code** | 93013 | | |
| **Comments: Include any additional information or explanation for the information provided in the following tables.** | | | | | |

## 2022 CARPINTERIA Housing Element Annual Progress Report

### TABLE A - Housing Development Applications Submitted

**Unit Information**

| Project Identifier | | Proposed Units Affordability by Household Incomes | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Current APN | Street Address | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total Proposed Units by Project | Total Approved Units by Project | Total Disapproved Units by Project |
| 003-440-013 | 4818 Dorrance Way | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| 003-303-018 | 4775 Seventh Street | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| 003-311-001 | 4905 Eighth Street | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 3 | 0 | 0 |
| 003-242-007 | 4675 Carpinteria Avenue | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 |
| **Totals** | | **0** | **0** | **0** | **0** | **0** | **0** | **7** | **7** | **0** | **0** |

## Project Information

| Project Identifier | | | | | Unit Types | | | | Density Bonus Applications | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Prior APN | Current APN | Street Address | Project Name | Local Jurisdiction Tracking ID | Unit Category | Tenure | Date Application Submitted | Was Application Submitted Pursuant to SB 35 Streamlining? | Was a Density Bonus requested for this housing development? | Was a Density Bonus approved for this housing development? | Please indicate the status of the application | Notes |
| | 003-440-013 | 4818 Dorrance Way | Howard New Residence | 22-2162-DP/CDP/ARB | SFD | Owner | 12/28/2022 | No | No | No | Pending | |
| | 003-303-018 | 4775 Seventh Street | Finnigan New Residence & Garage | 21-2131-DP/CDP/ARB | SFD | Renter | 07/06/2022 | No | No | No | Pending | |
| | 003-311-001 | 4905 Eighth Street | Zins SFD Demo & New Condo Triplex | 21-2083-DP/TPM/CDP/ARB | 2 to 4 | Owner | 03/07/2022 | No | No | No | Pending | |
| | 003-242-007 | 4675 Carpinteria Avenue | Cruz Mixed Use Building | 15-1781-DP/CDP | 2 to 4 | Renter | 10/17/2022 | No | No | No | Pending | |

# 2022 CARPINTERIA Housing Element Annual Progress Report

## TABLE A2 - Annual Building Activity Report Summary - New Construction

### Entitlements

| Project Identifier | | | Affordability by Household Income - Entitlements | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Current APN | Street Address | Local Jurisdiction Tracking ID | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Entitlement Date Approved | # of Units Issued Entitlements |
| 003-340-008 | 650 Concha Loma | 15-1767-CDP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 004-041-036, -037, -038, -039, -040 | 1112 Linden Avenue | 19-1983-DP/TPM/CDP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 003-142-033, -034, -035, -036, -037, -038, -039 | 1335 Vallecito Place | 16-1849-CUPR/TTM/CDP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Totals | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |

### Building Permits

| Project Identifier | | | Affordability by Household Income - Building Permits | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Current APN | Street Address | Local Jurisdiction Tracking ID | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Building Permits Date Issued | # of Units Issued Building Permits |
| 003-340-008 | 650 Concha Loma | 15-1767-CDP | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 07/07/2022 | 1 |
| 004-041-036, -037, -038, -039, -040 | 1112 Linden Avenue | 19-1983-DP/TPM/CDP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 003-142-033, -034, -035, -036, -037, -038, -039 | 1335 Vallecito Place | 16-1849-CUPR/TTM/CDP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Totals | | | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | 1 |

| Certificate of Occupancy | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Identifier | | | Affordability by Household Income - Certificate of Occupancy | | | | | | | | |
| Current APN | Street Address | Local Jurisdiction Tracking ID | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Certificates of Occupancy or other forms of readiness Date Issued | # of Units Issued Certificates of Occupancy or other forms of readiness |
| 003-340-008 | 650 Concha Loma | 15-1767-CDP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 004-041-036, -037, -038, -039, -040 | 1112 Linden Avenue | 19-1983-DP/TPM/CDP | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 09/30/2022 | 4 |
| 003-142-033, -034, -035, -036, -037, -038, -039 | 1335 Vallecito Place | 16-1849-CUPR/TTM/CDP | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 10/25/2022 | 5 |
| Totals | | | 0 | 0 | 0 | 0 | 0 | 0 | 9 | | 9 |

## Project Information

| Project Identifier | | | | | Unit Types | | | | | Housing with Financial Assistance and/or Deed Restrictions | | | | Demolished/Destroyed Units Units? | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Prior APN | Current APN | Street Address | Project Name | Local Jurisdiction Tracking ID | Unit Category | Tenure | Extremely Low Income Units | Was Project Approved using SB 35 Streamlining? | Infill Units? | Assistance Programs for each Development | Deed Restriction Type | Housing without Financial Assistance or Deed Restrictions | Term of Affordability or Deed Restriction | Number of Demolished/ Destroyed Units | Demolished or Destroyed Units? | Demolished/ or Destroyed Units Owner or Renter | Notes |
| | 003-340-008 | 650 Concha Loma | Wood New Residence | 15-1767-CDP | SFD | Owner | 0 | N | Y | | | | | 0 | | | |
| 004-041-001 | 004-041-036, -037, -038, -039, -040 | 1112 Linden Avenue | Phari LLC Condos | 19-1983-DP/TPM/CDP | 2 to 4 | Owner | 0 | N | Y | | | | | 0 | | | |
| 003-142-032 | 003-142-033, -034, -035, -036, -037, -038, -039 | 1335 Vallecito Place | Faith Lutheran Church Subdivision/The Cottages Residences | 16-1849-CUPR/TTM/CDP | SFD | Owner | 0 | N | Y | | | | | 0 | | | |

## Density Bonus

| Project Identifier | | | | Density Bonus | | | |
|---|---|---|---|---|---|---|---|
| Current APN | Street Address | Local Jurisdiction Tracking ID | Deed Restriction Type | Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area) | Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions) | List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications) | Did the project receive a reduction or waiver of parking standards? (Y/N) |

## 2022 CARPINTERIA Housing Element Annual Progress Report

### TABLE B - Regional Housing Needs Allocation Progress

**Permitted Units Issued by Affordability**

| Income Level | RHNA Allocation | Restrictions | Projection Period | Year 1 - 2015 | Year 2 - 2016 | Year 3 - 2017 | Year 4 - 2018 | Year 5 - 2019 | Year 6 - 2020 | Year 7 - 2021 | Year 8 - 2022 | Year 9 - 2023 | Total Units to Date (all years) | Total Remaining RHNA by Income Level |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Very Low* | 39 | Deed restricted | 0 | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 | 6 |
| | | Non-Restricted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Low | 26 | Deed restricted | 0 | 9 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 14 |
| | | Non-Restricted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Moderate | 34 | Deed restricted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 32 |
| | | Non-Restricted | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Above Moderate | 64 | | 0 | 82 | 4 | 0 | 1 | 25 | 14 | 11 | 1 | 0 | 138 | 0 |
| **Total Units** | | | **0** | **126** | **4** | **3** | **1** | **25** | **14** | **11** | **1** | **0** | **185** | |
| **Total RHNA** | **163** | | | | | | | | | | | **Total Remaining Need for RHNA Period** | | **52** |

**Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1)**

| | Extremely Low-Income Need | Year 1 - 2015 | Year 2 - 2016 | Year 3 - 2017 | Year 4 - 2018 | Year 5 - 2019 | Year 6 - 2020 | Year 7 - 2021 | Year 8 - 2022 | Year 9 - 2023 | Total Units to Date | Total Remaining ELI Need |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Extremely Low-Income Units** | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 |

**For the last year of the 5th cycle planning period, Table B will only include units that were permitted before the end date of the 5th cycle planning period.**
**For the first year of the 6th cycle planning period, Table B will only include units that were permitted since the start date of the 6th cycle planning period.**

**Projection Period units are included in a separate column.**

***Units serving extremely low-income households must be included in the very low-income permitted totals in order to be credited toward the RHNA.**

****Extremely low-income units determined pursuant to Government Code 65583(a)(1). Default value is half of the very low-income RHNA. May be overwritten.**

## 2022 CARPINTERIA Housing Element Annual Progress Report

**TABLE C - Sites Identified or Rezoned to Accommodate Shortfall Housing Need**

No Data Available

## 2022 CARPINTERIA Housing Element Annual Progress Report

### TABLE D - Program Implementation Status

| Program Description | Housing Programs Progress Report - Government Code Section 65583 | | |
|---|---|---|---|
| Name of Housing Element Program | Objective | Timeframe in H.E. | Status of Program Implementation |
| Second Unit Program | 14 second units during the planning period | Ongoing | In 2022, no second units were permitted by CDD. However, the draft ADU ordinance was approved by City Council in 2022. |
| Energy Conservation Program | Reduce residential energy use throughout the planning period | Ongoing | The Building Division and Community Development Department continue to promote energy efficient and energy saving opportunities on new and redevelopment projects. |
| No Net Loss Program | Ensure compliance with no net loss requirements throughout the planning period | Ongoing | The Community Development Department continues to ensure compliance with no net loss of residential units through the review of development permits. |
| Section 8 Rental Assistance Program | 169 Section 8 Certificates during the planning period | Ongoing | In 2022, 204 Section 8 Certificates were issued by the Housing Authority of Santa Barbara County and the City of Santa Barbara Housing Authority within the City of Carpinteria. |
| Affordable Rental Housing Program | 43 lower income rental units during the planning period | Ongoing | In 2022, no new low-income rental units were constructed. |
| Inclusionary Housing Program | 10 Inclusionary Housing Units during the planning period | Ongoing | Staff will continue to identify opportunities for additional inclusionary housing and work with developers which might develop multi-family housing developmerns. Two projects, Green Heron Spring and Faith Lutheran Church Subdivision/The Cottages Residences, provided a total of five inclusionary units within this 2015-2023 Housing Element Cycle. |
| Density Bonus Procedures | Continue to offer density bonus incentives throughout the planning period | Ongoing | Although no density bonus units were developed in 2022, staff will continue to provide density bonus incentive information to qualifying developments through the planning and development review process. |
| Facilitate Lot Consolidation | Continue to facilitate consolidation of small lots during the planning period | Ongoing | Although no lots were consolidated in 2022, staff will continue to identify opportunities and work with developers to consider consolidation of small lots. |

| | | | |
|---|---|---|---|
| Regulatory Concessions and Incentives | Facilitate construction of affordable units commensurate with the City's needs throughout the planning period | Ongoing | Although no projects were approved in 2022 which took advantage of the concessions and incentives provided for affordable housing, the Community Development Department is in discussions regarding both affordable rental units and affordable-ownership condominiums. |
| Fee Mitigation Program | Facilitate construction of affordable units commensurate with the City's needs throughout the planning period | Ongoing | Although no projects were approved in 2022 which took advantage of the concessions and incentives provided for affordable housing, the Community Development Department is in discussions regarding both affordable rental units and affordable ownership condominiums. In 2017, the city lowered the Development Impact Fees for Accessory Dwelling Units to facilitate the permitting of such units. |
| Special Needs Housing Program | Continue to implement zoning regulations that facilitate construction of housing for persons with special needs through the planning period | Ongoing | Although no new permits were issued with resonable accomodation requests in 2022, staff is willing to assist applicants with special needs. |
| Conservation of Mobile Home Parks | Facilitate preservation of seven mobile home parks and moderate rental rates throughout the planning period | Ongoing | The city has continued to monitor rental rates in mobile home parks through the Mobile Home Rent Stabilization Program and has had no conversion of the seven mobile home parks in Carpinteria. |
| Condominium Conversion Ordinance | Facilitate preservation of existing units throughout the planning period | Ongoing | During the 2022 calendar year, no residential rental units were converted to condominiums due to provisions of the Condominium Conversion Ordinance related to rental vacancy rates. |
| Housing Code Compliance | Facilitate preservation of existing single-family rental housing units throughout the planning period | Ongoing | The Community Development Department's Building and Code Compliance divisions conducted several site inspections and enforced the housing and building and safety codes through compliance orders and administrative citations. |
| Single Family Housing Rehabilitation | Rehabilitation of two units occupied by extremely-low income owner household and three units occupued by very-low income owner households during the planning period | Ongoing | The city will continue to encourage eligible very-low income homeowners to contact the USDA Rural Housing Repair and Rehabilitation Program for loans to help modernize and improve their homes to remove health and safety hazards. |
| Multi-family Rehabilitation | Rehabilitation of two extremely-low income units, one very-low income unit, and six low income units during the planning period | Ongoing | The city will continue to seek grant funds and assist in the rehabilitation of multifamily housing in need of repair. |

| | | | |
|---|---|---|---|
| Fair Housing Information and Referral | Continue to disseminate fair housing information to residents, landlords, and other interested parties throughout the planning period; conduct annual fair housing workshops in cooperation with the Rental Housing Mediation Program | Ongoing | The city continues to partner with the City of Santa Barbara's Rental Housing Mediation Program to provide tenants, landlords, and interested parties with information and mediation services related to housing and rental disputes. In 2022, 50 residents received rental-related consultation via phone or in person. The city also refers residents to the Legal Aid Foundation of Santa Barbara County and California Rural Legal Assistance to address concerns related to disability access, those living on fixed incomes, and victims of domestic or elder abuse. |
| Workforce Homebuyer Down Payment Loans | Continue to facilitate home ownership for local workforce throughout the planning period | Ongoing | The city continues to provide down payment loans, in collaboration with the Housing Trust Fund of Santa Barbara County. No loans were funded in 2022. |

## 2022 CARPINTERIA Housing Element Annual Progress Report

**TABLE E - Commercial Development Bonus Approved pursuant to GC Section 65915.7**

No Data Available

## 2022 CARPINTERIA Housing Element Annual Progress Report

### TABLE F - Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(2)

| | Affordability by Household Incomes (Units that DO NOT count towards RHNA) | | | | |
|---|---|---|---|---|---|
| **Activity Type** | **Extremely Low-Income** | **Very Low-Income** | **Low-Income** | **Total Units** | **Description of Activity** |
| Rehabilitation Activity | 0 | 0 | 0 | 0 | |
| Preservation of Units At-Risk | 0 | 0 | 0 | 0 | |
| Acquisition of Units | 0 | 0 | 0 | 0 | |
| Mobilehome Park Preservation | 0 | 0 | 0 | 0 | |
| **Total Units by Income** | **0** | **0** | **0** | **0** | |
| | **Affordability by Household Incomes (Units that DO count towards RHNA)** | | | | |
| **Activity Type** | **Extremely Low-Income** | **Very Low-Income** | **Low-Income** | **Total Units** | **Description of Activity** |
| Rehabilitation Activity | 0 | 0 | 0 | 0 | |
| Preservation of Units At-Risk | 0 | 0 | 0 | 0 | |
| Acquisition of Units | 0 | 0 | 0 | 0 | |
| Mobilehome Park Preservation | 0 | 0 | 0 | 0 | |
| **Total Units by Income** | **0** | **0** | **0** | **0** | |

## 2022 CARPINTERIA Housing Element Annual Progress Report

**TABLE G - Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of (CCR Title 25 ï¿½6202)**

No Data Available

| 2022 CARPINTERIA Housing Element Annual Progress Report |
| --- |
| TABLE H - Locally Owned Surplus Sites (CCR Title 25 ï¿½6202) |
| No Data Available |

| 2022 CARPINTERIA Housing Element Annual Progress Report | | | | | |
|---|---|---|---|---|---|
| **LEAP Reporting (CCR Title 25 ï¿½6202)** | | | | | |
| **Total Award Amount** | | **65,000.00** | | | |
| **Task** | **$ Amount Awarded** | **$ Cumulative Reimbursement Requested** | **Task Status** | **Other Funding** | **Notes** |

| | | | | | |
|---|---|---|---|---|---|
| ADU-JADU Program Tasks & Budget:<br>1) Coordination: $10,000<br>2) Hearing-Adoption Process: $15,000<br>3) Coastal Commission: $12,000<br>4) Legal Review: $15,000<br>5) Management: $3,000<br>6)Outreach and Training: $10,000 | 65,000.00 | .00 | In Progress | None | 1) Inter-agency, Tribal Consultation, and Special District Coordination: (Initial comments received from all districts, the CCC and HCD. Tribal consultation completed, anticipate more coordination during the adoption hearing process, 100% complete)<br>2) Hearing-Adoption Process: (ongoing process through the Planning Commission and City Council adoption hearing process. Planning Commission hearing date tentatively set for 5/2/2022, and related staff report, exhibits, and notices are being prepared, 100% complete)<br>3) Coastal Commission Coordination, Hearing Attendance, Certification Process: (ongoing task through the certification process, first comments from the CCC received, 100% complete)<br>4) Legal Review of the ADU Program: (ongoing task, 100% complete)<br>5) Program Public Management and Grant Administration: (ongoing task, 90% complete)<br>6) Post-adoption Public Outreach and Staff Training: (This will occur after program adoption, HCD approval, and Coastal Commission certification, 100% complete)<br>This grant has recently been initiated during this current grant quarter (Q1-2022). The approval and contract execution phase was extended by HCD, in part |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | due to the pandemic, which resulted in a delay in the grant approval and contract execution by approximately one year (3/1/21 to 3/1/22). However, tasks are in line to be completed on time, with the exception of Task 6, which may need to be extended given the grant approval delay. |

# Exhibit 2

## 2022 Work Plan Accomplishments Table

*This page is intentionally left blank*

## GENERAL GOVERNMENT
## 2022 Work Plan Accomplishments

| *Activity* | Comments |
|---|---|
| **Program: Legislative & Policy** | |
| **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. | 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:<br><br>• Response to Civil Grand Jury Reports on public pensions and State programs to assist the homeless.<br>• Racial Equity and Social Justice Training for City Council members and staff.<br>• Support position for HR1190, Medal of Honor for Ret. Colonel Philip J. Conran.<br>• Support position for AB1881, care and treatment of dogs and cats.<br>• Support position for AB2097, parking requirements for certain development.<br>• Report on Proposition 19<br>• Resolution Supporting Reproductive Rights for Women<br>• County Housing Element Update comment letter and public comment concerning policy conflicts; formation of Ad hoc Council Committee. |
| ***Legislative & Policy Research and Development.*** *Local legislative and policy responses to new/changed federal and state laws, legal or practical mandates, and changing community needs/expectations.* | • **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.<br>• **ADU/JADU Legislation**<br>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.<br>• **Objective Design Standards Consultant Services.** Continued work through managing consultant services necessary to establish |

| *Activity* | Comments |
|---|---|
| | objective design standards for certain development types in response to preemptive state laws.<br>• **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.<br>• **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.<br>• **Formula Business regulations.** Researched and analyzed formula business regulations and prepared moratorium for adoption.<br>• **Flag Policy**. Research and preparation for adoption of a flag display policy. Council adopted an updated flag display policy by resolution.<br>• **Dune & Shoreline Management Plan.** Completion and presentation of the Dune & Shoreline Management Plan.<br>• **Districting Elections**. Researched and analysis of legal requirements, processes, and alternatives, facilitated public district mapping process.<br>• **SB1383 Compliance, Organics Waste Disposal**. Implemented through updated regulations and franchise agreement adoption.<br>• **Initiative Measure 9212 Report**. Conducted research and analysis of proposed initiative, reviewed state laws and prepared report for Council consideration.<br>• **Safe Parking Programs**. Conducted research and analysis of safe parking programs in Santa Barbara County as part of preparation of options for Council consideration.<br>**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 |

| *Activity* | **Comments** |
|---|---|
| | train horn blowing to minimize potential for ear damage on the public, in particular, children. |
| ***Regional Programs Collaboration and Cooperation.*** *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).* | **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.<br>**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.<br><br>**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.<br><br>**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.<br><br>**Council Committees.** The City/School Board and Utilities Committee met during the first half of the year to discuss matters of mutual interest. |
| **Program: City Administration** | |
| **Library.** Transition of the Carpinteria Library to City management and operation. | 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. |

| *Activity* | **Comments** |
|---|---|
| **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. | 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. |
| **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. | 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. |
| **Program: Community Promotion and Communications** | |
| **Neighbor to Neighbor.** Develop a program that will create partnerships between the City and its residents. | 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. |
| **Program: Economic Vitality** | |
| **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. | 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. |

| *Activity* | Comments |
|---|---|
| **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. | The City Council considered and authorized execution of the Lease Development and Disposition Agreement on July 19, 2021. |
| **Program: Law Enforcement** | |
| **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. | 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. |
| **Program: Emergency Services** | |
| **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. | LISTOS training held in May.<br><br>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. |

| *Activity* | **Comments** |
|---|---|
| **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. | 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.<br><br>Regarding COVID-19 response activities:<br>• 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.<br>• The Ad Hoc COVID-19 Communication Committee met every other week from July 2021 – May 2022 and is available to meet as needed.<br>• 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.<br>• 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. |
| **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. | Staff has been trained on new safety protocols needed during the COVID – 19 pandemic.<br><br>Emergency Services Program Manager was CERT and LISTOS trained in 2022 |

| *Activity* | Comments |
|---|---|
| **Program: Volunteer Services** | |
| 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. | The 2022 HOST season began on Memorial Day and ended after the Labor Day weekend.<br><br>After a couple of missed years in 2022 an End-of-Season Celebration was held in recognition of the HOST Volunteers<br><br>Recruitment of CERT and HOST volunteers is currently occurring with advertisement in the Coastal View News and through the City online Newsletter. |
| **Program: Staff Recruitment & Retention** | |
| **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 Unpresented Employees has not been updated to adjust to the minimum wage increases. The last Total Compensation Survey was done in 2014. Additionally, current unemployment is very low. The City has experienced a turnover of employees in the last 2-3 years. In order to retain employees and be competitive in recruitment, the City should update and adjust as appropriate the Compensation Schedule of Management and Unrepresented Miscellaneous Employees. | 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. |
| **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 | This work plan initiative is deferred until the HR/Risk Manager, or other similar position or service, is filled to lead this work. |

| *Activity* | **Comments** |
|---|---|
| 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.<br><br>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. | |
| **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. | In process.<br>The City's Assistant City Manager and labor law attorney with Liebert Cassidy Whitmore have started the labor negotiation process with SEIU. |
| **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 | This work plan initiative is deferred until the HR/Risk Manager, or other similar position or service, is filled to lead this work. |

| *Activity* | **Comments** |
|---|---|
| City's currents 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. | |
| **Program: Risk Management** | |
| **Loss Control Action Plan (LossCAP)**<br>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.<br><br>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.<br><br>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. | In process.<br>Development and implementation of appropriate policies, programs and procedures is underway in each responsible Department. |
| **Program: Elections** | |
| **Establishing District Based-Elections** | Completed.<br>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 |

| *Activity* | **Comments** |
|---|---|
| | 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. |
| **2022 Municipal Election.** | Completed.<br>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. |
| **Program: Records Management** | |
| **Records Management Program** | Work on this item is anticipated to begin early 2023. |

**COMMUNITY DEVELOPMENT**
**2022 Work Plan Accomplishments**

| Activity | Comments |
|---|---|
| **Program: ADMINISTRATION** | |
| **Digitize / Modernize**<br>• Digitize remaining approved building plan sets and address files.<br>• Lease/purchase a large format scanner | **Ongoing.** The Department continues to move forward scanning approved building plans, project files and address files.<br><br>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. |
| **Program: ADVANCED PLANNING: Design Standards and Guidance** | |
| • Staff Report/Public Workshops<br>• Planning Commission and City Council Hearings<br>• Submittal to Coastal Commission | **Ongoing.** Work on the Downtown Design Guidelines commenced in April 2021 and is ongoing.<br><br>Updates to the Residential Design Guidelines has been deferred as other more pressing Advanced Planning projects move forward.<br><br>The Ad-Hoc Design Review Committee was created to advance and oversee the Design Standards and Guidance documents. |
| **Program: ADVANCED PLANNING: General/Coastal Plan Update** | |
| • Draft Sea Level Rise Vulnerability Assessment and Adaptation Plan<br>• Draft General/Coastal Plan Document<br>• Draft CEQA Document<br>• Staff reports for public hearings<br>• Updated General Plan/Local Coastal Land Use Plan | **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.<br>The Sea Level Rise Vulnerability Assessment and Adaptation Plan is complete, although biennial updates are planned to keep the document current.<br>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. |
| **Program: ADVANCED PLANNING: Zoning Code Update** | |
| • Public Draft Zoning Code<br>• Staff Report/Public Workshops<br>• Planning Commission and City Council Hearings<br>• Submittal to Coastal Commission | **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 |

| Activity | Comments |
|---|---|
| • 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** | |
| • Staff Report/Public Workshops<br>• Planning Commission and City Council Hearings<br>• Submittal to Coastal Commission | **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.<br><br>The Density Bonus update was initiated on September 12, 2022, as was the new CDP Zone Code provisions.<br><br>Refer to the Advanced Planning Project List below. |
| **Program: ADVANCED PLANNING: Project List** | |
| **Work Underway:**<br>General Plan/Coastal Plan Update<br>Comprehensive Zone Code Update<br>Housing Element Update<br>ADU / JADU Update<br>ADU / JADU City Approved Building Plans<br>New Downtown Design Overlay<br>Multi-family Housing Smoking Regulations<br>Formula Business Permanent Regulations<br>New Soft Story Building Regulations<br>Density Bonus Zone Code Update<br>New CDP Zone Code Ordinance<br>Camping Regulations Update | **Pending Projects:**<br>New SB 9 Ordinance Regulations<br>New Co-ownership Property Regulations<br>Wireless Regulations Update<br>Subdivision Ordinance Update<br>Sign Regulations Update<br>Neighborhood Design Guidelines Update<br>Short Term Rental Ordinance Updates<br>Massage Regulations Update<br>Wireless Regulations Update<br>Subdivision Ordinance Update |
| **Program: DEVELOPMENT REVIEW & BUILDING** | |
| **Highway 101 Projects**<br>• Linden/Casitas Interchanges and Via Real Extension<br>• South Coast HOV Lanes | **Ongoing.** The South Coast HOV Lanes project is now wrapping up with the installation of landscaping and signage. |
| **Program: BUILDING** | |
| **Vulnerable Building Assessment and Policy**<br>• Identify potential soft-story structures | **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. |

| Activity | Comments |
|---|---|
| • Meet with property owners<br>• 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.<br>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** | |
| Sustainable Resources | • Via Real Stormwater Project. Design is complete. Grant was awarded by the Urban Flood Protection Grant Program.<br>• SCE territory enrollment with Central Coast Community Energy, formerly Monterey Bay Community Power, is complete. |
| **Program: Capital Improvements** | |
| Carpinteria Avenue Bridge Replacement Project | • 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. |
| City Hall Campus Improvements- Phase 2 | 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. |
| City Hall Solar Energy Generation and Storage Project | 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. |
| Rincon Multi-Use Trail Project | 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 |
|---|---|
| U.S. Highway 101 Projects | • 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.<br>• 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.<br>• 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. |
| **Program: Transportation, Parking, and Lighting** | |
| Improved Public Transit Services | 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. |
| Parking Management Plan | 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. |
| Downtown "T" Parklet Permit Program | 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. |
| **Program: Solid Waste** | |
| Franchise Agreement Negotiations and SB 1383 | 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. |

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

| *Activity* | **Comments** |
|---|---|
| **Program: PARKS, Recreation and Facilities Administration** | |
| *Carpinteria Bluffs III Improvements*<br><br>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.<br><br>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. |
| *Creekside Parcel Acquisition* | 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. |
| *City Hall Expansion* | 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. |

| *Activity* | **Comments** |
|---|---|
| Skate Park Construction | This Project is under construction and is expected to be completed before summer of 2023 |
| Concha Park | 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.<br><br>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. |
| Carpinteria Coastal Vista Trail | Discretionary permits have been granted for the trail improvement across the south side of 6155 Carpinteria Avenue.<br><br>A demolition permit of the existing building was issued in January 2023.<br><br>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.<br><br>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. |
| *Playground Replacement* | The Heath Ranch Playground has been replaced in 2022.<br><br>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. |
| 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. |
| *Library Services* | 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. |

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Reclassification of the limited term Principal Planner position and eliminating the limited term authorization and establishing it as a regular permanent full-time position.

### STAFF RECOMMENDATION

Adopt Resolution No. 6233, reclassifying the limited term Principal Planner position assigned to advanced planning duties and eliminating the limited term authorization.

Sample Motion: I move to approve and adopt Resolution No. 6233, as read by title only.

### BACKGROUND

On June 22, 2020, the City Council adopted the Fiscal Year 2020/21 Budget which presented an Advanced Planning program summary of the long-range planning activities for the City. The program included a new Principal Planner position to take the lead working with the Community Development Director to assist with the multi-year General/Coastal Land Use Plan update, Zoning Code update, and the Development Review Process update. On August 10, 2020, the City Council approved and adopted Resolution No. 5997, formally creating a three-year term Principal Planner position. On November 16, 2020, the City filled the position, and the incumbent officially retired on April 14, 2023.

In the City's Annual Work Plan Workshop held on January 30, 2023, the City Council set advanced planning as a high priority. 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. To address these issues, the Community Development Director recommended the creation of an Advanced Planning Division, including the creation of one Assistant/Associate Planner and the reclassification of the limited term Principal Planner to a regular full-time position.

The purpose of this agenda matter is for the City Council to consider and act on Resolution No. 6233, reclassifying the limited term Principal Planner position to a regular full-time permanent position.

## DISCUSSION

If approved, the Principal Planner will assist with the following Community Development Department advanced planning work priorities:

- General Plan/Coastal Plan Update
- Comprehensive Zone Code Update
- Housing Element Update
- New Downtown Design Overlay
- Multi-family Housing Smoking Regulations
- New Soft Story Building Regulations
- New CDP Zone Code Ordinance
- Camping Regulations Updates
- 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

It is expected that delivery of the City's advanced planning program will continue to require and benefit from bringing this function in-house with full-time staff.

## POLICY CONSISTENCY

The City Council's consideration of this matter is called for in Chapter 2.44.040 (Personnel Officer—Designated—Powers and Duties) of the Carpinteria Municipal Code and Resolution No. 5012, the City's personnel rules and regulations. This recommendation can be found consistent with the City's 2023 Annual Work Plan.

## FINANCIAL CONSIDERATIONS

The Principal Planner position assigned to advanced planning duties is budgeted for the remainder of FY 2022/23. Staff intends to include the Principal Planner position for the proposed Advanced Planning Division in the FY 2023/24 budget.

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

There are no legal issues associated with this item.

## OPTIONS

1. Approve and adopt Resolution No. 6233. (Staff recommendation)
2. Decline to modify the current parameters of the Principal Planner position and direct staff as appropriate.

## PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

## ATTACHMENTS

Attachment A: Resolution No. 6233

Staff contact:
Michael Ramirez, Assistant City Manager
(805) 880-3415; michaelr@carpinteriaca.gov

Signature

Reviewed by:
Dave Durflinger, City Manager
(805) 755-4400, daved@carpinteriaca.gov

Signature

**ATTACHMENT A**

**Resolution No. 6233**

**RESOLUTION NO. 6233**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA RECLASSIFYING THE LIMITED-TERM PRINCIPAL PLANNER POSITION AS REGULAR FULL-TIME PERMANENT AND SUPERCEDING RESOLUTION NO. 5997**

**WHEREAS,** establishing and maintaining appropriate and necessary position descriptions are essential to the efficient operation of the City; and

**WHEREAS,** on August 10, 2020, the City Council adopted Resolution No. 5997, approving the position of Principal Planner assigned to oversee advanced planning duties for the duration of up to three years; and

**WHEREAS,** after study and review, it has been determined that meeting current and future service level needs and expectations of the Community Development Department in areas of advanced planning, requires the establishment of a regular full-time permanent Principal Planner position dedicated to advanced planning assignments without a limited contract term; and

**WHEREAS,** on January 30, 2023, the City Council set advanced planning as a high priority.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**SECTION 1.**

The limited-term Principal Planner position is hereby reclassified to a regular full-time permanent position.

**SECTION 2.**

The City Manager is authorized to implement these changes as determined appropriate and necessary.

**SECTION 3.**

This Resolution supersedes Resolution No. 5997.

**PASSED, APPROVED AND ADOPTED** on 24th day of April 2023, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

_____
Mayor, City of Carpinteria

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on April 24, 2023.

_____
Brian C. Barrett, CMC, CPMC
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

_____
Mack Carlson, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as
City Attorney of the City of Carpinteria

# City of Carpinteria

## COUNCIL AGENDA STAFF REPORT
## April 24, 2023

### ITEM FOR COUNCIL CONSIDERATION

Receive and act on the recommendations of the City Manager Succession Process Committee to:

1. Enter into an agreement with Regional Government Services (RGS) for executive search services for the City Manager position; and
2. Initiate amendment to the City Manager Residency Requirements of Carpinteria Municipal Code Chapter 2.08; and
3. Authorize an update of the City Manager contract form via current agreement with Liebert Cassidy Whitmore (LCW).

### STAFF RECOMMENDATION

1. Authorize executive search services to be conducted by RGS as a part of the existing agreement between City and RGS; and
2. Initiate amendment to the City Manager Residency Requirements of Carpinteria Municipal Code Chapter 2.08; and
3. Authorize work by LCW as necessary to prepare a draft updated City Manager contract for Council consideration.

Sample Motion: I move to:

1. Authorize executive search services to be conducted by RGS as a part of the existing agreement between City and RGS; and
2. Initiate amendment to the City Manager Residency Requirements of Carpinteria Municipal Code Chapter 2.08; and
3. Authorize work by LCW as necessary to prepare a draft updated City Manager contract for Council consideration.

### BACKGROUND

The City Council has initiated a process to hire its next City Manager. On March 13 the City Council formed the City Manager Succession Process Ad Hoc Committee (Committee), comprised of Vice Mayor Alarcon and Councilmember Nomura. On March 27, the City Council approved the Committee's recommendation to retain an executive search firm to assist it in seeking proposals from various executive search firms. The

action of the Council included approval of a short list of executive search firms to be contacted. Staff made efforts to contact each of the executive search firms on the short list approved by the Council. The City received proposals from RGS, Raftelis, Peckham & McKenney, and CPS HR Consulting.

The purpose of this agenda matter is for the Council to receive and act on the recommendations of the City Manager Succession Process Committee.

## DISCUSSION

Executive Search Services:

The City Manager Succession Process Committee reviewed and evaluated the proposals received by Peckham & McKenney, RGS, Raftelis and CPS HR Consulting, included in Attachment A.

The Committee is recommending that the City of Carpinteria engage the services of RGS for the executive search process. RGS is a management consulting firm that the City has an existing contract with for Human Resources support. With Council approval, the existing contract would be amended as necessary to include the executive search services. The estimated cost of this service, as proposed by RGS, is $18,500. There may be additional costs associated with the use of NeoGov Applicant Tracking software, the Candidate Remote eSkills Online Test, and travel expenses. Should the Council accept the recommendation of the Committee, RGS has said it can commence work on May 1st in order to meet the City's tentative timeline for the recruitment and hiring process (Attachment B).

Residency Requirements:

Residency requirements for city managers are common among California cities. Examples of cities with city manager residency provisions include the Cities of Sonoma and Palos Verdes Estates, which require the city manager to live within ten miles of the city. Other cities, like Thousand Oaks, expressly state that they will not restrict in any way where its city manager chooses to reside.

The purposes for residency requirements often include ensuring the City Manager is timely available to fulfill certain mandatory duties, such as serving as the Director of Emergency Services during a declared local emergency. The purpose can also include an interest in the City Manager being a part of the community, engaging with local residents and business owners in an informal manner to promote communication, trust and transparency.

While city municipal code provisions may create general parameters concerning city manager residency, many cities also offer a compensation package that incentivizes local residency, e.g., a housing benefit. Assisting the City Council to develop an appropriate City Manager compensation package will be a part of the consultant work

and may include salary and/or benefits aimed at incentivizing the City Manager to live in Carpinteria.

The Committee is recommending that the Council initiate an amendment to the City Manager residency requirements of the Carpinteria Municipal Code (CMC). The residency requirements at CMC Chapter 2.08 would be changed to eliminate the requirement for residency in the City and to replace it with a requirement for residency within a certain distance of the City. The need for the change is due to state law that restrict employee residency requirements.[1]

The Committee expressed a desire for a residency distance requirement and discussed both 30 and 50 mile maximum distance options; however, the Committee did not reach a consensus or make a specific recommendation. Thus, a discussion among the Council is necessary to provide direction to staff as to the preferred distance to be included in the CMC Amendment for Council consideration.

Contract Form Update

The City Manager contract form was last comprehensively updated in 2013. The Committee is recommending the form be reviewed and updated as needed so that it can be available for use in the contract negotiation process. The City is currently using LCW for Human Resources legal counsel support and staff recommends this task be assigned accordingly.

## POLICY CONSISTENCY

The recommendations may be found consistent with the City's 2023 Annual Work Plan under the General Government Program: Staff Recruitment & Retention.

## FINANCIAL CONSIDERATIONS

The Fiscal Year 2022/23 Budget includes a line item for contracting an executive search firm to assist the Council in recruiting the next City Manager.

---

[1] The current CMC Section 2.08.030 City Manager Residency Requirements as they are written are unenforceable per Article XI, Section 10(b) of the California Constitution, "[a] city or county, including any chartered city or chartered county, or public district, may not require that its employees be residents of such city, county, or district; except that such employees may be required to reside within a reasonable and specific distance of their place of employment or other designated location." This prohibition also bars residency requirements applied to applicants for public agency employment.

CMC Section 2.08.030 provides that "[r]esidence in the city at the time of appointment [of the city manager] shall not be required as a condition of appointment; provided, however, that within twelve months after the appointment of the city manager, he shall establish his residence in the city, unless such time is extended by resolution of the city council."

## LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney's Office has consulted with staff concerning this matter generally and, in particular, the City Manager residency requirement of the Municipal Code. Based on review of current law, the City Attorney's Office is recommending the City Council consider certain amendments to Chapter 2.08, concerning City Manager residency requirements.

## OPTIONS

A. Approve the three recommendations of the City Manager Successor Process Committee (staff recommendation)
B. Approve alternative action to one or more of the Committee recommendations
C. Decline to act at this time and direct staff as determined appropriate.

## ATTACHMENTS

A. Proposals Received
B. Tentative Recruitment and Hiring timeline.

Staff Contact: Olivia Uribe-Mutal
(805) 755-4401, oliviau@carpinteriaca.gov

*Signature*

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, daved@carpinteriaca.gov

*Signature*

ATTACHMENT A

# CPS HR CONSULTING

# PROPOSAL

CPS HR CONSULTING

PROPOSAL

# City of Carpinteria

## Executive Search for City Manager

April 5, 2023

SUBMITTED BY:
MELISSA ASHER
*Sr. Practice Leader, Products and Services*

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3358
masher@cpshr.us
Tax ID: 68-0067209

www.cpshr.us

Your Path to Performance

CPS HR CONSULTING

April 5, 2023

Dave Durflinger, City Manager
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013

**Subject: Executive Search for City Manager**

***Submitted via email to: daved@capinterica.gov***

Dear Dave,

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist City of Carpinteria (City) with the recruitment of a new City Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting non-profit and public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the City to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result. Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at masher@cpshr.us or (916) 471-3358.**

Sincerely,

Melissa Asher

Melissa Asher
Senior Practice Leader, Products and Services

# Table of Contents

Our Background and Experience ..... 1
About CPS HR Consulting ..... 1
Recruitment Experts ..... 2
References ..... 5
Our Approach and Methodology ..... 6
Our Project Approach ..... 6
Workplan ..... 7
Phase I - Develop Candidate Profile and Recruitment Strategy ..... 7
Phase II – Aggressive, Proactive, and Robust Recruitment ..... 8
Phase III – Selection ..... 10
Timeline ..... 12
Scope of Services ..... 13
Our Executive Recruiting Team ..... 15
Cost Schedule ..... 18
Professional Services ..... 18
One-Year Service Guarantee ..... 18
Appendix A – Work Sample ..... 19
Recruitment Brochure Example ..... 19

# Our Background and Experience

## About CPS HR Consulting

***CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years.*** We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.

OUR VISION:

Enabling people to realize the promise of public service

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 110 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Austin, TX; Littleton, CO; and Orange County, CA.

## Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the City 's unique needs. Our wealth of recruitment experience has been gained through ***more than 20 years*** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive **experience** in recruiting executive-level professionals for public agencies across the United States. As a public Agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, **currently** more than 91% of our placements are still in their position after two years.
- **Partial list of recruitments.** Following is a brief listing of recent recruitments to show our experience with similar executive recruitments.

| Agency | Title | Year Completed |
|---|---|---|
| City of Dallas (TX) | Assistant City Manager | Current |
| City of Surprise (AZ) | City Manager | Current |
| County of Yolo (CA) | County Administrative Officer | Current |
| City of Nogales (AZ) | City Manager | Current |
| City of Aztec (NM) | City Manager | Current |
| City of Phoenix, AZ | Assistant City Manager<br>Deputy City Manager | Current |
| Schools Insurance Group | Executive Director | Current |
| City of Baytown, TX | City Manager | 2023 |
| City of Littleton, CO | Deputy City Manager | 2023 |
| Metropolitan Transportation Commission | Executive Director | 2023 |
| North of the River Recreation & Park District | General Manager | 2023 |
| Special District Risk Management Authority | Chief Executive Officer | 2023 |
| City of Piney Point Village (TX) | City Administrator | 2022 |
| City of Columbia, MO | City Manager | 2022 |
| City of Turlock, CA | City Manager | 2022 |
| City of Belaire, TX | City Manager | 2022 |
| City of Cleveland, TX | City Manager | 2022 |
| City of Piney Point Village, TX | City Administrator | 2022 |
| City of Dayton, TX | City Manager | 2022 |
| Central Contra Costa Sanitary District | Deputy General Manager | 2022 |
| Selma-Kingsburg-Fowler County Sanitation District | General Manager | 2022 |
| Indian Wells Valley Water District | General Manager | 2022 |
| San Diego County Water Authority | General Counsel | 2022 |
| Texas Recreation & Park Society | Executive Director | 2022 |
| Mid-Peninsula Water District | General Manager | 2022 |

| Agency | Title | Year Completed |
|---|---|---|
| City of Aurora (CO) | Deputy City Manager | 2021 |
| City of Dickinson (TX) | City Manager | 2021 |
| City of Dayton (TX) | City Manager | 2021 |
| City of San Leandro (CA) | City Manager | 2021 |
| County of Los Alamos (NM) | County Manager | 2021 |
| City of Hercules (CA) | City Manager | 2021 |
| City of Clayton (CA) | City Manager | 2021 |
| City of Marysville (CA) | City Manager | 2021 |
| County of Yolo (CA) | Assistant County Administrative Officer | 2021 |
| County of Flathead (MT) | County Administrator | 2021 |
| City of Tucson, AZ | Assistant City Manager | 2021 |
| City of Greeley (CO) | Deputy City Manager | 2020 |
| City of Reno (NV) | City Manager | 2020 |
| City of Bozeman (MT) | City Manager | 2020 |
| City of Avondale, AZ | Director of Economic Development | 2020 |
| City of Hollister, CA | City Manager | 2020 |
| Santa Clara Valley Habitat District, CA | CA Land and Resource Management Specialist | 2020 |
| City of Las Vegas, NV | Youth Development and Social Innovation Director | 2020 |
| County of Montgomery, MD | Behavioral Health and Crisis Services (Outreach only) | 2020 |
| City of Berkeley, CA | Director of Health, Housing and Community Services | 2020 |
| City of Bell, CA | Community Development Director | 2020 |
| County of Clark, NV | Community Development Director | 2020 |
| City of Fontana, CA | City Manager (Outreach only) | 2020 |
| Metropolitan Transportation Commission | Executive Director | 2019 |
| Schools Excess Liability Fund (SELF) | Chief Executive Officer | 2019 |
| County of Orange, CA | Chief Deputy Director, Social Services Agency | 2019 |
| San Bernardino County Housing Authority, CA | Assistant Director of Housing Services | 2019 |

| Agency | Title | Year Completed |
|---|---|---|
| Desert Healthcare District, CA | Chief Executive Officer | 2019 |
| San Mateo County Harbor District, CA | General Manager | 2019 |
| Turlock Irrigation District, CA | General Manager | 2019 |
| City of Oxnard, CA | Cultural and Community Affairs Director | 2019 |
| City of Richmond (CA) | City Manager | 2019 |
| City of Columbia (MO) | City Manager | 2019 |
| City of Union City (CA) | City Manager | 2019 |
| Town of Paradise Valley (AZ) | Town Manager | 2019 |
| City of Carson (CA) | City Manager | 2019 |
| City of East Palo Alto (CA) | City Manager | 2019 |
| City of Manitou Springs, CO | City Manager | 2019 |
| City of Union City, CA | City Manager | 2019 |
| City of Columbia, MO | City Manager | 2019 |
| Transportation Authority of Marin, CA | Executive Director | 2019 |
| Sonoma County Library District, CA | Executive Director | 2019 |
| Metropolitan Transportation Commission MTC | Executive Director | 2019 |
| East Contra Costa Irrigation District, CA | General Manager | 2019 |
| Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), CA | Chief Executive Officer/Risk Manager | 2019 |
| Port of Long Beach, CA | Director of Government Affairs | 2019 |
| Alameda County Transportation Commission | Executive Director | 2019 |
| City of Clayton, CA | City Manager | 2019 |

## References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

| CLIENT/POSITIONS | CONTACT(S) |
|---|---|
| **City of Littleton**<br>2255 W. Berry Avenue<br>Littleton, CO 80120<br><br>Deputy City Manager (2023)<br>Human Resources Director (2022)<br>City Manager (2022) | Jim Becklenberg, City Manager<br>303-409-9063<br>jbecklenberg@littletongov.org |
| **Metropolitan Transportation Commission**<br>375 Beale Street, Suite 800<br>San Francisco, CA 94105<br><br>Executive Director (2023)<br>Chief Financial Officer (2022)<br>General Counsel (2021) | Nalungo Conley, Chief of Staff<br>(415) 778-6741<br>nconley@bayareametro.gov |
| **North of the River Recreation & Park District**<br>3825 Riverlakes Drive<br>Bakersfield, CA 93312<br><br>General Manager (2023) | Steve Ruettgers, Chair, Board of Directors<br>(661) 332-8287<br>sruett@yahoo.com |

# Our Approach and Methodology

## Our Project Approach

### *Key Stakeholder Involvement*

The City Council (Council) on behalf of the City of Carpinteria must be intimately involved in the search for a new City Manager. Our approach assumes their direct participation in key phases of the search process. At the discretion of the City Council, other key stakeholders may also be invited to provide input for the development of the candidate profile.

### *City's Needs*

A critical first step in a successful executive search is for the City Council to define the professional and personal qualities required of the City Manager. CPS HR has developed a very effective process that will permit the City Council to clarify the preferred future direction for the City; the specific challenges the City is likely to face in achieving this future direction; the working style and organizational climate the City Council wishes to establish with the City Manager; and ultimately, the professional and personal qualities required of the City Manager.

### *Commitment to Communication*

Throughout the recruitment process, we are committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.). We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments. CPS HR's communication continues once you have selected the new City Manager. We will contact the City Council and the newly appointed City Manager within six months of appointment to ensure an effective transition has occurred.

### *Aggressive, Proactive, and Robust Recruitment*

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates. We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

## Workplan

Our proposed executive search process is designed to provide the City with the full range of services required to ensure the ultimate selection of a new City Manager uniquely suited to the City's needs.

**Phase I:** Our consultant will meet with the City Council to ascertain the City's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the City.

**Phase II:** The recruitment process is tailored to fit the City's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

**Phase III:** The selection process is customized for the City. CPS HR will work with the City Council to determine the process best suited to City of Carpinteria.

### Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 – Develop Recruitment Brochure

The first step in this engagement is a thorough review of the City's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new City Manager. Activities will include:

- Identifying key priorities for the new City Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the City Council wishes to establish with the City Manager.

- Generating lists of specific competencies, experiences, and personal attributes needed by the new City Manager in light of the discussions above.
- Discussing recruitment and selection strategies for the City Council's consideration to best produce the intended results.

CPS HR will provide a summary to the City stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the City for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpshr.us/recruitment-solutions/executive-search.

## Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 – City Council Selects Finalists

The recruitment process is tailored to fit the City's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

***CPS HR is focused on reaching a diverse candidate pool*** and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

***Within the past three years, more than 57% of our executive level placements have been minority and/or female candidates.***

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the City Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates. We will:

- Convey a strong sense of the purpose and strategy of the City. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the City or continuing to ensure the public confidence in the integrity of the City.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the City is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the City Council. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the City Council to review this report and to assist them in selecting a group of finalists for further evaluation.

## Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the City to review this process and discuss the City's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the City. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the City with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- ***Arrange Follow-up Interviews/Final Assessment Process:*** Should the City wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- ***Conduct In-Depth Reference Checks:*** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of six references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the City. A written (anonymous) summary of the reference checks is provided to the City.
- ***Conduct Background Checks:*** Upon a conditional job offer, we will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the City for further review.

- ***Contract Negotiation (if requested):*** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

## Timeline

The project team CPS HR has selected is prepared to begin work **60 days** from the receipt of a fully executed contractual agreement. All search activities up to and including the selection of a new City Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising on appropriate professional and affiliate websites, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

| Task Name | Month 1 | | | | Month 2 | | | | Month 3 | | | | Month 4 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Weeks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Initial Meeting | ➤ | | | | | | | | | | | | | | | |
| Draft Brochure | | ➤ | | | | | | | | | | | | | | |
| Brochure Approved/ Printed & Place Ads | | ➤ | | | | | | | | | | | | | | |
| Aggressive Recruiting | | | | | ➤ | | | | | | | | | | | |
| Final Filing Date | | | | | | ➤ | | | | | | | | | | |
| Preliminary Screening | | | | | | | ➤ | | | | | | | | | |
| Present Leading Candidates | | | | | | | | | ➤ | | | | | | | |
| Semi-finalist Interviews | | | | | | | | | | ➤ | | | | | | |
| Reference/ Background Checks | | | | | | | | | | | | ➤ | | | | |
| Final Interviews | | | | | | | | | | | | ➤ | | | | |
| Appointment | | | | | | | | | | | | | ➤ | | | |
| Weeks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

# Scope of Services

Our proposed executive search process is designed to provide the organization with the full range of services required to ensure the ultimate selection of a candidate uniquely suited to the organization's needs. CPS HR can perform Outreach/Advertising, Partial Recruitment or Full Recruitment based on the needs of the organization.

| Task | Description | Outreach | Partial | Full |
|---|---|---|---|---|
| **Phase I - Develop Candidate Profile and Recruitment Strategy** | | | | |
| 1 | Development of Timeline & Workplan | | X | X |
| 2 | Meetings with Hiring Manager/Key Stakeholders | X | X | X |
| 3 | Develop Candidate Profile | X | X | X |
| 4 | Develop Recruitment Brochure | X | X | X |
| **Phase II – Aggressive, Proactive, and Robust Recruitment** | | | | |
| 1 | Place Paid Advertising | X | X | X |
| 2 | Identify and Contact Potential Candidates | X | X | X |
| 3 | Review Application Materials | | X | X |
| 4 | Conduct Screening Interview | | X | X |
| 5 | Submit Client Report | | X | X |
| 6 | Client Meeting to Select Semifinalists | | X | X |
| 7 | Notify Candidates | | X | X |
| **Phase III – Selection** | | | | |
| 1 | Prepare Assessment | | | X |
| 2 | Schedule Candidates; Coordinate Travel | | | X |

| Task | Description | Outreach | Partial | Full |
|---|---|---|---|---|
| 3 | Schedule Candidates; Coordinate Travel | | | X |
| 4 | Facilitate Finalist Selection Process | | | X |
| 5 | Conduct Reference/Background Checks | | | X |
| 6 | Assist in Negotiation (if requested) | | | X |

# Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Your dedicated Project Manager will be ***David Niemeyer***. He will work collectively with our exceptional support staff to fulfill the City's needs in a timely and effective manner.

We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the City.

| Role/Project Assignment | Name | Phone | Email |
|---|---|---|---|
| Executive Recruiter | David Niemeyer | (916) 471-3366 | dniemeyer@cpshr.us |
| Associate Executive Recruiter | Rachael Danke | (916) 471-3323 | rdanke@cpshr.us |
| Associate Executive Recruiter | Fatima Nukic | (916) 471-3308 | fnukic@cpshr.us |

## Team Biographies

### David Niemeyer, Executive Recruiter

David Niemeyer brings extensive experience in government services to the CPS HR Consulting Executive Recruitment team. Through his roles as Village Manager, City Manager, Village Administrator, and City Administrator/Assistant to the Mayor all in the state of Illinois. Human resources and senior executive recruitment are areas that he excels in and thoroughly enjoys.

Mr. Niemeyer led recruitments for over 15 department head vacancies as well as numerous other management positions. This included preparing recruitment profiles and brochures, screening candidates and creating a list of top candidates for the elected officials, developing interview questions, managing assessment centers, conducting background checks, and negotiating employment offers. His most recent large recruitment was for the police chief of Tinley Park which included a day long assessment center.

Additionally, he has worked in a variety of different communities in terms of wealth, demographic, political stability, culture and differing goals. A candidate that is successful in one community may not be successful in other, and so it is important that a recruiter understands the importance of candidate fit in an organization. Mr. Niemeyer's experience in diverse communities will help in screening candidates that are a good match for an organization.

## Rachael Danke, Associate Executive Recruiter

Rachael Danke has spent her entire career in the non-profit and public sectors. With over five years of experience in Human Resources, Rachael has assisted multiple agencies throughout the nation with their talent attraction and retention needs. Rachael has experience recruiting for roles such as Chief of Police, Director of Public Works, Director of Human Resources, Executive Director, and other executive roles for Counties, Cities, and Special Districts. She is currently finishing her Master's Degree in Human Resources at Pepperdine University and is excited to continue to attract new talent to the public sector using innovative techniques such as Virtual Career Fairs and talent engagement.

## Fatima Nukic, Associate Executive Recruiter

Fatima Nukic has over ten years of professional experience in the public sector. She has assistant on a wide range of recruitments for county, city, special district, and association executives including executive director, city attorney, police chief, human resources director, finance director, health and human services director, risk manager, environmental resources director, to name a few. Ms. Nukic is an action-oriented and results-driven leader who thrives on finding new ways to promote recruitments and finding ideal candidates. She brings an extensive background in promoting, sourcing, and social media marketing to her role as an Associate Executive Recruiter at CPS HR Consulting.

# Cost Schedule

## Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with each of our 3 Recruitment Options: Outreach/Advertising Only, Partial Recruitment and Full Recruitment. A marketing brochure and paid advertising are included in all 3 project types. Timelines are an approximation if there are no delays in the process.

| Professional Fixed Fee* | |
|---|---|
| **Outreach Only Recruitment (Fixed Flat Fee)** | **$10,000** |
| **Partial Recruitment (Fixed Flat Fee)** | **$20,000** |
| **Professional Services for Full Recruitment (Fixed Flat Fee)** | **$30,000** |

** Professional fees for a Partial and Full recruitment would be billed and paid monthly. Professional fees for an Outreach/Advertising project will be billed and paid in full after the completion of the project.*

## One-Year Service Guarantee

If the employment of the candidate selected and appointed by the City as a result of a full executive recruitment *(Phases I, II, and III)* comes to an end before the completion of the first year of service, CPS HR will provide the City with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.

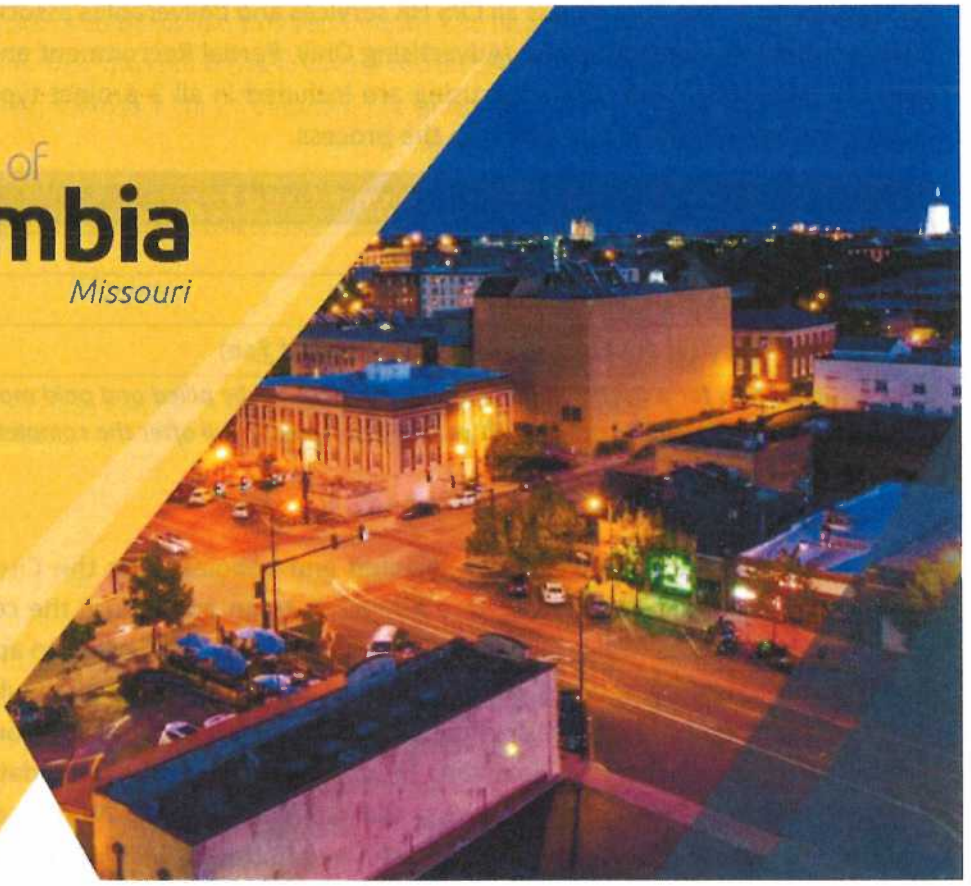
CPS HR CONSULTING

***We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with City of Carpinteria in this important endeavor.***

# Appendix A – Work Sample

## Recruitment Brochure Example

city of
**Columbia**
*Missouri*



# City Manager

*Our Mission: To serve the public through democratic, transparent and efficient government.*

# Become Part of a Community

Often described as vibrant, diverse, innovative and progressive, the City of Columbia is centrally located in the heart of Missouri. Columbia is the county seat of Boone County and is 120 miles from both St. Louis and Kansas City. The state capital of Jefferson City is just 30 miles to the south. Founded in 1821, Columbia is now Missouri's fourth largest and fastest growing city, with a population of approximately 122,000, plus an influx of non-resident students.

Originally an agricultural town, today the city is known for its vitality and high quality of life. The city enjoys an active economy powered by education, healthcare and financial services. As the hub of Missouri higher education, Columbia is home to the second-oldest women's college in the country - Stephens College (1833), the state's flagship higher education institution - the University of Missouri (1839), as well as Columbia College (1851). Several large companies have headquarters in Columbia, including Shelter Insurance, Veterans United Home Loans (No. 23 in Fortune Magazine's 100 Best Companies to Work For) and MFA Oil. There is also a strong presence of entrepreneurs and small businesses that thrive in the community. Columbia is a regional healthcare powerhouse driving medical innovation through the University of Missouri Health Care system, Boone Hospital Center, and Harry S. Truman Memorial Veterans' Hospital. Columbia's strong economic base, community-oriented environment, and college town atmosphere continues to attract new residents and new investment.

Columbia's downtown, called "The District," offers an exciting mix of unique restaurants, specialty stores, art galleries and coffee shops. The District has over 70 restaurants and bars to choose from and boasts over 45 live performances every week in an eclectic mix of venues, from the Historic Missouri Theatre, the Blue Note and casual venues, aromatic coffee houses to state-of-the-art clubs as well as its beautiful historical architecture, sidewalk cafes and street musicians.

Outdoor activities are plentiful and important to the residents of Columbia. The award-winning Columbia Parks and Recreation Department maintains over 42 parks and recreation facilities on more than 2,400 acres, along with numerous county, state and federal parklands located close by. All three higher education institutions have athletics programs, including the University of Missouri, which is part of the Division I Southeastern Conference (SEC). Columbia is also home to the internationally-recognized True/False documentary film festival, the Roots n' Blues music festival and Unbound book festival which attract artists and visitors from across the country.

Columbia Public Schools is the seventh largest district in the state. It includes 21 elementary schools, six middle schools, four high schools and the Columbia Area Career Center, as well as an early childhood program, with an enrollment of 18,552 students. 90 to 95 percent of Columbia students extend their education beyond high school. Columbia Public Schools is nationally recognized as a District of Distinction by District Administration magazine. There are also several highly-regarded private schools: Christian Fellowship School, Columbia Independent School, Heritage Academy, Christian Chapel Academy and Father Augustine Tolton Regional Catholic High School.

To learn more go to: www.como.gov

## Vision

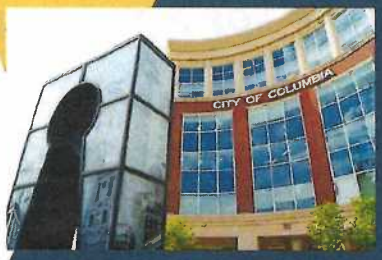
**Columbia is the best place for everyone to live, work, learn and play.**

# City Government

The City of Columbia's current government was established by a home rule charter adopted by voters on March 29, 1949, which established a Council-Manager form of government. The City Council is made up of seven members, including six members elected by each of Columbia's six single-member wards, plus an at-large Mayor, who is elected by all city voters. They are elected to staggered three-year terms.

Columbia is a full-service city that, in addition to typical municipal services, also provides all utility services including electric, water, solid waste, sewer and stormwater. Plus, the City provides public health and human services, public transportation and manages a growing municipal airport. The fiscal year 2019 budget is approximately $431.9 million for all service lines and includes 1,507 permanent full-time employees.

To view the proposed budget click here or visit CoMo.gov and search "2019 budget."




### Core Values

- **Service:** We exist to provide the best possible service to all.
- **Communication:** We listen and respond with clear, compassionate and timely communication.
- **Continuous Improvement:** We value excellence through planning, learning and innovative practices.
- **Integrity:** Our employees are ethical, fair, honest and responsible.
- **Teamwork:** We achieve results by valuing diversity and partnerships within our own organization and the community.
- **Stewardship:** We are responsible with the resources the community entrusts to us.

# City Manager

Appointed by and serving at the pleasure of the City Council, the City Manager acts as the chief executive officer for the City of Columbia's government. S/he provides strategic guidance and leadership for all City functions and services. The City Manager will:

- Plan, manage, and assign initiatives, tasks, and activities of major City departments, providing supervision and executive guidance to department heads as needed.
- Oversee the development of strategic goals and policies for the expansion and improvement of City services.
- Coordinate the evaluation of City programs and provide feedback.
- Direct the preparation and execution of the City budget and make budgetary recommendations to the City Council.
- Prepare annual reports on the progress and development of City programs and projects.
- Coordinate City functions and communications with other local and state government agencies.
- Communicate with the general public and other governmental organizations in a robust print and broadcast media market.

During a series of discussions with the Mayor, City Council, community and business leaders, and open community forums, a portrait of the City's Ideal Candidate emerged – the descriptors included:

## Opportunities

- While the next City Manager will inherit a knowledgeable, seasoned staff to assist in guiding their transition into this role, there will also be opportunities to attract and accentuate this dedicated team of staff members.
- Many large businesses are locating in Columbia and creating more jobs. The University of Missouri Research Reactor Center is the largest research reactor in the United States and produces radioisotopes used in nuclear medicine. This led Northwest Isotopes LLC to bring their radioisotope production facility to Columbia, which will include new jobs. Additionally, large employers like Aurora Organic Dairy and American Outdoor Brands are actively hiring.
- After years of tremendous growth in users and service, Columbia Regional Airport is about to embark on a new, voter-approved replacement of the Airport Terminal. This expansion is one of the City Council's highest priorities.
- The City Council is currently in the final year of their 2016-2019 Strategic Plan and it represented the City's effort toward the common cause of making Columbia a place where all families cannot only live… *but thrive*. The next City Manager will figure greatly in the City's next planning effort.

## Ideal Candidate

The City of Columbia is seeking an experienced and visionary leader who values and engenders transparency, equity and inclusion, and open and honest communication. The successful candidate will lead the City's commitment to cultural, racial and social equity as well as economic and educational diversity. The ideal candidate will bring experience in a diverse mid- to large-size city that offers an array of municipal services and has embraced innovative strategies to continue to provide those services while dealing with the realities of municipal budget constraints. This fiscally savvy, business-minded individual will be dedicated to the improvement of City services across all sectors of the population. Additionally, the successful candidate will be a bridge builder who embraces collaborative partnerships, and will use these relationships to improve services and create efficiencies through the implementation of strategic objectives. The new City Manager will possess the emotional intelligence necessary to effectively lead and manage a diverse, high-performing staff, and the political aptitude to anticipate and plan for issues of concern. Exceptional communication skills and a leadership presence, both within the organization and in the community, supported by tangible accomplishments, are expected.

Additional characteristics/experience identified as providing value:

- Experience with and embrace of Community Oriented Policing.
- An approachable demeanor and engagement with an involved citizenry.
- Significant experience in media relations, messaging, and strategy as well as the ability to communicate transparently in an active print and broadcast media market.
- Dedicated to the promise of realizing economic prosperity for the entire community and addressing social inequities.
- Experience collaborating with a major college or university.
- A background in fast-growing communities balancing development with smart-growth principals.
- Believes the City Manager is a visible community member and values civic participation.
- Possess practical business acumen combined with an awareness of the progressive nature of Columbia politics.

**Columbia seeks an experienced and visionary leader who values and engenders transparency, equity and inclusion, and open, honest communication.**

## Education and Experience

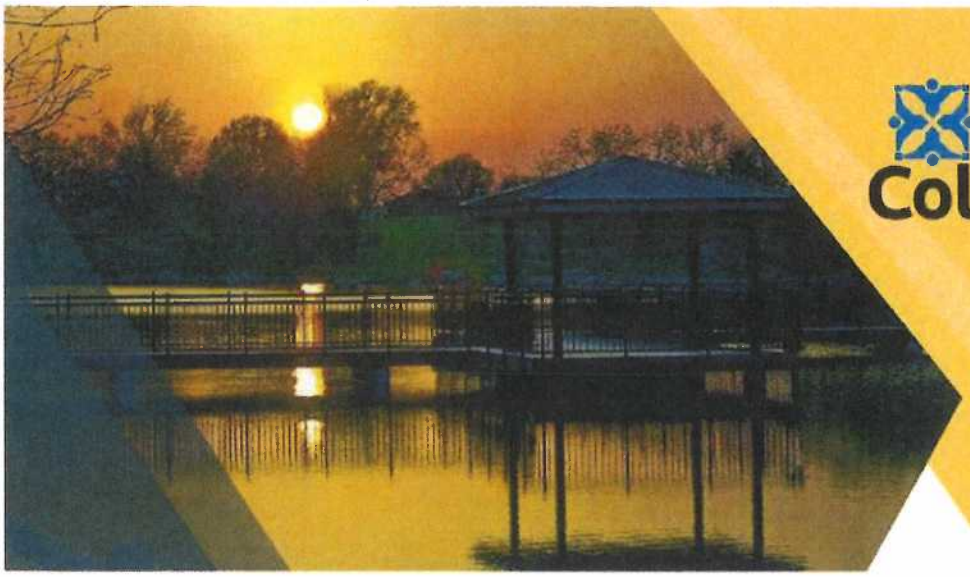
The ideal candidate will possess no less than 10 years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties. Experience working directly with an elected council or board in a comparably sized organization is preferred. A Bachelor's degree in business, public administration or a related field is desirable with a Master's degree preferred.

## Compensation

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate.

## Accolades

- Human Rights Campaign's Municipal Equality Index: In 2018, the City of Columbia earned an all-star rating and a perfect score of 100 points on the Human Rights Campaign's Municipal Equality Index. The Index scores the support the City and community provide to the LGBTQ community.
- Health Rankings: Columbia/Boone County continues to rank as one of the healthiest counties in the state in the annual County Health Rankings study, which rates counties in terms of residents' overall health and illustrates just how much a person's health is determined outside their doctor's office, by both their behaviors and their environment. In 2018, Boone County ranked No. 9 in health outcomes and No. 7 in health factors.
- Top 100 Best Places to Live: In 2018, Livability selected Columbia as No.21 in their list of Top 100 Best Places to Live. Columbia was chosen due to quality of life features like a strong healthcare system, thriving downtown and expansive trail system.
- Top 10 Cities for Career Opportunities: In 2017, SmartAsset listed Columbia as the 9th best U.S. city for career opportunities. Columbia is a good place to find work. The unemployment rate is only 2.9%, a top 25 rate among the 335 cities analyzed.
- The 20 Best College Towns in America: Business Insider listed Columbia as 9th on their 2017 list of "The 20 Best College Towns in America."
- Best Places for Working Women: Columbia landed the No. 1 spot on SmartAsset's 2017 list of Best Places for Working Women. It was the second year in a row that Columbia was listed in the top three.



city of Columbia
Missouri

# Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Friday, April 26, 2019**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: https://secure.cpshr.us/escandidate/JobDetail?ID=437

CPS HR CONSULTING

For further information contact:
Pam Derby
Andrew Nelson
CPS HR Consulting
(916) 263-1401
E-mail: pderby@cpshr.us
E-mail: anelson@cpshr.us
Website: www.cpshr.us

Resume will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

# RAFTELIS

# PROPOSAL

RAFTELIS

# City of Carpinteria

## Executive Search Services - City Manager

PROPOSAL / April 5, 2023

RAFTELIS

April 5, 2023

Dave Durflinger, City Manager
City of Carpinteria
5775 Carpinteria Ave
Carpinteria, CA 93013

**Subject: Proposal for Executive Search Services**

Dear Mr. Durflinger:

We are pleased to submit this proposal for executive search services. Our focus has always been to help local government and utility clients solve their financial, organizational, and technology challenges. We are dedicated to providing management consulting services, including executive search, to local governments and the utility industry.

The Novak Consulting Group (TNCG) and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 140 of the country's leading local government consultants. We know that our combined capabilities and resources will provide added value to our clients.

Our project team for the City of Carpinteria (City) comprises skilled professionals, seasoned in local government management with search experience across the country. Our team has completed over 300 searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique set of needs and expectations. Our team for this project will include Jim Armstrong, a Principal Consultant with the firm, who has deep knowledge of California as a long-time and well-respected former City Manager for Santa Barbara, Fullerton, and Hanford, and as a consultant. We are confident our approach will result in a successful leader for the organization. Our mission is to strengthen communities, and we do this by helping them find the best leaders to help move their organizations forward.

We look forward to the opportunity to serve the City of Carpinteria. If you have any questions, please contact Catherine Tuck Parrish, our executive search practice leader, using the following contact information:

Catherine Tuck Parrish, Vice President
Phone: 240.832.1778 / Email: ctuckparrish@raftelis.com

Sincerely,

**Julia Novak**
*Executive Vice President*

RAFTELIS
Charitable Gift Fund

## Making our world better.

The Raftelis Charitable Gift Fund allocates profits, encourages employee contributions, and recognizes time to charitable organizations that support:

- Access to clean water and conservation
- Affordability
- Science, technology, and leadership

Raftelis is investing in improved telecommunication technologies to reduce the firm's number one source of carbon emissions—travel.

## Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.

# Table of Contents


**01**
Firm Overview

**05**
Work Plan

**08**
Experience

**15**
Recruitment Team

**24**
Cost for Services

# Who We Are

## RAFTELIS AND THE NOVAK CONSULTING GROUP, HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 600 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

### TNCG is Now Raftelis

The Novak Consulting Group and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 140 of the country's leading local government and utility consultants, who have decades of experience. We know that our combined capabilities and resources will provide added value to our clients, and we're excited about what we can accomplish together.

+ VISIT **RAFTELIS.COM** TO LEARN MORE

# We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit Carpinteria and help to make this project a success.

## RESOURCES & EXPERTISE

This engagement will require the resources necessary to effectively recruit for your unique position and the skillsets to complete all of the required components. With more than 140 consultants, Raftelis has one of the largest local government management and financial consulting practices in the nation. Our depth of resources will allow us to provide Carpinteria with the technical expertise necessary to meet your objectives. In addition to having many of the industry's leading management and financial consultants, we also have experts in key related areas, like stakeholder engagement and data analytics, to provide additional insights as needed.

## DECADES OF COLLECTIVE EXPERIENCE

Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to chief of police.

## PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS

You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.

## NICHE EXPERTISE

Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a specific group of clients.

# Firm Capabilities

## FINANCE

**Meet your goals while maintaining a financially sustainable organization**

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis

## COMMUNICATION

**Communicate strategically to build an informed, supportive community**

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement

## STRATEGIC PLANNING

**Set the direction for the future of your organization and community**

- Organization, department, and community-based strategic planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation

## ORGANIZATION

**Plan for long-term sustainability and operate with maximum efficiency**

- Organizational and operational assessments
- Stormwater utility development and implementation support
- Performance measurement
- Staffing analysis
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing
- Process improvement

## TECHNOLOGY

**Use your data and technology to improve experience and gain valuable insights**

- Billing, permitting, and customer information audits
- Business process development
- Data management, analytics, and visualization
- Performance measurement and dashboarding
- Software solutions
- Website development
- Information technology assessments and strategic planning
- Customer management assessments and optimization
- CIS selection and implementation
- AMR/AMI feasibility studies
- Mobile workforce management
- Meter data management
- CMMS selection and implementation
- GIS optimization services
- Fleet management systems

## EXECUTIVE RECRUITMENT

**Identify top talent to lead local governments and utilities**

# Executive Search Strategy

**When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.**

## Inquiring, Understanding, and Defining

Each of our clients has a unique culture and set of objectives. Because selecting the right individual is critical to success, we begin our relationship by conducting a needs assessment to identify the specific benchmarks the search must accomplish. We will identify qualifications and requirements as well as map out the new hire's first-year goals, so both our client and the employee remain on the same track for success. We will build an accurate position profile, thus ensuring we attract the right people for the position.

## Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes each search process to fit the client's needs. Often, the professionals who best fit an open position are already employed and not searching for a traditional job posting. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse. We are committed to helping local government leadership positions reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise in national publications that target people of color and women, including the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network, and the League of Women in Government. We intentionally seek well-qualified women and people of color, so our clients have excellent choices. Once the right candidates are found, we help manage the hiring process from interviews to background checks. Our in-depth service empowers clients to achieve their goals at every step.

**39%** of our recruitments resulted in the hiring of **women**

**21%** of our recruitments resulted in the hiring of **people of color**

## Supporting Success

We support the top candidate's long-term success by creating a goals-driven work plan actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for their first year. We follow up to ensure continued progress, productivity, and satisfaction for the employee and our client.

We take a tailored, goals-based approach to each recruitment. By looking beyond the hiring process, our holistic view ensures that each candidate will fit the role as well as the organization. In the end, we are not just looking for a successful professional; we are finding the right employee to be successful in their new position long after they are hired.

# Work Plan

**THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE CITY MANAGER RECRUITMENT.**

## Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the ideal candidate for this position. We will first meet with members of the City Council individually and as a group to discuss the recruitment timeline and process. We will also facilitate a meeting with the City Manager and the department head/leadership team group, as well as facilitate an online key stakeholder focus group. If desired, for an additional fee, we can conduct community engagement through an online survey. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit in terms of traits and experiences.

Based on the information learned from our meetings, we will develop a recruitment plan that includes California and the nation. We will prepare a position profile that is unique to the City of Carpinteria. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position. We will develop a recruitment brochure for advertising the position which includes the position profile, as well as information on the organization, the City, and the community. We will work with the City to eliminate barriers to underrepresented groups, including years of service, levels of education, and other strict requirements that might eliminate someone who can do the job.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them should they be hired, the City has thought about what it wants the person to accomplish in the first year, and the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the hiring manager. Modifications will be made as necessary before recruitment begins.

### DELIVERABLES:

- Detailed recruitment process documents, including recruitment plan, position profile, recruitment brochure, and first-year goals

## Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas to focus our targeted recruitment. We will prepare and place advertisements in state and national publications and websites to attract candidates from throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan. We understand the importance of having a diverse applicant pool, so our recruitment strategy includes a robust outreach strategy to identify and attract well qualified individuals from underrepresented groups and encouraging them to apply. In our outreach, we ensure we place job postings in places that target women, minorities, and other underrepresented groups. We also utilize our networks across the country to find and attract well qualified candidates from a variety of backgrounds to apply and be considered. In addition, our recruiters have participated in conferences like NFBPA and Engaging Local Government Leaders (ELGL) for networking, a Diversity, Equity, and Inclusion cohort

through International City/County Management Association (ICMA), and several leadership academies for women in local government in different states.

We will place job postings with ICMA, Western City, California League of Cities, and other places as identified in the recruitment plan. We also recommend national organizations such as ELGL, NFBPA, and Local Government Hispanic Network to attract underrepresented groups and provide a more diverse applicant pool. We will also reach out to historically black colleges and universities and other targeted alumni networks that have graduates from diverse backgrounds and ask them to share our postings.

As soon as the advertisements are completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. We will pinpoint individuals and jurisdictions to reach out to directly through phone and email. We will also utilize social media (LinkedIn, Twitter, and Facebook) to broaden our reach. We have found that this combination of outreach is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like the City of Carpinteria.

We will reach out to the applicants in our extensive database as well as the prospective candidates we have targeted in previous recruitments for similar jurisdictions. We will also develop a list of additional candidates to pursue based on the City's unique needs. Our outreach includes seeking well-qualified women, people of color, and individuals from other underrepresented groups and encouraging them to apply.

As applications are received, we will acknowledge each one and keep applicants aware of the status of the process. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those who most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A written summary of these candidates will be prepared and shared with the City. We will then meet with the City to review the entire list (if desired) as well as the most qualified candidates who have the requisite skills, experiences, and traits needed for success in the position. Based on the City's direction, we will finalize a list of candidates to invite for in-person interviews.

### DELIVERABLES

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials including screening results and internet search

## Activity 3 – Support Interviews and Selection

Each person you wish to interview will then be contacted again by our recruitment team. We will plan and facilitate a multi-step interview process specific to the position. The process could include writing exercises, presentations, panel interviews, tours, and a department director or key staff meet-and-greet. A book that contains customized interview questions and information about each of the candidates invited to interview will be provided to those involved in the interview process. We will also facilitate pre- and post-interview briefings.

We will coordinate the logistics of the process and provide the candidates with the details along with any travel policy requirements or other information. We will also work with a City contact to ensure a suitable venue is arranged for the interviews. Expenses for the candidates will be borne and reimbursed directly by the City.

The City will select the top candidate. We can help make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates' references to confirm

the strength of their credentials. We will also conduct a media check to review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidates, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

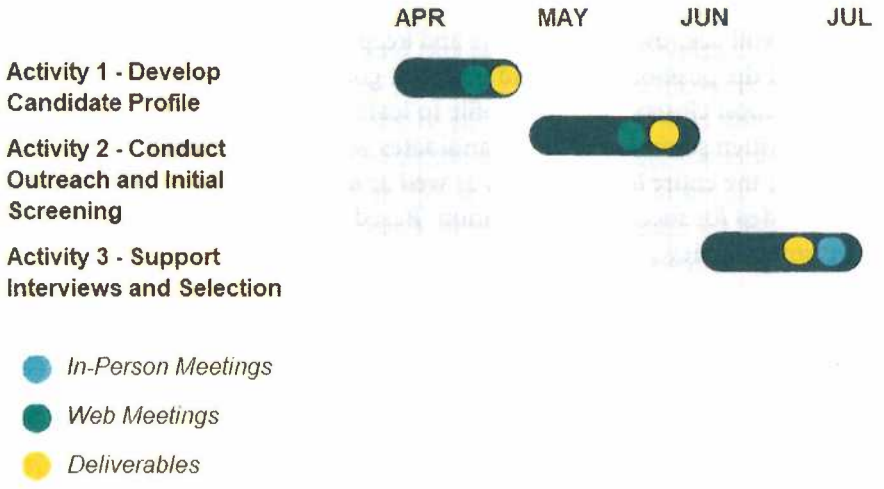
We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate's salary. We will keep candidates apprised of their status and release them at the appropriate time.

### DELIVERABLES

- Interview book materials including references and background checks

# Recruitment Timeline

Included below is a draft timeline. We expect to review this with the City during Activity 1 and adjust it as necessary as we develop the recruitment plan.



# References

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive network across the nation. Our clients tell us we are more than just consultants—we are trusted advisors. The following table lists a few comparable recruitments we have conducted and references for each of them.

| Client | Reference |
|---|---|
| **City of Hillsboro, Oregon**<br>• Assistant City Manager (2020)<br>• Assistant City Manager, Community and Organizational Engagement (2018)<br>• City Manager (2019)<br>• Employee and Labor Relations Manager (2021)<br>• Fire Chief (2017)<br>• Human Resources Director (2012)<br>• Library Director (2014, 2020)<br>• Police Chief (2013) | Robby Hammond, City Manager<br>(503) 681-5214<br>robby.hammond@hillsboro-oregon.gov<br><br>Lisa Colling, Human Resources Director<br>(503) 681-6460<br>lisa.colling@hillsboro-oregon.gov |
| **City of Shoreline, Washington**<br>• Administrative Services Director (2011)<br>• City Manager (2013, 2022)<br>• Director of Human Resources and Organizational Development (2018, 2021) | Debra Tarry, City Manager<br>(206) 801-2213<br>dtarry@shorelinewa.gov |
| **City of Boulder, Colorado**<br>• City Attorney (2021)<br>• City Manager (2020)<br>• Chief Human Resources Officer (2022)<br>• HRIS Manager (2020)<br>• Human Resources Senior Manager (2020)<br>• Human Resources Director (2017)<br>• Independent Police Monitor (2020)<br>• Director of Planning and Development Services (2020, 2022)<br>• Total Rewards Senior Manager (2020)<br>• Utilities Engineering Manager (2021) | Nuria Rivera-Vandermyde, City Manager<br>(303) 441-3090<br>rivera-vandermyden@bouldercolorado.gov<br><br>Chris Meschuk, Deputy City Manager<br>(303) 441-3388<br>meschukc@bouldercolorado.gov<br><br>Aimee Kane, Equity Program Manager<br>(303) 441-4235<br>kanea@bouldercolorado.gov |

| | |
|---|---|
| **City of Fort Collins, Colorado**<br>• Assistant City Manager (2023)<br>• Chief Sustainability Officer (2023)<br>• Community Development and Neighborhood Services Director (2020)<br>• Community Services Director (2021)<br>• Deputy City Manager (2020, 2022)<br>• Environmental Services Director (2021)<br>• Natural Areas Director (2021)<br>• Recreation Director (2021)<br>• Utilities Executive Director (2021) | Teresa Roche, Chief Human Resources Officer<br>(970) 221-6535<br>troche@fcgov.com<br><br>Catherine MacGowan, HR Partner<br>(970) 221-6819<br>cmaggowan@fcgov.com<br><br>Dean Klingner, Deputy Director, Planning, Development & Transportation<br>(970) 221-6511<br>dklingner@fcgov.com |
| **City of Fairfax, Virginia**<br>• City Manager (2018)<br>• Police Chief (2018) | Robert Stalzer, City Manager<br>(703) 385-7850<br>rob.stalzer@fairfaxva.gov<br><br>Sara Greer, Director of Human Resources<br>(703) 385-7835<br>sara.greer@fairfaxva.gov |

# Recent Executive Search Experience

| Client | | Position |
|---|---|---|
| AZ | Central Arizona Project | General Manager |
| AZ | Clarkdale | Town Manager |
| AZ | Cottonwood | City Attorney |
| AZ | Cottonwood | City Manager |
| AZ | Oro Valley | Chief Financial Officer |
| AZ | Oro Valley | Police Chief |
| AZ | Payson | Town Manager |
| AZ | Peoria | Human Resources Director |
| AZ | Scottsdale | Economic Development Director |
| AZ | Yuma | City Administrator |
| AZ | Yuma | Engineering Director |
| AZ | Yuma | Finance Director |
| AZ | Yuma | Planning and Neighborhood Services Director |
| CO | Aspen | Community Development Director |
| CO | Boulder | Chief Building Official |
| CO | Boulder | Chief Human Resources Officer |
| CO | Boulder | City Attorney |
| CO | Boulder | City Manager |
| CO | Boulder | HRIS Manager |
| CO | Boulder | Human Resources Director |
| CO | Boulder | Human Resources Senior Manager |
| CO | Boulder | Independent Police Monitor |
| CO | Boulder | Planning and Development Services Director |
| CO | Boulder | Total Rewards Senior Manager |
| CO | Boulder | Utilities Engineering Manager |
| CO | Denver | Independent Monitor |
| CO | Fort Collins | Assistant City Manager |
| CO | Fort Collins | Deputy City Manager |
| CO | Fort Collins | Chief Sustainability Officer |
| CO | Fort Collins | Community Services Director |
| CO | Fort Collins | Community Development and Neighborhood Services Director |
| CO | Fort Collins | Environmental Services Director |
| CO | Fort Collins | Natural Areas Director |
| CO | Fort Collins | Recreation Director |
| CO | Fort Collins | Utilities Executive Director |
| CO | Health District of Northern Larimer County | Executive Director |
| CO | Jefferson County | County Manager |
| CO | Lafayette | City Administrator |
| CO | Louisville | City Manager |
| CO | Louisville | Director of Parks and Recreation |
| CO | Louisville | Director of Planning and Building Safety |
| CO | Louisville | Human Resources Director |
| CO | Loveland | Budget Manager* |
| CO | Loveland | Chief Financial Officer* |
| CO | Loveland | City Clerk* |
| CO | Loveland | Economic Development Director* |
| CO | Northglenn | Human Resources Director |
| CO | Pueblo West Metropolitan District | District Manager |
| CO | Summit County | ACM - Administrative Services |
| CO | Summit County | ACM - Human Services |
| CO | Summit County | ACM - Public Works |
| CO | Summit County | County Manager |
| CO | Summit County | Interim County Manager |
| CO | Summit County | Human Resources Director |
| CO | Westminster | Parks, Recreation, and Library Director |
| CT | Greenwich | Town Administrator |
| CT | Mansfield | Town Manager |
| CT | Meriden | City Manager |
| CT | Windsor | Police Chief |
| DE | Kent County | County Engineer/Public Works Director |
| DE | Lewes | Municipal Planning and Development Officer |

| Client | | Position |
|---|---|---|
| DE | Milford | City Manager |
| DE | Milton | Town Manager |
| DE | Rehoboth Beach | City Manager |
| IA | Cedar Rapids | Utilities Director |
| IA | Cedar Rapids | City Attorney |
| IA | Cedar Rapids | Finance Director |
| IA | Cedar Rapids | Human Resources Director |
| IA | Cedar Rapids | IT Director |
| IA | Cedar Rapids | Public Works Director |
| IL | Peoria County | Director, Animal Protection Services |
| IN | Bloomington | Traffic and Transportation Engineer |
| KS | Baldwin City | City Administrative Officer |
| KS | Edgerton | Building Inspector |
| KS | Edgerton | Community Development Director |
| KS | Johnson County | Human Resources Director |
| KS | Merriam | Finance Director |
| KS | Olathe | Director of Economy |
| KS | Tonganoxie | City Manager |
| LA | Orleans Parish School Board | Chief Operations Officer |
| LA | Sewerage & Water Board of New Orleans | Chief of Communications |
| LA | Sewerage & Water Board of New Orleans | Deputy General Superintendent for Operations |
| LA | Sewerage & Water Board of New Orleans | General Superintedent |
| LA | Sewerage & Water Board of New Orleans | Utility Human Resources Director |
| MD | Aberdeen | Director of APG Privatization |
| MD | Aberdeen | Police Chief |
| MD | Aberdeen | Public Works Director |
| MD | Baltimore | Solid Waste Bureau Head |
| MD | Berwyn Heights | Code Supervisor |
| MD | Berwyn Heights | Town Administrator |
| MD | Cambridge | City Manager |
| MD | Charles County | Director of Community Services* |
| MD | Charles County | Engineer IV* |
| MD | Gaithersburg | City Manager |
| MD | Gaithersburg | Director of Finance and Administration |
| MD | Gaithersburg | Engineering Services Division Chief |
| MD | Gaithersburg | Finance Director |
| MD | Gaithersburg | Public Works Director |
| MD | Gaithersburg | Public Works and Engineering Director |
| MD | Gaithersburg | Director of Information Technology |
| MD | Garrett Park | Town Manager |
| MD | La Plata | Planning Director |
| MD | La Plata | Police Chief |
| MD | La Plata | Town Manager |
| MD | La Plata | Town Treasurer |
| MD | Maryland Municipal League | Executive Director/CEO |
| MD | Mount Rainier | City Manager |
| MD | New Carrollton | City Administrative Officer |
| MD | Ocean Pines Association | General Manager |
| MD | Riverdale Park | Town Manager |
| MD | Riverdale Park | Police Chief |
| MD | Rockville | City Attorney |
| MD | Rockville | City Manager |
| MD | Rockville | Community Planning and Development Services Director |
| MD | St. Michaels | Town Administrator |
| MD | Sykesville | Town Manager |
| MD | Takoma Park | City Manager |
| MD | Takoma Park | Deputy City Manager* |
| MD | Westminster | Finance Director |
| MD | Westminster | Human Resources Director |
| MI | Novi | Assistant City Manager |
| MI | Novi | Finance Director |
| MI | Rochester Hills | Chief Financial Officer |

| Client | | Position |
|---|---|---|
| MN | Rochester Public Utilities | General Manager |
| MO | Chesterfield | City Administrator |
| MO | Clayton | City Manager |
| MO | Lee's Summit | Human Resources Director |
| MT | Helena | City Manager |
| NC | Greensboro | Parks and Recreation Director |
| NC | Guilford County | Assistant County Manager for Strong Communities |
| NC | Guilford County | Assistant County Manager for Successful People |
| NC | Guilford County | Building Inspections Services Director |
| NC | Guilford County | County Attorney |
| NC | Guilford County | Communications and Public Relations Director |
| NC | Guilford County | Deputy Finance Director |
| NC | Guilford County | Equity and Inclusion Manager |
| NC | Guilford County | MWBD Program Director |
| NC | Guilford County | Public Relations Director |
| NC | Guilford County | Security Director |
| NC | High Point | Assistant City Manager |
| NC | High Point | Planning Director |
| NC | Matthews | Assistant Town Manager |
| NC | Rolesville | Human Resources Director |
| NC | Winston-Salem | Police Chief |
| NH | Keene | City Manager |
| NH | Hanover | Town Manager |
| NM | Las Cruces | City Manager |
| NY | Batavia | City Manager |
| NY | Livingston County Water and Sewer Authority (LCWSA) | Executive Director |
| NY | Oneonta | City Manager |
| OH | Centerville | City Manager |
| OH | Delaware County | Director of Economic Development |
| OH | Delaware County Transit District | Executive Director |
| OH | Hilliard | Deputy Police Chief |
| OH | Hilliard | Police Chief |
| OH | Hudson | City Manager |
| OH | Cleveland Heights | City Manager |
| OH | Cleveland Heights | Finance Director |
| OH | Dayton | Financial Officer |
| OH | Dublin | Director of Public Service |
| OH | Dublin | Deputy City Manager/ Chief Operations Officer |
| OH | Granville | Village Manager |
| OH | Hilliard | City Manager |
| OH | Hudson | City Manager |
| OH | Jackson Township | Township Administrator |
| OH | Miami Township | Township Administrator |
| OH | Moraine | City Manager |
| OH | Oberlin | Fire Chief |
| OH | Oberlin | Police Chief |
| OH | Portsmouth | City Manager |
| OH | Prairie Township | Township Administrator |
| OH | Sandusky | City Manager |
| OH | Solid Waste Authority of Central Ohio (SWACO) | Director of Administration |
| OH | The Port - an Ohio Port Authority | General Counsel |
| OH | The Port - an Ohio Port Authority | Industrial Development Manager |
| OH | The Port - an Ohio Port Authority | Vice President of Communications and Marketing |
| OH | The Port - an Ohio Port Authority | Vice President of Economic Equity |
| OH | Union County | County Administrator |
| OH | Upper Arlington | Assistant City Manager* |
| OH | Upper Arlington | Police Chief |
| OH | Washington Township | Assistant Fire Chief |
| OH | Washington Township | Township Administrator |
| OH | West Chester Township | Township Administrator |

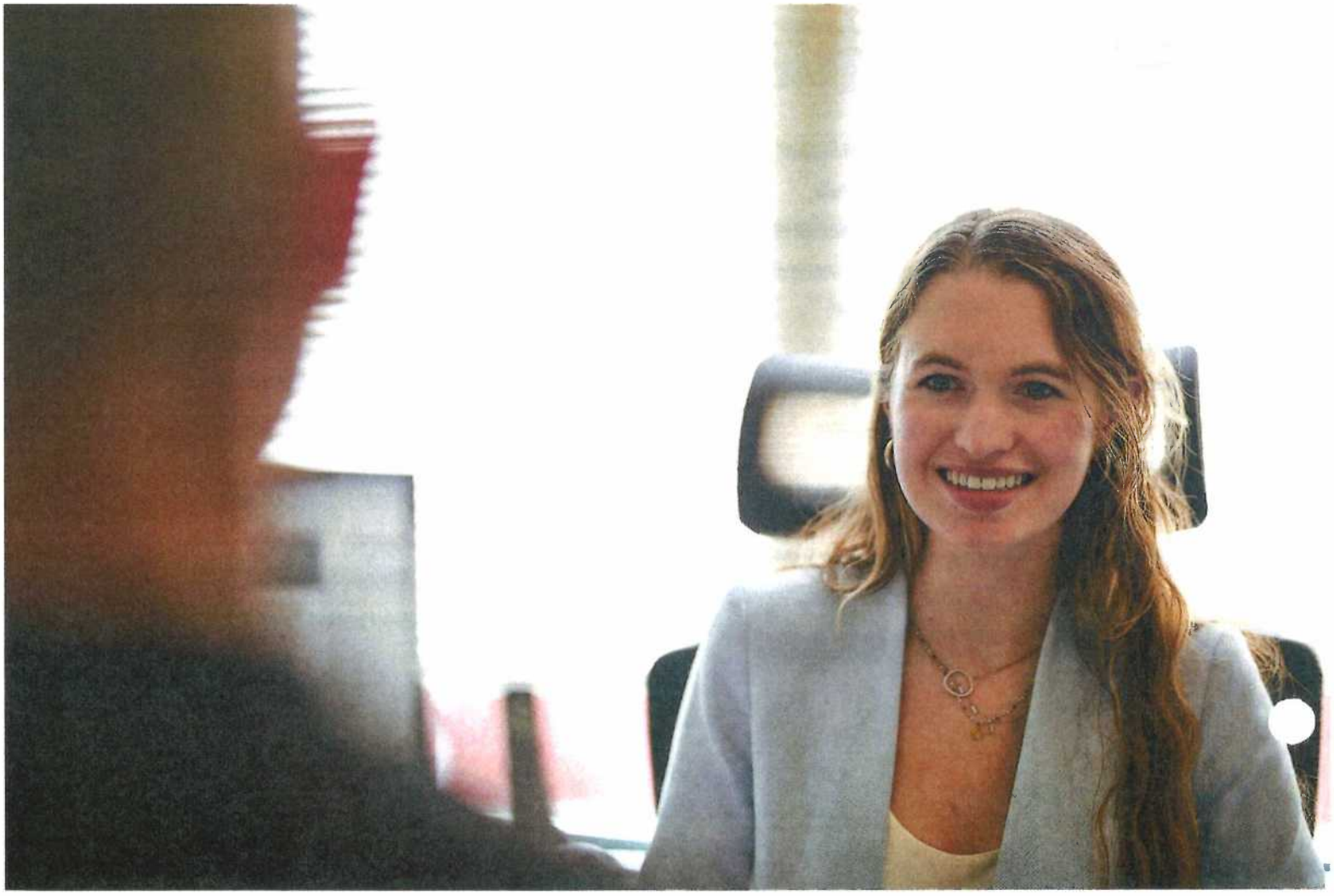
| Client | | Position |
|---|---|---|
| OH | Westerville | City Manager |
| OH | Westerville | Deputy Director of Planning and Development |
| OH | Westerville | Finance Director |
| OH | Worthington | Assistant Fire Chief |
| OH | Wyoming | City Manager |
| OR | Beaverton | City Manager |
| OR | Beaverton | Finance Director |
| OR | Beaverton | Interim City Manager |
| OR | Beaverton | Police Chief |
| OR | Beaverton | Public Works Director |
| OR | Clean Water Services | Chief Utility Operations Officer |
| OR | Confederated Tribes of Grand Ronder | Grant Program Manager |
| OR | Confederated Tribes of Grand Ronder | Tribal Civil Engineer |
| OR | Gresham | City Manager |
| OR | Gresham | Police Chief |
| OR | Hillsboro | Employee and Labor Relations Manager |
| OR | Hillsboro | Library Director |
| OR | Lake Oswego | City Attorney |
| OR | Lane County | Public Works Director |
| OR | Metro | Planning, Development, and Research Director |
| OR | Multnomah County | Transportation Director |
| OR | Newberg | Assistant City Manager |
| OR | Newburg | Police Chief |
| OR | Newberg | Public Works Director |
| OR | Salem | City Manager |
| OR | Scappoose | Finance Administrator |
| OR | Sunrise Water Authority | Finance Director |
| OR | Tigard | Assistant City Manager |
| OR | Tigard | Finance Director |
| OR | Tigard | Human Resources Director |
| OR | Tigard | IT Director |
| OR | Tualatin | City Attorney |
| OR | Tualatin Hills Park & Recreation District | Chief Financial Officer |
| OR | Tualatin Hills Park & Recreation District | City Attorney |
| OR | Tualatin Hills Park & Recreation District | District Finance Director |
| OR | Washington County | County Administrator |
| OR | Washington County | Interim County Administrator |
| OR | Washington County | Chief Financial Officer |
| OR | Washington County | County Counsel |
| OR | Washington County | Assistant County Administrators |
| PA | Breakneck Creek Regional Authority | Manager |
| PA | Carlisle Borough | Police Chief |
| PA | Farrell | City Manager |
| SC | Mount Pleasant Waterworks | General Manager |
| TX | Abilene | City Engineer |
| TX | Abilene | Library Director |
| TX | Lancaster | Assistant City Manager |
| TX | Lancaster | Finance Director |
| TX | University Park | Human Resources Director |
| VA | Albemarle County | Chief Financial Officer |
| VA | Albemarle County | County Attorney |
| VA | Albemarle County | Deputy Director of Community Development |
| VA | Albemarle County | Police Chief |
| VA | Albemarle County | DEI Director |
| VA | Albemarle County | Deputy Chief Financial Officer |
| VA | Albemarle County | Diversity, Equity, and Inclusion Director |
| VA | Albemarle County | Human Resources Director |
| VA | Alexandria | Controller |
| VA | Arlington County | Central Library Services Division Chief* |

| Client | | Position |
|---|---|---|
| VA | Arlington County | Housing Director* |
| VA | Ashland | Town Manager |
| VA | Bedford County | County Administrator |
| VA | Bedford County | Deputy Fire Chief* |
| VA | Bedford County | Finance Director |
| VA | Chesapeake | Chief Information Officer |
| VA | Fairfax | City Manager |
| VA | Fairfax | Police Chief |
| VA | Fairfax County | County Executive |
| VA | Fairfax County | Deputy County Executive |
| VA | Fauquier County | County Administrator |
| VA | Harrisonburg | City Manager |
| VA | Harrisonburg | Human Resources Director |
| VA | Harrisonburg | Police Chief |
| VA | Harrisonburg-Rockingham Regional Sewer Authority (HRRSA) | Executive Director |
| VA | Leesburg | Town Attorney |
| VA | Leesburg | Planning and Zoning Director |
| VA | Loudoun County | Animal Services Director |
| VA | Loudoun County | Assistant County Administrator |
| VA | Loudoun County | Assistant Director of Human Resources |
| VA | Loudoun County | Chief Financial Officer |
| VA | Loudoun County | County Attorney |
| VA | Loudoun County | Economic Development Director |
| VA | Loudoun County | Family Services Director |
| VA | Loudoun County | Finance Director |
| VA | Loudoun County | Housing and Community Development Director |
| VA | Loudoun County | Information Technology Director |
| VA | Loudoun County | Mapping and Geographic Information Director |
| VA | Loudoun County | Mental Health, Substance Abuse, and Developmental Services Director |
| VA | Loudoun County | Parks, Recreation, and Community Services Director |
| VA | Loudoun County | Planning and Zoning Director |
| VA | Loudoun County | Systemwide Fire Chief |
| VA | Loudoun County | Community Corrections Director |
| VA | Newport News | Engineering Director |
| VA | Newport News | Waterworks Director |
| VA | Newport News | Human Resources Director |
| VA | Prince William County | Deputy County Executive for Public Safety |
| VA | Prince William County | Fire and Rescue System Chief |
| VA | Suffolk | Human Resources Director |
| VA | Virginia Retirement System | Human Resources Director |
| VA | Warrenton | Town Manager |
| WA | Bothell | City Manager |
| WA | Bothell | Community Development Director |
| WA | Bothell | Finance Director |
| WA | Camas | City Administrator |
| WA | Central Pierce Fire and Rescue | Fire Chief |
| WA | Sammamish | Public Works Director |
| WA | Shoreline | Administrative Services Director |
| WA | Shoreline | City Manager |
| WA | Shoreline | Human Resources and Organizational Development Director |
| WA | Shoreline | Human Resources Director |
| WA | Spokane Regional Health District | Community Health Director |
| WA | Spokane Regional Health District | Deputy Administrative Officer |
| WA | Spokane Regional Health District | Health Officer |
| WA | Spokane Regional Health District | Human Resources Manager |
| WI | Central Brown County Water Authority | Manager |
| WI | Mequon | City Administrator |
| WV | Morgantown | City Manager |

# Recruitment Team

## WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE CITY'S RECRUITMENT.

Our team includes senior-level professionals to provide experienced project leadership with support from talented consultant staff. This close-knit group has frequently collaborated on similar successful recruitments, providing the City with confidence in our capabilities. On the following pages, we have included resumes for each of our recruiting team members.



# Catherine Tuck Parrish

## PROJECT DIRECTOR/LEAD RECRUITER

Vice President – Executive Search

### PROFILE

Catherine has 30 years of management experience working for local governments of all sizes, nonprofit organizations, and associations. She leads the firm's executive search practice and has conducted over 160 searches for manager/administrator; police chief; fire chief; directors of public works, planning, economic development, finance, human resources, and human services; and many other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine's most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining the City of Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee surveys, implementation plans, and internal communication improvements. Catherine also served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, form of government issues, and recruitment. Additionally, she worked for the City of Denton, Texas.

She chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C. metro area. Catherine has spoken at national and state conferences on a variety of topics, including recruitment trends, civility, effective councils, ethics, forms of government, human resources, long-term financial planning, budget strategies, developing high performing organizations, and leadership. She has also spoken at the National League of Cities' Leadership Training Institute on recruiting and evaluating the CEO. She is a certified instructor of the Myers-Briggs Type Indicator instrument.

### Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Community engagement
- Employee engagement

### Professional History

- Raftelis: Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/ Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998 -2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

### Education

- Master of Public Administration - University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration - University of Kansas (1988)

### Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

# Jim Armstrong

## SUBJECT MATTER EXPERT

**Principal Consultant**

### Specialties

- Municipal budget development & financial management
- Organizational analysis
- Long term financial planning
- Establishment of performance management systems
- Strategic planning

### Professional History

- Raftelis: Principal (2019-present)
- Ralph Andersen & Associates: Senior Consultant (2015-2018)
- Santa Barbara, California: City Administrator (2001-2014)
- Fullerton, California: City Manager (1992-2001)
- Anaheim, California: Assistant City Manager (1990-1992); Assistant to the City Manager (1979-1983); Administrative Assistant (1978-1979); Administrative Aide (1977-1978)
- Hanford, California: City Manager (1983-1990)

### Education

- Master of Public Administration - California State University, Long Beach
- Bachelor of Arts in Psychology, Political Science, Cum Laude - University of California, Los Angeles

### Professional Memberships

- Santa Barbara County City Managers Association: Chair
- Orange County City Managers Association: President
- South San Joaquin Valley City Managers Association: President
- International City/County Management Association: Life Member
- Santa Barbara Neighborhood Clinics: President of the Board
- Channel Islands YMCA: Chair of the Board, Treasurer
- Santa Barbara Rotary Foundation: President
- Santa Barbara County United Way: Board of Directors
- Aircraft Owners and Pilots Association
- Experimental Aircraft Association
- Liga International (Flying Doctors of Mercy)

## PROFILE

Prior to joining Raftelis, Jim had a long and successful local government career in four California cities. Most recently, he served as City Administrator of Santa Barbara from 2001 to 2014. During his tenure, he successfully led the City through the 2008-10 recession; completion of a General Plan update; two major wildland fires; and the dissolution of the City's Redevelopment Agency. He was instrumental in the creation of the City's Neighborhood Improvement Task Force and the South Coast Task Force on Youth Gangs. Santa Barbara also implemented a comprehensive performance management program under Jim's direction.

After leaving government service, Jim has provided consulting services for several California cities and special districts. His assignments have included management studies, executive recruitments, and development of long-term financial plans. He is known for his extensive knowledge of local government finance, budgeting and financial analyses.

## RELEVANT PROFESSIONAL EXPERIENCE

### Ralph Andersen & Associates: Senior Consultant (2015-2018)

Jim served as senior consultant conducting city manager and senior level executive recruitments and management studies for cities and special districts throughout California. Management studies included a high-level review of a city's entire departmental operations; development of a cost-benefit model to determine the feasibility of creating a municipal police department; and evaluation of management systems at a community college district.

### Santa Barbara (CA): City Administrator (2001-2014)

Served as City Administrator and Redevelopment Executive Director of this well-known city with 90,000 residents, 1,000 employees and an annual budget of $275 million. Accomplishments include:

- Leading the organization successfully through a major downsizing as a result of the 2008-10 recession with a minimum disruption of services
- Successfully completing several important capital improvement projects including a new airline terminal, a major new downtown parking structure; important water and wastewater upgrades, and reconstruction of historic fire headquarters building
- Implementation of major organization efforts including a comprehensive performance management system, a modern communications strategy, and an award-winning sustainability program

- Development of revised budgeting and financial management systems that stabilized city finances, improved accountability, and increased transparency
- Completion of a new General Plan

**Fullerton (CA): City Manager (1992-2001)**
Served as City Manager and Redevelopment Executive Director of a full-service city with 130,000 residents, 800 employees and an annual budget of $125 million. Accomplishments included:

- Restoration of downtown business area that received state and national recognition
- Restructuring of city operations to deal with a major revenue shortfall, resulting in annual savings of $5 million
- Implementation of improved management systems that enhanced customer service, productivity tracking, internal communications, and employee morale
- Implementation of long-term planning efforts including infrastructure financing strategies, a Transportation Center Master plan, and water system master plan
- Participation on regional planning efforts which resulted in restructuring of the county solid waste system and implementation of a county-wide public safety communications system

**Anaheim (CA): Assistant City Manager (1990-1992)**
Served as Assistant City Manager of a large, diverse City with 300,000 residents, 2,000 employees and a budget exceeding $550 million. Duties included directly supervising eight departments, including Finance, Stadium, Convention Center, Parks and Recreation, and the Library. Accomplishments included:

- Serving on the city negotiating team to plan and implement the $1.5 billion expansion of Disneyland, improvement to the commercial recreation area, and a major expansion of the Anaheim Convention Center
- Serving as a member of the negotiating team that successfully negotiated the development of the Anaheim Arena, a 20,000-seat multipurpose facility

**Hanford (CA): City Manager (1983-1990)**
Served as City Manager and Redevelopment Executive Director of this full-service city with a population of 30,000 and 180 employees. Major accomplishments included:

- Numerous state and national awards for downtown restoration efforts
- Implementation of improved management systems to improve performance measurement, customer service, and budgeting
- Developed a solid waste joint powers authority in conjunction with the county and two other cities.

**Anaheim (CA): Assistant to the City Manager (1979-1983)**

- Served in progressively responsible positions in the city manager's office. Duties included working with city council members on specific policy issues, review of all council agenda items, supervision of the intergovernmental relations office and work on special projects.
- Managed public works maintenance functions for two years to create a new Department of Maintenance. Supervised five divisions of Public Works with a budget of $26 million and 400 employees
- Chaired task force in negotiations with Hilton Hotels, which resulted in a 50-year lease to construct a 1600 room hotel on city owned land
- Developed computerized work management system and productivity tracking system for use by all city departments.

# Heather Gantz

## RECRUITER

Senior Manager

### PROFILE

Heather has over 20 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 13 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the process.

Heather has conducted over 65 searches in the public sector. She has delivered positive search outcomes for dozens of high profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited for city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. In addition, she has led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for ELGL and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in support of advancing women into leadership roles from a variety of backgrounds in local government.

### Specialties

- Executive Search
- Leadership Development
- Employee Growth and Development
- Innovation
- Facilitation
- Project Management
- Community Engagement
- Diversity of Thought

### Professional History

- Raftelis: Senior Manager (2022-present); Manager (2020 – 2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

### Education

- Bachelor of Arts in Business Management - University of Phoenix (2000)

### Professional Memberships

- Engaging Local Government Leaders (ELGL)

# Pamela J. Wideman

## RECRUITER

Senior Manager

### PROFILE

Pamela has over 25 years of experience in leading local government teams, with the last 10 years in executive leadership with the City of Charlotte. She is adept at forging creative solutions to government and community issues at the local level, with service to the community as the foundation of her leadership style. She is known for her thoroughness as well as engendering trusting relationships with elected officials, executive leadership across public, private, and non-profit organizations, and residents, all while providing exceptional customer service throughout the process.

Pamela most recently served at the Director of the City of Charlotte's Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela has shaped Charlotte's affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 4,600 affordable housing units, created, and successfully deployed COVID-19 Pandemic relief programs for rent, mortgage, utility, and deposit assistance to keep vulnerable residents housed during the pandemic, developed a new local rental subsidy program, and managed over $68 million in homelessness support and prevention.

During her work there, Pamela hired numerous staff members for her Department and participated on executive search panels for positions both with the City of Charlotte as well as with other municipalities and organizations. She is known for contributing to organizational growth and development initiatives. Pamela is highly sought after as speaker for her expertise in affordable housing and has spoken on numerous panels across the country. She has participated in numerous executive-level collaborations engaging multiple community partners in the business and philanthropic fields. Pamela strongly believes that "service is the rent we pay for living on this earth" and is often asked to share her public sector experiences with students, professional trade organizations, and local municipalities.

Pamela has a passion for developing and implementing solutions that serve the community. She served as an early Advisory Member for the Greenlight Fund in Charlotte, and on the Mayors and CEOs Committee for U.S. Housing Investment. Pamela was awarded the Master of Public Administration Alumna of the Year and received a Leadership in Black Excellence from her alma mater, the University of North Carolina – Charlotte. She was also recognized as a Women's In Leadership Champion by the Charlotte Chapter of the Urban Land Institute. Additionally, she was recognized as one of the top 10 "Behind the Scenes" newsmakers by the Charlotte Business Journal in both 2017 and 2020. She currently serves as a member of the International City/County Management Association, the Urban Land Institute, and the National Forum for Black Public Administrators.

Previously, she served on the Board of Directors for the PNC Community Development Bank and as the Vice-Chair of the N.C. Department of Transportation's Affordable Housing Committee where she provided guidance and recommendations for policy and funding approaches to support and encourage the development of affordable housing near transit stops. She is past President of the Southern Piedmont Chapter of the National Forum for Black Public Administrators and a former member of the Board of Directors for the Mental Health Association of the Greater Carolinas.

**Specialties**

- Executive Level Management
- Hiring and Recruitment
- Affordable Housing Expertise
- Community Development Policy and Program Development
- Team Development & Leadership
- Consensus Building
- Community Engagement
- Budget Management

**Professional History**

- Raftelis: Manager (2021 – Present)
- City of Charlotte: Director of Housing & Neighborhood Services (2017 – 2021)
- City of Charlotte: Housing & Neighborhood Services Deputy Director (2008 – 2016)
- City of Charlotte: Housing & Neighborhood Services Supervisor (2006 – 2008)
- City of Charlotte: Budget Analyst (2003 – 2006)

**Education**

- Harvard Kennedy School -Senior Executives in State and Local Government (2015)
- UNC-Chapel Hill - Municipal Administration (2007)
- University of North Carolina at Charlotte- Master's in Public Administration (2006)
- Belmont Abbey College -Bachelor of Arts in Business Administration (1999)

**Professional Memberships**

- International City/County Managers Association
- Urban Land Institute
- National Forum for Black Public Administrators

# Robert Colichio

## RECRUITMENT SPECIALIST

Senior Consultant

### PROFILE

Robert has over seven years in full lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter Robert has engaged in searches within both the public and social sector. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management. With over 500 clients served leading and coaching them through complicated organizational change ranging from individual executive employees transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and development multiple large group workshops for companies. He further has extensive and diverse project management experience including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.

### Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

### Professional History

- Raftelis: Consultant (2021-present)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

### Education

- Master of Business Administration in Organizational Behavior - Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration - University of Oregon, Lundquist College of Business (2006)

### Professional Memberships

- SHRM/PHRMA

# Kelsey Batt

## RECRUITMENT SPECIALIST

Associate Consultant

### PROFILE

Before joining Raftelis as a recruitment specialist in 2021, Kelsey earned her bachelor's degree in Professional Writing and Creative Writing from Purdue University in West Lafayette, Indiana.

During her time as a student, Kelsey worked at the Purdue Writing Lab as an undergraduate tutor where she paired with over 1,000 undergraduate and graduate students to help develop positive relationships with both writing and the English language. She also competed on the women's Track and Cross-Country teams while at Purdue.

She has previously worked as a copywriter at Sweetwater Sound where she developed the company's first Copy Style Guide and proposed several researched marketing strategies, focusing on inclusion amidst gender inequality in the music industry. Her ideas can be seen implemented throughout their current sales website and internally. Kelsey also has experience in marketing from her time at SDI Innovations where she was responsible for producing and editing social media and blog content. Kelsey enjoys consuming and contributing to the world of journalism, having worked as a student journalist at the Purdue Exponent for several years.

### Specialties

- Executive search
- Recruiting
- Editing

### Professional History

- Raftelis: Associate Consultant (2021-present)
- The Purdue Writing Lab & Purdue OWL (2017-2021)

### Education

- Bachelor of Arts, School of Liberal Arts – Purdue University, West Lafayette, IN (2021)

# Alexa Worrell

## RECRUITMENT SPECIALIST

Associate Consultant

### Specialties

- Executive search
- Recruiting
- Relationship building

### Professional History

- Raftelis: Associate Consultant (2022-present)
- Textron Specialized Vehicles: Talent Generalist (2021-2021)

### Education

- Bachelor of Arts, School of Liberal Arts – Miami University, Oxford, OH (2021)

## PROFILE

In May 2022, Alexa joined Raftelis as a recruitment specialist, having completed an internship with the firm's Executive Recruitment Team where she supported numerous search activities.

Prior to Raftelis, Alexa worked as a Talent Generalist Intern at Textron Specialized Vehicles, where she developed a comprehensive leave process guide to ensure more consistent application of the company's policies; researched human resource procedures, policies, and applicable employment laws; and marketed and facilitated an informational event for employees to set up banking needs.

Through her prior work as a Receptionist/HR Assistant, Alexa developed her interviewing and recruiting skills and gained experience in redesigning training manuals for various roles to enhance training processes for future hires.

During her time as a student, Alexa served as recruitment chair of her sorority, where she recruited a new incoming class of over 30 members while also developing positive relationships with the new class and the established members in the chapter. She also assisted with facilitating monthly business development events as a member coordinator for the Advancing Women in Entrepreneurship Business Club.

Alexa earned her bachelor's degree in Sociology and Human Capital Leadership and Management from Miami University in Oxford, Ohio.

# Cost for Services

The total fixed fee to complete the City Manager recruitment, as outlined in this proposal, is $34,800. This includes all professional fees and expenses for Raftelis.

We estimate the following additional costs to the City, which would be billed at cost.

| | |
|---|---|
| **Advertising** | Approximately $2,000-$2,500 |
| **Background checks** | Estimated at $175-$500/finalist |
| **Finalists' interview travel** | Borne and reimbursed directly to the finalists by the City |

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

| | |
|---|---|
| **Activity 1 – $10,559** | After delivery of the recruitment documents<br>• Recruitment plan<br>• Recruitment brochure<br>• First-year goals |
| **Activity 2 – $15,403** | After the candidate review |
| **Activity 3 – $8,838** | After the interviews are completed |

Should the City choose the option for community engagement through an online survey, the total fixed fee to complete the City Manager recruitment, as outlined in this proposal, is $37,400. This includes all professional fees and expenses for Raftelis. Advertising and background checks costs will be the same as above and invoiced as completed.

Within six (6) months of the final interview process, should an additional candidate be hired by the City from the pool of candidates presented by Raftelis for this project, the additional fee shall be one-third of the Professional Services Fee, but a minimum of $15,000.

# PECKHAM & McKENNEY

# PROPOSAL

PECKHAM & MCKENNEY
EXECUTIVE SEARCH

April 5, 2023

The Honorable Mayor Mr. Al Clark
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013

Via PDF/Email To: daved@carpinteriaca.gov

Dear Mayor Clark and Members of the Carpinteria City Council

Thank you for considering Peckham & McKenney for the City of Carpinteria, City Manager recruitment. I have been a regular visitor of Carpinteria for many years and recently, a part time resident. I know the importance of preserving the history, culture and environment that makes Carpinteria such a special place to for people to be part of. I would be honored to represent the City and City Council in this important search.

As a boutique firm that specializes in recruitments for small and medium size communities in California, Peckham & McKenney is known for achieving successful and long-term placements. Among *many* strong attributes, these are four key reasons why the City should choose us:

- We actively and personally search for and find candidates.
- We limit the number of concurrent searches in order to directly focus on serving our client.
- We prioritize communicating with our client and applicants to keep everyone informed.
- Your recruiter is personally and directly responsible for all aspects of the search and your one point of contact.

Our Peckham & McKenney team is comprised of retired municipal managers and directors who are passionate about the public sector. I am proud to be on the Peckham & McKenney team because the firm's values and priorities align with mine – to assist public agencies in furtherance of good government; to place quality above quantity; and to build long lasting relationships with those in the public service.

For this important position and search, I will serve as your Recruiter. As a former City Manager, I am well acquainted with the responsibilities of the City Manager, expectations of the position, and the needs/interests of City Council, the City, and the community. I believe my growing familiarity with the City and the region over the past 20 years would be a valuable assest in this search process. Having worked closely with city and county agencies in the Ventura, Santa Barbara, and San Luis Obispo counties on searches to fill their executive management positions, I am knowledgeable of and connected to potential candidates.

Attached is a detailed proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience and fee. We charge a fixed, all-inclusive fee and for this search, we are proposing $28,000, which I'd be pleased to discuss. I would also be pleased to participate in a Zoom

interview to personally present and discuss our proposal. Upon being selected to conduct this important search, we would also be prepared to start immediately.

I am excited for the opportunity to implement the process leading to the successful placement of a candidate that "fits" your interests and the organization. Please feel free to call me at 626-644-1398, if there are any questions.

Sincerely,

Tara Schultz

Executive Recruiter
Tara Schultz

Enclosure:
City of Carpinteria City Manager Search Proposal
Example Candidate Profile San Luis Obispo Community Development Director

Peckham & McKenney "All about fit"

# City of Carpinteria

# RECRUITMENT PROPOSAL

for

## City Manager

April 5, 2023

PECKHAM & MCKENNEY EXECUTIVE SEARCH

**Peckham & McKenney**
EXECUTIVE SEARCH

*Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.*

# TABLE OF CONTENTS


WHY CHOOSE US? 2

EXPERIENCE 3

YOUR RECRUITMENT TEAM 5

THE SEARCH PROCESS AND SCHEDULE 7

COST OF SERVICES 8
Cost of Services
Process of Payment
Insurance

GUARANTEE AND DIVERSITY 9
Guarantee
Diversity Statement

## Why Choose Us?

Peckham & McKenney focuses on *quality* searches and placements (over quantity) in recognition that each placement is "All about fit". Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.

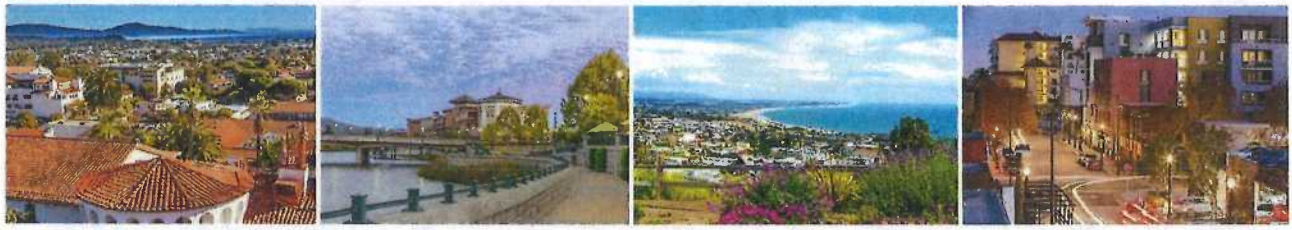
For more information, please visit our website at **www.PeckhamAndMcKenney.com.**

## Our commitment to you

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a "people" related industry and that attention to others' needs is the key to providing effective customer service.

- **We believe in honesty.** No client should ever appoint an individual without being fully knowledgeable of the candidate's complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational "issues."
- **We keep everyone involved in the recruitment process informed.** Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.
- **We do not recruit staff from our client agencies** for another recruitment during an active engagement, nor do we "parallel process" a candidate, thereby pitting one client against another for the same candidate.
- **We do not recruit our placements — ever.** Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- **We are retained only by cities, counties and special districts.** We are not retained by applicants or non-governmental agencies.
- **We do not over commit ourselves to too many searches.** Your recruiter maintains a small, limited number of concurrent searches at all times in order to focus specifically and diligently on recruiting qualified candidates for your vacancy.
- **We commit to diversity in its broadest possible definition in every aspect of each executive recruitment.** Peckham & McKenney has a well established reputation of placing women and people with diverse backgrounds.

## EXPERIENCE



With our recruitment team that solely consists of retired City Managers, Assistant City Managers, Police Chiefs and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. Just a few of our recent recruitments related to your search for a City Manager have been for:

City of San Luis Obispo Finance Director, Community Development Director, Assistant City Manager
City of Downey Public Works Director
City of Camarillo City Manager and City Clerk
City of Ventura Chief Technology Officer
City of Big Bear Lake City Manager

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website (here); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The numerous compliments we have received from applicants fairly illustrate this reputation.

### Comfortable and Professional Experience

"I'd like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It's my hope that our professional paths may cross again in the future." **Candidate**

### Straightforward, Friendly, and Humane Recruitment Process

"I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I've ever participated in. And I would feel the same way even if the outcome was not successful for me." **Candidate**

### It really has been, "All about fit!"

"From the construction of the colorful candidate profile, to being responsive to phone calls, texts and my questions, I have been thoroughly impressed with the professionalism and approach of Peckham & McKenney. Maria Hurtado and Joyce Johnson have been the team that have shepherded my application through the municipal hiring processes, and I can speak highly for both of them. Should I need a recruiter to help fill a critical position in my new city, I will be calling on Maria Hurtado and Peckham & McKenney. And, by the way, it really has been, "All about fit!" **Candidate**

### You Made Me Feel So Comfortable

"This is my first time working with a recruiting company, and I'm so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful." **Candidate**

Testimonials from clients and candidates are at https://www.peckhamandmckenney.com/testimonials.

Please feel free to contact any of the following current and recent clients to inquire about their experience with Peckham & McKenney. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

**City of Downey – Public Works Director**
Mark Scott, Former Interim City Manager (760) 574-9562
James McQueen, Human Resources Director
(562) 904-7292; jmcqueen@downeyca.org

**City of South Pasadena – Finance Director**
Armine Chaparyan, City Manager
626-403-7210; achaparyan@southpasadenaca.gov

**City of San Luis Obispo – Finance Director & Community Development Director**
Derek Johnson, City Manager
805-781-7114; djohnson@slocity.org

**City of San Marino – Parks & Public Works Director**
Marcella Marlow, Former City Manager
626-221-7809; Marcels.marlow@icloud.com

## YOUR RECRUITMENT TEAM

### Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. *However*, when you retain Peckham & McKenney, *your Recruiter* serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, in order to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than 6 active searches.

*Peckham & McKenney Team*

The Executive Recruiter for you in this search is Tara Schultz

### Tara Shultz, Executive Recruiter, Peckham & McKenney Executive Search

With a 28 year career in local government, Tara retired from city service in 2020. Tara was the City Manager of Claremont, California prior to retiring. Before serving in Claremont, Tara contributed nearly 19 years of her career to the City of Alhambra. Tara served as Deputy City Manager and then Assistant City Manager, along with holding the titles of Administrative Services Director, Development Services Director and Human Resources Director. Tara has a bachelor's degree in Recreation Administration and a master's degree in Public Administration from California State University, Northridge.

### Anton "Tony" Dahlerbruch, Executive Recruiter and Managing Member of Peckham & McKenney Executive Search

Tony worked in local government over 30 years before joining the Peckham & McKenney team. His experience spans most every city department in the Cities of Beverly Hills, California; Scottsdale and Phoenix, Arizona; and Rockville, Maryland, with ultimately serving a combined 12 years as City Manager in Rolling Hills and Palos Verdes Estates, California. Tony has represented the City Managers Department in CalCities as a two term Director on the Executive Board, President of City Managers Department, and member of numerous Policy Committees. He has also served as a Regional Vice President on the Executive Board of the International City/County Management Association. Tony holds a Bachelor of Arts in Political Science from the University of California at Santa Barbara and a Master of Public Administration from The American University in Washington, D.C.

Tara is supported by the following team.

### Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

### Tayler Bergstrom, Research Assistant

Tayler Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Tayler is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Tayler graduated from UC San Diego with a Bachelor of Science degree in Psychology.

### Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

### Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

.

## The Search Process and Schedule

Peckham & McKenney is committed to finding the best fit for your position. Our process is 12 to 14 weeks and generally involves the following phases:

**Project Organization (pre-recruitment)** – We will meet to discuss the search timeline, process and logistics for conducting a successful search.

**Development of the Candidate Profile (2 weeks)** – We will meet with agency members to listen to specific expectations of the position; learn the background and experiences desired in the ideal candidate; and understand the organizational culture and interests to create an attractive Candidate Profile marketing brochure.

**Recruitment (4 to 6 weeks)** – Our main focus in outreach will be direct, personal contact with quality potential candidates. Additionally, ads will be placed in industry publications and social media to broadly market the opportunity. Our client agency is continuously updated on our progress.

**Supplementary Review (2 weeks)** – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear in most alignment with the Candidate Profile. Following a thorough review of the supplemental questionnaires, we will conduct preliminary telephone interviews. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

**Recommendation of Candidates/Selection of Finalists (1 week)** – A report will be provided to the agency that includes, among a variety of documents, a full listing of all candidates for review and the materials submitted by candidates recommended for an interview.

**Interview Process (2 weeks)** – Your recruiter will facilitate the interview process, inclusive of an orientation session at the beginning, and a discussion of candidates at the end.

**Qualification (1 week)** – Once a finalist is selected, a reference check and thorough background check will be conducted. Assistance with negotiating compensation will also be provided.

## Cost of Services

The fee to conduct the entire search process for your next City Manager is $28,000. Please note that we are happy to discuss the process and our fee in order to better accommodate the City's needs.

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. We have found that an all-inclusive fee for the search process is simpler, cost-effective, and efficient.

The all-inclusive fee above includes professional fees and expenses (out-of-pocket costs associated with advertising, Recruiter travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research checks on recommended candidates, and full background check on selected finalist only). For services not specified herein, we will discuss your interests and an appropriate fee.

### Process of Payment

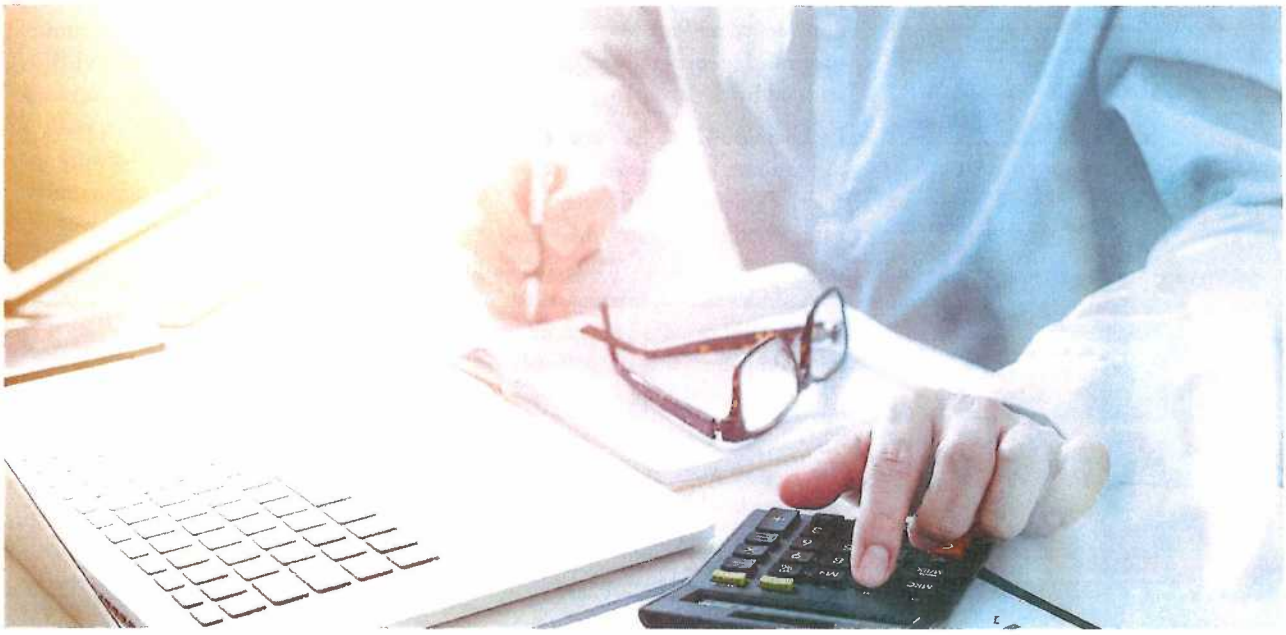
One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

### Agreement

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

### Insurance

Peckham & McKenney carries Professional Liability Insurance ($1,000,000 limit), Commercial General Liability Insurance ($2,000,000 General Liability, and $4,000,000 Products) and Automobile Liability Insurance ($1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.



## Guarantee

*We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.*

### Our Guarantee:

- We will connect with you and our placement in 6 months and 1 year after the appointment to check-in.
- We will conduct a second search within 6 months of our search process if a candidate is not placed.
- If the placement vacates the position within 1 year from the date of accepting the offer (external candidates only and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.), we agree to conduct a second search within 6 months of the vacancy.

Recognizing the current market for finding competent and successful executives and the changes in strategy that would be needed for a second search, the cost of a second search will be equal to the fee for conducting the original search.

## Diversity Statement

Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency.

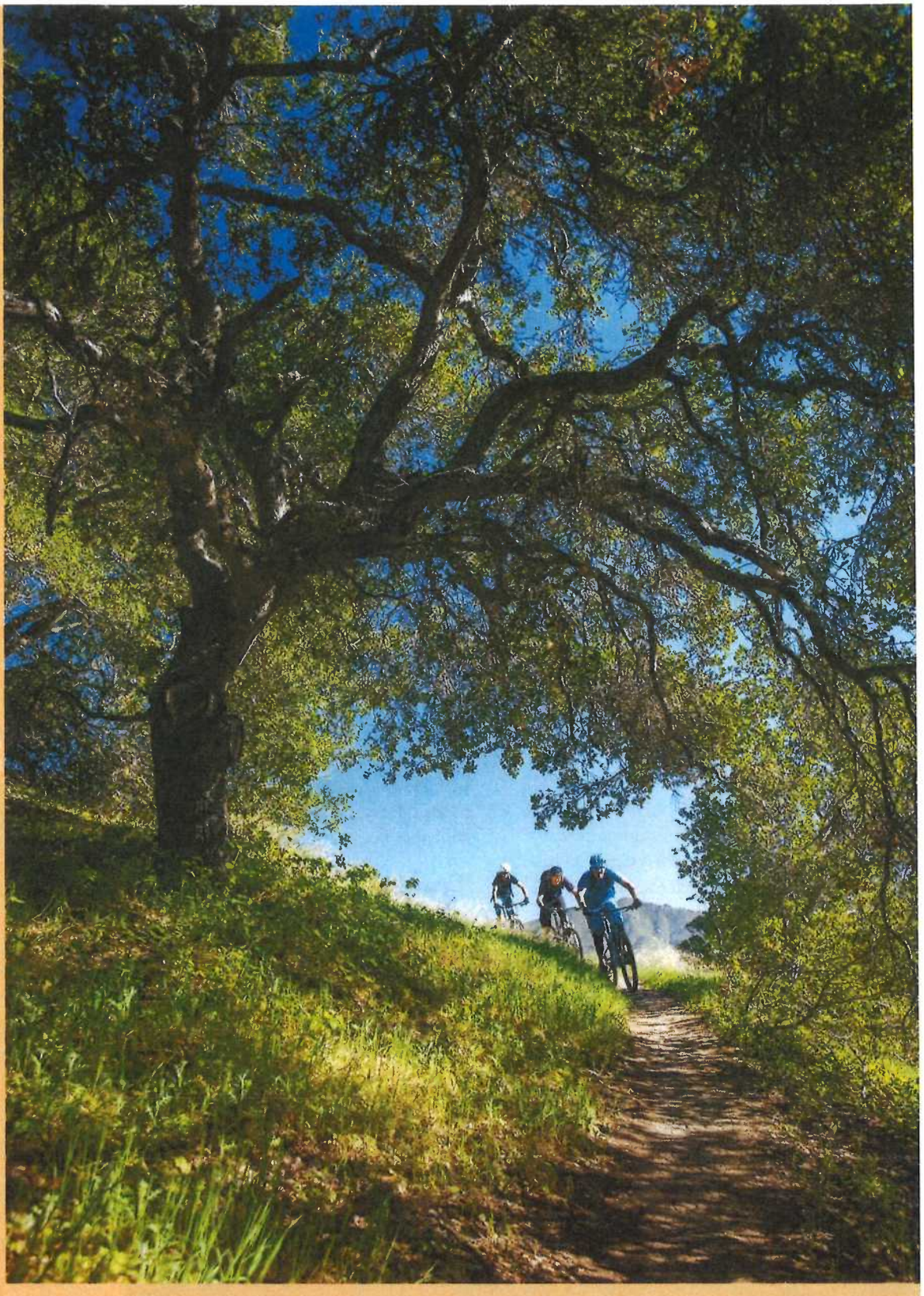
Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government.

With our diverse team of Recruiters, Peckham & McKenney supports, promotes and advocates for diversity in the recruitment and hiring processes. In addition to our outreach methods, Peckham & McKenney routinely advertises with the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and CivicPRIDE as well as the National Diversity Network to ensure placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network

Peckham & McKenney
"All about fit"



PECKHAM & MCKENNEY
EXECUTIVE SEARCH

# Community Development Director

## City of San Luis Obispo, California

## The Community

The City of San Luis Obispo is at the heart of California's majestic Central Coast. Commonly known as SLO (pronounced "slow"), San Luis Obispo is midway between San Francisco and Los Angeles. San Luis Obispo County is home to 282,000 people and 47,000 residents live within the City. Nestled within a backdrop of rolling hills, SLO represents a community that is committed to being a place where all people feel valued, respected, and that they belong. SLO covers 13.6 square miles, is the largest city in San Luis Obispo County, and serves as the County seat.

SLO is also a well-known business hub, vacation and visitor destination, and home to California Polytechnic State University (Cal Poly), a public university where some of the best and brightest students in California and around the world choose to study. Cal Poly is one of three polytechnics in the Cal State University system and gives students access to opportunities for hands-on research in community and regional planning, engineering, winemaking, agriculture, and distinctive coastal ecosystems. While Cal Poly sits on 9,000 acres, nearly half of the 21,800-student population live off-campus within the City.

A perfect Mediterranean marine climate keeps San Luis Obispo sunny and warm, with an average 315 days of sunshine each year. SLO offers endless outdoor recreation opportunities among a vast network of award-winning hiking and biking trails, parks, and over 5,000 acres of open space and over 60 miles of open space trails.

SLO's robust technology, medical, and specialty manufacturing industries are rapidly expanding, and its regional airport, operated by the County, is one of the fastest growing in the country, providing connections to several major airport hubs. Its charming downtown is filled with exceptional restaurants, shopping, galleries, and an award-winning Thursday evening open-air Farmers Market.

SLO also offers a vibrant cultural scene that includes local theatre, symphony, museums, the arts, and more. Several business, community, and non-profit organizations collaborate to promote the City's community spirit and quality of life. Countless places of interest can be found in SLO and the surrounding area, including the Embarcadero at Morro Bay, Hearst Castle, miles of beaches and coastline, and the vast Central Coast wine regions.

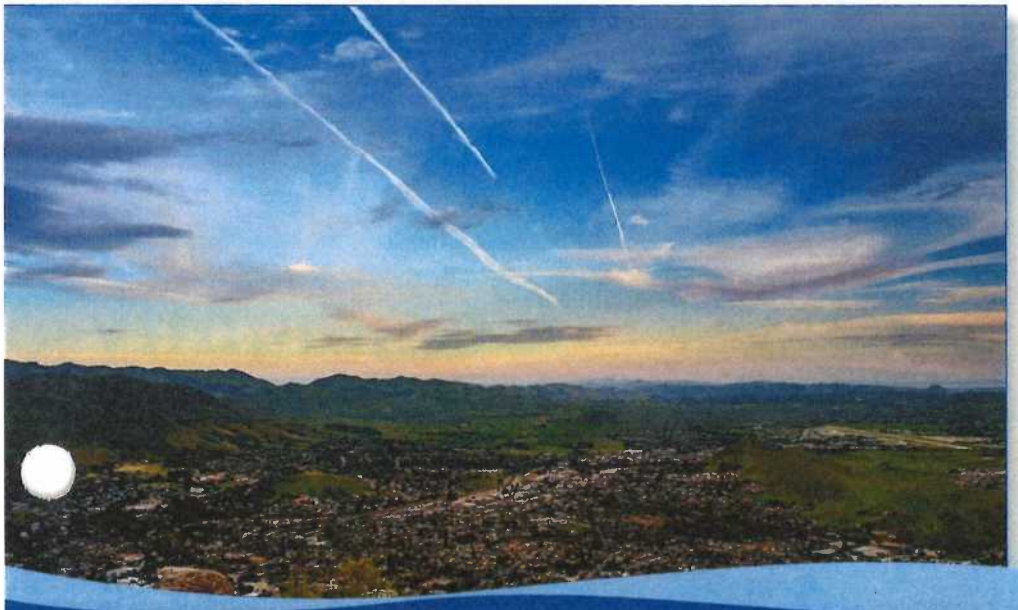
## The Organization

The City of San Luis Obispo values high-quality public service, respect, and community involvement. The full-service City has 10 distinct departments that provide police, fire, water, wastewater, parks and recreation, street maintenance, planning and building, and other essential public services. The City employs a full-time staff of 470 and a part-time staff of approximately 200 who work collectively to enhance the quality of life for the community.

SLO is a Charter City that operates under the council-mayor-city manager form of government. Its five-member City Council is comprised of a Mayor and four Council Members who are elected at-large. The Mayor is elected every two years, while Council Members are elected to overlapping four year terms. The City Council appoints the City Manager and City Attorney. All department heads, including the Community Development Director, are appointed by the City Manager.

The City operates under a two-year Financial Plan and has a balanced budget and a proposed FY23-25 General Fund budget of over $202 million. San Luis Obispo is financially sound, and cautiously optimistic about the future. In 2020, voters supported a local sales tax measure expanding the ability to carefully plan and address much needed infrastructure projects and community services including substantial transportation and public safety improvements, and new park amenities, which will support residential and commercial development in the southern portion of the City. There are currently over 40 development projects at various stages of environmental review and design, including both small- and large-scale single and multi-family housing projects, retail and commercial development.

The City has established an Urban Reserve Line (URL) to preserve its surrounding hillsides and refocus densification and development in the downtown business district and under-utilized areas within the City's URL. Projects implementing the City's Downtown Concept Plan are also in progress, including a new parking structure, community theater, and a flexible density program that encourages development of small housing units in the City's Downtown Core.



San Luis Obispo recently completed the update for its Housing Element and is preparing for a focused General Plan update later this year. The next Director will play an active role in an engaged and passionate community that expects results. The Department maintains a work program in support of the Council's Major City Goals,

including long-range plans to support housing production through infill, amendments to existing specific plans, and development of Special Focus areas defined in the General Plan. The City is committed to finding innovative ways to promote the development of affordable housing for designated income categories and middle-class families to make housing available to all, while preserving the historic fabric of the city and the surrounding rural environment, addressing climate issues through its Carbon Neutral by 2035 initiative, and supporting economic growth. The Department also takes a lead role in homelessness response, through the development and implementation of a strategic plan and working with regional partners on coordinated solutions.

The organization and community value Diversity, Equity, and Inclusion and believe that both in value and practice, San Luis Obispo can be a place where all members regardless of race, ethnicity, gender identity, sexuality, religion, or ability are represented, respected, valued, and heard. The City is committed to ensuring that SLO is a welcoming, inclusive, and safe community for everyone. Further information on the City's DEI Initiative may be found at: **https://bit.ly/39UXHMR**

## The Department

The San Luis Obispo Community Development Department is one of four departments in the City's Community Services Group. Overseen by the Assistant City Manager, the Community Services Group also includes the Public Works, Utilities and Parks and Recreation Departments. The Department divisions – Planning, Engineering, and Building & Safety are staffed by a team of 44 talented and innovative professionals committed to providing high quality service to the community as illustrated in the Department's Mission Statement:

> *"Our mission is to serve all persons in a positive and courteous manner and help ensure that San Luis Obispo continues to be a healthy, safe, attractive, and enjoyable place to live, work, or visit. We help plan the City's form and character, support community values, preserve the environment, promote the wise use of resources, and protect public health and safety."*

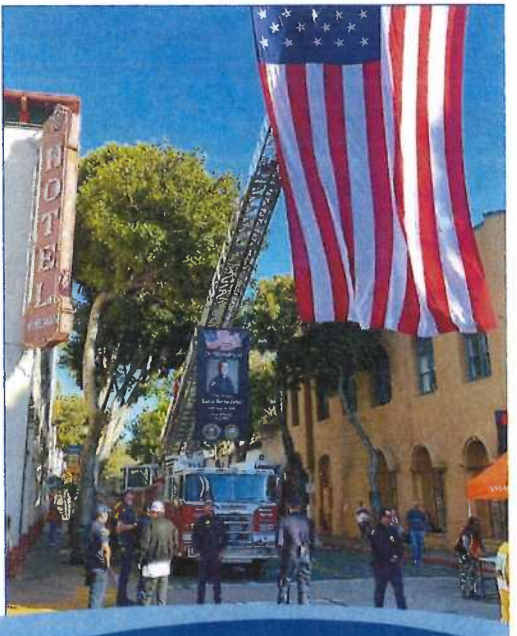
The Department serves the residents of San Luis Obispo directly at the public counter and indirectly by guiding the City's urban form from concept to construction. Endeavoring to maintain SLO's outstanding quality of life, the Director is charged with ensuring the careful balance between the desire to preserve the City's natural beauty and various environmental assets with the need for economic vitality, while appreciating the importance of historic and cultural preservation.

Peckham & McKenney

"All about fit"

## The Position

The City of San Luis Obispo is seeking a visionary and strategic thinker with outstanding communication and customer services skills to be their next Community Development Director. The Community Development Director serves as a visible external ambassador, interacting with residents, businesses, developers, community groups, City Council, Commissioners/Committee members and their fellow City staff members. This individual will have a proven track record of positive community relations; be an innovative and intuitive leader with the ability to collaboratively and creatively find solutions to address organizational and community challenges; and be able to engage and build relationships with staff, City leaders and the community. It will be the Director's responsibility to create and recommend the resources necessary to implement City policies and programs and to educate the community on the process, methodology and impacts of

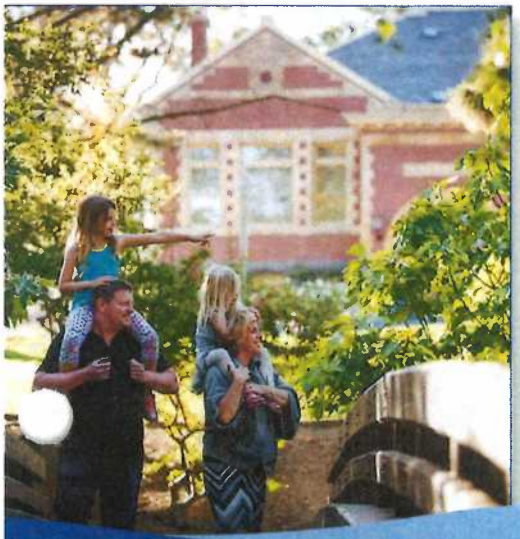


legislation on the projects and programs. It is important that the successful candidate be knowledgeable to California laws and experienced with CEQA.

The ideal candidate will see and create a team and promote processes that advance the City's adopted vision, policies and goals. They should have practical experience with the preparation, maintenance, and implementation of the General Plan and its Elements; maintain, update, and interpret the Zoning Code. The Director must be a skilled communicator with the ability to communicate clearly and effectively with architects, engineers, contractors, civic organizations, the general public, as well as Councilmembers and Commissioners/ Committee members on planning and development projects. The Director will serve as a City representative to the Housing Authority, County Airport Land Use Commission, Cal Poly University, Cuesta College, and other public agencies, and serve as the staff support to the Architectural Review Commission, Planning Commission, Cultural Heritage Committee, and Ad Hoc committees including the Student Housing Advisory Committee and Environmental Task Force.

## Education and Experience:

Graduation from an accredited four-year college or university with a degree in urban planning or closely related field and five years of progressively responsible planning experience, including at least three years of supervisory experience. A Master's degree and significant supervisory experience is preferred.



## Search Schedule

| | |
|---|---|
| Filing Deadline | March 31, 2023 |
| Preliminary Interviews | April 3, thru April 14, 2023 |
| Recommendation of Candidates | April 19, 2023 |
| On Site Candidate Interview Assessment | April 26 thru April 28, 2023 |
| Finalist(s) Interview with City Manager | April 28, 2023 |

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

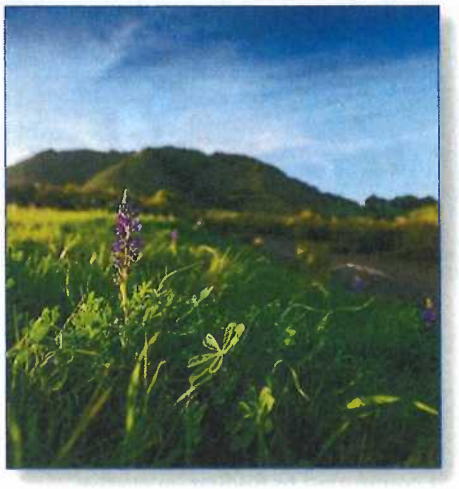
**Possession and maintenance of:**
A valid California Class "C" driver's license.

**Additional requirements:**
The new Director will be required to successfully pass a background check that includes DOJ LiveScan Fingerprinting.

## The Compensation

The annual salary range for this opportunity is from $167,648 to $209,586 and appointment will be made depending on the qualifications and experience of the selected candidate. The City offers and excellent comprehensive benefit package. For more information please visit the City's website at - **https://www.slocity.org/government/department-directory/human-resources/job-openings-application-2306**.

**Additional Information**
The City of San Luis Obispo offers relocation assistance for candidates relocating over fifty miles to San Luis Obispo County during their first year of employment.



## The Recruitment Process

To apply for this exciting opportunity, please visit our website:

Peckham & McKenney
**www.peckhamandmckenney.com**

Contact Tara Schultz at 626-644-1398 for questions regarding this position or the recruitment process.

PECKHAM & MCKENNEY
EXECUTIVE SEARCH
**www.peckhamandmckenney.com**

# REGIONAL GOVERNMENT SERVICES (RGS)
# PROPOSAL

RECEIVED
APR 05 2023
CITY OF CARPINTERIA

REGIONAL GOVERNMENT SERVICES
SERVING PUBLIC AGENCIES SINCE 2002

April 4, 2023

City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, California 93013

Dave Durflinger, City Manager
daved@carpinteriaca.gov

**RE: EXECUTIVE RECRUITMENT SERVICES**

Dear Dave:

Regional Government Services Authority (RGS) is pleased to submit a proposal to the City of Carpinteria (Agency) for executive recruitment services for the position of City Manager. Our Recruitment Team is uniquely qualified to provide executive recruitment services. Our advisors have personal experience as local government leaders and in conducting public sector executive recruitment.

In the proposal provided, an executive recruitment is estimated to cost about $18,500. This cost estimate is based on a maximum cost to complete a project. Many of our projects come in under budget. In addition, this project would not require an additional contract with the City as it can be completed under the current contract for Human Resource services the City has with RGS both in scope and budget.

RGS is a unique, fee-supported joint powers authority specializing in public-sector administration and consulting services. RGS exclusively serves public agencies and employs experienced public-sector professionals to assist our partner agencies. Since 2002, RGS has served over 200 public agencies.

I am confident that you will find our proposal to be responsive to your agency's objectives and needs. The plan provides for ample time, tools, and support to meet or exceed the goals provided. RGS has a solid and respected reputation with the public agencies we serve for timely, cost-efficient delivery, and effective implementation. As a public agency ourselves, we fully understand the needs and requirements of other public agencies.

If you have any questions regarding this information, please feel free to contact Kay Randolph-Pollard at krandolphpollard@rgs.ca.gov or 650-587-7314; or Bobbi Bennett at (650) 587-7303 or bbennett@rgs.ca.gov. We look forward to the opportunity to provide you with these services.

Sincerely,

Bobbi Bennett
Human Resources Services Director

## REGIONAL GOVERNMENT SERVICES

### Recruitment Services

RGS uses a substantive approach, conducting a thorough search, and candidate screening based on the best practices of merit selection including objective assessment of job-related qualifications and competencies. We use a unique process in sourcing candidates who are aligned with the values of the organization.

Here are a few of the tools we use to administer efficient, safe, virtual, and confidential recruiting processes: remote recruiting, applicant tracking platform, remote screening, and remote interviews including proctored oral boards.

We utilize a four-stage process to guide us in developing our deliverable: a pool of qualified candidates.

I. Recruitment strategy and candidate profile development
II. Marketing using a proactive and robust search
III. Merit-based selection
IV. Hiring support (As needed and requested.)

Step I - Recruitment Strategy and Candidate Profile Development

We meet with the agency's management and staff to familiarize ourselves with your agency's needs and the position's requirements. We take the time to learn about your organization and the position to develop a strategy and a recruitment plan. Then we generate an "Ideal Candidate" profile including a list of competencies and attributes to target our search efforts to the most qualified candidates.

Step II - Marketing Using a Proactive and Robust Search

At RGS, we practice candidate care making it easy for candidates to apply and communicate throughout the process. We steer away from reposting the full job description and use action focused language to engage candidates and market each position and partner agency. In this way, we provide candidates with an understanding of the benefit of working for your agency in the position being recruited. Our marketing plans include targeted advertising and social media promotions that focus on both diversity and work discipline. RGS is committed to reaching a diverse candidate pool. We market through relationships we have with governmentjobs.com and careersingovenment.com; in addition, we recommend targeted professional organization career pages. Our team is experienced in developing a passive candidate search for qualified individuals who are not actively seeking employment.

Step III – Merit Based Selection

The RGS Recruitment Team uses merit principles to guide the recruitment and selection methods that are equitable, efficient, and effective. The selection process is customized for each position – based on competencies and required knowledge, skills, and abilities.

Our exam planning includes a discussion of the best approach for assessing candidates to achieve the desired outcome. The selection process may include an in-depth, behavior-based interview with each candidate and may also include other selection assessments such as skills testing and/or a performance exam.

RGS receives and screens all application materials to determine each candidate's ability to meet minimum qualifications for the position. RGS also conducts remote screening using a behavior-based process, and we personally speak to qualified candidates during a preliminary review. In this process we gain a solid understanding of each candidate's technical competence and interpersonal skills, and we verify minimum qualifications.

We prepare a summarized report with information obtained through the candidate screening process including a list of qualified candidates for further consideration.

We handle all aspects of the selection process. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; scheduling and facilitating the interviews; evaluating the results; and contacting both successful and unsuccessful candidates.

Step IV – Hiring Support

- Conditional Job Offer
- In-Depth Reference Checks
- Background Check Support
- Contract Negotiation

Communication and Reporting

Regular progress reports are provided to critical staff within the partner agency. Periodic remote and/or onsite meetings are scheduled to maintain regular input and communication for the ongoing project. RGS maintains and conducts all needed correspondence and record-keeping throughout the process. We maintain a final record to comply with current legal standards.

The deliverable we produce is a list of qualified candidates and associated candidate information. Based on partner requirements we can compile a final report that documents marketing efforts, a final written summary of work performed, and related EEO candidate data.

## SAMPLE TIMELINE

Pending an initial meeting date being set, we lay out a timeline to meet the project objectives. To minimize delays, we work with the Confidential Hiring Committee to pre-set dates when we develop the recruitment plan and get these locked in on members' calendars.

(All activities to occur after contract execution will be adjusted as required.)

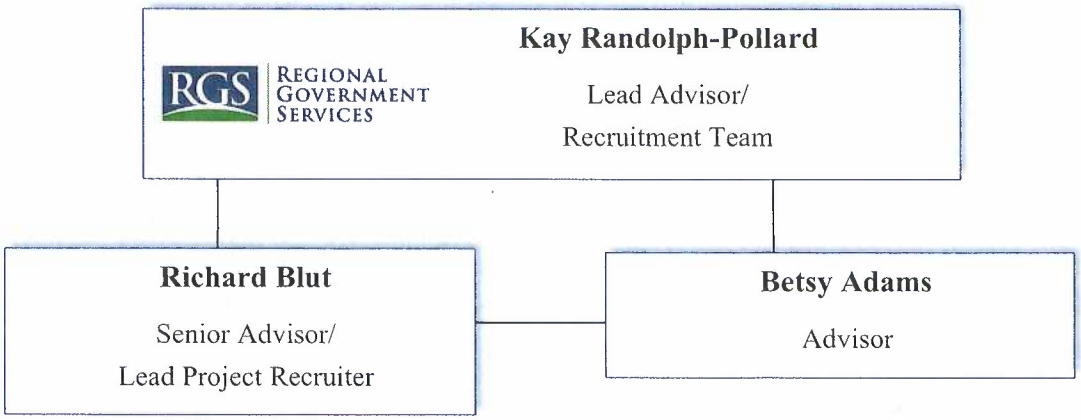
| Tasks | Target Timeframe/Date | Responsible Party |
|---|---|---|
| Initial Recruitment/Position Needs Meeting with Council/Hiring Committee (Closed Session if meeting with full governing body). | Within 10 days of formal executed agreement. | RGS/Agency |
| Develop Job Description and Review Salary, as needed. | Week 2 - 3 | RGS |
| Recruitment plan and materials drafted and finalized. | Week 4 - 5 | RGS/Agency |
| Open Recruitment (3 to 4 weeks). | Week 5 | RGS |
| Advertising and marketing conducted. | Week 5 - 9 | RGS |
| Hiring Committee meeting - review of draft materials (screening interview questions). | While Accepting Applications | RGS/Agency |
| Recruitment closes (4-week timeframe). | Week 9 | RGS |
| Remote screening of qualified applicants. | Week 10 - 11 | RGS |
| Hiring Committee meets to review Most Qualified applicant recommendations and finalize next step. | Week 12 | RGS/Agency |
| Hiring Committee Meeting to review and finalize drafts and plan for interviews. | Week 12 | RGS/Agency |
| Closed Session Council Meeting - Hiring interview with RGS support. | Week 13 | RGS/Agency |
| Verbal conditional job offer, and salary negotiation based on Council parameters established. | As Requested | RGS/Agency |
| Conditional Offer letter to candidate. | As Requested | RGS/Agency |
| Reference check conducted. | As Requested | RGS/Agency |
| Background check conducted. | As Requested | RGS/Agency |

| | | |
|---|---|---|
| Draft employment contract for review. | As Requested | RGS/Agency |
| Closed Session Meeting(s) – As needed based on salary negotiation parameters. | As Requested | RGS/Agency |
| Regularly Scheduled Council Meeting* (Per Brown Act) to approve Manager Contract. | Second Monday of the Month following job offer. | RGS/Agency |
| Start Date (depending on a 2 to 4-week notice needed to start) | Target Date in December 2023 | Agency |

*Assuming a monthly meeting schedule as communicated on the Agency web site.

## STAFF QUALIFICATIONS

The RGS team we are proposing for this project has personal experience as leaders in the public sector and extensive experience and accomplishments in executive recruitment. We work as a team of equals with complementary skill specializations and abilities.




### Key Team Members

Our Executive Recruitment team advisors are skilled at identifying applicant pools and crafting selection procedures and skills assessments to identify and document the most-qualified candidates. We have helped many organizations successfully navigate the challenges and opportunities that surface during recruitment processes. An introduction and information about the qualifications and experience of our proposed project team members follows.

**Kay Randolph-Pollard, Lead Advisor**

Kay Randolph-Pollard joined Regional Government Services as an Advisor in the Human Resources service group in 2016. She currently serves as the Lead Advisor of the Recruitment Team that provides recruiting services both for internal openings in RGS and for job openings in partner agencies.

Ms. Randolph-Pollard has over twenty-eight years of experience in local government and the private sector. Her core skills include human resources operations and management, classification, compensation and benefits, labor relations, employee development and training, project management, conflict resolution, performance management, as well as staff recruitment and retention.

Ms. Randolph-Pollard has a bachelor's degree in business administration, completed the Sonoma County Mediation Program, obtained Senior Professional of Human Resources certification (SPHR) in 2013, and in 2020, completed certification in Race Literacy for Coaches, Diversity, Equity, and Inclusion (DEI), and Human Resources Professionals.

## Project Team

**Richard Blut, Senior Advisor. Lead Project Recruiter**

Richard Blut joined RGS in 2022 as a Senior Advisor for Human Resources and Finance Services groups. As a member of the RGS Recruitment Team, Mr. Blut is spearheading NEOGOV implementation services as well as conducting executive recruitments for partner agencies. As a member of the Finance Team, he assists with planning for system upgrades, updating financial and purchasing policies and procedures, and budget management.

Mr. Blut has over twenty years of leadership experience in large public organizations. He is an expert in all facets of human resources, information technology, and systems automation. He has provided consulting and coaching to business leaders in many aspects of HR including best practices, policies, finances, ERP implementation, organizational design, legal compliance, talent management, and compensation.

Richard has a bachelor's degree and an M.B.A. in business administration.

**Betsy Adams, Advisor**

Betsy Adams joined Regional Government Services as an Advisor in 2020 and is currently serving our partner agencies by providing large project oversight and management and executive recruitment. Ms. Adams's executive experience in local government is extensive, and she is a skilled administrator. During her career in local government, which has spanned over thirty years, she has served as City Manager, Assistant City Manager, Parks and Community Services Director, Administrative Services Director, Purchasing Manager, and Interim and Human Resources Director.

Ms. Adams has both an MBA and a bachelor's degree in business administration.

## SERVICE COST/BILL RATES

Regional Government Services (RGS) provides services on an hourly basis, plus direct costs. Work is performed as agreed and subsequently billed based on hours worked. RGS Advisors are skilled at prioritizing projects and working within the budget of partner agencies.

Bill rates are as follows:

| Title | Hourly Rate |
|---|---|
| Chief Operating Officer | $140 to $230 |
| Deputy Chief Operating Officer | $135 to $205 |
| Senior/Lead Advisor | $130 to $200 |
| Advisor | $120 to $170 |
| Project Advisor | $110 to $130 |
| Project Coordinator | $90 to $125 |
| Technical Specialist | $80 to $120 |

Executive position recruitments are estimated at up to $18,500 based on project needs and bill rates for staff in the Advisor, Project Advisor, and Project Coordinator categories. Recruitments will only be conducted based on a specific request from a designated representative in writing.

Depending on the nature of the recruitment services provided, direct external cost for such items as recruitment advertising, test rental, and marketing resources will be invoiced at cost with no markup. Mileage will be calculated and invoiced using the current IRS rate. The partner agency can

determine the amount of funds for direct external cost in advance. These direct external costs are separate from staff time estimates provided above.

**Recruitment Services Direct Cost Rates**

| Title | Rate |
|---|---|
| NeoGov Applicant Tracking includes:<br>• Ad posting in Governmentjobs.com<br>• Ad posting in Careers Government social media and diversity platform. | $550 per recruitment posting. |
| Candidate Remote eSkills Online Test | $25 or less - per candidate per testing session based on volume |

RGS works on an approval basis for all direct external costs prior to engaging in the work. We set a marketing plan and will seek approval prior to placing advertising. We seek subject matter expert input and agreement on any multiple choice or skills tests in a selection process and provide an estimate of cost prior to performing and/or engaging in these activities.

**Candidate Guarantee**

RGS does not guarantee a candidate selection and hire made by our partner client agencies. In the event a recruitment does not produce a viable candidate, or there is a premature dismissal or resignation of the selected candidate, RGS's approach is to charge for the work performed as agreed. It is rare when a deadline needs to be extended or a recruitment needs to be reopened. In the case these steps need to take place, when an agreement is reached to extend or re-recruit, we then make revisions as needed to the plan and proceed based on the revised or new plan. RGS will charge for the additional or new work.

ATTACHMENT B

# Tentative Recruitment Process Reverse Calendar

January 27, 2024: City Council Annual Work Plan meeting for review and setting of expectations.

December 8, 2023: Current City Manager's last day.

November 1, 2023 to December 8, 2023: Onboarding and transition period.

October 30, 2023: New City Manager's first day, preceded by a minimum 30-day period for relocation if necessary.

Late September/Early October: Introduction of the new City Manager at Council meeting. After acceptance by candidate, meeting with all staff.

Early August 2023: Hiring announcement.

July 30, 2023: Make final selection.

July 3, 2023: Review resumes, conduct background checks, and interview candidates.

May 8, 2023 to June 30, 2023: Open position for recruitment; announcement, advertising, outreach, and application filing deadline.

May 1, 2023: Begin working with recruiter.

April 24, 2023: Approve contract with recruiter.

## Completed Tasks

March 27, 2023: Authorization and budget approval for recruitment services.

*Please note that these dates are subject to change and may be updated as necessary.*

Cal Cities' advocacy efforts are strongest when joined by the voices of city leaders. Below is a list of current legislative proposals that local officials should act on to support cities' top legislative priorities, along with sample support or opposition letters.

**Proposed bill would greatly expand SB 35 powers**
SB 423 (Wiener) would greatly expand SB 35 (Chapter 366, Statutes of 2017) provisions and eliminate the Jan. 1, 2026 sunset date, permanently requiring cities to ministerially approve certain housing projects without public input or environmental review. SB 423 will be heard in the Senate Committee on Governance and Finance on April 26.

Voice your **OPPOSITION** by submitting a letter to the Senate Committee on Governance and Finance and your legislator. If your Senator is on the committee, it is important to submit a letter and call them to express your opposition!

**Proposed Advanced Clean Fleet Regulations**
The California Air Resource Board's (CARB) proposed Advanced Clean Fleet regulation has unclear, exploitable provisions and unattainable timelines. The proposed regulation would require all new class 2b-8 vehicle purchases, such as garbage trucks, to become zero-emission by 2027.

With a few exceptions, most government agencies in California would be impacted by this change. Voice your concerns to CARB's proposed Advanced Clean Fleet regulation by submitting a letter TODAY. For information about how the measure could impact your community, contact your local public affairs manager.

**AB 1708 (Muratsuchi) Proposition 47 Reform**
Proposition 47 made promises of safe neighborhoods, but the unintended consequences that followed have undermined that promise.

AB 1708 (Muratsuchi) would increase accountability for repeat theft offenders and offer pathways for pre-plea diversion programming.

If passed, the bill would send the issue to the voters for approval at the next statewide general election. Voice your SUPPORT by submitting a letter to the Assembly Public Safety Committee. If your assembly member is on the committee, it is important to submit a letter and call them to express your support!

**2023-24 State Budget Priorities for Cities**

Cal Cities is calling on the state and Legislature to invest $3 billion in ongoing funding for cities to increase the supply of affordable housing and reduce homelessness, invest $1 billion to reimburse cities for unfunded mandates, and lay off any action that would reduce or eliminate funding for cities or divert essential local revenue sources.

Take action today by sending a letter to Budget Committee chairs and vice chairs requesting investments in the 2023-24 state budget that bolster local government efforts to support our most vulnerable residents and ensure cities can thrive!

**State Ballot Measure Restricting Voters' Input and Local Taxing Authority**

The anti-local control California Business Roundtable measure has qualified for the November 2024 ballot. This anti-local control measure will decimate vital local and state services to the benefit of the largest and wealthiest corporations in California. Cal Cities, along with a broad coalition of local governments, labor, public safety, education, and infrastructure advocates, strongly oppose this initiative.

Make sure your city's voice is heard by adopting a resolution opposing the harmful measure. Adopted city resolutions can be sent to BallotMeasures@calcities.org. For information about how the measure could impact your community, contact your local public affairs manager.